

**GRADUATE STUDIES**  
**COLLEGE OF ARTS & SCIENCES**  
**THESIS, ESSAY & CREATIVE PROJECT REGULATIONS**

Students are encouraged to work closely with their advisors on the formatting of their papers and should contact the Office of Graduate Studies with questions not covered by the appropriate style manual or the following instructions. Please be sure to allow adequate time to meet the required submission deadlines.

The **Plan A thesis** must show capacity for original research. The thesis may bring new facts to light; may organize and critically evaluate available information; or may evaluate critically a technique, method, or trend. In general, the thesis is a demonstration of research ability whose content shows originality, analytical skills, clarity of critical thought, and power of mature expression.

The **Plan B essay** is designed to show the student's power of analysis, organization, and expression. Clarity of thought and power of mature expression are expected as in the thesis.

The **Plan B creative project** is designed to show the student's ability to plan, develop, and carry out a project of significance. Application of theoretical principles and clarity of expression are expected in the project.

**Deadlines:** The dates for filing outlines or initial draft copies are set by the student's advisor. The student should be notified of these well in advance. The date for the two final, completed documents is specified in the University calendar. Please note: On the date specified for filing the final copies of the thesis, essay or creative project, one original and one copy, revised, accepted and signed, must be in the Office of Graduate Studies by 5:00 p.m.

Following are general requirements. Documents that do not conform to these requirements will not be accepted.

1. **BINDING:** Each document must be placed in a Smead Genuine Pressboard Cover No. GY129. Only the document designated as original will be bound at University expense for the Library. The copy will be sent to the department as submitted.
2. **STYLE:** Theses, essays and creative projects must conform in style to these instructions and the regulations and style manual of the student's major department. The student obtains this information from the advisor or department. If the department has no guidelines, students should follow APA. Refer to the style guide you are using regarding double/double spacing. Format must be consistent throughout the whole paper, for example if you bold a chapter title, all chapter titles must be bold.
3. **FONT:** The appropriate font size is 12. The font style should be plain and simple such as: Times New Roman or Arial.
4. **PAPER:** The final original and copy are to be printed on suitable thesis paper: **acid-free, 20-pound bond with watermark.**

5. **PRINTING AND PHOTOCOPIES:** Acid-free, 20-pound weight bond paper with watermark, is required. The print must be black. It is necessary to produce a sharp, clean print. All corrections must be invisible. Professionally produced, black on white photocopies, are acceptable as a second copy but must also be produced on the same paper. Students should be aware of certain features of photocopying that can affect the quality of copies. Machines not carefully and regularly maintained will produce spotted or streaked copies. Such copies are unacceptable. Most copying companies will include only a lesser quality copying paper in their charge. There is usually an extra charge for acid-free, 20-pound weight bond paper with watermark. For these reasons, students may want to consider having their documents copied at the JCU Copy Center. The equipment is serviced regularly, and the correct bond paper is provided at a small extra charge. If the work was created in Microsoft Word and contains only black and white pages, the JCU Copy Center can work from a disk rather than hard copies. Most importantly, the work is guaranteed; if the copies do not meet the Office of Graduate Studies requirements because of any defect in the machine or the copying process, it will be redone for you. The author must certify which document is the original and which is the copy with his or her signature on each signature page (see example).
6. **DRAWINGS/ILLUSTRATIONS/PHOTOGRAPHS:** If ink drawings or illustrations are to be submitted, use waterproof, black ink. Photostatic or photographic copies or black-line prints will be accepted in lieu of the original drawings. All photos or drawings must fit within the specified margins. Photographs are usually black and white with one photograph per page. They may be printed directly on the same 20-pound, acid-free bond used for the rest of the paper or may be printed on lightweight photographic paper or professionally lithographed. If using digital photographs, they must be printed with appropriate resolution with a high-quality Laser printer. Color Ink-Jet printers do not produce acceptable copies.
7. **TITLE PAGE:** The title page of a thesis, essay, or creative project must conform to the example attached. All words should be center-aligned. **Regardless of the style manual used, no page number should appear on the Title Page.**
8. **MARGINS:** **Regardless of the style manual used,** all pages, including the Title Page, appendices, tables, and illustrations shall have **one inch** margins on the **top, bottom, and right** side. The **left** side shall have a **one and one-half inch** margin. The page numbers **must** be centered on the bottom of the page. The bottom of the page number must be at the one inch margin. It is suggested that students initially print just one or two pages prior to printing the entire document. Use a ruler to check margins carefully and adjust as needed. In Microsoft Word, the height of the page numbers is adjusted in the footer section. Please see the Office of Graduate Studies if you need instructions for adjusting the footer height.
9. **SIGNATURE PAGE:** The Signature Page should be placed immediately following the Title Page and be prepared in conformity with the attached example. **Regardless of the style manual used, no page number should appear on the Signature Page.**
10. **PROOFREADING:** Papers are to be proofread with care, so that all errors have been corrected before submission of the final documents to the Office of Graduate Studies. Please note the following: Foreign words or scientific notation should appear with the accents and diacritical marks as used in the respective language or notation. These marks must be in black ink and carefully inserted in keeping with the overall appearance of the text.
11. **APPENDICES AND TABLES:** Check style guidelines specified by the department for the format, pagination, and titles of appendices and tables. Ordinarily, appendices are paginated sequentially.

HOW I SPENT MY  
SUMMER VACATION

An Essay Submitted to the  
Office of Graduate Studies  
College of Arts & Sciences of  
John Carroll University  
in Partial Fulfillment of the Requirements  
for the Degree of  
Master of Arts

By  
John J. Example  
2004

One inch  
margin

Center-align  
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paragraph  
vertically

One inch  
margin

This is an example of the **Title Page** for an essay.

Substitute the word “Thesis” or the words “Creative Project” and the appropriate degree designation as necessary.

**The title of your paper should be in CAPITAL LETTERS.**

The essay of John J. Example is hereby accepted:

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Advisor – Donald R. Faculty

\_\_\_\_\_  
Date

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I certify that this is the original document

\_\_\_\_\_  
Author – John J. Example

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Date

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One and one half inch margin

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One inch margin

This is an example of the **Signature Page** of an *original* document using the formatting for an **essay or creative project** (please make sure to use the appropriate word). Note that this page certifies the document as the *original*.

**The signature page of the *copy* should state, “I certify that this is the copy of the original document.”**

The signature page of both the original and copy should bear original signatures (signatures should not be copied).

The thesis of John J. Example is hereby accepted:

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Reader – Donald R. Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reader – Maryanne S. Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor – Peter Professor

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This is an example of the **Signature Page** of an *original* document using the formatting for a **thesis**. Note that this page certifies the document as the *original*.

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