

St. Joseph's University Writing Studies Graduate Program
Thesis Checklist
Revised April 2022

This checklist provides answers to the most commonly asked questions regarding thesis preparation and submission.

- The minimum acceptable margins for all pages of the thesis are 1 inch on all sides.
- All pages submitted must be printed on 8.5 x 11-inch white paper that is at least 25% cotton and 20-pound weight.
- Recommended fonts include Times New Roman, Arial or Sans Serif with a point size of 12.
- Either laser printing or photocopying is acceptable. Inkjet printing should not be used, as it is water-soluble.
- Only one-sided printing is acceptable. Make sure printing is consistent and dark.
- Color copies may be included, but they will need to be photocopied as color and inserted into each of your final copies.
- Text should be double-spaced.
- All pages of the text must be numbered consecutively using Arabic numerals. Do not put a page number on the title page.
- The appropriate order of the sections of the thesis are: the title page, a table of contents (if applicable) and the text. Remember – your copy for the Writing Studies program must include an original, signed copy of the title page. You will need to coordinate obtaining these signatures with the director, your advisor and second reader (if applicable).
- Make sure your thesis is three-hole punched - we will provide a binder for inclusion in our collection.
- The library, University Press and the English department do not photocopy thesis projects. Staples, Office Depot or FedEx are good places to go for paper and copying services.

- If you wish to have a copy bound for your personal use, fill out the [bindery form](#) and submit it, along with your **money order** made out to SJU, with your copy.
- If you have questions, contact Heather Foster at: 610-660-2645, Saint Joseph's University, Department of English, 5600 City Avenue, Philadelphia, PA 19131-1395.