

St. Joseph's University Writing Studies Graduate Program
Thesis Checklist
Revised September 2024

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 a 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.