

Graduate Theological Union

MASTER'S THESIS AND DOCTORAL DISSERTATION GUIDELINES

Revised Jan. 2019

Candidates will prepare theses and dissertations according to the standards described in this document.

Follow these instructions carefully. You may not file your thesis or dissertation or graduate until the physical format of your thesis or dissertation has been approved by the reference librarian. Further questions about archival standards or approval of your thesis/dissertation format may be directed to the Reference Desk at 510-649-2501 or library@gtu.edu.

The Reference Desk is open Monday-Friday 8:30 – 4 pm for these reviews, though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, contact the desk. For students at a distance, you may send a friend to the library with the printed final copies of your document and the approval form on your behalf. The actual thesis/dissertation document and all of its parts are the responsibility of the student until it is filed with your school. The Library will not be responsible for the safety or keeping of the document or any of its parts.

STYLE

Turabian is the writing style for GTU theses/dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 9th edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Department. For dissertations, the Core Doctoral Faculty approved the placement of footnotes at the end of the manuscript or at the end of each chapter, provided that the form is consistent. In instances where this document differs from Turabian the student should follow this document. Approval of content is the responsibility of the candidate's committee.

ARCHIVAL STANDARDS

After obtaining approval from their committee, candidates should present their thesis or dissertation to the reference librarian at the GTU Library Reference Desk, who will approve and sign off on the archival nature of the thesis/dissertation. These unique documents will be preserved by the Library in perpetuity.

Library approval is based on the following:

- TWO FINAL COPIES*
- TITLE PAGE, with original committee signatures and dates on all copies
- PAPER
- MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)

**Some member schools may require an additional copy for the school.*

Each standard is described below.

TITLE PAGE

Please see the examples on page 5 & 6 of a title page, substituting your own information, including title, degree, and committee members. You must obtain *original* signatures of all committee members on *all* copies of the title page. We suggest that you take copies of the properly formatted title page printed on acid-free paper to the defense with you to simplify obtaining signatures.

PAPER

The two copies must be printed on 8-1/2 x 11” paper that meets **all** of these archival standards:

- **20 lb. paper**
- acid-free
- contains at least 25% cotton rag
- does not contain post-consumer fiber

For simplicity and convenience, we highly recommend that you use **Permalife** or **Southworth Thesis** paper, which complies with all of these archival standards.

Appropriate paper is available at The Campus Store, 1805 Euclid Ave., Berkeley, CA, at Vicks Copy, 1879 Euclid Ave., Berkeley, CA, and online. If you order online, be sure to obtain the correct paper weight (20 lb). Note: this paper is significantly cheaper online.

You must provide proof that the paper complies with these requirements when you bring your document for approval to the library, bring your paper wrapper or box to the reference staff.

The **print** must be letter quality with dark black characters that are consistently clear. Do not print on both sides of a page, every page of the thesis/dissertation must be printed single-sided.

SPACING

Double spacing is required for the main body of the work except in those places where usage calls for single spacing, e.g., footnotes, indented quotations, etc. Use Turabian 9th edition as your guide.

FONT

The type size should be 12 point in an easily readable font such as Times New Roman or Ariel. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point.

MARGINS

Your thesis/dissertation will be bound so that it can withstand use for years to come. The Library will bind your thesis/dissertation for you via Trappist Abbey Bindery. Do NOT bind your thesis/dissertation yourself. When your thesis/dissertation is bound, it will be trimmed on all four sides. Once it is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others.

Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

- **Left: 1 1/2 inches**
- Top, right, and bottom: 1 inch

Page numbers may be 1/2 inch from edge, but no closer.

PAGINATION AND ORDER OF MATERIALS

TITLE PAGE	not numbered
ABSTRACT, PREFACE, DEDICATION, CONTENTS, ETC.	numbered separately in Roman (i,ii, iii) at the bottom middle of the page
MAIN BODY OF THE TEXT	numbered with arabic numerals at the bottom middle of the page

Pagination of the main body of the text should include illustrations.

If it becomes necessary to insert materials after typing, the new page should be noted as follows: page 21, then 21a, 21b, 21c, etc. If a page is removed, another numbered page, blank except for the notation "lacking in numbering only" should be inserted in the proper place.

ILLUSTRATIVE MATERIAL

Illustrative materials (e.g. photographs, graphs, charts) should be printed or photocopied on thesis paper since any pages on which illustrations appear must also be on acid-free paper. Black and white or color printing is acceptable. The left margin must be 1.5 inches.

OTHER MEDIA

The use and format of all other media must be approved by a reference librarian before the submission of the thesis/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the thesis/dissertation as a courtesy to candidates who wish to include them. However, because such media are unstable and relatively short-lived, such works shall not be considered a part of the archival record of the candidate's fulfillment of the requirements for the degree."

NUMBER OF COPIES

DSPT requires 3 printed copies of your thesis: 2 for the GTU library and 1 copy to be held at DSPT. All copies must have received approval for archival standards from the GTU Library before submission to the DSPT Registrar. Each copy of the thesis should be in a separate envelope or separated in some clear way if put in 1 box.

FILING PROCEDURES

FILING THE THESIS

Follow these instructions carefully. You may not file your thesis or dissertation and graduate until the physical format of your thesis or dissertation has been approved by a Reference librarian. After the librarian has approved the physical document, you may deliver the document to your school for deposit.

Member school students will deposit with their Registrar and may have different deadlines.

A note to candidates needing to file from a distance: if a candidate does not live in the greater Bay Area and can not reasonably commute to the GTU to complete any or all of the processes listed in the GTU graduation/filing packet, including securing approval from the GTU Library Reference Department and/or filing, he/she must arrange for someone to complete these processes for candidate. Unfortunately, GTU staff do not have the capacity to consult with colleagues about a candidate's status with a particular office, secure signatures, and/or submit a thesis or dissertation to the Library Reference Department for approval or to the Academic Secretary's Office for filing. Candidates at a distance should secure the help of a friend or family member living in the local area.

As soon as the thesis/dissertation is filed, the Academic Secretary or Registrar assumes responsibility for the thesis/dissertation. Once the document is bound, cataloged, and processed, one copy is placed in the GTU library to be circulated and used, and one copy is kept for the archives off-campus storage facility.

THESIS AND DISSERTATION FILING FEE

A thesis fee or dissertation fee is payable no later than the filing date of the final copies (see a document entitled "Graduate Theological Union: Tuition and Fees" for the fee amount). This fee covers the cost of microfilming, binding, diploma, and diploma cover, as well as copyright fees for dissertations. Please Note: candidates in the common MA degree program may have additional requirements and/or fees. Check with your member school registrar for details.

A NOTE ON ELECTRONIC AND PERSONAL COPIES

Print Personal copies can be ordered separately via Trappist Abbey Bindery <https://www.bookbindery.org/> Personal copies do not have to conform to any of the above standards and can be alternate sizes, single-sided, and with a colored cover of your choice.

Some schools of the GTU are participating in an electronic upload of dissertations and theses, to make these unique documents more widely available to the academic community. These guidelines only describe the submission of the print copies. Please see documentation regarding the electronic thesis and dissertation (ETD process) if required by your program.

**Second Sons and Mamas' Boys:
Masculinity in the Jacob Story**

A Thesis Submitted to
The faculty of the Graduate Theological Union
in partial fulfillment of the requirements for the Degree of
Master of Arts

by
Jennifer Ayn Lehmann

Berkeley, California

November 2016

Committee Signatures

Barbara Green, Coordinator Date

Naomi Seidman, Member Date

Katy Valentine, Member Date