

Writing the Thesis:

- A. Find an adviser by the second semester:
 1. A teacher of a course in your discipline or
 2. The graduate deputy of your department for advice.
- B. Consulting with adviser:
 1. Ask for help in shaping the topic to manageable size.
 2. Establish a timetable (estimate, goal, and deadline).
- C. Ask your department to see an old thesis.

Additional Tips:

- A. Complete a list of reading/research materials. Contact the library for assistance.
- B. Do a rough outline (statement of main thesis, sequence of chapters or materials in support of main thesis) and show it to your adviser.
- C. Show your first and subsequent draft.
- D. Need help with writing? (Contact the Learning Center at 951-5821).
- E. Obtain our booklet "A Step-by Step Guide to Researching and Writing a Master's Thesis..." or view it online: www.brooklyn.cuny.edu, go to BC Portal, look for Advisement channel, look for "graduate workshops", and click on "A Step by Step Guide Researching and Writing a Master Thesis".

Style:

- Check with adviser for style handbook used in your discipline. For other stylistic matters, consult
- Joseph Gibaldi, [MLA Handbook for Writers of Research Papers](#)
 - Kate L. Turabian, [A Manual for Writers of Term Papers, Theses, Dissertations](#) (Chicago: University of Chicago Press).
 - William G. Campbell, [Form and Style in Thesis Writing](#) (Boston, Houghton Mifflin).

When citing electronic sources:
Include publication dates and uniform resource locator (URL)

Font:

The accepted font size is 12, except in the title page where you opt for a larger size.

The acceptable fonts are Times, Helvetic'a, Pica, Elite or Arial. Italics is used only for emphasis.

The same type face must be used throughout the manuscript.

Editing:

No ink insertions are allowed except for characters, not appearing on standard word processor 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. It is wise: (a) to postpone typing page numbers until final revisions have been made; and (b) to use lightly penciled numbers during the early stages.

The text is to be double-spaced, except for footnotes and quotations of more than three lines. The left margin is to be 1½ inches, other margins are to be 1 inch.

Pages should be of uniform size. If necessary, you may fold inserted material. Fold from right, bottom, and top. In general, photocopying, 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 white bond paper, 8½" X 11" and 16 lb. minimum to 20 lb. maximum 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.

Final thesis must include:

- I. Title page
 - A. The *Title*
 - B. The *Submission Statement* (Ex. on Page 6)
- II. Table of Contents
- III. Abstract or introduction
- IV: Body of text
- V. Appendices

For further instruction consult the MLA or other manual, approved for your discipline.

Submitting the Final Thesis:

One copy of the approved thesis is required for the Office of the Dean of Research and Graduate Studies. A second copy of the thesis is submitted to your academic department. When approved by the Office of the Dean, the thesis is forwarded to the Library's Archives. **Please submit the Dean's copy of your thesis unbound, in a clasp envelope, with the following information clearly marked on the envelope:**

Your **name, name of the department, title of your thesis**, and the year of submission.

Consult with your department for their own binding requirements.

Should you need clarification please feel free to contact the Office of the Dean of Research and Graduate Studies, 3208 Boylan Hall.

Sample of Title Page

The Marginalization of Italian-American
Writers and Italian-American Literature

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

By
Michael Carosone

Fall 2008

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[Instructions for Preparing & Filing the
Master's Thesis.rev.05/12/09]



**Office of the Dean of
Research and Graduate
Studies**

**Instructions for
Preparing and Filing
The Master's Thesis**

