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.