

THESIS CHECKLIST

Name _____ NSU ID# _____ Date _____

Thesis Title _____

Please consult the [Thesis Guidelines](#) and use this checklist to ensure that your thesis is conforming in every way

Submit	<input type="checkbox"/> Two printed copies with signatures on title page to the GPIA office <input type="checkbox"/> This completed thesis checklist with deposit copies <input type="checkbox"/> One electronic, pdf version to thesis@gpia.info
Format Specifications	<input type="checkbox"/> Margins must be 1 inch on the right, top and bottom and 1.5 inches on the left <input type="checkbox"/> Page numbers beginning on table of contents page starting with Arabic numeral 1 <input type="checkbox"/> Font: Times New Roman <input type="checkbox"/> Font size: The main text must be 12 point type. Footnotes, figures or tables must be 10 point <input type="checkbox"/> Spacing: The main text must be double spaced. Indented quotes must be single spaced. Footnotes, figures or tables should be single spaced <input type="checkbox"/> Numbers and captions: Footnotes or Endnotes must be numbered seriatim. Figures, illustrations or tables must be numbered and captioned <input type="checkbox"/> Paper: The deposit copies of the thesis must be submitted on white, acid-free, 20% cotton paper <input type="checkbox"/> Citations: <i>Unless otherwise specified</i> in consultation with your thesis supervisor, please use the Chicago Manual of Style format as outlined at gpia.info under Thesis Guidelines
Paper Guidelines	<input type="checkbox"/> Title Page (do not count or number this page) <ul style="list-style-type: none"> <input type="checkbox"/> Type the title of the thesis in all Capital letters centered 2” from the top of the page <input type="checkbox"/> Double space and type “by” <input type="checkbox"/> Double space and type the students’ name, as the author, in full as it will appear in the diploma <input type="checkbox"/> Type “A THESIS” approximately 2.5” below the name <input type="checkbox"/> Double space then type (single spaced): Submitted to The New School in partial fulfillment of the requirements for the degree of MASTER OF ARTS in International Affairs <input type="checkbox"/> Double space then type: The Graduate Program in International Affairs <input type="checkbox"/> Double space and type the month and year in which the thesis is submitted <input type="checkbox"/> At the bottom of the page include signature lines for first and second readers and date approved <input type="checkbox"/> Abstract 200 words maximum (do not count or number this page) <input type="checkbox"/> Table of contents <input type="checkbox"/> List of Tables (if any) <input type="checkbox"/> List of Figures (if any) <input type="checkbox"/> Glossary or list of abbreviations/symbols etc. <input type="checkbox"/> Text of thesis (divided into chapters or major sections. Each chapter or major section must begin on a new page, and the chapter titles in the text and in the table of contents must match.) <input type="checkbox"/> Appendices (if any) <input type="checkbox"/> Bibliography

What regions does your thesis pertain to?

Which concentration(s) does your thesis most relate to? (you may circle more than one)

Cities and Urbanization **Governance and Rights** **Conflict and Security** **Development** **Media and Culture**

Please list 4 – 5 keywords that identify your topic and central themes of your thesis
