

Master's and Licentiate Thesis Handbook

13th Edition

THE CATHOLIC
UNIVERSITY
OF AMERICA



Office of
Graduate Studies

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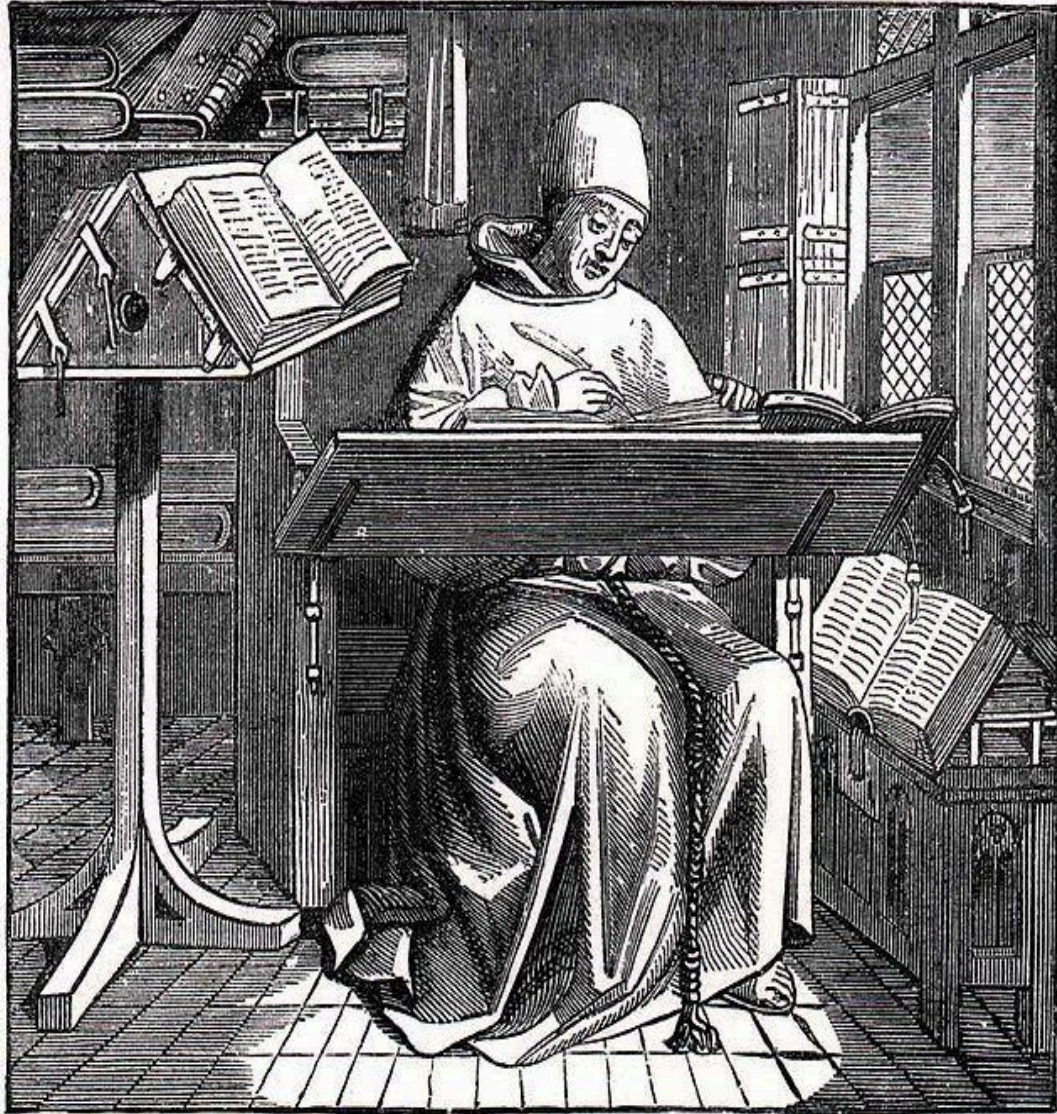
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SCRIPTORIUM MONK AT WORK. (From *Lacroix.*)

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 the final, approved thesis to the [Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies](#) (hereafter the Office of Graduate Studies) for formatting review at cua-graduatestudies@cua.edu.

Your thesis is an important document, both academically and for you personally. For this reason, we expect you to exercise utmost care in the preparation of the final thesis for submission and we commit ourselves to processing the thesis for final deposit required for the publication of your work.

In order to ensure that theses from The Catholic University of America reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. Following these guidelines assures compliance with the University-contracted publishing company, [ProQuest](#).

Since you are ultimately and personally responsible for following the guidelines and instructions in this handbook, you are required to read this handbook completely and carefully. University faculty and staff, especially major professors and directors, are encouraged to familiarize themselves with the contents of the handbook as well, since they are often asked to advise students in the preparation of the theses.

Certain departments and schools follow procedures and formatting described in style manuals or sheets specific to their individual disciplines, and your department or school may expect you to follow these guidelines as well. However, instructions or formatting guidelines published in this handbook, or in any published addenda to the handbook, take precedence over discipline-specific guidelines.

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

Writing Your Thesis

Style

Please note: The guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions given in the various academic discipline style manuals. For any items not specifically addressed in this handbook, you must refer to your discipline's style manual or consult your department or school.

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, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, (Chicago: The University of Chicago Press, current edition), 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 must 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. Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used. Generally, these various manuals are helpful for citations of references and forms of notation.

You must always keep in mind that the guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions given in the various academic discipline style manuals. For example, a running header (as prescribed by APA) is not appropriate for a thesis, since the header is 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 thesis, since the thesis submitted to the University is considered to be in final form, and will not be transcribed into another form for further processing.

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 Office of Graduate Studies at cua-graduatestudies@cua.edu for assistance.

The Writing Center

[The Catholic University 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. Walk-ins are welcome on a space-available basis.

Catholic University Academic and Research Computing Resources

[The Office of Technology Services](#) offers a wide range of services for graduate students. Technology Services issues a computer account to all faculty, staff, and students, provides students, faculty, and staff with an extensive computer education and training program, and supports all technology classrooms and computing areas on campus. A general computing area in Leahy Hall, with both Windows and Apple machines, is open twenty-four hours a day during the semesters.

Using an Independent Typist and Copy Editor

The formatting review conducted by the Office of Graduate Studies points out errors in the formatting of your thesis and shows places where changes, revisions, and edits are needed to bring the thesis into conformity with the guidelines of this handbook. The Office of Graduate Studies does not make the necessary edits to your thesis and is not available to do so. In those cases where you are not able to make the edits required by the Office of Graduate Studies, you may need to hire an independent typist or copy editor. Typists and copy editing agencies frequently post advertisements on bulletin boards throughout the University. Please consider the following when dealing with typists or copy editors or word processing agencies.

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

Always be aware that prices quoted per page will likely be affected when using foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist or copy editor 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 or copy editor well in advance of deposit deadlines. Typist or copy editors are in great demand at peak periods prior to graduation dates.

Whether or not you have already formatted the draft, give the typist or copy editor a copy of the Catholic University formatting guidelines as well as any discipline-specific formatting guidelines you may be using. Emphasize the importance of following these guidelines. Encourage the typist or copy editor to contact the Office 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 thesis and registering your copyright with the [U.S. Copyright Office](#) of 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 U.S. Copyright Office. You can also access extensive information on your copyright at the websites of [the Office of General Counsel](#) and [ProQuest](#).

Ecclesiastical Imprimatur

For ecclesiastical theses 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 director or the dean of your school regarding the ecclesiastical imprimatur.

The Elements of Your Thesis

Preliminary Pages

Title Page

The Title of the Thesis

The title page must follow exactly either of the [formatting examples](#) given in this handbook. 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 capital letters.

Your Name

You must use your “name of record” on the title page. This is your official name as recorded by the Office of Enrollment Services. You may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). For clergy and religious, the titles “Rev.,” “Sr.,” or “Br.” are acceptable, while “Fr.” is not acceptable. 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](#) of the [Library of Congress](#). You must decide whether to place the © symbol on your title page.

The Year

The year on the title page of your thesis is the year (no day or month) in which you completed your academic program for which the thesis is required. This is also the year in which you graduate and your copyright takes effect. For fall graduates, this means the year on your title page must be **the following year** as your degree is conferred in January.

Abstract

Certain programs require master’s or licentiate degree candidates to submit an abstract of their thesis. You should check with your school and department to determine if you must submit an 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 text of the abstract must be double-spaced, and must 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 dissertation, you must exercise great care in preparing the text. When placing your name of record at the top of the abstract, include the abbreviation of the degree you will receive upon graduating immediately after your name.

ProQuest does not place a word limit on the abstract, as that constrains the student's ability to describe their research in a section that is accessible to search engines, and therefore would constrain potential exposure of the work. However, ProQuest does publish print indexes that include citations and abstracts of the theses it publishes. These print indexes require limits of 350 words for theses. Additionally, ProQuest print indexes allow only text to be included in the abstract. In the editorial process for printing theses, ProQuest will truncate the abstract if it exceeds the 350-word limit and will remove any non-text content. Therefore, you may wish to limit the length of the abstract to 350 words if this concerns you. The abstract as you submit it, no matter the word count, will NOT be altered in your published thesis.

Place the abstract directly after the title page, but do not number it. For further reference, please see the [sample thesis abstract](#).

Signature (Approval) Page

Your thesis must have a signature (approval) page signed by your director and reader(s). You are responsible for properly formatting this page and obtaining the necessary signatures. The Office of Graduate Studies cannot assume responsibility for obtaining signatures.

You must prepare the signature page, print it out on the acid-free paper required for submission of your thesis 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](#).

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. For further reference, please see [Pagination](#).

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 must be numbered accordingly.

Notes/Footnotes

Footnotes are strongly preferred over chapter endnotes. A reader of a microfilm or PDF copy of your thesis will have considerably greater access to information by including footnotes on each page. You must number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter.

Endnotes, when used, must appear at the end of each chapter — never at the end of the entire paper. As a general practice, endnotes must be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case can the font size be less than 10 point.

Since reprinting the thesis from microfilm reduces the size of the print, smaller font sizes can easily become illegible.

Refer to the appropriate style manual of your discipline for proper notation and reference format. For further reference, please see [Typeface](#).

Illustrative Materials

Illustrative materials include photographs, charts, graphs, tables, prints, maps, reproductions, renderings, hand-drawn items, etc. You may include illustrative materials either in the body of the text or in an appendix. If included in the text, the materials must be inserted as close as possible to their first reference in the text. The explanation of the illustrative material must precede the item, and the label must follow the illustrative material. If you include the materials in an appendix, the explanation must also precede the item.

Alignment of Page Numbers

Whether or not material is placed in the thesis in portrait or landscape format, the pagination must follow the alignment rules established for the rest of the thesis. For further reference, please see [Pagination](#).

Charts and Graphs

When designing your charts and graphs, keep in mind that when they are reproduced from the microfilm, they will be reduced in size. The charts and graphs may be in color.

Photographs

If you include photographs, they must be of excellent quality. If in color, they must have been produced using a color process producing sharp images and brilliant, long-lasting color.

Reproductions

Use only excellent quality reproductions. Remember, the item will lose definition in the filming and reducing process, easily becoming illegible.

End Matter

Optional End Matter

Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (which may also appear with the preliminary pages) and addenda.

Letters of Permission

In the event you are including in your thesis 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, please visit [the Office of General Counsel website](#). If you have requested permission from other authors or publishers to use material in your thesis, you must include the letters of permission in your thesis. Place such letters, separately labeled in an Appendix, at the rear of the thesis.

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 Thesis

Typeface

The following standard printing fonts are acceptable: Cambria, Century Schoolbook, Garamond, Georgia, Minion Pro, Palatino, Times New Roman and their derivatives. The text of the manuscript must be printed with a 12-point font size. 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 use bold typeface for emphasis, since such typeface may not be clearly discernible on microfilm or reprints from microfilm. Do not mix underlining and italics for emphasis — one system must 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 look awkward because the bulk of the paragraph is on another page.

As a general practice, endnotes must be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case can the font size be less than 10 point. Since reprinting the thesis from microfilm reduces the size of the print, smaller font sizes can easily become illegible.

Alignment

The text must 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 width of the top and bottom of the paper.

Margins

All margins must be one inch wide.

Line Spacing

Double-space the text uniformly throughout the thesis, with the exception of footnotes, quotations, etc. Refer to Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* for proper spacing instructions.

Pagination

Every page of the thesis following the title page (or abstract if you have included one) must carry a number. Preliminary pages must be numbered in lower case Roman numerals starting with the signature page as “ii”. The text must 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 must be centered at the bottom of the page. Additionally, all end matter, that is every page after the main text, including appendices and bibliography, must 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 must be centered at the bottom of the page. Even if charts, illustrative materials, etc., are inserted in the thesis in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

For further reference, please see the [Page Number Placement Illustration Table](#).

Reviewing Your Thesis

To ensure that the deposit of your thesis goes smoothly, you must set up a formatting review of your thesis at least two weeks prior to the University's thesis deposit deadline. 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. Degrees are conferred three times each academic year: in August, January, and May. The final date for deposit of approved theses for each commencement date is noted in the [Academic Calendar](#).

Please note that individual schools may require you to complete the thesis deposit process by a deadline earlier than the University deposit date listed in the [Academic Calendar](#). Please consult with your department chair's and dean's office concerning your school's requirements for deposit.

The formatting review is done through email using a PDF copy of your complete thesis. You must use your official Catholic University email address ("NAME"@cua.edu) when contacting the [Office of Graduate Studies](#), as that Gmail address has added capacity for large files and allows for the easy tracking of correspondence with the administrator. The person designated by the Office of Graduate Studies to conduct the formatting review will give you directions on any necessary formatting changes to your thesis.

The reviewer does not work as a copy editor and will not make changes to your thesis on your behalf. It will be your responsibility to make any changes to your thesis required from the formatting review.

Uploading Your Thesis to ProQuest

After you have received formatting approval, and after you have received permission from your thesis director and reader, you must submit your final thesis online through ProQuest. You are responsible for setting up an account with ProQuest, paying your ProQuest fees, and submitting your thesis by the deposit deadline. Please note: the ProQuest fees include the mandatory purchase of a microfilm copy for the Mullen Library. You will also have the opportunity to let ProQuest assist you in obtaining a formal copyright for your thesis for an additional fee.

The deadline for deposit published in the [Academic Calendar](#) specifies the last date upon which a thesis may be deposited in order for you to be able to graduate on the next graduation date.

The Final Thesis Deposit

Once you receive final formatting approval from the reviewer you will receive an email with the thesis deposit checklist.

Please note that the Office of Graduate Studies cannot accept for submission any thesis if the necessary documentation has not been completed and submitted, and the deadlines for final online submission and deposit of the thesis materials cannot be extended. Also, the Office of Graduate Studies is unable to obtain any necessary signatures or complete any required documentation on your behalf.

The \$60 deposit fee is payable in cash, check, or money order made out to “The Catholic University of America”. This fee is used to maintain The Catholic University of America Dissertations and Theses Digital Collection Depository and is separate from the ProQuest publishing fee. Please note that fees are subject to change without notice, and you are encouraged to visit [the Enrollment Services website](#) for up-to-date fees and costs.

Personal Bound Copies of the Thesis

The University does not provide personal binding services for students. You may opt to purchase hard- or soft-cover copies from ProQuest, or you may order bound copies from a commercial bindery.

Deposit Receipt

Once the Office of Graduate Studies has completed the thesis deposit process and certified your thesis as approved in ProQuest, a receipt will be issued. A copy of this receipt will be sent to you and to the dean of your school as proof of deposit, a prerequisite for graduation from your program.

What Happens to Your Thesis after Deposit?

After your deposit and graduation from the University, the Office of Graduate Studies will approve your thesis for publishing with ProQuest. It usually takes ProQuest six to eight weeks after your graduation to microfilm the thesis and post the thesis information on their website.

Once ProQuest has filmed your thesis, they will send a copy of the microfilm to the Office of Graduate Studies, which will send the microfilm to the [American Catholic History Research Center and University Archives](#) for cataloging and storage.

The Catholic University of America Open Access Policy

ProQuest works in conjunction with The Catholic University of America Dissertations and Theses Digital Collection Depository at the Mullen Library. Therefore, the choice of license you made when you submitted the [ETD@CUA Submission Licensing Statement](#) with the Office of Graduate Studies guides the online publication of your thesis. Your thesis will be made available for viewing by the public only according to your directions as indicated on the licensing statement.

If you have any further questions, please visit the [Office of Graduate Studies website](#), email cua-graduatestudies@cua.edu, or call the office at 202-319-5247.

Graduation

All candidates for graduation must apply for graduation through Cardinal Students or with the Office of Enrollment Services by the deadline stated in the [Academic Calendar](#) for the semester in which they intend to graduate.

If you are graduating at the May commencement exercises, you will receive your diploma at that time. If you are graduating in August or January, your diploma will be mailed to you and you must ensure that your mailing address in Cardinal Students is updated and correct.

No matter when you are graduating in the academic year (summer, fall, or spring semester), you are invited to attend the May commencement exercises as a graduate of that academic year.



Sample Thesis Title Page (without Copyright)

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Must Appear Here

Please Note: Do Not Put Your 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 (or Licentiate in)

By

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

Year of Graduation

Sample Thesis Title Page (with Copyright)

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Must Appear Here
Please Note: Do Not Put Your 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 (or Licentiate in)

©
Copyright
All Rights Reserved
By
Author's Name of Record
Washington, D.C.

Year of Graduation

Sample Thesis Abstract

The Title of the Thesis Must Appear Here
Please Note: Do Not Put Your Title in All Capitals or Bold

Name of Record, and the degree you will be conferred
upon graduating (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.

Please note: The abstract does not have page numbers.

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.

***Please note: Do not include any parenthesis in your text.
They are included here in this sample to show where names and degrees are located.***

Name, Degree of Director, Director

Name, Degree of Reader, Reader

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 <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 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)	Listed in Table of Contents without number	No placement
Addenda	Listed in Table of Contents without number	No placement

****Please note that “optional” does not refer to pagination, but rather to the inclusion of this page or section.
If the “optional” page is included, a page number must also be included on the page.***

Important Addresses

The Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies

116 McMahon Hall

Tel: 202-319-5247

Fax: 202-319-6174

<https://graduate-studies.catholic.edu/index.html>

cua-graduatestudies@cua.edu

Cap and Gown Information

www.herffjones.com/college/graduation

Committee for the Protection of Human Subjects Office of Sponsored Programs and Research Services

213 McMahon Hall

Tel: 202-319-5218

Fax: 202-319-4495

<https://sponsored-research.catholic.edu/>

CUA-OSP@cua.edu

The Catholic University of America Writing Center

213 Pryzbyla Center

Tel: 202-319-4286

<https://success.catholic.edu/academic-support/writing-center/index.html>

cua-writingcenter@cua.edu

ProQuest Information and Learning

789 E. Eisenhower Pkwy.

P.O. Box 1346

Ann Arbor, MI 48106-1346

Tel: 1-800-521-0600

<https://about.proquest.com/en/dissertations/>

disspub@umi.com

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<https://graduate-studies.catholic.edu/index.html>

REASON. FAITH. SERVICE.