



### **MASTER'S THESIS, MTS AND STB SYNTHESIS PAPERS, THM PROJECTS, AND DOCTORAL DISSERTATION**

*The following document provides guidelines for students of the Jesuit School of Theology which incorporate the submission requirements of both the Santa Clara University and the Graduate Theological Union libraries.*

*The physical format standards apply to all dissertations, theses, projects and MTS and STB synthesis papers. However, while all theses and dissertations will be filed with the GTU and SCU libraries, the MTS and STB Synthesis papers and ThM projects will not.*

#### **Content**

**Physical Format Guidelines**

**Santa Clara University Thesis Submission Policies**

**Thesis and Dissertation Submission Procedures**

**Form for Title Page of Thesis, Dissertation, Project or Synthesis Paper**

#### **I. MASTER'S THESIS AND DOCTORAL DISSERTATION PHYSICAL FORMAT GUIDELINES**

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

#### **STYLE**

Turabian is the writing style for Graduate Theological Union theses and dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 7<sup>th</sup> edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Area. For Ph.D. 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 Graduate Theological Union 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 Libraries, are clear and legible and will remain so for the future.

## SUBMISSION GUIDELINES

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Library approval is based on the following\*:

- COPIES for approval: Two of the required thesis copies are a part of the Library 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 GTU Library Reference Desk at 510-649-2501 or [libref@gtu.edu](mailto:libref@gtu.edu).*

*The GTU Library 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**

Students submitting a thesis or dissertation must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the thesis or dissertation. It is bound with the thesis or 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**

*A sample of the thesis title page for your program can be found elsewhere in this program handbook. 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*

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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. 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.

The original of the thesis/dissertation and the other required copies must be on a 20 lb. archival bond paper or a 100% cotton rag paper (any acid-free **paper** that states “100% cotton” in the watermark will qualify).<sup>\*</sup> You can purchase Permalife paper, a buffered, archival bond paper, at The Campus Store, 1805 Euclid Avenue, Berkeley, CA. You can also order paper online; click on the links below to access websites with ordering information. Please be careful to obtain the correct paper (Please contact the Reference Desk if you have any questions).

Gaylord, <http://www.gaylord.com> 1-800-448-6160 (catalog number: MA-PB811);

Hollinger Metal Edge, <http://www.hollingermetalede.com> 1-800-862-2228 or 1-800-634-0491 (catalog number: PB811);

University Products, <http://www.universityproducts.com> 1-800-628-1912 (catalog number: 678-8511).

*\* **NOTE:** The paper must be a **20-lb. acid-free archival bond paper**. While 100% cotton acid-free paper will qualify, archival paper can contain a smaller percentage of cotton fiber (even as little as 25%) as long as it is acid-free archival bond (20-lb. weight).*

**You must provide proof that the paper complies with this requirement, i.e. that it is 100% cotton.** 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.

If you have any questions about the paper you are about to use, you should contact the GTU Library 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.

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## 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 reduced 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. (Do NOT bind your thesis/dissertation yourself. The Library will bind your thesis/dissertation for you.) 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.

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### **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 GTU 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**

All JST-SCU degree candidates who must submit a thesis or dissertation for their program must submit two (2) archival quality copies of their thesis/dissertation (for the GTU library), and one additional copy (for SCU) in electronic format (see instructions below) to the JST Registrar's Office. For those students writing theses/dissertations focusing on matters pertaining to African nations, the electronic format copy will also be sent to the two Jesuit African theologates by the registrar.

All copies must have received approval for archival standards from the GTU Library (see above) before submission to the JST Registrar's office. Each copy of the thesis should be in a separate envelope. Each copy of the dissertation should be in a separate box.

## **II. THESIS SUBMISSION POLICIES OF SANTA CLARA UNIVERSITY**

Questions concerning the Santa Clara University policy on graduate theses should be directed to the Office of Research Initiatives (408-551-7041). Questions concerning other aspects of these guidelines should be directed to the University Library Administrative Offices (408-554-6830).

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### Santa Clara University Policies

Theses completed in partial fulfillment of a graduate degree must be deposited electronically with the University Archives and made publicly available by the Santa Clara University Library. The University has the right to publish the title, author, and abstract of each thesis on the Internet for University Library use. Authors may choose whether or not to embargo their complete thesis from being publicly available via the Internet for a period of six months, one year, or two years.

Guidelines for the preparation of theses and dissertations are available from the Jesuit School of Theology of Santa Clara University. By the posted deadlines, students completing a thesis or dissertation in partial fulfillment of requirements for a graduate degree at Santa Clara University must submit the required number of copies (see below) of the final version of the thesis or dissertation, and the electronic copy in PDF format, including original approval pages, to the Registrar's Office of the Jesuit School of Theology for format verification, along with the completed Graduate Student Thesis Publication Agreement.

An electronic copy of the thesis or dissertation shall be deposited in the Santa Clara University Library. To create the electronic manuscript, convert the complete thesis to a single PDF document (see below regarding supplementary files).

STD candidates must also submit a copy of their dissertation to ProQuest Information and Learning (formerly UMI) for inclusion in **Dissertation and Theses Global**, with a completed "ProQuest Doctoral Dissertation Agreement Form". Go to: [www.etsdadmin.com/cgi-bin/home](http://www.etsdadmin.com/cgi-bin/home). The student should select their institution (Santa Clara University) and create a personal account. Then answer the questions for submitting the dissertation. Choose "Traditional Publishing" (this is free); "yes" to search engines; "yes" to publish immediately.

The filing deadline for Spring graduates is the first Monday in May, and for Fall graduates, it is the date of the late registration deadline for Fall Semester registration. The printed copies will be bound and deposited in the Library of the Graduate Theological Union. The electronic copy made to Santa Clara University will be made available, subject to any embargo, through a persistent URL embedded in the online catalog record.

### III. **THESIS and DISSERTATION SUBMISSION GUIDELINES**

*These Guidelines are for use by JST STD, STL and ThM thesis students. Please also see additional program information in the degree Handbook for each academic program.*

1. **Length:** The minimum length:

- STL and ThM theses: STL and ThM theses should be at least 75 pages in length.
- STD dissertations: The STD dissertation should ordinarily not exceed 100,000 words or 250 pages in length, including notes, bibliography and appendices.

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2. **Physical Format:** Use the Physical Format Guidelines included in this packet.
  
3. **Thesis/Dissertation Format Approval and Filing Forms:** After all of the readers have approved the thesis *as is*, and the thesis has been signed (see the sample title page, below), the final typed copies of the thesis/dissertation must be approved for format and paper by the Librarian of the Graduate Theological Union Library before they are submitted to the JST Associate Academic Dean's Office. A form for the GTU Librarian's signature is included with this packet, along with the thesis submission and publication forms required by Santa Clara University.  
Forms Required:
  - Approval of Thesis/Dissertation Format by the GTU Library
  - Santa Clara University Graduate Thesis Submission form
  - Santa Clara University Graduate Thesis Publication Form.
  
4. **Number of required copies for theses and dissertations:**
  - STL and ThM theses: Two (2) unbound, archive-ready paper copies.  
Plus one (1) additional PDF copy (see below)
  - STD Dissertations: Two (2) unbound, archive-ready paper copies;  
Plus (1) additional PDF copy (see below) submitted to the JST Registrar, and one (1) PDF copy submitted online to ProQuest Information and Learning.
  
5. **Extended Research Paper:** Those STL students doing comprehensives and an extended research paper in lieu of a thesis are responsible for submitting one soft-bound\* copy of the final, signed STL extended research paper to the JST Associate Academic Dean's Office. The copy should be prepared in accordance to the GTU Library guidelines regarding paper, pagination, etc. (\*Either "velo" or comb binding, with a clear plastic cover, is recommended.)
  
6. **Thesis/Dissertation Submission:** Once the readers have approved the thesis or dissertation *as is*, and signed the title pages of all required copies, and after the GTU Reference Librarian has approved the format and paper, submit the following items **to the JST Registrar's Office**. Each copy of the thesis/dissertation should be in a separate box or envelope:
  - The required number of paper thesis/dissertation copies (see above)
  - STD Dissertations: PDF copy on a CD or memory stick (see below)
  - African Theses/Dissertations: A PDF copy on a memory stick or electronically to the JST Registrar
  - All three (3) of the required submission forms (see above)
  
7. **Thesis Binding Fee of \$60.00** will be charged to the students account for those submitting an STL or ThM these, or STD dissertation.
  
8. **Thesis filing deadlines, registration and graduation:**

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Graduations: JST has two graduation dates each academic year:

- May (for students who finish during the fall semester or by the spring May deadline)
- September/October (for students who finish in late May through the summer)

Filing Deadlines:

- Spring graduates: The filing deadline is the first Monday in May.
- September/October graduates: The filing deadline is the date of the late registration deadline for Fall Semester registration.
- Fall registrants completing before the spring semester: The filing deadline is the date of the late registration deadline for Spring Semester registration. These students will graduate in May.
- Registration Requirements: Students must defend and file their theses by the late registration deadline for the upcoming semester in order to avoid having to pay tuition for an additional semester.

### **PDF Copy filing requirements**

- In addition to required paper originals, ThM, STL, and STD students should submit their thesis/dissertation to the JST Registrar in **PDF format** as follows: (1) **Email it to the Registrar as an attachment**, or (2) **save it on a memory stick** and submit it with the paper copies.

### **Theses and Dissertations on Africa:**

- In **addition** to the paper and PDF copies described above, ThM, STL and STD students who write a thesis or dissertation focusing on Africa will also have their thesis/dissertation submitted (by the registrar) to the libraries of the two Jesuit theologates in Africa, in Nairobi and Abidjan.

Hekima College Jesuit School of Theology P. O. Box 21215, Ngong Rd Nairobi 00505 Kenya	Institut de Théologie de la Compagnie de Jésus Cocody Les Deux Plateaux 27 BP 884 Abidjan 27 Côte d'Ivoire
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**FORM FOR TITLE PAGE OF THESIS, DISSERTATION, PROJECT, SYNTHESIS PAPER, or  
EXTENDED RESEARCH PAPER**

------(Title in CAPS)-----

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A (*dissertation, thesis, project, synthesis paper, or extended research paper*) by

------(Your Name)-----

presented to

The Faculty of the

Jesuit School of Theology

of Santa Clara University

in partial fulfillment of the

requirements for the degree of

------(Degree)-----

Berkeley, California

---(month & year of filing)---

Committee Signatures

\_\_\_\_\_  
(Type first and last name below line), Director    Date

\_\_\_\_\_  
(Type first and last name below line), Reader    Date

\_\_\_\_\_  
*IF THERE IS A THIRD READER* (Type first and last name below line), Reader    Date