

UNIVERSITY GUIDE FOR MASTERS THESES

PAPER REQUIREMENTS AND PRINTING INSTRUCTIONS

Note: At this time, a printed copy will not be required. Our office will take responsibility for printing a hard copy at a later date after coronavirus precautions are no longer in place.

PLEASE NOTE THE PRINT DETAILS ABOVE UNTIL FURTHER NOTICE!

FONT AND SPACING

Any non-italic font 10-12 points in size should be used. Headings may be larger. For enhanced screen readability, use Arial (10pt), Courier New (10pt), Georgia (11pt), Times New Roman (12 pt), or Verdana (10pt) font. For footnotes, figures, citations, charts and graphs, a font of 8 point or larger should be used. Italic type may be used for quotations, words in a foreign language, occasional emphasis, or book title.

For the sake of readability, it is recommended that the text of the dissertation be double-spaced (except for footnotes, long quoted passages, and lists of tables and figures, which are single-spaced). If desired, authors may choose to single-space the abstract and/or thesis manuscript.

MARGIN REQUIREMENTS

Allow one and one-half inches for the left margin and one inch for all other margins.

All text, including page numbers, must fit within these margins.

ORGANIZATION OF THE MANUSCRIPT

Pages must appear in the following order:

Title Page

Dedication (optional)

Acknowledgment (optional)

Abstract (optional)

Table of Contents (mandatory for theses 50 pages or longer) List of Tables (optional)

List of Figures/Illustrations (optional)

Main Text

Appendices (optional)

Bibliography/Works Cited

TITLE PAGE

The author's full legal name must appear on the Title Page, and each copy of the completed thesis must have two original signatures on the Title Page when presented to the Graduate Division Office.

Note: For the current semester, Spring 2020, electronic signatures are allowed on the title page and all required forms for depositing!

Although this page counts as page "i" of the preliminary pages (see below), no page number appears on this page.

A table of contents must be included if the thesis is 50 pages or longer.

PAGINATION

All pages except the Title Page (page i) must have a page number. For the preliminary pages (dedication, acknowledgements, table of contents, lists of graphs, tables, and illustrations), use small Roman numerals (i, ii, iii, ...). For the text and appendices (if any), use Arabic numerals (1, 2, 3, ...). Remember that page numbers must also appear within the margins specified above.

OTHER REQUIREMENTS

For citations, footnotes, references, and grammar, you may follow the guidelines in the Chicago Manual of Style, the MLA Handbook, or the appropriate manual in your field of study.

Please submit your thesis to the Graduate Division office via email:

gas-degree@sas.upenn.edu

SEE EXAMPLE OF TITLE PAGE BELOW:

PRACTICAL ADVICE: THE IMPACT OF "POOR RICHARD'S ALMANAC"
ON DOMESTIC HABITS IN THE AMERICAN COLONIES

Author's Name

A THESIS

in

Name of Official Graduate Group

Presented to the Faculties of the University of Pennsylvania in Partial
Fulfillment of the Requirements for the Degree of Master of (Arts/Science)

2020

Typed Name
Supervisor of Thesis

Typed Name
Graduate Group Chair