

**COLLEGE OF ARTS AND SCIENCES
GUIDELINES FOR THE PREPARATION OF
MASTER'S THESIS**

Master's Thesis Checklist for Graduation

1. Application for Degree (submitted to the Registrar's Office)
2. Completed, approved Master's Program Form
3. Approved Thesis submitted online by deadlines posted on the Registrar's website:
<http://www.lehigh.edu/~inrgs>
4. \$55 online submission fee, paid to the Bursar's Office
5. Final paperwork to be delivered by deadline to the Registrar's Office
 - a. Title Page
 - b. Abstract
 - c. Original Signed Signature Sheet
 - d. Thesis Processing Receipt (paid at Bursar's Office)
6. Thesis uploaded to: <http://www.etdadmin.com/lehigh/> 24 hrs prior to delivery of Final paperwork to Registrar's office

INSTRUCTIONS, PROCEDURES, AND DEADLINES

Program for Master's Degree:

1. Formulation of a tentative program of course work in consultation with your advisor.
2. Master's Program form must be completed at Pre-registration for the final semester and handed in before your final semester of classes begins. Graduate students should meet with their advisors when they have completed 15 credit hours to make sure they will meet all of the graduate course level requirements for graduation. You must complete between 30-32 credit hours, (ask your advisor about total for your program) of which at least 18 credit hours are 400 level and 15 of the 400 level must be in department/program. The Master's Program Form can be found in your department, the Registrar's Office or online at www.cas.lehigh.edu/grad/current.
3. Application for degree can be found in your department, Registrar's Office or online at www.cas.lehigh.edu/grad/current. Apply before date specified online at the Registrar's website (<http://www.lehigh.edu/~inrgs/main.shtml>). **Reapplication for degree is required** if student misses expected graduation date.
4. Approved thesis submitted online to (<http://www.etdadmin.com/lehigh/>). Title Page, signature sheet signed by your advisor and chairperson of department submitted to the Registrar's office by deadline posted on the Registrar's website.

5. Completed Interdepartmental Clearance form submitted to the Registrar's office (no later than 1 week prior to graduation). Form can be found in the department, Registrar's Office or Graduate Programs Office (280 Maginnes Hall)
6. Cap and Gown information can be obtained through the University Bookstore (610-758-3375)
7. Registration is required in the semester in which the degree is to be conferred
8. THE MATERIAL OF THE COMPLETE THESIS MUST BE ARRANGED AND NUMBERED AS FOLLOWS:
 - a. the Title Page (which is page i but is not numbered)
 - b. Copyright Page (page ii)
 - c. Unsigned Approval Page (which is page iii)
 - d. Acknowledgments (if any) (*continue with Roman numerals*)
 - e. the Table of Contents (*continue with Roman numerals*)
 - f. List of Tables (if any) (*continue with Roman numerals*)
 - g. List of Figures (if any) (*continue with Roman numerals*)
 - h. List of Illustrations (if any) (*continue with Roman numerals*)

NOTE: Roman numeral pagination ends here.
 - i. An Abstract of **150 words maximum (Arabic numeral 1)**

NOTE: Arabic numeral pagination starts with the abstract at page 1 and is continued in consecutive order to the last page of the dissertation.
 - j. The main text of the dissertation including footnotes, tables and figures
 - k. Bibliography or List of References
 - l. any Appendices
 - m. The "Vita" or brief Biography (last page)
2. Extensive appendices, computer programs, audio, video, etc, should be attached under the supplemental data section of the online submission.
3. The pages of the entire thesis, including illustrations, tables, graphs, appendices, bibliography, must be numbered. It is important that every page (except the title page, as noted above) be numbered.
4. Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis. The following list of manuals are excellent guides to which to refer for referencing styles:

American Psychological Association. (2001). Publication manual of the American Psychological Association. (5th ed.). Arlington, VA.

Dodd, J.S. (Ed.) (1997). The ACS style guide: A manual for authors and editors. (2nd ed.). Washington, DC: American Chemical Society.

Gilbaldi, J. & Ahtert, W.S. (2003). MLA handbook for writers of research papers. (6th ed.).

New York: Modern Language Association of America.

Turabian, K.L. (1996). A manual for writers of term papers, theses, and dissertations. (6th ed.). Chicago, University of Chicago Press.

University of Chicago Press. (2005). The Chicago manual of style. (15th ed.). Chicago, IL.
Thesis must conform to the following Proquest/UMI Guidelines

Abstract

As a section of your dissertation or thesis, your abstract (if you include one; check with your institutions requirements) must meet the specifications provided below for your manuscript. Please supply an additional copy of your abstract in English, if the primary language of your dissertation or thesis is NOT English.

We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indices that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indices require word limit of 150 words for master's theses. Additionally, our print indices allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. **The abstract as you submit it will NOT be altered in your published manuscript.**

Manuscript Specifications

Regardless of how you submit your dissertation or thesis, it will eventually be produced in digital, microform and or microfiche, and probably print media. Your library may have a standing order for reduced (6" x 9") size bound copies. Achieving a legible copy of acceptable quality in all of these formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all of these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, **your institution's specifications supersede ours**. Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

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MAKE SURE all your fonts are embedded fonts. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file, and causes delays in our publishing process.

DIGITAL MANUSCRIPT

- 1. File Format: Manuscript:** Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
- 2. Multimedia files and formats:** Acceptable with external or internal links.
- 3. Images:** GIF (.gif); JPEG (.jpeg); TIFF (.tif)
- 4. Video:** Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
- 5. Audio:** AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
- 6. Margins:** Left: 1 ½"; Right: 1"; Top and Bottom: 1". Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.
- 7. Fonts:** Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
- 8. Line spacing:** Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
- 9. Color:** Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance should exist in help files.

To begin with, create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Select the **Embed TrueType fonts** check box.
3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
5. If prompted to save these new settings, save them as "Embed all fonts."
6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."
9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.
10. If you see "(Embedded Subset)" after all fonts, you have succeeded.

Some recommended TrueType fonts and point sizes

*Arial	10pt
Century	11pt
*Courier New	10pt
Garamond	12pt
*Georgia	11pt
Lucida Bright	10pt
Microsoft Sans Serif	10pt
Tahoma	10pt
*Times New Roman	12pt
*Trebuchet MS	10pt
*Verdana	10pt

SAMPLE TITLE PAGE FOR ONLINE THESIS SUBMISSION (remove and replace items in parentheses with your information)

(Title of Thesis)

by

(Your Name)

A Thesis

Presented to the Graduate and Research Committee

of Lehigh University

in Candidacy for the Degree of

Master of Arts (or Science)

in

(Name of Department)

Lehigh University

(Date)

SAMPLE COPYRIGHT PAGE (remove and replace items in parentheses with your information)

Copyright
(Your Name)

SAMPLE THESIS SIGNATURE SHEET for SUBMISSION TO REGISTRAR'S OFFICE) (remove and replace items in parentheses with your information)

Thesis is accepted and approved in partial fulfillment of the requirements for the Master of (Arts/Science) in (Department/Program).

(THESIS TITLE)
(YOUR NAME

Date Approved

(Thesis Advisor's Name)
Advisor

(Co-Advisor's Name)
Co-Advisor

(Department Chair's Name)
Department Chair Person