SEWANEE SCHOOL OF LETTERS

PREPARING THE THESIS

After your thesis has been completed and approved and your degree conferred in May, you will present final copies of your thesis in both paper and electronic form. These should be ordered to duPont Library within four months of conference (May 1, September 1, or December 1 depending on course timeline).

CONTENTS OF THE COMPLETED THESIS

The thesis should contain all of the required items (in bold), and any of the optional ones that are desired or necessary, presented in the following order:

Two blank pages
Title page
*Copyright page, if applicable — i
*Abstract — ii, iii, iv
One blank page — do not print # (v)
*Table of contents, if applicable — vi
*Dedication page, if applicable — vii
**Body of Thesis — (1) but not printed on first page
**Works cited section, if applicable — Arabic numerals
Two blank pages

(*) a page numbered in Roman numerals.
(**) a page numbered in Arabic numerals.
Non-bolded text may not be applicable in all projects.

For detailed description of this portion, see Appendix.

FORMAT

Theses must be typewritten on one side of 8.5 x 11" paper. They must be printed in a clear, readable twelve-point font, preferably Times New Roman. Each page must be numbered consecutively in the upper right corner, within the right margin and one inch from the top of page.

MARGINS AND PAGE NUMBERS

Thesis margins should be set 1.5 inches from the left and 1 inch from the right, top and bottom. Pages should be numbered on the upper right-hand corner, ½ inch from the top and ½ inch from the right.

ABSTRACT

The abstract should be a 600-word summary of the thesis and should be approved by your thesis advisor. (The abstract is especially useful for electronic submission.)

TITLE PAGE

The title page should follow the format indicated in the attached sample that includes the full names of your advisor and second reader. Do not use professional titles. We no longer require signatures.

TABLE OF CONTENTS

The table of contents—if one is used—should observe the same margin and spacing guidelines as the rest of the thesis.

APPENDIX

The following is a detailed description of each section of the Contents of the Completed Thesis.

Breakdown for each section of Thesis:

Two blank pages — no print or pagination should appear on these pages.

Title page — includes names of advisor and second reader — no pagination.

Beginning of consecutive Roman numerals

Copyright page (if applicable) — if included, this page should begin with Roman numeral "i".

Abstract — these page(s) are marked with Roman numerals. This will be page "i" if you do not include a copyright page; otherwise, it begins as page "ii" with additional pages following the same numbering scheme.

One blank page — no print or pagination appears on this page. This page does not have a printed page number, but is treated as a numbered page.

Table of contents (if applicable) — marked with Roman numerals.

Dedication page (if applicable) — marked with Roman numerals.

End of consecutive Roman numerals.

Beginning of consecutive Arabic numerals.

Body of Thesis — marked with Arabic numerals. The first page of the body of the thesis has no printed page number. The second page is marked with Arabic numeral "2" and so forth.

Works Cited Section (if applicable) — marked with Arabic numerals which correspond with the last page of the body of the thesis. For instance, if the body of the thesis ends on page 222, the works cited section begins with Arabic numeral "223".

End of consecutive Arabic numerals

Two blank pages — no print or pagination should appear on these pages.

End of Thesis