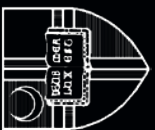


THE CATHOLIC UNIVERSITY OF AMERICA



Master's/Licentiate Thesis Handbook



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SCRIPTORIUM MONK AT WORK. (From *Lacroix*.)

Introduction

This handbook is written for you, a student in the process of writing a master's or licentiate thesis in partial fulfillment of the requirements for a graduate degree from The Catholic University of America. It is the official guide to University requirements governing the preparation and submission of your thesis.

All master's degree candidates who have opted to write a thesis and all candidates for the licentiate degree are required to submit a formal, written paper as required by their school or department, to the administrator of the Office of the Vice Provost and Dean of Graduate Studies.

The Thesis Handbook explains how you should format your thesis. When you deposit your manuscript, the administrator will check it thoroughly to ensure that it conforms to the stated guidelines so that problems with binding and archiving in the John K. Mullen of Denver Memorial Library will be averted. We advise a careful application of the handbook's directives so that your deposit is successful.

Certain departments and schools follow procedures and formatting described in the style manuals or sheets specific to their individual disciplines. Your department or school may expect you to follow these guidelines. However, instructions or formatting guidelines published in this handbook, in any published addenda to the handbook, or in the [Graduate Announcements](#), take precedence over discipline-specific guidelines.

In the absence of any specific requirements in the handbook, you should use your discipline's style manuals or sheets wherever applicable.

With the development of new binding and publishing technologies and revised University policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted manuscript as a guide for format or layout.

If your research extends over several years, we ask that you refer to the most current version of the handbook from the [Graduate Studies website](#) prior to preparing your final manuscript for deposit.

Writing Your Thesis

Style

You should avoid writing in the first person plural ("we" and "our"), as your thesis is considered to be an individual project.

If the thesis is written in a language other than English, you should note this fact in the proposal. If primary or secondary sources are written or produced in a language other than English, you should indicate your knowledge of that language.

The Catholic University of America requires that all theses conform to *The Chicago Manual of Style* (Chicago: The University of Chicago Press, current edition) (hereafter *The Chicago Manual*). You may, however, have some difficulty in consulting *The Chicago Manual* alone. This publication is primarily a guide for editors and typographers preparing typescripts for printing. For easier reference, we recommend Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press, current edition), which is an interpretation of *The Chicago Manual* specifically addressing the preparation of academic papers that will remain in typescript form.

In addition to using *The Chicago Manual*, several academic disciplines have adapted a specific style for use in the

professional field for writing journal articles, submitting proposals, etc. You should check with your individual department or school to ascertain if there is a standardized style format for your discipline, or if they have adopted a style format that is standard in another, related discipline.

The following is an abbreviated list of other style manuals also in use at CUA:

- **Biology:** *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (Council of Biology Editors)
- **Psychology and Nursing:** *Publication Manual of the American Psychological Association* (American Psychological Association)
- **Chemistry:** *The ACS Style Guide: A Manual for Authors and Editors* (American Chemical Society)
- **Modern Languages:** *MLA Style Manual and Guide to Scholarly Publishing* (Modern Language Association)

These manuals, like *The Chicago Manual*, are primarily guides to the preparation of typescripts that will appear in some other printed form. However, these manuals do contain directions for the preparation of academic manuscripts, and you should be sure to note such references when available.

Generally, you should use your own good judgment when interpreting the appropriateness of certain guidelines. For example, a running header (as prescribed by APA) is not appropriate for a dissertation, since the header is generally used for typescripts that may be reprinted in a journal with other manuscripts. Likewise, the double-spacing of all text, including quotations (as prescribed by MLA) is not appropriate for a dissertation, since the manuscript submitted to the University is considered to be in final form, and will not be transcribed into another form for further processing. Generally, these various manuals are helpful for citations of references and forms of notation.

Your thesis director and others in your school or department will assist you in the appropriate interpretation of discipline-specific guidelines within the context of University requirements. When in doubt, contact the administrator of the Office of the Vice Provost and Dean of Graduate Studies for assistance.

Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used. The manuals listed above are standard publications available at the CUA Bookstore or any other academic or larger bookstore.

The Writing Center

The [CUA Writing Center](#) provides support services to students at all stages of the writing process. The Writing Center strongly recommends that you contact them to make an appointment and speak with one of their trained consultants, graduate students in the English department. They can also be reached at 202-319-4286. Walk-ins are welcome on a space-available basis.

CUA Computing Resources

The [Office of Technology Services](#) offers a wide range of services for graduate students, issues a computer account to all faculty, staff, and students, and also provides students, faculty, and staff with an extensive computer education and training program. The CUA computing website offers details about computing at CUA, including information about training, computing resources available, a knowledge bank, a computing guide, and activities underway.

In addition, Technology Services provides support for all technology classrooms and computing areas on campus. A general computing lab in Leahy Hall, with both Windows and Macintosh machines, is open twenty-four hours a day during the semester. Other computer-equipped classrooms and computing labs are open and available for use by any member of the CUA community. The formatting guidelines prescribed in this handbook can be handled by

word processing software in any lab on campus.

Using an Independent Typist or Service

Typists and word processing agencies frequently post advertisements on bulletin boards throughout the University. Please consider the following when dealing with typists or word processing agencies.

You should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft. On the draft copy, it is often a time/error saver to the author and typist if the footnotes are submitted on pages separate from the text.

Discuss with the typist the following questions:

- May the draft manuscript be handwritten, or must it be typed?
- Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
- Will you already have properly formatted the final draft, or is the typist responsible for following CUA and discipline-specific formatting guidelines?
- May the typist correct minor grammatical and spelling errors?
- What kind of word processor or computer will the typist be using? What style and size typeface will be used?
- Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.)
- If you have made a mistake, will the typist charge extra to correct the mistake?
- Will the typist edit the manuscript? If so, what will the editing cost?
- After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

Always be aware that prices quoted per page will likely be affected by the use of foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist all aspects of the preparation of the final manuscript before you present the draft for final typing.

You should be sure to secure a typist well in advance of deposit deadlines. Typists are in great demand at peak periods prior to graduation dates.

Whether or not you have already formatted the draft, give the typist a copy of the CUA formatting guidelines as well as any discipline-specific formatting guidelines you may be using. Emphasize the importance of following these guidelines. Encourage the typist to contact the administrator of the Office of the Vice Provost and Dean of Graduate Studies if s/he has any questions concerning formatting.

The Copyright

The Office of General Counsel of The Catholic University of America has prepared an information sheet on the issues involved in the copyright of your dissertation and registering your copyright with the Library of Congress. It is important that you read this document prior to making the decision whether or not to register your copyright with the Copyright Office of the Library of Congress.

You can also access extensive information on your copyright at the website of the [Office of General Counsel](#).

Ecclesiastical Imprimatur

For ecclesiastical manuscripts in canon law, theology, or philosophy, an ecclesiastical imprimatur is generally not necessary. However, if you are a candidate in an ecclesiastical degree program, you should consult with your major professor or the dean of your school regarding the ecclesiastical imprimatur.

The Elements of Your Thesis

Preliminary Pages

Title Page

The Title of the Thesis

Your title should be exactly the same one as submitted on your thesis proposal. The title page must follow exactly either of the [formatting examples](#) given in the appendix. This is not the place for any creative efforts — special fonts, spacing, sizing, boldface or italic type, etc. Do not place the title in all caps.

Your Name

You must use your “name of record” on the title page. This is your official name, as recorded by the University registrar. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). Although you may have been sponsored and supported in your studies, your thesis is your own work, for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

The Copyright Symbol ©

Copyright privileges vest with you as author immediately upon creation of your thesis, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress. You must decide whether to place the © symbol on your title page.

For an example of a title page without the copyright symbol included, please see [page 15](#) of this handbook. For an example of a title page with the copyright symbol included, please see [page 16](#) of this handbook.

The Date

The date on the title page of your thesis is the year (no day or month) in which you completed the final manuscript and handed it in for deposit, with the expectation that it will be made available to others. This is also the date on which your copyright takes effect. This is not necessarily the year in which you graduate. For example, if you deposit in December 2015, you may graduate in January 2016. In this case, the date on your title page should be 2015.

Signature Page

Your thesis must have a signature page signed by your director and reader(s). You are responsible for typing this page and obtaining the necessary signatures. Manuscripts that do not include the signature page, signed by all committee members, cannot be accepted for deposit. Signature substitutions are unacceptable (i.e., a dean or department chair may not sign for a committee member). You should therefore arrange to obtain all signatures well in advance of your anticipated deposit date.

The administrator of the Office of the Vice Provost and Dean of Graduate Studies cannot assume responsibility for obtaining signatures, even if you must deposit by mail.

You should prepare the signature page, print it out on the acid-free paper required for submission of your manuscript, and make arrangements with the members of your thesis committee to get the page to them for their signature. Please number the signature page at the bottom center of the page with lowercase Roman numeral “ii”.

For further reference, please see the sample signature page on [page 17](#) of this handbook.

Abstract

Certain programs require master's or licentiate degree candidates to submit summaries or abstracts of their thesis to The University. You should check with your school and department to determine if you must submit a summary or abstract.

The abstract must be written in English, even if your thesis is written in a foreign language. It should contain no special characters or any text written in a non-Roman alphabet. The text of the abstract should be double-spaced.

The abstract should provide a concise summary of the following information:

- A statement of the problem,
- A description of the research procedure or method,
- An explanation of the results of the research,
- A summary of your conclusions.

Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire thesis, you should exercise great care in preparing the text.

Place the abstract directly behind the title page, but do not number it.

For further reference, please see the sample thesis abstract on [page 18](#) of this handbook.

Optional Preliminary Pages

You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (may alternately appear in the end matter), a foreword, a preface, or acknowledgements in the front matter of your thesis. Please refer to the [Pagination](#) section of this handbook for information on the order of appearance and pagination of these optional preliminaries.

Body of Text

Introduction

An introduction is optional. If you choose to include it, please follow your discipline-specific guidelines in deciding whether to make the introduction an independent section or to consider it formally as your first chapter. In either case, the introduction is the equivalent of a first chapter of your text and will be numbered accordingly. It is not a part of your preliminary materials.

Text

Following this general overview of the elements of your thesis, we will describe the required formatting and give you guidelines for including graphs, photographs, other illustrative materials, and addenda (non-text items) in your thesis. Please refer to the appropriate sections below.

Notes/Footnotes

Footnotes are strongly preferred over chapter endnotes simply for the convenience of your readers. Generally, you should number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter. Endnotes should appear at the end of each chapter — never at the end of the entire paper. Refer to the appropriate style manual of your discipline for proper notation and reference format.

Illustrative Materials

Illustrative materials include photographs, charts, graphs and tables, prints, maps, reproductions, renderings, hand-drawn items, etc. Select for inclusion only the highest quality items.

Color

You may include color items in your original manuscript.

Placement within Manuscript

You may include illustrative materials either in the body of the text or in an appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

Placement on Page

Smaller items such as photographs or other reproductions that are glued onto pages should be staggered in alternating locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right. In this way you can avoid making the manuscript too bulky in any one place. The items must be placed within the specified margins for the manuscript. See the [examples of placement options](#) on page 19.

Alignment of Page Numbers

Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination should follow the alignment rules established for the rest of the manuscript. Please refer to the [Pagination](#) section of this handbook for more information.

Charts and Graphs

The charts and graphs may be in color. However, design the items in such a way that when they are copied in black and white, readers will be able to differentiate between the bars, pie sections, lines, etc.

Photographs

The inclusion of photographs in your manuscript is discouraged, because these do not reproduce well. If you do include photographs, they must be of excellent quality. If in color, they should have been produced using a color process producing sharp images and brilliant and long-lasting color (for example, using glossy rather than pearl backing).

Oversized Items

If possible, reduce the over-sized items to 8.5-inch x 11-inch page size, making the copies as clear and precise as possible.

Reproductions

Use only reproductions of excellent quality, if possible in black and white. Remember that the item will lose definition in the copying process, easily becoming illegible, and that colors may fade with age.

Hand-Drawn Items

If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, render the hand-drawn elements as carefully, clearly, and neatly as possible.

End Matter

Optional End Matter

Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (may also appear with the preliminary pages) and addenda (non-text items such as tapes, CDs, etc.).

Letters of Permission

In the event that you are including in your manuscript material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials. For information on “fair use” and an example of a letter requesting permission to use the material, see the [Office of General Counsel](#) website.

If you have requested permission from other authors or publishers to use material in your thesis, you should include the letters of permission in your manuscript. Place such letters, separately labeled in an appendix, at the rear of the manuscript.

Packaging Addenda

Where appropriate, addenda should be placed in pockets designed for that type of material. Label the pockets clearly with the title of the thesis, your name, a description of the contents of the pocket, and instructions for the use of the contents. List the addenda, in the order of inclusion but unnumbered, in the Table of Contents.

Bibliography

Consult your department or school and the appropriate style manual for instructions on the discipline-specific formatting of the different types of references in your bibliography.

Preparing Your Manuscript

Typeface

The following standard printing fonts are acceptable: Times New Roman, Garamond, Palatino Linotype, or Century Schoolbook. The text of the manuscript should be printed in 12-point type. Avoid typefaces smaller than the above or special typefaces that print in script or in any other nonstandard mode. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not mix them — one system should be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These sometimes look awkward because the bulk of the paragraph is on another page.

As a general practice, endnotes should be the same size and font type as the text. You may use a slightly smaller font size in footnotes; however, in no case should the font size be less than 10 point.

Paper

The paper must be plain white, non-textured, and acid-free. Off-white or cream-colored paper is unacceptable. Its weight must be a minimum of 20-pound bond, with at least 25 percent cotton rag (fiber) content. CUA recommends 50 percent cotton rag content. Most paper companies state the weight and rag content of the paper on the packaging. A watermark may also carry this information.

Any illustrative materials submitted with the manuscript (see above) must also be on archive-quality paper.

It is imperative that the paper be acid-free. Your manuscript will be bound and shelved. If the paper is not acid-free, it will turn yellow and disintegrate within a relatively short time. Only acid-free paper is considered to be of archival quality. Be sure the box of paper is marked “acid-free” — a watermark or a designation such as “highest quality”

does not guarantee that the paper is acid-free. Do not use erasable bond paper; it is expensive, is difficult to work with, smudges easily, and does not produce a crisp, well-defined print.

Paper Alignment

Print or type on only one side of the paper, using portrait orientation for the text: the text should appear on the paper so that the left-hand margin of the text runs along the 11-inch length of the paper and 8.5 inches represents the top and bottom of the paper. The long left-hand edge is the binding edge. Exceptions may be made for charts, graphs, drawings, etc. However, pages must always be paginated with 11 inches representing the length and 8.5 inches representing the width, regardless of the placement of charts, graphs, or drawings.

Margins

All margins must be one inch wide. Page numbers are considered text and should not fall within the one-inch margins. There must be at least a clear one-inch space between the edge of the paper and the edge of the page numbers. When the manuscript is bound the paper must be trimmed, occasionally more than once. The one-inch margin is necessary to ensure that the page numbers will not be lost.

Line Spacing

Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, or to your discipline's style manual for proper spacing instructions.

Pagination

Every page of the manuscript following the title page, with the exception of the abstract (if applicable), must carry a number. Preliminary pages should be numbered in lowercase Roman numerals. The text should be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: "Page 1," "Page One," "p. 1," "-1-," etc. Also, pages may not be supplemented, for example, 7a, 7b, 7c.

Page Number Placement

All preliminary page numbers should be centered at the bottom of the page. Additionally, all end matter, i.e., every page after the main text, including appendices and bibliography, should be paginated at center bottom throughout.

All text page numbers can either be centered at the top of the page, or appear in the upper right hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number should be centered at the bottom of the page. Even if charts, illustrative materials, etc., are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

On rare occasions, it will not be possible to place a page number on an illustration, photograph, etc. In this case, consider this page to have the next consecutive number, continuing the sequence on the following page.

Page Number Placement Illustration

Page Title	Page Numbers	Page Number Placement
Title Page	No number	No placement
Abstract (if applicable)	No number	No placement
Signature Page	ii	Center bottom
Preliminary materials Dedication (optional)* Epigraph (optional)* Table of Contents List of Illustrations (if applicable) List of Tables (if applicable) List of Abbreviations (if applicable) Foreword (optional)* Preface (optional)* Acknowledgements (optional)*	iii, iv, v, etc.	Center bottom
First Page of Introduction (optional)* <i>(either as independent section or as first chapter)</i>	1	Center bottom
First Page of Chapter or Major Heading	1, or continue consecutive numbering (if there has been an optional introduction)	Center bottom
Text in Introduction, Chapter, or Major Heading	2, 3, 4, etc.	Center top <i>or</i> Right top
End matter Appendix/ Appendices (if applicable) Glossary (if applicable) List of Abbreviations (if applicable) <i>(alternately, may appear in preliminary materials)</i> Bibliography	Continue consecutive numbering	Center bottom
Letters of Permission (if applicable)	<u>(Listed in Table of Contents)</u> No number	No placement
Addenda (non-text materials, such as CDs, tapes, etc.)	<u>(Listed in Table of Contents)</u> No number	No placement

** Please note that “optional” does not refer to pagination, but rather to the inclusion of this page or section.*

Deposit of the Final Manuscript

After your committee has accepted your thesis, you may deposit your final manuscript with the administrator of the Office of the Vice Provost and Dean of Graduate Studies. The administrator can accept approved manuscripts, by appointment, at any time throughout the calendar year. The deadlines for deposit published in the Academic Calendar specify the latest date on which a thesis may be deposited in order for you to be eligible to receive your degree on the next graduation date.

In order to assure that the deposit of your thesis goes smoothly, the administrator suggests a preview of your manuscript prior to the comprehensive exam. The preview is done electronically and involves looking over the reader's copy and giving direction on any necessary changes to the formatting of your manuscript. It also allows time to make those changes. Past experience has shown that this works very well in relieving anxiety over the final deposit. To submit a manuscript for preview, [please contact the administrator](#).

Prior to final deposit, it will be your responsibility to make any changes to your manuscript required by your thesis committee and to obtain the signatures of all of the thesis committee members on your signature page. Please note that individual schools can require you to submit your final thesis manuscript to your committee by a deadline earlier than the University deposit date listed in the Academic Calendar. Please consult with your dean's office concerning your school's requirements for deposit.

Degrees are conferred three times each academic year, generally in October, January, and May. The final date for deposit of approved manuscripts for each commencement date is noted in the Academic Calendar.

At the time of the deposit of the final hard copy, the administrator will review your manuscript for adherence to University guidelines and will check all deposit documentation. If all is in order, the administrator will issue you a receipt for deposit of the manuscript and payment of the requisite fees. Copies of this receipt will be forwarded to your school dean.

If you have also met all other requirements for the master's or licentiate degree, your dean can place your name on the graduation list submitted to the Academic Senate for final approval.

Deposit by Mail

If you must deposit by mail, please allow several additional weeks prior to any deposit deadline. Experience has shown that it takes considerable time to rectify problems by mail. Before mailing, be sure that all copies, fees, etc., are included, and that you have obtained all required signatures.

The Office of the Vice Provost and Dean of Graduate Studies will not be responsible for obtaining signatures. You are solely responsible for ensuring that all requirements pertaining to the deposit of your thesis are met by the appropriate deadline.

Certified mail is recommended for sending materials — Express Mail is suggested if at all close to a submission deadline. In order to better track your package, please notify the administrator when you have mailed your manuscript.

For your protection, you should always keep a complete copy of your final manuscript.

Preparing to Deposit Your Thesis

- Arrange an electronic preview of your thesis with the administrator so that you may clear up any questions you may have concerning formatting.
- Make an appointment with the administrator for the deposit of your thesis.
- Prior to your appointment date, submit the *Dissertation/Thesis/Licentiate Deposit Data* form sent to you by the administrator. This is very important in case the administrator needs to get in touch with you for any reason and so that your data is entered correctly prior to your appointment.
- Print out your thesis on the prescribed paper. After printing, go through the manuscript page by page to check for formatting, numbering, printing errors, missing or misplaced pages, etc.
- Obtain all necessary signatures on your thesis signature page.

Thesis Deposit Documentation

- One original manuscript with abstract (if applicable) and signed signature page, in an unsealed manila envelope;
- *Dissertation/Thesis/Licentiate Deposit Data* (if not completed previously);
- Cash, check, or money order made out to “The Catholic University of America” for \$50. Please note that fees are subject to change without notice. Visit the Enrollment Services website for up-to-date fees and costs.

Personal Bound Copies of the Manuscript

The University does not provide personal binding services for students. You may order bound copies from a commercial bindery, if you wish.



After Deposit

Shortly after your formal date of graduation, the administrator of the Office of the Vice Provost and Dean of Graduate Studies will forward your thesis manuscript in its manila envelope to CUA's Mullen Library for cataloging, binding, and shelving. The materials will be retained permanently in the library.

Graduation

All students must apply for graduation through Cardinal Station. Click on "Student Center" after logging in, and in the "Academics" section, click on the "Apply for Graduation" link from the drop-down menu. Follow the prompts to successfully apply for graduation. Click [here](#) for a tutorial about this process.

If you attend the May Commencement exercises, you may receive your diploma at that time. If you are graduating in October or January, or plan to walk in May but wish to have your diploma mailed to you before the May Commencement, you may inform the University registrar in writing of the address to which you wish to have your diploma sent. It is expected that you will attend Commencement exercises. If you are unable to do so, you must write a letter to the provost of the University at least one week before Commencement asking to be excused and stating your reasons for not being able to attend the exercises.

You may [request a transcript](#) from the Office of Enrollment Services prior to or following your formal graduation. The request must include the following information:

- Full name
- Address
- Date of birth
- School and dates of attendance

If you publish your thesis after receiving your degree, you are expected to acknowledge in the publication that the paper was originally submitted in partial fulfillment of requirements for a graduate degree awarded by The Catholic University of America.

If you have any questions concerning the information or instructions in this handbook, please contact the administrator of the Office of the Vice Provost and Dean of Graduate Studies.



Sample Thesis Title Page without Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Should Appear Here
Do Not Put Title in All Capitals or Bold

A THESIS

Submitted to the Faculty of the
Department of _____
School of _____
Of The Catholic University of America
In Partial Fulfillment of the Requirements
For the Degree
Master of/Licentiate in _____

By

Author's Name of Record
Washington, D.C.

Year

Sample Thesis Title Page with Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Should Appear Here
Do Not Put Title in All Capitals or Bold

A THESIS

Submitted to the Faculty of the
Department of _____
School of _____
Of The Catholic University of America
In Partial Fulfillment of the Requirements
For the Degree
Master of/Licentiate in _____

©

Copyright

All Rights Reserved

By

Author's Name of Record

Washington, D.C.

Year

Sample Thesis Signature Page

This thesis by (Author's Name) fulfills the thesis requirement for the master's/licentiate degree in _____ approved by (Name, degree) as Director, and by (Name, degree) as Reader.

Name, Degree of Director, Director

Name, Degree of Reader, Reader

Sample Thesis Abstract

The Title of the Thesis Should Appear Here
Please Do Not Put Title in All Capitals or Bold

Name of Record, Degree (M.A., J.C.L., M.S.E., etc.)

Director: Name, Degree

The text of the abstract appears here, double-spaced, pages are *not* numbered.
The abstract may be two pages in length.

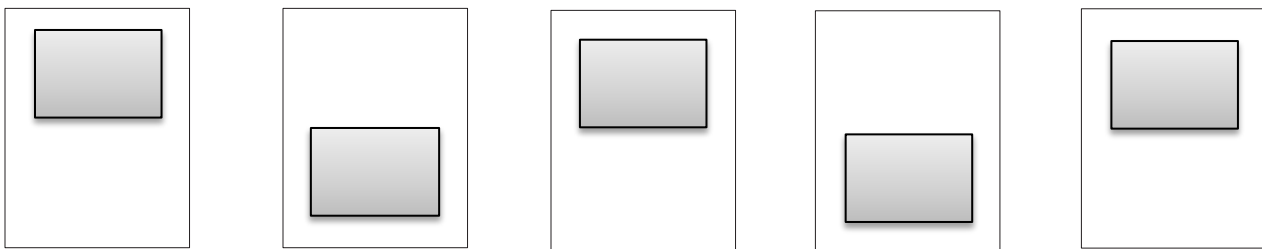
Placement of Illustrative Materials within the Manuscript

You may include illustrative materials either in the body of the text or in an appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

Smaller items such as photographs or other reproductions that are included in the dissertation should be staggered in alternating locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right.

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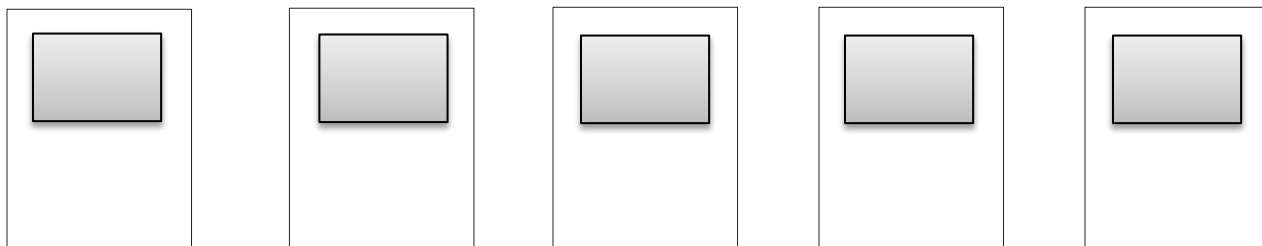
Correct Placement



The incorrect placement of items such as photographs or other reproductions becomes distracting for your reader, and removes large blocks of space for text, reducing the amount of information on a page considerably.

Therefore, you must avoid layouts such as that shown below.

Incorrect Placement



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