



A.M. Thesis: Binding and Title Page

BINDING:

For RSEA access and filing purposes, we ask that students use **VELO** binding for their theses and that the theses have a clear plastic front cover. Velo binding can be done at any of the copy centers in Harvard Square, and entails binding with two narrow black plastic strips on the left of the front and back pages. This is most economical space-wise for filing, and also leaves the spine of the thesis free for the RSEA office to note the date and author's name, which greatly facilitates access once the theses are filed. The theses should not be submitted unbound, nor should staples, binder clips, or spiral binding be used. We ask that the front cover of the thesis be a clear, plastic cover, so that the title page is legible. This aids us significantly in storing and maintaining our thesis collection.

SAMPLE TITLE PAGE for the A.M. Thesis:

Your thesis should begin with a title page that conforms to the following format:

[*Title*]

A thesis presented
by
[*Full name of author as it appears on your GSAS record*]
to
The Committee on Regional Studies—East Asia
in partial fulfillment of the requirements
for the degree of
Master of Arts
in Regional Studies—East Asia
Harvard University
Cambridge, Massachusetts

*Month and year of the submission of the completed thesis
to the Committee of Regional Studies—East Asia*

Basics of Thesis Format:

Abstract:

An abstract, not to exceed 350 words, is required. It should immediately follow the Title page, and should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. The abstract should be double-spaced and should have the Author's name and title of the thesis at the top of the page.

Bibliography:

- Should follow the field's conventions

Font:

- Size 10-12
- Same font should be used throughout the thesis
- Font should be a standard font that is legible

Margins:

- Paper should be the standard 8 ½ x 11
- At least 1 inch for all margins
- Page numbers should be centered on the bottom of the page

Spacing:

- Spacing throughout body of text: double spacing
- Spacing for block quotations, footnotes, and bibliographies: single spacing within each entry but double spacing between each entry.
- Spacing for table of contents, list of tables, list of figures or illustrations, and lengthy tables: single spacing may be used.

References

The Chicago Manual of Style. 15th ed. Chicago, IL: University of Chicago Press, 2003.
MLA Style Manual and Guide to Scholarly Publishing. 3rd ed. New York, NY: Modern Language Association of America, 2008.

Strunk, William. The Elements of Style. 4th ed. New York, NY: Penguin Press, 2005.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations.

Chicago Guides to Writing, Editing, and Publishing. 7th ed. Chicago, IL: University of Chicago Press, 2007.

For more detailed information, please refer to the GSAS Phd Guidelines:

(gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)