Submitting your Thesis for Final Review in Paper Format

SSU Policy: Graduate Students who were admitted Fall 2015 and later are required to submit their master’s thesis or project in digital (PDF) format. Those admitted prior to Fall 2015 may choose either the digital or paper option.

PRIOR TO FILING

• The thesis or project must have been publicly defended and must include all changes required by your committee.

• Obtain committee members’ signatures on the the Title Page of the thesis or project. Also, have your committee chair sign the Abstract.

SUBMITTING THE THESIS OR PROJECT

Deliver or mail one hard copy of the thesis or project to the Graduate Studies office (1041 Stevenson Hall). This copy may be on regular printer or copier paper. The Title Page must include all committee members’ signatures.

GRADUATE STUDIES THESIS REVIEW PROCESS

The University’s Thesis reviewer will be checking the following:

• All required preliminary pages are included and in this order: title page, copyright, authorization for reproduction, abstract, acknowledgements (optional), and Table of Contents.

• Margins and page numbering comply with University guidelines.

• Formatting of parenthetical references and the reference list conform to the style guide for the discipline (APA, MLA, etc.)

• The Reviewer will read 20-30 pages carefully, scanning for errors in grammar, usage, punctuation, etc. If extensive corrections are needed, the student may be required to make changes and submit a corrected copy for second review (rare, but it happens). In extreme cases, the Reviewer may strongly encourage the student to seek the assistance of an editor. A list of editors is available from the Graduate Studies office.

AFTER GRADUATE STUDIES REVIEW:

• The Graduate Studies office will notify you when your thesis or project has been reviewed. You can retrieve the thesis from the Graduate Studies office (1041 Stevenson Hall)* Included will be a Thesis Review form that will note any changes that may be required as well as the deadline to submit the final copy.

• Make any required changes and submit two final copies to the Graduate Studies office by the deadline. One copy must be on paper with a minimum 25% cotton content. (Most letterhead or “fine business papers” contain 25% cotton.) The second copy may be on regular printer/copier paper.

• Students who are out of the area are advised to contact Graduate Studies to make arrangements for mailing the thesis.