

## THESIS GUIDELINES

A. After the successful defense of the thesis, the approval page must be signed by the candidate's committee, Department Chair(s), Dean(s) of the appropriate School, and the Dean of Graduate Studies.

B. Three copies of the thesis (single-sided, one original and two photocopies) must be submitted by the candidate to the appropriate School in accordance with that particular school's calendar.

C. One original paper copy is to be delivered to the Technical Services Department of Adams Library for binding, along with a completed Deposit and Access Agreement Form. It is recommended that students also submit a digital copy to digital [commons@ric.edu](mailto:commons@ric.edu) for inclusion in the DigitalCommons@RIC, the Institutional Repository of Rhode Island College. See the Library's webpage at <http://www.ric.edu/adamslibrary/theses.html> or appendix B-2 for further details.

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 on high-quality, acid-free white paper, 8 ½" x 11" in size and at least 20 pound weight, with unlined margins. The original and all copies must be printed on only one side of each page.

E. Each copy should be presented in the following order:

1. Blank page
2. Approval sheet (See Samples)
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 conform to the enclosed samples.

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. In the case of an IGP, a manual or style and format must be agreed upon by the student and the advisers.