

# THESIS CHECKLIST

Name \_\_\_\_\_ NSU ID# \_\_\_\_\_ Date \_\_\_\_\_

Thesis Title \_\_\_\_\_

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

<b>Submit</b>	<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
<b>Format Specifications</b>	<input type="checkbox"/> <b>Margins</b> must be 1 inch on the right, top and bottom and 1.5 inches on the left <input type="checkbox"/> <b>Page numbers</b> beginning on table of contents page starting with Arabic numeral 1 <input type="checkbox"/> <b>Font:</b> Times New Roman <input type="checkbox"/> <b>Font size:</b> The main text must be 12 point type. Footnotes, figures or tables must be 10 point <input type="checkbox"/> <b>Spacing:</b> The main text must be double spaced. Indented quotes must be single spaced. Footnotes, figures or tables should be single spaced <input type="checkbox"/> <b>Numbers and captions:</b> Footnotes or Endnotes must be numbered seriatim. Figures, illustrations or tables must be numbered and captioned <input type="checkbox"/> <b>Paper:</b> The deposit copies of the thesis <b>must</b> be submitted on white, acid-free, 20% cotton paper <input type="checkbox"/> <b>Citations:</b> <i>Unless otherwise specified</i> in consultation with your thesis supervisor, please use the Chicago Manual of Style format
<b>Paper Guidelines</b>	<input type="checkbox"/> <b>Title Page</b> (do not count or number this page) <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the title of the thesis in all Capital letters centered 2" from the top of the page</li> <li><input type="checkbox"/> Double space and type "by"</li> <li><input type="checkbox"/> Double space and type the students' name, as the author, in full as it will appear in the diploma</li> <li><input type="checkbox"/> Type "A THESIS" approximately 2.5" below the name</li> <li><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</li> <li><input type="checkbox"/> Double space then type: The Graduate Program in International Affairs</li> <li><input type="checkbox"/> Double space and type the month and year in which the thesis is submitted</li> <li><input type="checkbox"/> At the bottom of the page include signature lines for first and second readers and date approved</li> </ul> <input type="checkbox"/> <b>Abstract</b> 200 words maximum (do not count or number this page) <input type="checkbox"/> <b>Table of contents</b> <input type="checkbox"/> <b>List of Tables</b> (if any) <input type="checkbox"/> <b>List of Figures</b> (if any) <input type="checkbox"/> <b>Glossary or list of abbreviations/symbols etc.</b> <input type="checkbox"/> <b>Text of thesis</b> (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"/> <b>Appendices</b> (if any) <input type="checkbox"/> <b>Bibliography</b>

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

\_\_\_\_\_