

THE HISTORY THESIS MANUSCRIPT FORMAT

University of North Alabama

Title Page: The title page shall include the title of your thesis, your name, date, and thesis advisor. The last item before the date on the title page should read as follows: "Presented to the Faculties of the University of North Alabama in Partial Fulfillment of the Requirements for the Degree of Master of Arts."

The Text: Every effort should be made to have the manuscript as perfect as possible in form and appearance. Paper versions containing handwritten corrections, typewritten strikeouts, and unsightly erasures, misspellings, and the like will not be accepted. Printing shall be on one side of the page only.

Notes: Thesis uses either endnotes (at end of the thesis) or footnotes based on Chicago Manual style. State precisely the source or other authority for a statement in the text, or to acknowledge indebtedness for insights or arguments taken from other writers.

Bibliography : All sources must be cited according to the Chicago of Manual Style. Primary sources and secondary authorities should be listed under separate headings.

Type and Spacing: A standard 12 point font (Times New Roman) is required. All text should be double-spaced, except for block quotations, captions, long headings, and endnotes. All these should be single-spaced. On paper submissions, all print must be black. Black ink should be used to ensure printing of uniform blackness and legibility. If using a laser printer, it should have a resolution of at least 300 dots per inch. Non-printable characters or symbols should be inserted in black indelible ink. All pages 8 1/2X11 inches, archival paper.

Margins: One and one-half inch left margin, one inch for all other margins. Any manuscript with margins which do not meet these guidelines will be returned to the student for correction.

Page Numbers: Each page must have a number with the exception of the first page of text. The pages should be numbered with Arabic numerals beginning with 1. The number should appear on the upper margin of each page.

Graphs, Drawings, and Photographs: Graphs may be put on cross-section pages but the margins specified above should be preserved. For paper submissions, if graphs are necessarily larger than the page size, they should be folded and pasted within the required margins. Photocopies of drawings may be used. Photographs may be pasted on the pages within the specified margins.

Format: The thesis must be arranged in the following order: Title Page, Abstract (no longer than 600 words, containing a chapter by chapter summary of the thesis) and Acknowledgments (optional), Table of Contents, List of Tables, List of Illustrations, and Bibliography. MA thesis should be a length of 60-80 pages (15,000 to 20,000 words), exclusive of notes and bibliography.