

Instructions For Formatting And Filing The Master's Thesis:  
Sample of Title Page

AMERICA IN PASSAGE;  
AMERICAN VOICES

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A Thesis  
Presented to  
The Faculty of the Department of English  
Brooklyn College

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In Partial Fulfillment  
of the Requirements for the Degree  
Master of Arts [or Master of Fine Arts]

by  
Charles King

Fall, 2003

# Instructions For Formatting And Filing The Master's Thesis

## **Style:**

**MLA Handbook, 6th Ed.** Parenthetical documentation with Works Cited.

## **Fonts that are acceptable:**

The fonts most commonly used are Times, Helvetica, Pica, Elite, or Arial. The same typeface must be used throughout the manuscript. No ink insertions are allowed except for characters not appearing on standard word processors or typewriters (e.g. #, accents, brackets, scientific symbols). Such insertions are to be made in permanent black ink.

Prefatory material is to be numbered consecutively in small Roman numerals; all other pages, including illustrative material, bibliography, and appendices are to be numbered consecutively in Arabic numerals.

Numerals are to be placed in the upper right-hand corner.

The text is to be double-spaced, including footnotes, quotations of more than four lines, and Works Cited. All margins should be 1 inch.

Pages should be of uniform size. If necessary, you may fold inserted material. Fold from right, bottom and top, in such a way as to permit binding.

All charts and illustrations should be in black and white. In general, photostating, or computer graphics are the acceptable methods of reproducing illustrations and charts. All mounting is to be done with permanent glue; do not use tape or staples to mount materials.

The Thesis is to be printed (letter quality only) on unpunched, white bond paper, 8 ½ " x 11" and 16 Ib. minimum weight. Copies must meet these specifications and, in addition, must be of high contrast, cleanly reproduced, and free of trace marks. Striking over and crossing out are not permitted. All corrections must be made before the final manuscript is approved.

## **Binding the Thesis:**

Two copies of the approved thesis are required. Submit both copies to the Graduate Deputy with the Approval Form signed by your advisor. When approved, one copy of the thesis is forwarded to the Library's Archives.

The thesis should be bound with "tape binding" and with a clear plastic cover. Most printing stores offer this service for a nominal fee.

The title page should include the following information:

### **1. The Title**

### **2. The Submission Statement**

ex. A Thesis Presented to The Faculty of the Department of English, Brooklyn College, in Partial Fulfillment of the Requirements for the Degree Master of Arts [or Master of Fine Arts]

### **3. The Full Name of the Author**

### **4. The Year of Submission**

**Graduate Deputy  
English Department  
Room 2314 Boylan  
(718) 951 5197**