

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 delivered to the School of Letters Office by September 1.

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, signed and dated by first and second reader

Copyright Page, if the work is copyrighted

Abstract

One blank page

Table of contents, if applicable

Dedication page, if one is included

Body of thesis

Works Cited pages, if applicable

Two blank pages

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. Each page must be numbered consecutively in the upper right corner, within the right margin and one inch from the top of page. Pages preceding text such as copyright page, abstract, dedication, etc. must be numbered using Roman Numerals. (Blank pages should not be numbered.) Prose should be double-spaced. Poetry should be *at least* double-spaced but may use additional spacing if the form requires it. Citation style should follow the MLA Handbook.

ABSTRACT

The abstract should be a 600-word summary of the thesis and should be approved by your thesis director. (The abstract is meant to help researchers who might make use of your thesis.)

TITLE PAGE

The title page should follow the format indicated in the attached sample. Please note that it must be signed by the Thesis Advisor and Second Reader.

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.

PAPER COPIES

You will prepare three paper copies of the thesis. These should be printed on 8½ by 11 inch white, acid free, quality bond paper of at least 20-pound weight and no less than 25% cotton content. Paper of this quality is designed to endure long-term library use. Print on only one side of the page, using 1.5 left margins and 1 inch margins on the right, top and bottom. Be sure there are no smudges or extraneous marks on these copies.

ELECTRONIC COPIES

An electronic copy of *either* the completed thesis or the thesis abstract (in either Word or pdf format) will be submitted to Penny Cowan (pcowan@sewanee.edu) for storage on DSpace, a digital repository. Note that the electronic text, once stored, will be accessible to anyone who searches for it on line; if you don't want the full text of your thesis to be accessible, send the abstract. Either way, in your email to Penny, please include a few keywords that describe your work so that it can be found more easily when using the "search" option. Sewanee's DSpace digital collection can be accessed via <http://dspace.nitle.org/community-list> by searching the term "Sewanee."

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