

*Guide for the Preparation of the  
Master's Thesis*

**Duke  
University**



2009

The Graduate School  
Duke University  
Durham, North Carolina

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## **SUMMARY OF PRELIMINARY STEPS FOR PAPER SUBMISSION OF THE MASTER'S THESIS:**

### **1. Initial Submission:**

- Apply for graduation through ACES.
- Submit a Committee Approval Form if your dissertation committee in ACES does not correspond to the committee that will be present at your defense.
- Request an Advisor Letter and Defense Announcement to be emailed to the Graduate School at [jessica.crowley@duke.edu](mailto:jessica.crowley@duke.edu).
- Drop off your thesis at the Graduate School front desk at least 1 week prior to your defense. No appointment is necessary.
- When you receive an email containing the format changes required in your thesis, make an appointment with the individual from whom you received the email. The appointment calendar is located at: <http://aaswebsv.aas.duke.edu/calendar/grad.html>

### **2. Appointment:**

- Provided you have filed an "Apply for Graduation" form, submitted an Advisor Letter and Defense Announcement, and have an approved thesis committee, you will receive your Final Examination Certificate and Binding Slip.

### **3. Defense:**

- After defending, obtain the original signatures of your committee on: two (2) title signature pages and the Final Exam Certificate. Please ensure that both signature pages are printed on white, watermarked, acid-free paper of at least 25% cotton content.
- Obtain the signature of your Director of Graduate Studies on your Final Exam Certificate.

### **4. Final Submission:**

- Final Submission must occur within 30 days of your defense; however, if you defend within 30 days of the semester deadline of your graduation date, you must adhere to semester deadline, and do not have 30 days to complete your final submission. Please see Graduate School website for semester deadlines: [http://www.gradschool.duke.edu/policies\\_and\\_forms/index.html](http://www.gradschool.duke.edu/policies_and_forms/index.html)
- Before submitting your thesis to Perkins Library, you must bring the following materials to the Graduate School (no appointment is necessary) so that we may determine whether all of your required changes have been made, your binding fee has been paid, and all appropriate forms have been completed:
  - Thesis printed on white, watermarked, acid-free paper of at least 25% cotton content with original signatures of committee on title signature page.
  - 1 photocopy of dissertation with original signatures of committee on title signature page.
  - Final Exam Certificate with original signatures of committee and original signature of DGS.
  - Stamped Binding Slip and receipt from payment of Binding fee (18\$). Note: Fee should be paid by cash or check and in person at the Student Service Center, located at 101 Allen Building.

After you have been signed off by the Graduate School, you may submit all materials to Diana Jones in the Perkins Library by 3:00 p.m.

Note: If your advisor or department requires a bound copy of your thesis, or if you would like a personal copy, you can print out your dissertation and bring it to the Textbook Store in the Bryan Center for binding.

# Guide for Preparation of the Master's Thesis

## **I. Apply for Graduation.**

By Applying for Graduation, you inform the Graduate School that you are planning to graduate in a given semester. Log into ACES and select “Apply for Graduation.” The Graduation list submitted to the University Marshal is generated from the “Apply for Graduation” Forms. An “Apply for Graduation” form filed for one semester does not carry over to the next semester. Thus, if you file in the fall and do not defend, you must file a new form in the spring. The “Apply for Graduation” form must be submitted at least one month prior to your defense and no later than January 25 for a May degree, July 1 for a September degree, and November 1 for a December degree. If your committee is not approved (exceptions: G-PIDP, G-PPS) you will not be eligible to Apply for Graduation.

## **II. Initial Submission Procedures.**

You must submit your thesis to the Graduate School, 127 Allen Building, for preliminary approval at least one week prior to your defense. Check the Graduate School web site

[http://www.gradschool.duke.edu/policies\\_and\\_forms/graduation.html](http://www.gradschool.duke.edu/policies_and_forms/graduation.html)

for specific submission deadlines. Please bring your thesis, a letter from your advisor stating that the thesis is complete and acceptable for defense, a written announcement from the department stating the date, time, and location of your defense (see sample forms on page 14 and 15 of this Guide) to the front desk in 127 Allen Building. These forms may also be emailed to [jessica.crowley@duke.edu](mailto:jessica.crowley@duke.edu) prior to dropping off your dissertation/thesis. **No appointment is required to drop off your thesis.** When the initial submission is checked you will receive an email from a Graduate School staff member informing you of any formatting problems. Please note that format errors do not prevent you from defending. However, an incomplete thesis, i.e., one that is lacking title page, table of contents, bibliography, etc., will not be approved for defense. **When you receive an email from a Graduate School staff member, you may then sign up for an appointment with the individual from whom you received the email.** Please sign up for an appointment at:

<http://aaswebsv.aas.duke.edu/calendar/grad.html>

### **III. Graduate School Appointment.**

#### **A. Fees and Binding.**

At the time of your appointment, you will be given a bill for payment of the permanent binding fee. The binding fee is \$18 for two volumes. A thesis over 500 pages in length will be bound in two parts, requiring four volumes with a binding fee of \$36. This fee must be paid in the Student Service Center (101 Allen Building) prior to the final submission of your thesis to Perkins Library. The Library does not provide a bound copy of your thesis for your advisor. If your advisor(s) and/or department require a bound copy of your thesis you may take it to the Textbook Store in the Bryan Center. The Textbook Store sends the thesis to a book binder in Greensboro and returns the bound volume to you.

#### **B. Final Examination Certificate.**

After the defense, your committee must sign a final examination certificate (exam card) indicating that you have successfully defended your work. The card is generated in the Graduate School and will be released to you at your appointment, provided all of the necessary paperwork has been received. If your thesis committee does not match the approved committee in our system, if we have not received the departmental announcement of your thesis defense, or if we have not received the letter from your advisor, the Final Examination Certificate will be held in the Graduate School Office until all items are received. If there has been a change in your committee, the Graduate School must receive a new Committee Approval Form. The Committee Approval Form is available at:

<http://www.gradschool.duke.edu/Regulations/forms.htm>

### **IV. Format Guidelines for Thesis.**

*All theses submitted to the Graduate School must meet the following format guidelines.*

#### **A. Thesis Templates.**

Templates are available in Microsoft Word and LaTeX that follow the formatting guidelines described in this Guide. Please note that these templates are designed for dissertations. In order to adapt the templates for Master's theses, please remove the following pages: abstract title signature page, abstract, and biography. In addition, please use the sample in this guide for the title signature page instead of the title signature page in the template provided. The templates can be found on the Graduate School Web Site at the following location:

[http://www.gradschool.duke.edu/policies\\_and\\_forms/index.html](http://www.gradschool.duke.edu/policies_and_forms/index.html)

## **B. Consistency of Format.**

The thesis must be formatted consistently throughout the entire manuscript.

## **C. Bibliography.**

If individual papers are included in the thesis a single bibliography will serve the entire manuscript. A Bibliography after each chapter will not be accepted.

## **D. Margins.**

All pages in the thesis must be formatted with at least a 1.5 inch margin on the left, and at least a one inch margin on the top, right side, and bottom. There must be at least a 1" margin beneath a bottom page number. However, it is not necessary to right justify the text. All text in the thesis or dissertation, including footnotes, page numbers, tables, figures (illustrations), and figure legends, must fall within these margins.

## **E. Typing.**

All text must be double spaced and printed on one side of the page. **Exceptions:** When an entry in the Table of Contents, List of Figures and List of Tables is longer than one line, that entry is single-spaced. When a chapter, section, or sub-section heading is longer than one line, that entry is single-spaced. Bibliographic references and long quotes are single spaced but double-spaced between entries. Single or double spacing may be used for tables and legends or captions for figures. Do not use italics or script fonts for the general body of the document.

## **F. Page Numbers.**

All page numbers should be placed bottom center with a 1" margin beneath. The thesis title signature page and the copyright page do not have page numbers but they are counted. The Contents page begins numbering with small roman numeral iii. Begin the first page of the Introduction or Chapter 1 with Arabic number 1. All pages are numbered consecutively from that point.

## **G. Footnotes.**

All footnotes must appear at the bottom of the page. **Footnotes should begin renumbering with 1 at the beginning of each new chapter.** Footnotes may be continued on the next page, but must begin on the page they are cited. Endnotes will not be allowed.

## **H. Format for Citations, Figures, Tables.**

Your thesis should follow one of the accepted formats provided by *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Chicago: The University of Chicago Press). If your thesis includes figures (illustrations) or

tables, you must include a List of Figures and a List of Tables to be placed after the Table of Contents. Figures (illustrations) and tables may be placed on separate pages with the figure or table number and caption typed either beneath the illustration or on the preceding (facing) page. (**Note:** when a figure or table legend is on a facing page, the margins are reversed: the right margin becomes 1.5 inches, and the left margin becomes 1 inch). Tables and Figures must fall within the specified margins. **Photographs** are best microfilmed using a sharp photocopy or they can be scanned. The Graduate School does not require original photographs. Color photographs should be avoided because of their impermanence; they do not reproduce on microfilm.

### **I. Figures and Tables with Landscape Orientation.**

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the Landscape Figure or Table must also be rotated, however the page number is not. The page number must appear at the bottom as if the figure were portrait presentation.

### **J. Quality of Paper.**

When the final, defended version of your thesis is delivered to Perkins Library, the original must be on white, watermarked, acid-free paper of at least 25% cotton content. This paper is available in the Bryan Center bookstore as well as stationery and office supply stores around the country. **NOTE:** We cannot guarantee that paper marked “acid free” is actually acid free unless purchased at the Bryan Center University Store at Duke University. The Perkins Library staff will test the pH content of your paper when the thesis is submitted.

### **K. Order of Pages in a Master’s Thesis.**

- Thesis Title Signature page
- Copyright Page
- Dedication (optional/ not listed in Table of Contents)
- Table of Contents
- List of Tables
- List of Figures (illustrations)
- List of Abbreviations
- Acknowledgements (optional)
- Introduction (if used)
- Body of text
- Appendices (if any)
- References, Bibliography, or Works Cited (any of these titles are correct)

Samples of the Thesis Title Page and Copyright Page are included at the end of

this guide.

## V. Final Submission Procedures.

You are required to return to the Graduate School (127 Allen Building) for the final thesis review prior to submitting your thesis to the Library. **An appointment is not required for the final thesis review.** At this time we will make sure the requested format changes have been made. We will give you a check sheet to take with you to Perkins Library confirming that the formatting changes requested by the Graduate School are complete.

After the defense, you normally have 30 days to make revisions and return the completed and defended thesis to Perkins Library. If you need more than 30 days for making changes to the thesis, e-mail Susan Williford ([susan.williford@duke.edu](mailto:susan.williford@duke.edu)) to request an extension. State the reason for the delay and specify the date that the thesis will be submitted. The period of 30 days after the examination for returning the final copies of your thesis cannot apply if your examination occurs just prior to the end of an academic term. At those times the corrected thesis and required forms must be returned sooner in order to meet specified semester deadlines for awarding of the degree. If, at the end of the semester or term, you cannot meet these deadlines you will be required to register for the ensuing semester and file a new Apply for Graduation Form. Please consult the Graduate School web site: [http://www.gradschool.duke.edu/policies\\_and\\_forms/graduation.html](http://www.gradschool.duke.edu/policies_and_forms/graduation.html) for specific deadline information.

### A. Final Submission of the Thesis.

#### Part I: Graduate School.

- Before coming to the Graduate School, pay the following fee (by cash or check only) at the Student Service Center in 101 Allen Building: \$18.00 binding fee (give the representative in the SSC the binding slip to be stamped and returned to you). **Save your receipt.**
- Submit the Final Exam Card signed by all members of the committee and your Director of Graduate Studies to the Graduate School.
- Bring to the Graduate School your thesis printed on white, watermarked, acid-free paper of at least 25% cotton content (must have original signatures on the title page) along with the following items:
  - 1 photocopy of your thesis (original signatures on the title page)
  - Stamped binding slip and receipt for binding fee

## **Part II: Perkins Library**

After your final review at the Graduate School, when all items above have been approved, you must deliver your thesis to the Circulation Desk in Perkins Library by 3:00 p.m. The Library will determine if your thesis paper is acid free, watermarked, and at least 25% cotton content. The Library will e-mail the Graduate School when your thesis has been accepted.

## **VI. Sample Pages.**

- The Final Examination for the Master's Degree (Thesis Defense Announcement)
- Advisor Letter
- Master's Thesis Title Signature Page

***NOTE: To help you in the final submission of your Thesis we have included a checklist on the last page of this booklet.***

**Sample: Departmental Defense Announcement**

**The Final Examination for the Master's Degree**

The final examination of \_\_\_\_\_ for the  
*name of student*

Master's degree in \_\_\_\_\_ will be held  
*department*

on \_\_\_\_\_ in  
*time of day, month, date, year*

\_\_\_\_\_  
*location (building, room number)*

The title of the Thesis is:

The Committee to conduct the examination consists of:

\_\_\_\_\_ Chair  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director of Graduate Studies

**Sample: Advisor Letter**

(e-mail letters to [jessica.crowley@duke.edu](mailto:jessica.crowley@duke.edu) )

October 1, 2008

Jessica Crowley  
Duke University Graduate School  
127 Allen Building  
Box 90065

Dear Ms. Crowley:

I have read the thesis of \_\_\_\_\_ and it is complete and ready to defend.

Sincerely,

\_\_\_\_\_  
Advisor

**Template: Master's Thesis Title Signature Page**

The Systematic Study of Solvent

Extraction with Acetylacetone

by

Alexis Moore Scott

Department of Chemistry

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Raye T. John, Supervisor

\_\_\_\_\_  
[Typed Name of committee member]

\_\_\_\_\_  
[Typed Name of committee member]

**(Note: Signatures of all committee members must be included above.)**

A thesis submitted in partial fulfillment of the  
requirements for the degree of Master of  
Science in the Department of Chemistry  
in the Graduate School of  
Duke University

2008

***(Note single spacing above.)***



## VII. Checklist

Before returning to The Graduate School for the final review, please take a moment to make sure you have included these sections (1-14) and that you have followed the proper format (15-18):

1. \_\_\_\_\_ Title/Signature pages with original signatures
2. \_\_\_\_\_ Copyright page (required for all masters theses)
3. \_\_\_\_\_ Dedication (optional/ numbered, but not listed in Table of Contents)
4. \_\_\_\_\_ Table of Contents
5. \_\_\_\_\_ List of Tables (as appropriate)
6. \_\_\_\_\_ List of Figures (as appropriate)
7. \_\_\_\_\_ List of Symbols/Abbreviations (as appropriate)
8. \_\_\_\_\_ Acknowledgments (optional)
9. \_\_\_\_\_ Double-spaced text
10. \_\_\_\_\_ Appendices (as appropriate)
11. \_\_\_\_\_ References (an entry for the References/Bibliography must be included in the Table of Contents)
12. \_\_\_\_\_ Margins: 1.5" left, 1" right, top and bottom (beneath the page number)
13. \_\_\_\_\_ Footnote numbers begin with number 1 at the beginning of each new chapter
14. \_\_\_\_\_ **Page numbers:** all within required margins (lower case Roman numerals for introductory pages, Arabic numerals for text). Landscape Figures (if any) with page numbers placed **bottom center of page**. All pages are numbered except for the two title signature pages and copyright page.