M.A. Thesis Style and Format

Basic Style Guidelines
The MA thesis should conform in style to the latest edition of the Chicago Manual of Style. Note that Chicago recognizes two different citation styles: Footnotes that include full bibliographic information, or in-text parenthetical citations keyed to a bibliography at the end of the thesis. (See M.A. Thesis sample pages for examples of both citation styles.) Typically, theses in the humanities follow the first style; theses in the social sciences follow the second. The Chicago Manual of Style is available online via the Library’s homepage.

Parts of the Thesis
The thesis should contain: title page, table of contents, body of text, footnotes or in-text citations, and bibliography. Optional items include: a dedication page, a preface, appropriate tables, charts and figures. An abstract of no more than 250 words should accompany the thesis.

Font
Your font should be Times New Roman or the equivalent, in 12 point.

Margins
Follow these margins:
- Left: 1 ½ inches
- Right: 1 inch
- Top: 1 inch
- Bottom: 1 inch to 1 ¼ inch below the last footnote line

Pagination
Follow this pagination style:
- For the text: upper right hand corner, except for the first page of a chapter, which should be bottom center.
- For front matter (everything before the first page of your text): bottom center in small Roman numerals.

Footnotes and In-text Citations
If following footnote style, place them at the bottom of the page (not at the end of chapters) before any succeeding punctuation, e.g. “undying love” (Smith 220).

Line spacing
Double space (or use space-and-a-half for) all text, but single space:
• Block quotations
• Footnotes
• Bibliography or reference list items

Other Spacing
After periods:
• After initials, use one space: T. D. [not T.D.]
• After abbreviations, omit spaces: Ph.D [not Ph. D.]
• After periods or other punctuation that end a sentence, use 2 spaces.

On the title page:
• Center the title and follow inverted pyramid style (reduce and center succeeding lines)
• Double-space between all lines
• Margins
  o Top: 2 inches
  o Bottom: 1 to 1¼ inches
• Consult the sample title page herein

On the abstract:
• Center the title and follow inverted pyramid style (reduce and center succeeding lines)
• Double-space between lines
• Format with 1 inch margins on all sides
• Keep to below 250 words
• Follow the form of the sample abstract

Examples of Common Bibliography and Footnote Forms

The first line of a bibliography citation is flush with the left margin; further lines within the citation are indented

The first line of a footnote is slightly indented, and further lines of the note are flush with the left margin.

In the examples below, the bibliography form is given first; the footnote form, second. The last number in the footnote citation is a page number. (Note the abbreviation “p” is omitted.)

In general, bibliography citations favor periods, and footnotes favor commas.
Apart from the online Chicago Manual of Style, there are several user friendly, online guides to citing in Chicago style. Consult these:

1. Book with a single author

2. Book with two or more authors


3. Edited book

4. Online book within Google Books

5. Online book within a library database
http://www.oxfordscholarship.com.ezproxy.drew.edu

6. Essay within an edited collection of essays by many authors

7. Translated book

8. Book in a series

9. Article in a journal
10. Online article from a database (like ATLA)


11. Unpaged article within a database (like ATLA)


[*the pagination is from the database citation]
[see rule 14.17 in the Chicago Manual of Style for more guidance on this]

Quotations
Shorter than 50 words: Integrate within your sentence and enclose within double quotes: “quote”
Longer than 50 words:
• Indent the left margin of the quote and single space
• Do not enclose the whole in double quotes
Periods and commas go inside quotation marks, e.g. “the way, the truth, and the life.”

Dashes and Hyphens
For a dash, use the em-dash, which pressing the space bar after two hyphens usually produces
Do not use a single hyphen for a dash.

Ellipses
These indicate omitted text but in subtly different ways. Note:
• text…text means something is omitted from the middle of a sentence
• text.... Text means the omission occurs between the end of one sentence and beginning
  of another
• text…. [T]ext means what follows the omission grammatically starts a new sentence, but
  does not do so in the original text.
For more guidance on ellipses, see the appropriate section of the latest edition of Turabian’s A
Manual for Writers of Research Papers, Theses and Dissertations.