

NOTE:

Graduate Theological Union

**MASTER'S THESIS AND DOCTORAL DISSERTATION
GUIDELINES**

Candidates will prepare theses and dissertations according to the standards described in this document.

STYLE

Turabian is the writing style for GTU theses and dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 8th edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Area. For dissertations, the Core Doctoral Faculty approved the placement of footnotes at the end of the manuscript or at the end of each chapter, provided that the form is consistent. In other instances where this document differs from Turabian the student should follow this document. Approval of style is the responsibility of the candidate's committee.

ARCHIVAL STANDARDS

Before filing all final copies, candidates should present them to the reference librarian at the GTU Library Reference Desk, who will approve the archival nature of the thesis/dissertation. The purpose of the standards is to make sure that theses/dissertations, which are unique documents and will be preserved by the Library, are clear and legible and will remain so for the future.

Library approval is based on the following*:

- TWO COPIES are a part of the review and approval
- TITLE PAGE, with original signatures on all copies
- PAPER AND PRINT
- MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)
- OTHER MEDIA.
- ABSTRACT, with original signature of the coordinator

Each standard is described below.

*As noted in the section entitled STYLE, approval of style is the responsibility of the candidate's committee.

Follow these instructions carefully. You may not file your thesis or dissertation or graduate until the physical format of your thesis or dissertation has been approved by the reference librarian. Further questions about archival standards or approval of your thesis/dissertation format may be directed to the Reference Desk at 510-649-2501 or libref@gtu.edu.

The Reference Desk is open Monday-Friday 9 am – 4 pm for these reviews, though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, call ahead or make an appointment.

The actual thesis/dissertation document and all of its parts are the responsibility of the student until it is filed. The Library will not be responsible for the safety or keeping of the document or any of its parts.

ABSTRACT

Doctoral candidates must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the dissertation. It is bound with the dissertation itself. The abstract should

carry the full title of the dissertation and the author's name at the top of the first page. The coordinator's signature should appear on the last page. We suggest that you take copies of the properly formatted abstract page(s) printed on acid-free paper (see below) to the defense with you to simplify obtaining the signature.

TITLE PAGE

Illustrated on pages 3 and 4. You must obtain *original* signatures of all committee members on *all* copies of the title page. We suggest that you take copies of the properly formatted title page printed on acid-free paper (see below) to the defense with you to simplify obtaining signatures.

PAPER AND PRINT

The GTU Library will retain copies of your thesis or dissertation for posterity. Paper that is acid-free and buffered will prevent the thesis from becoming yellow and brittle over time. Consequently, the quality of the paper is very important and will be checked closely when you come to have your thesis/dissertation approved.

PLEASE NOTE THAT THESE PAPER REQUIREMENTS ARE NEW AS OF JANUARY 2014.

The original of the thesis/dissertation and one copy must be on a 20 lb. archival bond paper or a 25% cotton rag paper. Do not use 100% cotton rag paper. You can purchase Permalife paper, which is an acid-free, buffered paper, and 25% bond paper ,at The Campus Store, 1805 Euclid Avenue, Berkeley, CA. You can also order Permalife paper online. Click on the links below to access websites with ordering information. Please be careful to obtain the correct paper (20lb and 8 ½ x 11). Please contact the Reference Desk if you have any questions.

Gaylord, <http://www.gaylord.com> 1-800-448-6160 (catalog number: PB811);
Hollinger Metal Edge, <http://www.hollingermetaledge.com> 1-800-862-2228
(cat. number: PBP811);
University Products, <http://www.universityproducts.com> 1-800-628-1912
(cat. number: 680-1211).

You must provide proof that the paper complies with this requirement, i.e. that it is either Permalife paper or 25% cotton rag paper. Proof must be provided at the time you have your thesis/dissertation approved by the library. Save the paper wrapper or box and bring it with you when you have your thesis/dissertation approved by the Reference staff.

If you have any questions about the paper you are about to use, you should contact the Reference Desk (phone: 510-649-2501) well in advance.

The **print** must be letter quality with dark black characters that are consistently clear. Do not print on both sides of a page, every page of the thesis/dissertation must be printed single-sided.

SPACING

Double spacing is required for the main body of the work except in those places where conventional usage calls for single spacing, e.g., footnotes, indented quotations, tables, etc.

FONT

The type size should be 12 point. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point. Please Note: PhD dissertations are reproduced by 50% for distribution. Keep in mind whether or not the text will be legible in this smaller version of the document when choosing the font size.

MARGINS

Your thesis/dissertation will be bound so that it can withstand use for years to come. (The Library will bind your thesis/dissertation for you. Do NOT bind your thesis/dissertation yourself.) When your thesis/dissertation is bound, it will be trimmed on all four sides. Once it is bound, the left-hand margin will

fall into a gutter; for this reason the left margin is larger than the others and is the most critical margin to pay attention to-

Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

- Left: 1 1/2 inches
- Top, right, and bottom: 1 inch

Page numbers may be 1/2 inch from edge, but no closer.

Check the printer's paper feed to see that the paper is feeding evenly. Margin errors can result from careless paper feeding.

CORRECTIONS

Corrections of typographical errors and other mistakes should be made by re-printing the page(s) or by photocopying corrected pages on thesis paper.

PAGINATION AND ORDER OF MATERIALS

| | |
|---|--|
| TITLE PAGE | not numbered |
| ABSTRACT, PREFACE, DEDICATION, CONTENTS, ETC. | numbered separately in Roman (i,ii, iii) at the bottom middle of the page |
| MAIN BODY OF THE TEXT | numbered with arabic numerals at the bottom middle of the page at least 1/2 inch from the edge |

Pagination of the main body of the text should include illustrations.

If it becomes necessary to insert materials after typing, the new page should be noted as follows: page 21, then 21a, 21b, 21c, etc. If a page is removed, another numbered page, blank except for the notation "lacking in numbering only" should be inserted in the proper place.

ILLUSTRATIVE MATERIAL

Illustrative materials (e.g. photographs, graphs, charts) should be printed or photocopied on thesis paper since any pages on which illustrations appear must also be on acid-free paper. Black and white as well as color photocopying/printing is acceptable.

FINAL PRINTING

All pages of the thesis/dissertation should be printed on one side of the paper; pages printed on both sides will not be accepted.

OTHER MEDIA

The use and format of all other media must be approved by a reference librarian before the submission of the thesis/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the thesis/dissertation as a courtesy to candidates who wish to include them. However, because such media are unstable and relatively short-lived, such works shall not be considered a part of the archival record of the candidate's fulfillment of the requirements for the degree."

NUMBER OF COPIES

GTU-only degree candidates must submit two (2) archival quality copies of their thesis/dissertation. GTU/UCB joint degree candidates must submit one archival quality copy of their dissertation to GTU

unless, when filing with UCB, they choose to submit their second UCB copy to ProQuest electronically. If joint degree candidates choose this option when filing at UCB, they must submit a second paper copy, on acid-free paper, to GTU. All copies must have received approval for archival standards from the GTU Library (see above) before submission to the GTU Dean of Students Office. Each copy of the thesis should be in a separate envelope. Each copy of the dissertation should be in a separate box. Please Note: candidates in the common MA degree program affiliated with a member school may have to submit additional copies of the thesis and should check with their school registrar for details.

FORM FOR TITLE PAGE OF DISSERTATION

(TITLE IN CAPS)

A dissertation by

(Name)

presented to

(The Faculty of the

Graduate Theological Union [GTU-only Th.D. or Ph.D.] or The Faculty of the
Graduate Theological Union and the Graduate Division of the University of California at
Berkeley [GTU/UCB joint Ph.D.])

in partial fulfillment of the

requirements for the degree of

Doctor of (Theology [Th.D.] or Philosophy [Ph.D.])

Berkeley, California

(month and year of filing)

Committee Signatures

(Type first and last name below line), Coordinator Date

(Type first and last name below line), Member Date

(Type first and last name below line), Member Date

FORM FOR TITLE PAGE OF THESIS

(TITLE IN CAPS)

A thesis by

(Name)

presented to

The Faculty of the

Graduate Theological Union

in partial fulfillment of the

requirements for the degree of

Master of Arts

Berkeley, California

(month and year of filing)

Committee Signatures

(Type first and last name below line), Coordinator Date

(Type first and last name below line), Member Date

(Type first and last name below line), Member Date

Graduate Theological Union

FILING PROCEDURES MASTER'S THESIS AND DOCTORAL DISSERTATION

FILING THE THESIS/DISSERTATION

Follow these instructions carefully. You may not file your thesis or dissertation and graduate until the physical format of your thesis or dissertation has been approved by a Reference librarian. Further questions about archival standards or approval of your thesis or dissertation format may be directed to the Reference Desk at 510-649-2501 or libref@gtu.edu.

The Reference Desk is open for thesis or dissertation reviews Monday – Friday, 9 a.m. – 4 p.m., though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, call ahead or make an appointment.

The actual thesis or dissertation and all of its parts are the responsibility of the student until it is filed. The Library will not be responsible for the safety or keeping of the document of any of its parts.

All processes described and forms included in the GTU graduation/filing packet must be completed and filed, along with two original versions of the dissertation, typographically perfect, IN BOXES (NOT BINDERS OR MANILA FOLDERS), or two original versions of the thesis IN ENVELOPES, bearing original signatures of the committee on the title pages, with the Academic Secretary no later than the October filing deadline if the degree is to be conferred at the October Board of Trustees meeting, or the April filing deadline if the degree is to be conferred at the May Board of Trustees meeting. *GTU/UCB Joint Degree Candidates*: submit one archival quality copy of their dissertation to GTU **unless**, when filing with UCB, they choose to submit their second UCB copy to ProQuest electronically. If joint degree candidates choose this option when filing at UCB, they must submit a second paper copy, on acid-free paper, to GTU. The joint degree candidate must attach a sign to the cover of the second GTU copy and write in BLOCK letters, “GTU/UCB JOINT DEGREE GRADUATE, SECOND DISSERTATION COPY, FOR LIBRARY CIRCULATION (PDF POLICY).” Joint degree candidates may choose either the GTU or UCB filing deadline for fall or spring semester. Finally, Joint degree candidates **must** submit a **Special One Paragraph Abstract Sheet** (which is included in the GTU graduation/filing packet) **by the GTU spring filing deadline** listed in the Extended Calendar, which occurs in early April.

Check the Extended Calendar for the specific GTU filing deadlines each year. Check with the UCB Graduate Division for specific UCB filing deadlines.

In addition to approval from the committee, you must secure approval from the GTU Library Reference Department (see information concerning physical format). If you are using illustrative materials (photographs, graphs, CDs, etc.) in the thesis/dissertation, it is wise to check with a reference librarian before producing the final copy.

Doctoral candidates must also file an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the dissertation. It is bound with the dissertation itself. The abstract should carry the full title of the dissertation and the author's name at the top of the first page. The coordinator's signature should appear on the last page.

A note on titles of Ph.D. dissertations: Dissertation Abstracts (the entity responsible for indexing and distributing copies of dissertations) recommends that titles be succinct so that the full title can be carried in a database. When the final copies are filed with the Academic Secretary, doctoral candidates will be asked to sign a microfilming and copyright agreement.

A note to candidates needing to file from a distance: if a candidate does not live in the greater Bay Area and can not reasonably commute to the GTU to complete any or all of the processes listed in the GTU

graduation/filing packet, including securing approval from the GTU Library Reference Department and/or filing, he/she must arrange for someone to complete these processes for candidate. Unfortunately, GTU staff do not have the capacity to consult with colleagues about a candidate's status with a particular office, secure signatures, and/or submit a thesis or dissertation to the Library Reference Department for approval or to the Academic Secretary's Office for filing. Candidates at a distance should secure the help of a friend or family member living in the local area.

As soon as the thesis/dissertation is filed, the Academic Secretary assumes responsibility for the thesis/dissertation. One bound copy is placed in the GTU library (except for joint degree graduates who submit two paper copies to UCB. The bound copy is then found in the UCB Library). One bound copy is kept for the archives.

THESIS AND DISSERTATION FILING FEE

A thesis fee or dissertation fee is payable no later than the filing date of the final copies (see a document entitled "Graduate Theological Union: Tuition and Fees" for the fee amount). This fee covers the cost of microfilming, binding, diploma, and diploma cover, as well as copyright fees for dissertations. Please Note: candidates in the common MA degree program may have additional requirements and/or fees. Check with your member school registrar for details.