



Preparing Your Thesis for Submission

Submission

Theses may be submitted either in digital or hard copy format. The final date for the submission of theses is listed in the annual [Bulletin](#) and [Academic Calendar](#) for the semester in which you have applied to receive your degree.

Digital Submission: Digital copies must be submitted through the ProQuest ETD Administrator (<http://www.etdadmin.com/cgu>). The ProQuest ETD Administrator offers a number of options during the submission process such as filing for copyright, ordering bound copies, and delaying release of your manuscript. CGU does not charge a fee for digital submissions, although fees may be applicable if you order bound copies and/or choose to file for copyright.

Hard Copy Submission: If submitted in hard copy, fees for the binding of the thesis are \$30 (subject to change), payable to Claremont Graduate University and submitted to the Registrar's Office with your thesis. The original and one copy of the thesis must be submitted to the Registrar prior to the deadline for completion.

Format

A general reference which may be used in writing a thesis is: Kate L. Turabian, *A Manual for the Writers of Term Papers, Theses, and Dissertations*. It is important that students consult with their advisor in order to determine whether or not there are special forms and procedures peculiar to the student's discipline.

The manuscript must be typed and double-spaced with 1-inch margins. Footnotes and long quotations may be single-spaced. Any standard type is acceptable and the same type must be used throughout the thesis. Italics and/or bold face type may be used for emphasis. Type size should be 10 point or larger. Type which resembles written script, as well as 'novelty' typefaces are not acceptable. The print should be clean and even in quality and the print should be letter quality with consistently clear and dense black characters.

For hard copy submissions only: Two copies of the thesis must be submitted on white paper, 8 ½ x 11 inches. All paper in the thesis must be the same size and weight. Exceptions may be made in the case of oversized charts or non-text materials which have been duplicated for inclusion. Pages should be printed on one side only. A one and one-half inch margin is required on the left-hand binding edge, and a margin of at least one inch is required at the top, right and bottom of each page.

The pagination in your thesis should be as follows:

Thesis Title Page (<i>see sample on next page</i>)	Counted: no visible page number
Table of Contents	Counted: small Roman numeral i
Table of Figures (if any)	Counted: small Roman numeral ii
Introduction/Chapter One	Counted: Arabic number 1

All pages, except the title page, must be numbered continuously throughout the thesis. Arabic page numbering should continue through the bibliography and any appendices.

(Thesis Title)

By

(type name of candidate)

Presented to the Graduate Faculty of Claremont
Graduate University in partial fulfillment of the
requirements for the degree of Master of Arts in
(type name of degree).

We certify that we have read this document and
approve it as adequate in scope and quality for the
degree of Master of Arts.

Faculty Advisor (type name)

Faculty Reader (type name)

Faculty Reader (type name)

Date (type year)