

Preparing Your MS Thesis

The following instructions are provided to help you in the preparation and completion of your thesis. Throughout these instructions the term *Thesis* will refer to an M.S. thesis. These are basic guidelines to be used in the preparation of your thesis; however, if you have a concern that is not covered here, please contact your graduate school coordinator for clarification.

Thesis Advisor

In the Schools of Arts & Sciences and Engineering, and the Institute for a Sustainable Environment, each graduate student is assigned a thesis advisor during the first semester in residence.

University Requirements

The University catalog should be consulted for complete details on requirements for the M.S. degree. The School of Arts & Sciences has some programs for which an M.S. thesis is not required; instead a special project must be completed. The School of Engineering requires *all* master of science students to complete a thesis. If a thesis is required, it must be defended orally to a committee consisting of a minimum of three faculty members; the committee is appointed by the chair of the candidate's department.

Preparation of the Thesis

- Paper: Use any good quality and weight of bond paper.
- Print: Thesis copy should be of clean, legible print (preferably laser printer).
- Spacing: Text of the thesis should be double-spaced, with the exception of long quotations.
- Margins: One and one-half (1½) inch margin on the left side and one (1) inch margin on all other sides.
- Siding: Thesis should be printed single-sided (print should appear on only one side of the paper).
- Numbering:
 - Each page should be assigned a number
 - Page numbers may appear on the top right corner or bottom center of each page
 - Preliminary pages generally use small Roman numerals (i, ii, iii).
 - Remainder of thesis (including text, illustrations, appendices, and bibliography) should be numbered in Arabic numerals (1, 2, 3).
 - Numbering will begin with ii – the title page counts as i, but the number should appear on the page.
 - Numbering should be consistent throughout the document.
- Title page: A specific format is required for the title page of the thesis – see sample at the end of this document.
- Signature page: A signature page is required in all M.S. theses, which will be signed by the appropriate committee members – see sample at the end of this document.
- Figures: Numbers and captions for any figures, tables, pictures, etc. should appear under the figure. If your figure appears horizontally, the top should be along the inside (bound) edge of the thesis, and captioned on the edge opposite.

Common Order of Thesis Contents

- Title page
- Committee signature page
- Abstract
- Acknowledgements
- Table of Contents
- List of Tables
- List of Illustrations
- Text
- References
- Appendices

Thesis Defense

You or your advisor/department are responsible for making arrangements for a room and advertising your thesis defense. Thesis copies should be submitted to committee members approximately two (2) weeks prior to the scheduled defense date so a proper review can be made.

Submitting Your Thesis

Two copies of the final thesis (once a successful defense has taken place and all corrections have been made) should be submitted to your graduate school coordinator for Dean's signature.

The thesis must be bound in a two or three hole binder of the *Acco* punch type. Your name and thesis title should appear on each cover of the submitted thesis, as follows:

CLARKSON UNIVERSITY

Thesis Title

A Thesis by Student Name

Several forms should accompany your submitted thesis – please see your graduate coordinator for details.

Sample Title Page for M.S. Thesis

CLARKSON UNIVERSITY

<TITLE>

A Thesis by

<Name>

Department of _____

Submitted in partial fulfillment of the requirements for the degree of

Master of Science

<Major>

Date

Accepted by the Graduate School

Date

Dean

Sample Committee Signature Page

The undersigned have examined the thesis entitled _____
presented by _____, a candidate for the degree of
_____, and hereby certify that it is worthy of acceptance.

Date

Advisor

Examining Committee*

Examining Committee*

*Please type each committee member's name under their signature line.