

## *Instructions*

Before you begin, please follow the three steps below very carefully:

- First, follow the “Format for Preparation of the Master’s Thesis/Doctoral Dissertation” and have your thesis advisor approve the format before it is submitted to ProQuest.
- To prepare your Master’s Thesis/Doctoral Dissertation for on-line submission, please go to:

**<http://www.etdadmin.com/villanova>**

Before you begin to submit your Master’s Thesis/Doctoral Dissertation, please take a few moments to read specific guidelines that can be found by clicking on Campus Resources/Format Guidelines and Authoring Tools.

- ***Please Note:* For on-line submission, the document must be in PDF format and you must embed all fonts in the document. The instructions on PDF formatting and embedding fonts can be found at the ProQuest site ([http web address listed above](http://www.etdadmin.com/villanova)). Please click on Resources and Guidelines/Creating PDFs.**



— College of —  
*Liberal Arts and Sciences*  
**VILLANOVA**  
UNIVERSITY

**GRADUATE STUDIES**

Format for Preparation of the  
Master's Thesis/Doctoral Dissertation

The Master's Thesis/Doctoral Dissertation at Villanova University is written under the supervision of a full-time faculty member prepared to undertake the direction of the student's research in his/her major department. The student may initiate his/her research at a time approved by the department following each department's protocol.

Even though the master's thesis/doctoral dissertation might be completed prior to the comprehensive examination, the Dean will not formally approve it until the student has successfully passed the Comprehensive Examination (or equivalent) and the Language Examination (if required).

- You will be responsible for submitting an electronic version of your master's thesis/doctoral dissertation to ProQuest. This electronic file of your thesis/dissertation will be the official file for the Dean and the Library.
- Once you have prepared your master's thesis or doctoral dissertation in the format described below, please read the detailed instructions posted on ProQuest's website before you submit an electronic version of your master's thesis/doctoral dissertation. You can access the site at <http://www.etsadmin.com/villanova>.
- Before the master's thesis/doctoral dissertation is submitted on-line to ProQuest, we require that one copy (signed by the advisor and the departmental chairperson) be brought in a file folder (please include the Student's Name, Student ID#, and Department on the file folder) to the Graduate Studies Office along with the Approval Form. (Please see the sample Approval Form at the end of this document.) This form will become part of the student's file in the Graduate Studies Office.
- If you need additional Approval Forms signed by the Dean, please submit originals with the hard copy of the Master's Thesis/Doctoral Dissertation to the

Graduate Studies Office. After the Dean signs the extra Approval Forms, they will be sent to his/her department for binding purposes only.

- **PLEASE NOTE:** The Approval Form is not to be included with your on-line submission of Master's Thesis/Doctoral Dissertation. The new ProQuest site has included a section for the students to type in the names of Master's Thesis/Doctoral Dissertation Advisor and Committee Members.
- If you are interested in having personal copies bound, the cost is \$15.00 per copy (cost is subject to change). Information regarding binding is available on the Falvey Memorial Library website at:  
<http://www.library.villanova.edu/About/Services/ThesisBinding>
- It is the student's responsibility to respect the law governing "fair use" of copyrighted materials and to secure permissions whenever necessary. Questions regarding copyright laws can be researched at either the Law School Library or Falvey Memorial Library. There are also on-line resources available, for example, *The Writer's Legal Guide*.

#### **GENERAL STYLE GUIDELINES**

(Check with your program office for specific guidelines applicable in your discipline.)

**These guidelines apply most directly to the single hard copy of the master's thesis/doctoral dissertation that must be submitted to the Graduate Studies Office. Nonetheless, these will also provide direction for the copy that will be submitted electronically to ProQuest.**

#### **PAPER**

Any paper copies of the master's thesis/doctoral dissertation must be on white bond paper, 8½ by 11 inches, and at least twenty-pound weight. Under no circumstances is so-called erasable bond paper acceptable.

#### **MARGIN**

A left-hand margin of 1½ inches must be allowed for binding. Each of the other margins should be 1 inch. Do not punch holes in the spine. (The larger left-hand margin allows easier binding.)

## TYPING

The master's thesis/doctoral dissertation must be printed in black ink on one side of the paper. The text must be double-spaced, except for footnotes and bibliographical items, which are single-spaced. In some cases, quotations may also be single-spaced, as recommended by certain manuals of style in the student's discipline (e.g., American Psychological Association, American Chemical Society, etc.).

## PAGINATION

Each page of the master's thesis/doctoral dissertation is assigned a number, although a number should not appear on the title page. The Title Page is assigned the Roman numeral i, but is not shown. Subsequent "front pages" that precede the body of the text (e.g., preface, table of contents, dedication, etc.) are also numbered in consecutive Roman numerals (ii, iii, iv...) located at the bottom center of each page. The body of the text begins with the first Arabic numeral unless the stylistic convention of the student's discipline stipulates otherwise.

Beginning with the first page of the main body of the text, consecutive Arabic numbers should be used at the bottom center of each page (unless the formal guidelines in the student's discipline stipulate otherwise).

## ILLUSTRATION

If illustrations (graphs, charts, tables, photographs, etc.) are used, they should be printed, photocopied, mounted or drawn in black india ink; however since the required copies may be bound, photocopied reproductions are sometimes preferable to originals.

## FORMAT

Each copy of the thesis/dissertation must include, normally in this order:

- **Title Page**
  - **Table of Contents**
- }      Numbered with consecutive *Roman* numerals (i, ii, iii, iv, etc.)
- **Abstract**
  - **Text**
  - **reference material**
- }      Numbered with consecutive *Arabic* numerals (1, 2, 3, 4, etc.)

A sample of the **Title Page** appears at the end of the Format for Preparation. **The Title Page must be typewritten. No exceptions will be permitted.**

The Table of Contents is a consecutive listing of the names and page-numbers of the chapters and other major divisions as they appear in the body of the thesis.

An abstract (limited to 150 words for Master's Thesis and 350 words for Doctoral Dissertation) must be prepared on a single page.

The reference material contains a bibliography or a list of references arranged alphabetically and any other pertinent sections, such as appendices.

The student's advisor or Program Director should be consulted about applicable departmental standards, including the recommended manual of style.

**To submit Master's Thesis/Doctoral Dissertation on-line,  
please go to the following web link:  
<http://www.etdadmin.com/villanova>**

## Checklist of Major Steps for Writer of Master's Thesis/Doctoral Dissertation

- ❖ Submit On-Line Master's Thesis/Doctoral Dissertation to ProQuest **after** submitting one hard copy of the master's thesis/doctoral dissertation to the Office of Graduate Studies.  
**Web link: <http://www.etdadmin.com/villanova>**
- ❖ Please note that no Villanova Graduate Arts and Sciences master's thesis/doctoral dissertation will be accepted on CD-ROM.
- ❖ Obtain signatures of Advisor, Chairperson, and Thesis Reader(s) (if applicable) on **Approval Form** and append to hard copy submitted to Graduate Studies.
- ❖ Submit **signed Approval Form** (if applicable, extra copies for binding purposes only) with one copy of the master's thesis/doctoral dissertation to the Office of Graduate Studies before the applicable deadline indicated in the Graduate Studies Catalog.
- ❖ **PLEASE NOTE:** The Approval Form is not to be included with your on-line submission of Master's Thesis/Doctoral Dissertation. The new ProQuest site has included a section for the students to type in the names of Master's Thesis/Doctoral Dissertation Advisor and Committee Members.

### IMPORTANT INFORMATION REGARDING FONTS

This procedure should ensure that all fonts used in the Master's Thesis/Doctoral Dissertation are embedded for other readers to view the documents properly. If the procedures do not work for your document, please contact a computer technician (either on your own or through your department) to resolve the problem.

If you choose a font other than Arial or Times New Roman within your document, you must embed the fonts in the word document file **before** the PDF file is created.

One procedure to embed fonts in the word document file is as follows:

- **Click Tools**
- **Click Options**
- **Click Save**
- **Click Embed True Type Fonts**
- **Click OK**

**Detailed information on Formatting Requirements can be found at the ProQuest web site, <http://www.etdadmin.com/villanova>. Please refer to Resources and Guidelines/Format Guidelines and Authoring Tools/ Creating PDFs.**

Again, if you experience any difficulties with the above procedures, please contact a computer technician through your department.

**(SAMPLE APPROVAL FORM)\***

**Please submit this form along with a hard copy  
of Master's Thesis/Doctoral Dissertation  
to the Dean's Office of Graduate Studies**

**Please do not include this form with your on-line submission  
of Master's Thesis/Doctoral Dissertation to ProQuest**

Student's Full Name \_\_\_\_\_

Department \_\_\_\_\_

Full Title of Thesis

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies

\_\_\_\_\_  
Date

Student's Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

**\*Please Note: For Bound Copies Only:** Please include additional copies of the Approval Form for the Dean's signature. The signed forms will then be submitted to the department so that you may include the signature page to the bound copies of Master's Thesis/Doctoral Dissertation.

**(SAMPLE OF TITLE PAGE)**

FULL TITLE OF THE THESIS

A Thesis Presented to the Faculty of  
the Department of \_\_\_\_\_  
Villanova University

In Partial Fulfillment  
of the Requirements for the Degree of  
Master of *Arts* **or** *Science*  
*in*

---

by  
*Student's Full Name*  
Month, Year (of completed thesis)

Under the Direction of  
*Supervisor's Full Name*