

Thesis and Manuscript Style Sheet
Master's (MA) Degree
Graduate Programs in English

Guidelines: Thesis and Manuscript Style Sheet, updated April 2021.

Thesis Due Date: Determined by your first reader; latest, 7 May 2021, 12:00 PM

Submission:

Final Draft: Two Documents. 1-Thesis/Manuscript (with Cover Sheet as page one).

2-Consent and Release form filled out: e-signatures via italicized font is acceptable.

Send to Michele McBride, mmcbride@monmouth, first reader, and the student's eCampus Dropbox by the Due Date.

The link to upload your PDF copy to the Guggenheim Library for binding is: (pending)

Three weeks before your Defense date, submit your Defense Draft (Word doc.) Thesis to your first and second readers and the graduate program director and upload this dated Word doc (Last Name, Thesis Defense Date) to your eCampus Dropbox. These Defense drafts will have been carefully revised with your first reader during the semester, given feedback by your second reader, and carefully line edited by the student. The Writing Center is available for assistance and (form, style, or documentation) reviews with the student prior to submission of documents.

At the Defense, final comments from your three readers will be noted by the student, so that the Thesis can be revised, finalized, and submitted by the Due Date.

Our Department follows the *MLA Handbook*, 8th edition (9th edition beginning after May 2021)

Length: See MA Thesis or Manuscript Guidelines

Margins: Standard margins are 1-inches left and right. You may consider 1.5 left margin to accommodate binding.

Font: 12-font, Times New Roman. Italicized Titles. You may use bold font for subheadings.

Double-space: Body text, see MLA standards for poetry, blocked quotations, and footnotes.

Page numbers: Paginate lower left.

Style: *MLA Handbook*

Cover Sheet=Title page: Template on English MA Webpage

April 2021 Newly Issued Monmouth University Required Format includes:

Cover Sheet (issued)

Abstract: of your project

List of Keywords: immediately follow the cover sheet

Acknowledgments (Optional): A page of thanks (family, thesis readers, friends, mentors, etc.)

Table of Contents: The page list of all sections, lists of poems, short stories, appendices, Works Cited, with starting page number.

Thesis/Manuscript

Works Cited: a complete bibliographic list of citations, MLA style, that occurs after your text.

Footnotes/Endnotes: Not a standard usage in our program. If necessary, follow the *MLA Handbook*, 8th guidelines, or at <https://style.mla.org/> (link is external).

Parentheticals: Our programs use parenthetical citations for cited information from texts.

Quotations: Follow MLA style.

Documentation: All borrowed material must be cited to the originating author. If you have questions about this, research librarians at the Guggenheim Library and tutors at the Writing Center are available for consultation.

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