

# THE UNIVERSITY OF CONNECTICUT

## Specifications for Preparation of the Master's Thesis

**Abstract** -- An abstract is not required but an may be included as the last of the preliminary pages.

**Minimum Margins** -- The minimum acceptable margins for all pages of the thesis are 1.5 inches on left and 1 inch on the top, bottom, and right.

**Paper Requirement** -- All pages submitted to the Graduate School must be printed on 8.5 x 11 inch white paper that is at least 25% cotton and 20 lb. weight. The UConn Co-op stocks paper of acceptable quality.

**Font and Point Size** -- Recommended fonts include Arial, Times New Roman, and Helvetica with a point size of either 11 or 12.

**Printing** -- Either laser printing or photocopying is acceptable. Inkjet printing is *not* acceptable as it is water soluble. Only one side of the paper is to be used for printing. Printing should be consistently clear and dark.

**Spacing** -- The text of the thesis should be double spaced. Long quotations, footnotes, appendices, and references may be single spaced.

**Photographs and Graphics** -- Photographs and graphics in the dissertation should be printed or photocopied directly on the paper as high quality images. Scanned images must print clearly. If color is used, *only* color laser or color photocopy printing is acceptable.

**Use of materials copyrighted by others** -- Any material included that goes beyond “fair use” requires written permission of the copyright owner. It may be useful to include the permission(s) in the thesis as an appendix.

**Pagination** -- Preliminary pages [i.e., the approval page, acknowledgments, table of contents, the abstract (if any), and the like] are to be numbered consecutively using lower case Roman numerals. All pages of the text, appendices (if any), and references must be numbered consecutively using Arabic numerals.

**Landscape pages** -- The top of a landscape page should be at the left margin and the bottom at the right margin. The page number is to be in the same relative position as on the portrait pages. An easy way to apply page numbers to landscape pages is to run them through the printer twice – once for the text, table, or figure (landscape orientation) and once for the page number (portrait orientation).

**Sequence of the main components of the thesis** -- The appropriate order of the major sections of the thesis follows: the title page, the approval page, acknowledgments, table of contents, the abstract (if any), the text, appendices (if any), and the references. The order of the appendices and the references may be reversed if the appendices are lengthy.

**Footnotes, Endnotes, and References** -- The format that is accepted in your discipline or that is prescribed by your advisory committee should be followed.

**Photocopied journal articles in the thesis** -- When appropriate, photocopied articles already published in journals may be included in a thesis. Photocopying must conform to the margins noted above. An original letter from each journal granting permission for the inclusion of the photocopied article in the dissertation must be submitted to the Graduate School. In requesting a letter of permission, it is important to tell the journal that the thesis will become part of the permanent collection of the University of Connecticut Libraries. The journal usually will require that the journal be the first publisher of the article.



The Graduate School requires submission of two final copies of the thesis (each with an originally-signed approval page).

It is recommended that you use your full legal name on the title page and on the approval page.



Some graduate programs may have additional requirements regarding the format of theses. Students should check with their major advisor and/or graduate program director concerning any such program requirements.

## Samples of the Title Page and the Approval Page

The Title of the Thesis in Upper and Lower Case Letters

Jane Mary Doe

B.A., Smith State College, year awarded

A Thesis  
Submitted in Partial Fulfillment of the  
Requirements for the Degree of  
Master of Arts (or Science)  
at the  
University of Connecticut  
20\_\_ \*  
\* year of degree completion

APPROVAL PAGE

Master of Arts (or Science) Thesis

The Title of the Thesis in Upper and Lower Case Letters

Presented by  
Jane Mary Doe, B.A.

Major Advisor \_\_\_\_\_  
John A. Jones

Associate Advisor \_\_\_\_\_  
Mary J. Smith

Associate Advisor \_\_\_\_\_  
James S. Williams

University of Connecticut  
20\_\_ \*  
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\* year of degree completion