 **MTS Thesis Guidelines**

**Registration Services**

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A thesis or project is required which reflects the academic specialization and the vocational goals of the student. The topic for the project is approved by the faculty advisor at the time of the evaluation conference . A finished copy of the thesis or project must be submitted to the faculty advisor by the date noted in the academic calendar. If May graduation is anticipated, the approved copy of the thesis must be uploaded to ProQuest by the date noted in the academic calendar. Six semester hours of credit are granted for the thesis and three semester hours for the MTS colloquium.

Guidelines for the MTS Thesis

1. The thesis represents research designed and carried out by the student specifically for the MTS thesis under the faculty advisor's guidance. It can draw on previous research of the writer or of others, provided appropriate acknowledgment is made.
2. Students are expected to follow the Style Manual guidelines outlined below:
	1. Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 9th Edition. Chicago: University of Chicago Press. 2018.
	2. American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.) American Psychological Association.
	3. Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.
3. The length of the thesis in its final double-spaced typed form is between 50 and 80 pages.
4. The final typed draft of the thesis is submitted to the advisor by the due date.
5. The thesis is graded either pass or fail.
6. The thesis must be approved by the advisor and posted to ProQuest-UMI and the signed certification form must be submitted to the office of registration services by the date on the academic calendar.
7. Laying out the text: (primarily drawn from Turabian, Appendix)
	1. See and follow the example title page (sample below).
	2. Margins: Leave a margin of at least one inch all around. The one-inch margin also applies to headers/footers, footnote, and images.
	3. Spacing: The text should be double-spaced except for block quotations, notes, captions, bibliography entries, and long headings, which should be single-spaced with a blank line between items.
	4. Pagination: No number should appear on the title page or the contents page. Text pages, including introduction, thesis chapters, and bibliography or reference list, should be numbered with Arabic numerals, beginning with 1 and running consecutively until the end. Page numbers should be centered at the foot of the page, at least three-fourths of an inch from the bottom edge.
	5. For other questions about the layout, see Turabian, Appendix, or the *Publication Manual of the APA*, Appendix A.
8. Footnotes, Endnotes, or Reference Citations, and Bibliographies or Reference lists: See Turabian, chapters 15-19, or the *Publication Manual of the APA*, chapter 3.
9. Be consistent in following one of the above styles after consulting with your faculty advisor.

**Sample of Thesis Title Page**

Thesis format: All margins = 1”; Double spaced and single sided

The title page information (see sample below) should be centered on the front page of the thesis.

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

YOUR THESIS TITLE

A

THESIS

Submitted in Partial Fulfillment

of the Requirements

for the degree

MASTER OF THEOLOGICAL STUDIES

Field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

By

Your full name

Evanston, Illinois

Date