

## 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 15<sup>th</sup> Edition of the *CMS*, published in 2003, and the 7<sup>th</sup> Edition of Turabian, published in 2007.
- Some required and commonly included elements include:
  1. Title Page. cf. *CMS* p. 6; Turabian p. 379.
  2. Acknowledgements/Dedication. cf. *CMS* p. 20-21.
  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.
  5. (Optional) Prologue/Introduction. cf. *CMS* p. 20-21.
  6. Body of paper. cf. Turabian p. 392 for first page of a chapter, and p. 393 for a sample page from the midst of a thesis/dissertation.
  7. Bibliography or Works Cited. Cf. Turabian p. 401 for sample Bibliography page.
- 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.

MEADVILLE LOMBARD THEOLOGICAL SCHOOL

[*Title:*] 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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## BIBLIOGRAPHY

Brown, Jason. "What Is Consciousness?" *Process Studies* 40:1 (Spring/Summer 2012): 21-41.

Owen-Towle, Tom. *Unwrapping the Inner Gifts of Christmas*. San Diego, CA: Flaming Chalice Press, 2013.

Przywara, Erich. *Analogia Entis: Metaphysics: Original Structure and Universal Rhythm*. Grand Rapids, MI: Eerdmans, 2014.

Tucker, Cynthia Grant. *Prophetic Sisterhood: Liberal Women Ministers on the Frontier, 1880-1930*. Lincoln, NE: Authors Choice Press, 2000.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7<sup>th</sup> ed. Chicago: The University of Chicago Press, 2007.

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.]