

## Thesis Requirements Checklist

- Thesis is submitted by posted deadline, two weeks before graduation.
- Bursar's receipt confirming payment of \$15.00 fee per copy of thesis submitted for binding.
- The copies submitted include a Thesis Cover Page with the following
  - Title of thesis
  - Name of candidate
  - Names and signatures of the thesis sponsor and second reader
  - The following inscription:

Submitted in partial fulfillment  
of the requirements for the degree of  
Master of Arts  
Hunter College of the City University of New York
- One submitted copy must include a Thesis Approval Form signed by the graduate program adviser.
- Copy is typewritten and neat.
- Printed on 8 ½" x 11" unpunched, white, rag-content bond paper of at least 16 lb. weight (recommended: acid-free, alkaline pH, 100% cotton fiber)
- Margins
  - left margin of both text and illustrations must be a minimum of 1.5 inches
  - right-hand and top and bottom margins should be 1 inch
  - Text should be double-spaced throughout, except for quotations of more than four lines, which should be set apart (single-spaced and indented)
  - Footnotes, endnotes, and bibliography must be single-spaced, with double-spacing between notes and entries.
  - All pages—including pages of illustrative material, bibliography, and appendices — should be numbered consecutively in Arabic numerals.

*\*After completing the checklist, please submit the Thesis Approval Form and thesis to the Office of the Dean of Arts & Sciences, attention, Sonia Parrales.*