



Thesis Guide

General Guidelines:

- This guide is to be used with the formatting information provided by UMI Administrator. In case of variation, the guidelines stated here supersede those from UMI Administrator. If you have a single file (thesis or supplementary file) that is over 1000 MB, please contact Susan Tanner (stanner@fsmail.bradley.edu or 309-677-3487).
- There are 2 publishing options available with digital thesis submission. Read the Publishing Guide Options Guide provided by UMI Administrator before making a decision.

Fees:

- There is a \$30.00 processing fee payable to the Graduate School. More information is available on the Graduate School website (<http://www.bradley.edu/academic/gradschool/current/thesis/>) about this fee. This fee is separate from any publishing fees charged by UMI Administrator. Publishing fees are set by UMI Administrator. A listing of fees can be found on their website.
- A Fee Guide can be found on the Graduate School website. In case of variation, the fees stated on UMI Administrator website supersede those stated on the Graduate School website.

Fonts:

- All fonts must be embedded in your document to avoid all punctuation and formatting from disappearing when document is printed from a digital file. UMI Administrator offers a guide on how to embed fonts.
- Refer to the UMI Administrator guide for more information about fonts.

Margins:

- All margins must be a minimum of 1 inch.
- This applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images.
- Page numbers: at least 3/4 inches from the edge of the page.

Equations, Superscripts, and Subscripts:

- Superscripts and subscripts may be one size smaller than the text.
- Separate equations with double spacing or enough space to clearly identify each equation are acceptable.

Footnotes:

- Footnotes may be single-spaced.
- Footnotes for each chapter are usually numbered consecutively.
- Follow the preference of your major department when deciding the location of footnotes: at the bottom of the page, grouped at the ends of the chapters, or grouped at the end of the thesis.

Title Page:

- The thesis title page follows the format of the sample below.
- The title page is not numbered, but it is considered as page i.

Sample Title Page

This Thesis for the M. A. Degree
by
Patricia E. Smith
A thesis submitted to the Department of Psychology in the Graduate School of Bradley University in partial fulfillment of the requirements for the Master of Arts degree.
Peoria, Illinois
2012

Approval Page:

- This page must include the original signatures of your thesis committee.
- The approval page follows the format of the sample below.
- This page is not numbered, or counted in the pagination.

Sample Approval Page

This Thesis for the M. A. Degree by Patricia E. Smith has been approved April 1, 2012
_____ Chairman, Thesis Committee
_____ Reader, Thesis Committee
_____ Reader, Thesis Committee
_____ Chair, Dept. of Psychology

Bibliography:

The bibliography should meet your major department's style requirements, which often conform to the leading journals or book series of the field.

Appendices Files:

- Unusual or supplementary materials, such as questionnaires or copies of photographs, may be put into appendices.
- The appendix must be consecutively paginated with the text.
- The margins of the appendix must conform to the standards for the rest of the thesis.
- If you have a single file (thesis or supplementary file) that is over 1000 MB, please contact Susan Tanner (stanner@fsmail.bradley.edu or 309-677-3487).