

St. Joseph's University Writing Studies Graduate Program
Thesis Checklist
Revised September 2015

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. This paper works best for the binding process.
- 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 is: the title page, a table of contents (if applicable) and the text. Remember – each copy of your thesis must include original, signed copies of the title page. You will need to coordinate obtaining these signatures with the director, your advisor and second reader.
- 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. Please separate each copy with a colored piece of paper and bring them in a box when you are ready to turn them in for binding.

- Fill out the [bindery form](#) and submit it, along with your check made out to SJU, with your copies.
- 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.