

Graduate Theological Union

MASTER'S CAPSTONE AND DOCTORAL DISSERTATION GUIDELINES

Revised March, 2024

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

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

Please review the new Hybrid Reference Desk on the GTU library webpage (www.gtu.edu/library) for in-person and remote hours.

STYLE

Turabian is the writing style for GTU theses/dissertations (See *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 use of endnotes (at the end of the manuscript or at the end of each chapter) as an optional alternative to footnotes, 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.

ABSTRACT

Doctoral candidates must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the dissertation. It is bound with the dissertation itself. The abstract should carry the full title of the dissertation and the author's name at the top of the first page. The coordinator's signature should appear on the last page of the abstract. Signatures will be obtained using Adobe Sign. Please work with the Associate Dean and the Academic Programs Coordinator to obtain these signatures. **MA candidates do not need to include a signed abstract.**

ADOBE SIGN E-SIGNATURES

All MA and Doctoral Candidates must present their Title Page, Abstract (when applicable), and the entire approved Capstone or Dissertation to the Associate Dean for **electronic signature by the defense deadline** listed in the Extended Calendar for processing (two weeks prior to the October 1 or April 1 filing deadlines).

Candidates who defend in the last week before the defense deadline can send their Title Page and Abstract (when applicable) **ONLY** to the Associate Dean. Please follow the archival standards and sample Title Pages included below. **Errors will result in processing delays and could delay filing and graduation.**

Once the pages have been signed by the committee members, the Student Affairs office will send the signed pages back to the candidates for printing.

SUBMITTING YOUR DISSERTATION/CAPSTONE TO THE REFERENCE LIBRARIANS

After obtaining approval from their committee, candidates should present their thesis or dissertation either physically or electronically to the reference librarian at the GTU Library Reference Desk, who will approve and sign off on the archival standards of the capstone/dissertation. Instructions on how to submit your Capstone/Dissertation to the reference library either physically or electronically. If you have questions about submitting your electronic or physical copy, please contact library@gtu.edu.

Submitting electronic copies of the Capstone/Dissertation to the reference librarians:

MA and Doctoral Candidates must submit their completed Capstone/Dissertation to the reference librarians at library@gtu.edu. The completed Capstone/Dissertation should include

- The title page, with AdobeSign e-signatures for each committee member and dates
- Abstract with AdobeSign signature (Dissertation only)
- Correct Margins
- Correct formatting.

Each of these requirements are described in further detail below in the **Archival Standards** Section.

The reference librarians will check the Capstone/Dissertation to confirm that all the required elements are present. After the reference librarians approve your Capstone/Dissertation submission your Capstone/Dissertation will be sent to UC Berkeley for printing and binding.

The cost of printing and binding Capstone/Dissertations are below:

You may also request your thesis to be printed by the GTU library with a fee of .30 cents per page in addition to the binding cost for two copies. For example, a thesis with 150 pages and 300 pages would be:

| Number of pages | Combined Printing and Binding Fees |
|------------------------|---------------------------------------------------------------------------------------------------------------------|
| 150 | \$200 Printing fees: 150 pages x 2 copies x .30 cents = \$90 Binding fees: \$110 total for two copies |
| 300 | \$290 Printing Fees: 300 pages x 2 copies x .30 cents = \$180 Binding Fees: \$110 total for two copies |

The fees listed above are included in the graduation fees for MA and PhD candidates. The graduation fees can be found on the tuition and fees page on the GTU website.

Submitting physical copies of the Capstone/Dissertation to the reference librarians:

If MA and PhD Candidates would like to print their dissertation themselves, then they need to print **TWO COPIES** of the signed dissertation/capstone and deliver both copies to the reference librarians for approval before the filing deadline.

The two copies need to be printed on paper that meets the archival standards listed below. For candidates printing their Dissertation/Capstone, **the fee is \$110 for binding**. But candidates will also need to cover the

cost of purchasing the paper and printing two copies of the Dissertation/Capstone. ***Please do not bind your Dissertation/Capstone yourself.***

ARCHIVAL STANDARDS

Final Library approval of the Capstone/Dissertation is based on the following:

- TWO FINAL COPIES if printed ONE FINAL COPY if electronic*
- TITLE PAGE, with AdobeSign e-signatures for each committee member and dates on all copies
- CORRECT ARCHIVAL PAPER (if printing)
- CORRECT MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)

Each standard is described below.

TITLE PAGE

Please see the examples below of a title page for Dissertation and Capstones, substituting your own information, including title, degree, and committee members. BE SURE THAT THE TITLE PAGE ALSO FOLLOWS THE MARGINS STIPULATED BELOW. See above for information regarding the e-signatures.

PAPER (if you are printing the Capstone/Dissertation yourself)

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

- 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. Be sure to purchase the right type.

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 capstone/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 capstone/dissertation will be bound so that it can withstand use for years to come. The Library will bind your capstone/dissertation for you via UC Berkeley. Do NOT bind your capstone/dissertation yourself. When your thesis/dissertation is bound, it will be trimmed on all four sides. **Margin requirements apply to ALL pages**, whether title page, 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.

The correct margins are as follows: 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 numerals (i, ii, iii, ...) at the bottom middle of the page

MAIN BODY OF THE TEXT

- numbered with Arabic numerals (1, 2, 3, ...) at the bottom middle of the page

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

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 capstone/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the capstone/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."

FILING PROCEDURES

FILING THE CAPSTONE/DISSERTATION

Follow these instructions carefully. You may not file your capstone or dissertation and graduate until the physical or electronic format of your capstone or dissertation has been approved by a Reference librarian.

GTU students will deposit with the Academic Programs Coordinator no later than October 1st if the degree is to be conferred at the October Board of Trustees meeting, or the April 1st if the degree is to be conferred at the May Board of Trustees meeting. Check the Extended Calendar for the specific GTU filing deadlines each year.

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

A note on titles of Ph.D. dissertations: Dissertation Abstracts (the entity responsible for indexing and distributing copies of dissertations) recommends that titles be succinct so that the full title can be carried in a database. When the final copies are filed with the Academic Programs Coordinator, doctoral candidates will be asked to sign a microfilming and copyright agreement.

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 Program Coordinator's Office for filing. Candidates at a distance should secure the help of a friend or family member living in the local area.

THESIS AND DISSERTATION FILING FEE

A thesis fee or dissertation fee is payable no later October 1 or April 1 (see the GTU Tuition and Fees page on the website 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 using a variety of commercial services. One option is the Trappist Abbey Bindery <https://www.bookbindery.org/> . Another affordable option is Barnes & Noble's [print-on-demand service https://press.barnesandnoble.com/print-on-demand/](https://press.barnesandnoble.com/print-on-demand/) . Jennifer Lehmann details her process of preparing her personal copy for printing via Barnes and Noble in [this document](#) 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.

**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