

Submission & Style Guide for Masters Theses

Submission Requirements

Engineering students must submit the approved, i.e. signed, thesis to Betty Gentner, SEAS Coordinator for Academic Affairs, Office of Academic Programs, School of Engineering, 109 Towne Building. The submission must include TWO UNBOUND COPIES of the thesis - ORIGINAL SIGNATURES IN BLACK OR BLUE INK ON BOTH TITLE PAGES. If the thesis has COLORED graphs, figures or charts, BOTH copies must be the SAME. The thesis must be submitted by the published deadlines for each graduation cycle.

Paper Requirements

The thesis must be printed single-sided on acid-free white paper, 20 lb. (or heavier stock), 8 ½ x 11 inches in size. Copier paper is fine.

Font, Spacing, and Margin Requirements

Any non-italic font 10-12 points in size should be used. Headings may be larger. For enhanced screen readability, use Arial (10pt), Courier New (10pt), Georgia (11pt), Times New Roman (12 pt), or Verdana (10pt) font. For footnotes, figures, citations, charts and graphs, a font of 8 point or larger should be used. Italic type may be used for quotations, words in a foreign language, occasional emphasis, or book titles.

For the sake of readability, it is recommended that the text of the dissertation be double-spaced (except for footnotes, long quoted passages, and lists of tables and figures, which are single-spaced). If desired, authors may chose to single-space the abstract and/or thesis manuscript.

Allow one and one-half inches for the left margin and one inch for all other margins. All text, including page numbers, must fit within these margins.

Organization of the Manuscript

Pages must appear in the following order:

Title Page

Dedication (optional)

Acknowledgment (optional)

Abstract (optional)

Table of Contents (mandatory for theses 50 pages or longer)

List of Tables (optional)

List of Figures/Illustrations (optional)

Main Text

Appendices (optional)

Bibliography/Works Cited

Title Page

The Title Page must follow the format of the sample below. The author's full legal name must appear on the Title Page, and each copy of the completed thesis must have two original signatures on the Title Page when presented to the Graduate Division Office. Although this page counts as page "i" of the preliminary pages (see below), no page number appears on this page.

A table of contents must be included if the thesis is 50 pages or longer.

Pagination

All pages except the Title Page (page i) must have a page number. For the preliminary pages (dedication, acknowledgements, table of contents, lists of graphs, tables, and illustrations), use small Roman numerals (i, ii, iii, ...). For the text and appendices (if any), use Arabic numerals (1, 2, 3, ...). Remember that page numbers must also appear within the margins specified above.

Other Requirements

For citations, footnotes, references, and grammar, you may follow the guidelines in the *Chicago Manual of Style*, the *MLA Handbook*, or the appropriate manual in your field of study.

Questions

Contact your departmental Graduate Coordinator or Betty Gentner, SEAS Coordinator for Academic Affairs gentner@seas.upenn.edu

SAMPLE TITLE PAGE

APPROVAL SIGNATURES MUST BE IN BLACK or BLUE INK

**<<<LEFT MARGIN MUST BE 1 and ½ INCH THROUGHOUT THESIS!
ALL OTHER MARGINS MUST BE 1 INCH.**

**PRACTICAL ADVICE: THE IMPACT OF "POOR RICHARD'S ALMANAC"
ON DOMESTIC HABITS IN THE AMERICAN COLONIES**

YOUR Name

A THESIS

in

YOUR Engineering Major

Presented to the Faculties of the University of Pennsylvania in Partial
Fulfillment of the Requirements for the Degree of Master of Science in Engineering

2013

(Type Supervisor's NAME)
Supervisor of Thesis

(Type Graduate Chair's NAME)
Graduate Group Chairperson