

Manhattan College Thesis Formatting Guidelines

These guidelines supplement any instructions that may have been prepared by your School or Department. For example, your School or Department may require the use of a particular citation format.

The Library no longer accepts or binds paper copies of theses. As noted below, all theses must be submitted online in PDF format at <https://manhattan.libwizard.com/thesis-submission>

All theses will be cataloged in JASPERcat and will be available, in print or PDF format, to individuals who visit, write, or call to request a copy from the College Archives.

You are encouraged to make the PDF version of your thesis available through the Manhattan College library and archives web sites, either (a) to everyone worldwide or (b) to the Manhattan College community. You can select either option simply by checking a box when you submit your thesis.

FONTS

The main text of your thesis must be in a widely used 10-, 11-, or 12-point font. The same font must be used for all the main text. Other fonts and sizes may be used for titles, headings, notes, tables, and figures.

The fonts you use must be embedded in the PDF file that you submit. (For instructions on saving a Word document as a PDF file with embedded fonts, see [How to Embed Fonts in Word](#). For instructions on saving a LaTeX document as a PDF file, please see your thesis advisor.)

COLOR

Use black for the main text of your thesis. You may otherwise use color at your discretion, keeping in mind that not all readers of the thesis will be able to print it in color.

TEXT FORMATTING

The main text must be either double-spaced or 1.5-line spaced. The same spacing must be used throughout the thesis, except that other line spacing (such as single spacing) may be used for the table of contents, the list of tables, the list of figures, block quotes, the bibliography, and any notes, tables, or figures.

The text must be left-justified. You may choose whether to full-justify the text so that the right edges are aligned as well as the left, but the text must be formatted consistently. (Do not full-justify one chapter but not the others, for instance.)

You may choose whether to indent the first line of each paragraph. If you do not indent the first line of each paragraph, use extra space between paragraphs.

TABLES AND FIGURES

Any tables and figures should appear in the main text of the thesis. They must be mentioned in the text (e.g., "See Table 1") and placed near the point where they are first mentioned.

Tables and figures must be numbered. The title of each table should appear above the table. The caption for each figure should appear below the figure.

Figures that appear in the text must be fully legible, both on-screen and when printed. (In many cases, the best way to insert figures into the text of a Word document is to use the *Paste—Special* option, selecting "Picture (Enhanced Metafile)." For instructions on inserting figures into a LaTeX document, please see your thesis advisor.)

PAGE ORIENTATION AND MARGINS

Except as necessary for wide tables and figures, the pages of your thesis must be in portrait rather than landscape orientation.

Page margins of at least one inch and no more than 1.5 inches are required, and the same margins must be used throughout the thesis. The left and right margins must be the same.

Exception: The margins for tables and figures may be smaller, and different for each table/figure, but they must be at least half an inch.

SECTIONS OF THE THESIS

Your thesis must include these sections, in this order:

- Title page (see below for details)
- Abstract (see below for details)
- Acknowledgements (optional)
- Table of contents (labeled "Contents" or "Table of Contents")
- List of figures (if any)
- List of tables (if any)
- Chapters of the thesis
- Bibliography (may be labeled "References," "Works Cited," or something similar, in accordance with the citation style you're using)
- Appendices (if any)

In the past, some theses included a signature page with the signatures of the thesis committee members. That page is no longer required and will not be included in the digital copy of your thesis. We will contact your thesis advisor to verify that the thesis has been approved.

TITLE PAGE

The title page must be formatted this way:

[Title of Thesis]
by [Author's Name]
A thesis submitted in partial fulfillment of the requirements for the
[Degree Name] degree in [Field of Study]
at Manhattan College, [Month and Year of Graduation]

Fill in the bracketed text, as appropriate. Each line must be centered, but you may vary the font, the font size, the use of bold, italics, or capitals, and the line spacing in order to create an attractive title page. Most authors place the title about one-third of the way down the page, and the last three lines near the bottom of the page. The title may take up more than one line.

For the degree name, include just "Master of Science" or "Master of Arts," for instance. Note that in Education, however, the degree name is "Master of Science in Education."

For the field of study, be sure to use the official name of the program, as shown in the [Graduate Catalog](#) or the [Undergraduate Catalog](#).

There should not be a comma between the month of graduation and the year of graduation.

ABSTRACT

The Abstract, presented on a single page, summarizes your thesis. In many fields, it will discuss the scope or goals of the study, briefly summarize your methods, and present your main findings. Your advisor may provide instructions regarding the length and content of your Abstract.

TABLE OF CONTENTS

The Table of Contents must include the chapter names. Most include first- and second-level section headings as well.

CHAPTER TITLES AND SECTION HEADINGS

Your thesis must be divided into chapters. Most are divided into sections and subsections within each chapter.

Section headings may be either numbered or unnumbered. Be sure to clearly distinguish between first-level section headings (e.g., "1. Methods"), second-level section headings (e.g., "1.1 Sampling strategy"), and third-level section headings (e.g., "1.1.2 Representativeness of the sample"). This can be done through the use of section/subsection numbers, differences in size or font, centering of lines, and the use of bold, italics, capitals, or underlining.

Your advisor may require or recommend a particular style of section headings.

Normally, the pages are formatted so that no section begins on the last three lines of a page. The usual practice is to insert a page break so that the new section begins at the top of the following page.

PAGINATION

The title page is counted as page i and the copyright page as page ii, but page numbers should not appear on those two pages. Numbering should begin with page iii and continue with lowercase Roman numerals until the first page of the first chapter.

The first page of the first chapter should be numbered "1", and all subsequent pages (including references, appendices, etc.) should be numbered in sequence.

The page numbers must be centered at the bottom of the pages. This ensures that they are always readable even if someone chooses to print double-sided starting with an even-numbered page.

Your thesis must not include any blank pages. In particular, do not include blank pages between chapters or sections.

CITATION STYLE

Citations must be prepared in accordance with your advisor's instructions, in a well-known style such as APA, MLA, or Chicago—not necessarily the most recent edition. Other citation styles are acceptable, but a combination of several different styles is not.

FILE FORMAT

Normally, you must submit your thesis as a single PDF document with 8.5" x 11" pages *and embedded fonts*.

(For instructions on saving a Word document as a PDF file with embedded fonts, see [How to Embed Fonts in Word](#). To save a LaTeX document as a PDF file with embedded fonts, please see your thesis advisor.)

If you'd like assistance or you need to use a page size other than 8.5" x 11" for all or part of your thesis, please contact Susanne Markgren, Assistant Director of the Library for Technical Services, at susanne.markgren@manhattan.edu.

KEYWORDS

Before submitting your thesis, please prepare a list of up to five keywords that describe the topic of your thesis. The keywords can be either words or very short phrases. They will be used by the library staff to catalog your thesis.

SUBMITTING YOUR THESIS

Please submit your thesis as a single PDF file using the form at <https://manhattan.libwizard.com/thesis-submission> once it's been accepted by your thesis committee.

Do not submit your thesis until it has been officially accepted by your committee.

When you submit your thesis, you will be asked to select one of three access options:

1. Open access (recommended)—Your thesis will be available online and viewable/downloadable without restrictions; we will contact your advisor to make sure this option is acceptable to him or her.
2. Restricted access—Your thesis will be available only to authenticated Manhattan College users.
3. No web access—Your thesis will not be available on the open web, although we will provide it to individuals who visit, write, or call to request a copy from the College Archives.

If you select option 2 or 3, you are granting the College a non-exclusive right to post your thesis online.

You hold the copyright to your thesis. You are free to publish the thesis, or any part of it, without restriction. However, some publishers may not consider submissions that were previously posted online. If you plan to publish your thesis as a book or article, you may want to discuss the situation with your advisor. While most publishers do not regard online posting as a form of publication, perspectives on this issue differ significantly among academic fields and even among particular journals.

AFTER YOU HAVE SUBMITTED YOUR THESIS

A submission confirmation will be sent to your Manhattan College e-mail address.

We will then contact your advisor to verify that your thesis has been accepted by your committee. If you have chosen access option 1 (Open access), we will also verify that your advisor has no objections to posting your thesis online.

Once your advisor has confirmed that your thesis has been accepted, it will be cataloged and accessible via the option you chose by the beginning of the next semester. If you have any questions about the process or the timing, please contact Susanne Markgren, Assistant Director of the Library for Technical Services, at susanne.markgren@manhattan.edu.