Thesis Submission Guidelines—Wiggin Library

I. Paper, Binding, and Pricing
   A. All theses submitted for binding must be printed on acid-free, archival quality white paper. We suggest Southworth or a similar brand of paper.
   B. Thesis copies submitted for binding should have a 1.5 inch left hand margin.
   C. The $45 Thesis Binding Fee covers binding of two copies, one copy for the library and one copy for the student’s personal use. The fee will be billed upon submission of the thesis to the library and is due and payable when billed.
   D. Final thesis copies are due to the Library by April 1.
   E. All financial obligations must be paid in full on or before April 30 [approximately three weeks prior to Commencement].

II. Style
   • Theses should be written with constant reference to the most recent edition of The Chicago Manual of Style (hereafter CMS). Some students will find Kate L. Turabian’s A Manual for Writers of Research Papers, Theses, and Dissertations (hereafter Turabian) also helpful. Page references below are to the 15th Edition of the CMS, published in 2003, and the 7th Edition of Turabian, published in 2007.
   • Some required and commonly included elements include:
     1. Title Page. cf. CMS p. 6; Turabian p. 379.
     3. Table of Contents. cf. CMS p. 16-17; Turabian p. 380.
     4. List of Tables and/or Illustrations (if appropriate). cf. CMS p. 18-19; Turabian p. 382/383.

   • Below are samples of a Title Page, Acknowledgements, Table of Contents, and Bibliography. Italicized notes in brackets [like this] are notes for this guide, and do not indicate that any text given in that place should be bracketed and italicized.
MA THESIS SUBMISSION GUIDELINES

A THESIS SUBMITTED FOR THE DEGREE:
MASTER OF ARTS (RELIGION) [or relevant degree]

BY
AUTHOR’S NAME

CHICAGO, ILLINOIS
MARCH 2014
ACKNOWLEDGEMENTS/DEDICATION

[Optional:] To [whomever]

[Optional: a paragraph giving special thanks to those who made the thesis possible, often certain faculty members, family, partners, friends, and/or a religious community]
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And so on, in alphabetical order by author.

[NB: Above example includes citations of an article from an academic journal (Brown) and several books. See Turabian or the *Chicago Manual of Style* for further guidelines on citing sources, and rules for citing further kinds of sources.]