HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
SCHOOL OF ARTS AND SCIENCES

GUIDELINES FOR PREPARATION OF THE MASTER's THESIS
ELECTRONIC SUBMISSION on CUNY ACADEMIC WORKS
Spring 2016 Thesis Submissions

CUNY Academic Works is the online research repository for the City University of New York. By depositing your work in Academic Works it will receive wide visibility via search engines such as Google, Google Scholar, and Bing. You will receive a permanent URL to include on your CV, as well as monthly download reports telling you how often your work has been downloaded and read.

The following are the general requirements for the School of Arts and Sciences master's theses submitted electronically through *CUNY Academic Works*. Candidates should check with their departments for information about any additional requirements specific to their degree program.

CHOOSING THE THESIS TOPIC, SUBMITTING DRAFTS

The degree candidate should consult her/his graduate advisor for the requirements of the graduate program with regard to choosing the thesis topic and submitting the first and final drafts. Readers will review only final approved theses drafts through the online *CUNY Academic Works* portal (http://academicworks.cuny.edu/). For more details, see *Step by Step Guide for Students.*

APPROVAL OF THE THESIS

The thesis should be read by at least two readers (thesis sponsor and a second reader). At least one of readers must be a fulltime faculty member. Readers' approval of the thesis should be certified by their typed signatures on the title page of the thesis. When both readers electronically approved a thesis through *CUNY Academic Works* by, it will be electronically forwarded to the department graduate advisor. If the advisor is satisfied that the thesis has met the departmental and School requirements, she/he electronically approves the thesis. Once the program adviser and readers approve the thesis via *CUNY Academic Works*, the degree candidate may not make any revisions. For more details, see *Step by Step Guide for Readers.*

GUIDE FOR PREPARING THE THESIS

Thesis text should be typed using a legible font such as Arial, Courier, or Times New Roman. All margins of both text and illustrations must be one inch. The text is to be double-spaced, except for quotations of more than four lines, which will be set apart (single-spaced and indented). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries. Pages, including pages of illustrative material,

bibliography, and appendices are to be typed or scanned and numbered consecutively in Arabic numerals.

No ink insertions are allowed. Striking over or crossing out an error is not permitted.

Illustrations, graphics, charts, and photographs must be scanned or produced with an appropriate computer program. Graphic materials must include a descriptive caption which includes the author and original source. Generally, all graphic materials should be scaled to fit the electronic page size of 81/2 by 11 inches. If and when appropriate, other sizes can be accepted. The graduate program and the library liaison for *CUNY Academic Works*, Mason Brown, should be consulted for technical guidance on uploading illustrations and permissions for copyrighted materials.

The content of the thesis should include the following, when applicable, in order as listed:
- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Figures
- List of Tables
- Title of Chapters
- Appendices
- References

In addition, for all electronic submissions, degree candidates should be prepared to upload into the online repository an informative abstract of no more than 50 words, a list of ten keywords, and a *CUNY Academic Works* submission agreement.

THESIS TITLE PAGE

The first page of the thesis must be a completed Thesis Title Page. The names of the first and second readers are typed onto the title page. Original signatures should not be scanned onto the title page. For date enter the month, day, and year of the thesis deposit deadline. See http://www.hunter.cuny.edu/artsci/graduate-education for the deposit deadline date. The following page displays a sample of completed electronic Thesis Title Page.

The early works of John Doe

By

Jane Smith

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts in Economics
Hunter College of the City of New York

2015

Thesis sponsor:

_____   Harry T. Jones
Date   First Reader

_____   Mary J. Sunshine
Date   Second Reader

My World of Watercolor Drawings

By

John Smith

Submitted in partial fulfillment
of the requirements for the degree of
Master of Fine Arts
Hunter College of the City of New York

2015

Thesis sponsor:

_____   <u>Sally M. Smith</u>
Date   First Reader

_____   <u>Daniel J. Wise</u>
Date   Second Reader

FORMATTING AND STYLE

All theses deposited in the online repository must conform to an accepted style guide for publication and writing. References sections and in text citations must follow an acceptable style guide consistently and correctly. The Modern Language Association, American Psychological Association, and the University of Chicago Press publish widely accepted style guides. The degree candidate should consult her/his graduate advisor for the style guide preferred by the discipline.

DEADLINES

The graduate program will set its deadline for the final approval of the thesis. The deadline for the electronic deposit of the approved thesis via *CUNY Academic Works* is set by the Office of the Dean for the School of Arts and Sciences and is typically about *three(3) weeks prior to the date of graduation at which the degree is conferred.* The specific due date for each semester is posted at http://www.hunter.cuny.edu/artsci/graduate-education.

NOTICE OF FINAL APPROVAL

When the thesis has been accepted by the Dean of the School of Arts and Sciences, the thesis approval form will be signed and forwarded to the degree audit department of the Registrar's Office to certify the final approval of the thesis. A copy will be forwarded to the Department's Graduate Advisor. The Dean's Office will electronically submit the approved thesis to the *CUNY Academic Works* administrator for Hunter College Libraries.