

## **Library Standards Checklist for Writing Seminars Theses**

MFA theses are primary documents, archived into the library collection. Theses are often referred to; they should, therefore, meet standards of academic form and accuracy.

It should be emphasized that there is more than one acceptable form for manuscripts. The primary responsibility for the details of style rest between the student and her/his faculty advisor.

A student may make one free copy of her/his thesis in the Library.

Questions can be e-mailed to [library@bennington.edu](mailto:library@bennington.edu).

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### **Appearance**

#### **Paper:**

\_\_\_ 8 1/2 x 11 in.

\_\_\_ acid free.

Note: Do Not Use Erasable Bond Paper or Carbon copies or Photocopies.

#### **Format:**

\_\_\_ Double Spaced (Exceptions will be made for poetry theses.)

\_\_\_ Left margin: 1 1/2 in. wide (To accommodate binder.)

\_\_\_ Top, bottom & right margins: 1 in wide.

#### **Numbering of Pages:**

\_\_\_ Number consecutively and consistently. Should be arranged according to the style manual designated by your faculty advisor.

#### **Binder:**

\_\_\_ Enclose thesis in "Brief Cover" binder. Covers are available at the Bennington College Bookstore and at many stationery supply stores. Covers are cardboard, two holes punch with metal straps that come up and over.

Note: Do not use plastic.

Note: Do not use spring type or loose leaf type.

Note: Library provides hole punch for students to use when assembling theses.

Labels:

\_\_\_ Library supplies & types labels.

Order of Contents

\_\_\_ Title Page – See Appendix A for Sample - Required

\_\_\_ Acceptance page – See Appendix B for Sample - Required

\_\_\_ The student is responsible for obtaining signatures.

\_\_\_ Acknowledgments or preface - If Applicable

\_\_\_ Table of Contents - If Applicable

Appendix A: **Sample Title Page**

**The Great American**

**Master's Thesis**

**Jane Doe**

A Thesis submitted to the Faculty of Bennington College, Bennington,  
Vermont, in partial fulfillment of the requirements for the degree of Master of  
Fine Arts in Writing and Literature.

**January 20XX**

## **Appendix B: Sample Acceptance Page for MFA Thesis**

Recommended to the Faculty of Bennington College for acceptance by:

(Note: please type tutor and reader names below signatures and date)

\_\_\_\_\_ Tutor

Tamara Tutor

\_\_\_\_\_ Reader

Rafael Reader  
January XX, 20XX

(Note: Date of your actual graduation day)