

THESIS OR MASTERS FORMATTING GUIDELINES

- A.** After the successful defense of the thesis/project the approval page must be signed by the candidate's committee, Department Chair(s) and Dean of the appropriate School.
- B.** Two copies of the thesis (one original and one photocopy) must be submitted by the candidate to the appropriate School in accordance with that particular School's calendar.
- C.** All copies are to be taken to the Library for binding. The original will be retained in the Library and the other copy will be returned to the department(s).
- D.** Margins of 1 ½" should be allowed at the top and left, and of 1" at the right and bottom. All copies should be printed on one side of high-quality, acid-free white paper, 8 ½" x 11" in size and at least 20 pound weight, with unlined margins.
- E.** Each copy should be submitted in the following order:
 - 1. Blank page
 - 2. Approval sheet
 - 3. Title page
 - 4. Abstract
 - 5. Table of Contents
 - 6. Page 1, etc. to final page
 - 7. Bibliography
 - 8. Appendix
- F.** The title page and approval sheet should confirm to the enclosed sample.
- G.** An abstract of no more than 250 words should present a statement of the problem, a description of the study, and a summary of the findings.
- H.** Each department will specify a manual on style and format.

FIELD PROJECT TITLE PAGE

TITLE IN ALL CAPITAL LETTERS IN INVERTED PYRAMID FORM

By (Student Name goes here)

A Field Project Submitted in Partial Fulfillment

of the Requirements for the Certificate

of Advanced Graduate Study

in the Department of XXXXXXXXXXXX

The School of XXXXXX

Rhode Island College

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