

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

THE GRADUATE OFFICE

**FORMAT AND PROCEDURES FOR A THESIS FOR THE MASTER'S DEGREE
AT THE UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK**

A candidate who has received formal approval (from adviser and department chair) to submit a thesis as partial fulfillment of the master's degree at the University at Albany, whose "Application for Approval of Subject of Thesis" had previously filed with and accepted by the Office of Graduate Studies, and who has registered for the appropriate thesis course, may proceed with thesis submittal. In the preparation and presentation of copy s/he should be guided by the following procedures:

A. The submission of thesis.

1. Two clear and dark, error-free and correction-free copies of each thesis plus two error-free and correction-free copies of an abstract of not over 600 words are required. When completed, these copies should be submitted to the Department Chair who will arrange for the thesis to be read for approval, disapproval, or revision and resubmission. Copies should be unbound, but ready for binding.
2. Copies are to be presented to the Graduate Studies Office, UAB121, in final form not later than May 1, August 1, or December 1 by students completing requirements for master's degrees in May, August, and December, respectively.
3. The candidate is responsible for submitting for binding all copies in accordance with specifications supplied by the Graduate Studies Office. Arrangements for binding are made by the Graduate Studies Office after the student makes a prepayment of charges to the University at Albany at the circulation desk of the University Library (see attached Form A to be filled out and brought to the University Library with payment).
4. The candidates should submit with the thesis a receipt for prepayment of binding charges and the signed departmental form indicating that the thesis has been read and approved by representatives of the department.

B. The format and style of the thesis.

1. Two copies of the thesis are required to be submitted to the Graduate Studies Office, UAB121. One of these copies, without errors or corrections, must be on 100% cotton or rag bond paper, non-recycled, and the other, without errors or corrections, must be on 25% cotton or rag bond paper, non-recycled. (Both copies on 100% cotton or rag bond paper, non-recycled paper is acceptable.)

NOTE: The thesis should be submitted in sturdy boxes which are strong enough to protect the work while it is transmitted through various processing stages before being bound. Do not put rubber bands or use any size binding clips around your original copies of your thesis, they will damage the paper and will not be acceptable.

2. All originals on copies submitted should be printed in black, with standard font used.
3. The paper must be white (not off-white) and without ruled margin lines.
4. Pages of the text should have margins as follows:

Inner margin (left side), 1 ½ inches

Outer margin (right side), 1 inch

Upper margin (top), 1 inch

Lower margin (bottom), 1 inch

Running Headers or Running Footers are not acceptable.

5. The text of the thesis should be double-spaced. (Quotations of length may be indented five spaces and single-spaced.)
6. All items of the title page should be exactly centered after allowing a 1 1/2 inch for binding on the left side of the paper. The items should be located on the page by measuring from the top.

Title, 2 inches from the top

Presentation statement, 5 inches from the top

Name of Author, 8 5/8 inches from the top

Date, 8 3/4 inches from the top

7. The various parts of the thesis should appear in the following order:
 - I. Title Page of Abstract
 - II. Abstract
 - III. Title Page
 - IV. Acknowledgments (if desired)
 - V. Table of Contents
 - VI. List of Tables (if applicable)
 - VII. List of Figures (if applicable)
 - VIII. Text of Thesis
 - IX. Bibliography
 - X. Appendices
 - XI. Index
8. Footnotes, if used, should be within the regulation page margins. It is appropriate to separate them from the main text by a single black line.
9. When a thesis is made up of separate chapters or sections, each one of these should begin a new page and should have a heading at the top, properly spaced.
10. In numbering the pages of the thesis **every page should be counted**. Those pages which precede the actual beginning of the first chapter, or introductory chapter, should be numbered in small Roman numerals. The abstract of title page and title page are counted within this preliminary sequence of Roman numerals, but *do not contain page numbers*. Beginning with the first page of the text material of the first, or introductory chapter, pages should be numbered consecutively, with Arabic numerals, starting with Arabic numeral 1 and continuing to the end of all material presented.

The position of the page number is at the bottom of the page, centered between the left and right margins and within the bottom margin area.

Every page, except for the abstract of title and title page, must have a consecutive page number. This includes all charts, figures, maps, illustrations, surveys, tables appendices or other incorporated documents. The page number must be in the same position as the basic text.

11. Tables should be numbered consecutively throughout the thesis. Numbers should be in Roman caps and should appear at the top of the tables, as TABLE I, TABLE II, etc. Each table should carry a heading, properly centered, and so formulated as to give in condensed form the exact nature of the contents of the table. Tables may be vertically lined or not as the writer chooses, but the practice within a thesis should be consistent. Use of horizontal lines should be decided upon after consulting approved forms such as may be found in books on standards for thesis writing.

12. Figures (graphs, charts, etc.) should, like tables, be numbered consecutively throughout the thesis. The number in each case should be in Arabic below the figure, and should be followed by the legend, or explanation. If several figures are grouped on one page, each should be given a number.
13. A small table or a small graph may occupy a part of a page, but should not be made to crowd the page. A small table should never begin near the bottom of a page and then finish on the upper part of the next page. If the table or graph fills the major part of a page, a whole page should be allowed for it. This has the distinct advantage of making it possible to prepare tables and figures apart from the actual typing of the thesis text).
14. When drawn by hand, figures, graphs, and charts should be done in India ink. For the reproduction of such materials or of photos, maps, music, etc., the photostat process is recommended. Each of the required copies should contain all illustration material.
15. The writer of a thesis should adopt a form for references in the bibliography and a method of citing references only after consulting his adviser. The form given in *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian, is recommended.
Valuable additional information on the collection of thesis material and on matters of style, arrangement, punctuation, typing aids, and the like may be found in the following:
 - 1) Campbell, W.G. Form and Style: Theses, Reports, Term Papers
(REVISED EDITION)
 - 2) Van Wageningen, R. Keith Writing a Thesis: Substance and Style
 - 3) Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations
16. The form for title pages of thesis and abstract (sample pages are attached).
17. The **original** departmental transmittal form. The student should prepare, but not bind in, one **original** of the departmental transmittal form. (*A sample copy is attached.*)

C. Complete and return the attached "Information Checklist for Masters Students".

Any questions regarding these general regulations should be addresses to:
Office of Graduate Studies, UAB 121, Phone (518) 442-3980.
Office hours during the academic year are from 8:30 a.m. - 5:00 p.m.

SAMPLE TITLE PAGE FOR THESIS

Social Problems
in the
Urban Community

A thesis presented to the Faculty
of the University at Albany, State University of New York
in partial fulfillment of the requirements
for the degree of
Master of Arts
College of Arts & Sciences
Department of Sociology

Susan Evans
2001

SAMPLE TITLE PAGE FOR ABSTRACT OF THESIS

Social Problems
in the
Urban Community

Abstract of
a thesis presented to the Faculty
of the University at Albany, State University of New York
in partial fulfillment of the requirements
for the degree of
Master of Arts
College of Arts & Sciences
Department of Sociology

Susan Evans
2001

SAMPLE DEPARTMENTAL TRANSMITTAL FORM (prepared by student)

University at Albany, State University of New York

College of Arts & Sciences

Department of Sociology

The thesis for the master's degree submitted by

Susan Evans

under the title

Social Problems

in the

Urban Community

has been read by the undersigned. It is hereby recommended

for acceptance by the Faculty with credit to the amount of

_____ semester hours.

(Signed) _____ (Date) _____

(Signed) _____ (Date) _____

Recommended for approval on behalf of the Department.

(Signed) _____ (Date) _____

Recommendation accepted on behalf of the

Graduate Academic Council

(Signed) _____ (Date) _____

OFFICE OF GRADUATE STUDIES

REQUIRED FEES FOR THESES AND DISSERTATIONS

1. MASTER THESIS: Bindery Fee INDICATE SELECTIONS

Original and One Copy (required) \$21.00* _____

2. DOCTORAL DISSERTATION: Bindery, Microfilm, and Copyright Fees

Microfilming and Binding (required) \$80.00*

Copyright (optional) \$52.00*

TOTAL (not including copyright) \$80.00* _____

TOTAL (including copyright) \$132.00* _____

TOTAL FEES TO BE PAID \$ _____

***RATES SUBJECT TO CHANGE.**

All fees should be paid at the Library Circulation Desk of the University Library between 9 a.m. and 3 p.m. Monday through Friday before coming to the Graduate Studies Office. Payments in check or money order should be made payable to The University at Albany.

THESIS & DISSERTATION BINDING - PERSONAL COPIES

The University Library arranges (only) for binding of the required two copies of your thesis or dissertation.

The Barnes & Noble Bookstore, at the University, has a list of websites about personal binding.

Barnes & Noble Bookstore - (518) 442-5690

and

We are also aware that the following firm offers reasonably priced binding services:

Long's-Roulet Bookbinders, Inc.
http://www.longs-roulet.com bookdr@ix.netcom.com
ph 757/623-4244 fx 757/627-1404

INFORMATION/CHECKLIST FOR MASTERS STUDENTS

Please print neatly or type the information requested on this form. Detach the form from this packet and return it to the Office of Graduate Studies UAB 121 when you hand in your thesis.

YOUR NAME: _____ I.D. # _____

TODAY'S DATE: _____ PROGRAM _____

HOW CAN WE REACH YOU:

Current Address: _____

Current E-Mail Address: _____

Current Phone # (Work): _____

Current Phone # (Home): _____

Future Address : _____

Future E-Mail Address: _____

Future Phone # (Work): _____

Future Phone # (Home): _____

Effective Date: _____

Have you submitted your "Degree Application" to the Registrar's Office in for the semester you anticipate to graduate? _____ YES _____ NO

If you have not yet submitted your "Degree Application", and you do plan to graduate this semester, please do so immediately! This can be done on UMyAlbany

The following is a summary of items to be submitted to the Graduate Office in UAB121:

- ____ One original copy of your Thesis on 100% cotton or rag bond paper, non-recycled
- ____ One original copy of your Thesis on 25% cotton or rag bond paper, non-recycled
- ____ One original Departmental Transmittal Form (with signatures)
- ____ Receipt from Library for Binding