

THESIS GUIDELINES

This document contains:

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3. Citation Guidelines
4. Thesis Checklist
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Overview of the Thesis Process

The thesis is an independent project based on primary or secondary research. Media-based theses are possible with Program approval. Theses must conform to academic standards. Students submitting the thesis must follow the following guidelines in the preparation and submission of the thesis. Failure to follow these guidelines will delay your graduation.

M.A. students choose one of three options to fulfill the GPIA capstone requirement: Thesis, Research Portfolio, or Practicum. Students should decide in their second semester (or by the completion of 18 credits) which option they will pursue. Students should talk with their advisors about whether the thesis is the right option for them. Students writing the thesis register for two courses: Thesis Workshop followed by Thesis Supervision. The steps for pursuing a thesis are as follows:

I. Workshop Semester

1. Thesis Workshop

Upon consultation with their advisors, students pursuing the Thesis Option register for *Thesis Workshop*, which focuses on designing and starting the research project. The Thesis Workshop is taken **the semester before completing the thesis**. Students should draft a preliminary 2-page statement of their proposed thesis topic and bring this statement to the first workshop meeting. The goal of the workshop is to clarify the topic, questions, data, and methods that will be used, and to begin the process of writing. The Workshop is a prerequisite for registering for Thesis Supervision.

2. Thesis Committee

Prior to or concomitant with taking the Thesis Workshop, students put together a *Thesis Committee*, which consists of a primary reader and a secondary reader. The primary reader is known as the *thesis supervisor* (not necessarily the same person as the academic advisor) and must be a full-time New School faculty member. The secondary reader can be an academic, researcher, or professional in a field related to the student's work and may be external to the program. External readers must be approved by the thesis supervisor.

3. Thesis Registration

By the last week of the Thesis Workshop students must submit a *Thesis Registration Form*, available in the GPIA office and [online](#). This registration form must be signed by the thesis supervisor and turned in

to the GPIA Front Desk by December 16th for students completing their thesis the following Spring semester, and by May 10th for students completing their thesis the following Fall semester.

II. Supervision Semester

1. Thesis Supervision

In the semester following the Thesis Workshop, students register for *Thesis Supervision*, usually under the name of their thesis supervisor. Thesis Supervision carries 3 credits. Students must have a thesis proposal and a thesis supervisor prior to registering for Thesis Supervision. At the beginning of the semester, students submit their finished thesis proposal to their first and second readers and work out a plan for completing the thesis. Theses are researched and written independently during the semester, with the advice and guidance of the thesis supervisor.

2. Thesis Submission to the Committee

Students work with their readers to make a schedule for drafting, commenting, and revising. If thesis students do not conform to this schedule, they may miss the Program's final submission deadline (see above) and their graduation may be delayed. If approved, the completed manuscript is submitted to the Program.

3. Thesis Deposit with the Program

In order to graduate, a PDF of the *approved* thesis (also known as the *deposit copy*), bearing the signatures of the committee members on the cover page (see Thesis Format Guidelines, below), must be emailed to thesis@milanoschool.org. In addition, the supervisor *must* submit a passing grade (P) for the Thesis Supervision. The thesis does not receive a letter grade.

The thesis is due by the dates announced by the program each semester. Contact the GPIA Front Desk for due dates. Theses deposited after that date will delay the student's graduation by one semester.

GPIA Thesis Format Guidelines

Length of thesis: approximately 45-65 pages of text (not including title page, abstract, table of contents, bibliography, notes, or appendices).

Order of Thesis: The thesis should conform to this order:

1. **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 Julien J. Studley 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, printed names of readers, and date approved.
2. **Abstract** 200 words maximum (do not count or number this page)
3. **Table of contents**
4. **List of Tables** (if any)
5. **List of Figures** (if any)
6. **Glossary or list of abbreviations/symbols etc.**
7. **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.)
A typical thesis might have sections approximating the following. Please confer with your supervisor to determine what will work best in your particular case:
Typical thesis outline:
 - a. **Introduction**
 - b. **Literature review closely related to statement of problem**
 - c. **Formal statement of hypothesis**
 - d. **Description of research methods**
 - e. **Findings and analysis**
 - f. **Conclusion**
8. **Appendices** (if any)
9. **Bibliography**

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.

GPIA Thesis Citation Guidelines

Check with your thesis supervisor for their preferred citation style. Regardless of specific style, citations must follow academically accepted norms and consistently conform to a single recognized style. The most common style used in the social sciences is the Chicago Style's Author-Date System, described below. You may also wish to consult Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., 1996.

Chicago Manual of Style – Author-Date System

This guide is based on *The Chicago Manual of Style 15th ed.* (University of Chicago Press, 2003); The Chicago Manual of Style Online, <http://www.chicagomanualofstyle.org/home.html>, and The Ohio State University's Chicago Style Citation Guide, <http://library.osu.edu/sites/guides/chicagofd.php>.

Reference list items are listed alphabetically at the end of the research paper.

In-Text citations are noted in the body of the paper.

To cite books:

One author

Reference list:

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

In-Text:

(Doniger 1999, 65)

Two to three authors

Reference list:

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

In-Text:

(Cowlshaw and Dunbar 2000, 104-7)

Four or more authors

Reference list:

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: Chicago University Press.

In-Text:

(Laumann et al. 1994, 262)

Corporate or organization author

Reference list:

Ohio State University. Natural Resources Institute. 1959. *A directory of Ohio facilities and services for natural resource conservation*. Columbus: Natural Resources Institute.

In-Text:

(Ohio State 1959)

To cite articles:

Journal (one author)

Reference list:

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639-40.

In-Text:

(Smith 1998, 639)

Journal (two authors)

Reference list:

Bolzan, J.F. and K.C. Jezek. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Popular Geography* 27(4): 277-319.

In-Text:

(Bolzan and Jezek 2000, 208) or (Bolzan and Jezek 2000)

Newspaper

Reference list:

Newspaper articles are often not included in a Reference list and are instead cited using running text style, as shown below.

In-Text:

"In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe..."

To cite electronic sources:

Web site

Reference list:

Web sites are often not included in a Reference list and are instead cited using running text style, as shown below.

In-text:

"On its Web site (<http://www.epl.org/library>), the Evanston Public Library Board of Trustees states..."

Weblog entry or comment

Reference list:

Blog entries are often not included in a Reference list and are instead cited using running text style, as shown below.

In-Text:

"In a comment posted to the Becker-Posner Blog (<http://www.becker-posner-blog.com/>) on March 6, 2006, Peter Pearson noted..."

Sample reference list:

Bolzan, J.F. and K.C. Jezek. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Popular Geography* 27(4): 277-319.

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: Chicago University Press.

1. Thesis Checklist

Name _____ NSU ID# _____ Date _____

Thesis Title _____

First & Second Readers _____

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

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

GPIA Thesis Title Page – formatting template:

[TITLE OF YOUR THESIS]

by

[Your Name as it will appear on the diploma]

A THESIS

Submitted to The New School in partial fulfillment of the requirements for the degree of
MASTER OF ARTS in International Affairs

The Julien J. Studley Graduate Program in International Affairs

[Month and Year submitted]

First Reader: _____ Date Approved: _____

(print name) _____

Second Reader: _____ Date Approved: _____

(print name) _____

GPIA Thesis Title Page – sample:

THE GENDER IMPACT OF THE 1996 U.S. IMMIGRATION ACT
ON UNDOCUMENTED MEXICAN MIGRANTS

by

Louise Baines Velazquez

A THESIS

Submitted to The New School in partial fulfillment of the requirements for the degree of
MASTER OF ARTS in International Affairs

The Julien J. Studley Graduate Program in International Affairs

January 2014

First Reader: _____ Date Approved: _____

(print name) _____

Second Reader: _____ Date Approved: _____

(print name) _____