CUNY Academic Works is the online research repository for the City University of New York. By depositing your work in Academic Works it will receive wide visibility via search engines such as Google, Google Scholar, and Bing. You will receive a permanent URL to include on your CV, as well as monthly download reports telling you how often your work has been downloaded and read.

The following are the general requirements for the School of Arts and Sciences master’s theses submitted electronically through CUNY Academic Works. Candidates should check with their departments for information about any additional requirements specific to their degree program.

CHOOSING THE THESIS TOPIC, SUBMITTING DRAFTS

The degree candidate should consult her/his graduate advisor for the requirements of the graduate program with regard to choosing the thesis topic and submitting the first and final drafts. With the consent of the department, degree candidates may elect to submit drafts and conduct all thesis revisions and reviews by readers online through the CUNY Academic Works portal.

APPROVAL OF THE THESIS

The thesis should be read by two faculty readers (thesis sponsor and a second reader), and their approval should be certified by their typed signatures on the title page of the thesis. When the thesis has been approved by the thesis sponsor and the second reader, it is electronically forwarded to the department graduate advisor. If the advisor is satisfied that the thesis has met the departmental requirements she/he types her/his name on the thesis approval form on which the student has typed the pertinent information. This form may be downloaded at http://www.hunter.cuny.edu/artsci/repository/files/thesis_approval_form.pdf/view. Once the program adviser approves the thesis via CUNY Academic Works, the degree candidate may not make any revisions.

GUIDE FOR PREPARING THE THESIS

Thesis text should be typed using a legible font such as Arial, Courier, or Times New Roman. All margins of both text and illustrations must be one inch. The text is to be double-spaced, except for quotations of more than four lines, which will be set apart (single-spaced and indented). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries. Pages, including pages of illustrative material,
bibliography, and appendices are to be typed or scanned and numbered consecutively in Arabic numerals.

No ink insertions are allowed. Striking over or crossing out an error is not permitted.

Illustrations, graphics, charts, and photographs must be scanned or produced with an appropriate computer program. Graphic materials must include a descriptive caption that allow users to identify and finding the original materials including the author and original source. Generally, all graphic materials should be scaled to fit the electronic page size of 8½ by 11 inches. If and when appropriate, other sizes can be accepted. The graduate program and the library liaison for CUNY Academic Works, Mason Brown, should be consulted for guidance on the technical and legal scanning illustrations and permissions for copyrighted materials.

The content of the thesis should include the following, when applicable, in order as listed:

- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Figures
- List of Tables
- Title of Chapters
- Appendices
- References

In addition, for all electronic submissions, degree candidates should be prepared to submit an informative abstract of no more than 50 words, a list of ten keywords, and approve a CUNY Academic Works submission agreement.

THESIS TITLE PAGE

The first page of the thesis must be a completed Thesis Title Page. The appropriate MFA or MA template is available for download at http://www.hunter.cuny.edu/artsci/repository/files/Thesis%20title%20page%20template.doc/view. The following page displays a sample of completed Thesis Title Page.
The early works of John Doe

By

Jane Smith

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts
Hunter College of the City of New York

2015

Thesis sponsor:

____________________
Harry T. Jones
First Reader
DEADLINES

The graduate program will set its deadline for the final approval of the thesis. The deadline for the electronic deposit of the approved thesis via CUNY Academic Works is set by the Office of the Dean for the School of Arts and Sciences and is typically about three(3) weeks prior to the date of graduation at which the degree is conferred. The specific due date for each semester is posted at http://www.hunter.cuny.edu/artsci/graduate-education.

NOTICE OF FINAL APPROVAL

When the thesis has been accepted by the Dean of the School of Arts and Sciences, the thesis approval form will be signed and forwarded to the degree audit department of the Registrar’s Office to certify the final approval of the thesis. A copy will be forwarded to the Department’s Graduate Advisor. The Dean’s Office will electronically submit the approved thesis to the CUNY Academic Works administrator for Hunter College Libraries.