THESIS CHECKLIST

Name _____ **NSU ID#** _____ **Date** _____

Thesis Title _____

Please consult the Thesis Guidelines and use this checklist to ensure that your thesis is conforming in every way

Submit	☐ Two printed copies with signatures on title page to the GPIA office ☐ This completed thesis checklist with deposit copies ☐ One electronic, pdf version to thesis@gpia.info
Format Specifications	☐ **Margins** must be 1 inch on the right, top and bottom and 1.5 inches on the left ☐ **Page numbers** beginning on table of contents page starting with Arabic numeral 1 ☐ **Font:** Times New Roman ☐ **Font size:** The main text must be 12 point type. Footnotes, figures or tables must be 10 point ☐ **Spacing**: The main text must be double spaced. Indented quotes must be single spaced. Footnotes, figures or tables should be single spaced ☐ **Numbers and captions**: Footnotes or Endnotes must be numbered seriatim. Figures, illustrations or tables must be numbered and captioned ☐ **Paper:** The deposit copies of the thesis **must** be submitted on white, acid-free, 20% cotton paper ☐ **Citations:** *Unless otherwise specified* in consultation with your thesis supervisor, please use the Chicago Manual of Style format
Paper Guidelines	☐ **Title Page** (do not count or number this page) ☐ Type the title of the thesis in all Capital letters centered 2" from the top of the page ☐ Double space and type "by" ☐ Double space and type the students' name, as the author, in full as it will appear in the diploma ☐ Type "A THESIS" approximately 2.5" below the name ☐ Double space then type (single spaced): Submitted to The New School in partial fulfillment of the requirements for the degree of MASTER OF ARTS in International Affairs ☐ Double space then type: The Graduate Program in International Affairs ☐ Double space and type the month and year in which the thesis is submitted ☐ At the bottom of the page include signature lines for first and second readers and date approved ☐ **Abstract** 200 words maximum (do not count or number this page) ☐ **Table of contents** ☐ **List of Tables** (if any) ☐ **List of Figures** (if any) ☐ **Glossary or list of abbreviations/symbols etc.** ☐ **Text of thesis** (divided into chapters or major sections. Each chapter or major section must begin on a new page, and the chapter titles in the text and in the table of contents must match.) ☐ **Appendices** (if any) ☐ **Bibliography**

What regions does your thesis pertain to?

Which concentration(s) does your thesis most relate to? (you may circle more than one)

Cities and Social Justice **Governance and Rights** **Conflict and Security** **Development** **Media and Culture**

Please print the names of your thesis readers

_____ _____

Please list 4 – 5 keywords that indentify your topic and central themes of your thesis

_____ _____ _____ _____ _____