

UNIVERSITY OF SAINT MARY OF THE LAKE

Licentiate of Sacred  
Theology

Master of Arts  
(Liturgical Studies)

Thesis Handbook

Approved by the Ecclesiastical Faculty  
First Edition  
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## I. INTRODUCTION

This handbook is written for you, a student in the process of writing a thesis in partial fulfillment of the requirements for the Licentiate in Sacred Theology [STL], or a Master of Arts (Liturgical Studies) [MALS] degree from The University of Saint Mary of the Lake. It is the official guide to university requirements governing the preparation and submission of your thesis.

All USML STL and MALS candidates are required to:

1. submit two copies of the final, approved thesis to the Registrar in the Office of the Academic Dean; and
2. submit an electronic version of the thesis in PDF format to the Library.

Your thesis is an important university document, both academically and for you personally. For this reason we expect you to exercise the utmost care in the preparation of the final manuscript for submission and we commit ourselves to processing the document for binding and archiving expeditiously and with respect for the work you have done.

In order to assure that thesis manuscripts from The University of Saint Mary of the Lake reflect the importance we place on them, we require that you follow these formatting and submission guidelines. Since you are personally and ultimately responsible for following the guidelines and instructions in this handbook, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the handbook, since they are often asked to advise students in the preparation of the manuscripts.

With the development of new technologies and revised university policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted and published manuscript as a guide for format or layout. If your research extends over several years, we also ask that you request a current version of the handbook from the Office of the Academic Dean or access a current version on the Web at <http://www.usml.edu> prior to preparing your final manuscript.<sup>1</sup>

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<sup>1</sup> The "Introduction" and some of the content of the handbook have been adapted from the Catholic University of America *Doctoral Dissertation Handbook*, <http://graduatestudies.cua.edu/res/docs/Doctoral-Dissertation-Handbook-rev-2009.pdf> (Accessed 3 December 2010).

## II. WRITING YOUR THESIS

### Resources

Expectations for the STL thesis are detailed in the University of Saint Mary of the Lake *Bulletin of the Ecclesiastical Faculty of Theology*. Expectations for the MALS thesis are detailed in the University of Saint Mary of the Lake *Liturgical Institute Academic Programs*. You are expected to meet the requirements detailed in the most recent edition of the appropriate bulletin.

In addition, it's recommended that you obtain a copy of the most recent edition of *The Craft of Research*, by Wayne C. Booth, et al. (Chicago: University of Chicago Press), to guide research, thesis development, and composition of the thesis. Copies are available in the Library and in the Regina Cleri Bookstore.

### Style

- Follow instructions in this handbook for formatting pages, title pages, and front matter.
- Follow instructions in the *USML Writers Manual* (found at <http://www.usml.edu/FMLibrary>) for formatting citations, footnotes, and bibliography entries.
- Use Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, most recent edition) [hereafter referred to as *Turabian*] for guidance in areas that are not covered by this handbook and the *Writers Manual*.
- Consult *The Chicago Manual of Style* (Chicago: University of Chicago Press, most recent edition) [hereafter *The Chicago Manual*] for all questions that are not covered by this handbook, the *Writers Manual*, or *Turabian*.

You should purchase a copy of *Turabian* to have on hand as you write and format your thesis. These reference works are available in the Library and are usually available at the Regina Cleri Bookstore and many other bookstores.

### The Writing Center

- The USML Writing Center <http://semweb/fml/write.htm>, located in the Feehan Memorial Library, provides support services to students at all stages of the writing process, from research through final submission.
- Make an appointment via e-mail at [lolley@usml.edu](mailto:lolley@usml.edu), or call 847-970-4833.

## Copyright

- As author, you have copyright privileges immediately upon creation of your thesis, whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress.
- If you choose to register your copyright you may do so directly with the Library of Congress Copyright Office <http://www.copyright.gov/>.

## III. THE ELEMENTS OF YOUR THESIS

### Preliminary Pages

See the Pagination section for order and numbering of all pages.

- Title Page
  - The title page must follow exactly the formatting examples given in the Appendix.
  - Use word substitutes for formulas, symbols, superscripts, Greek letter, or other nonalphabetical symbols in the title.
  - You must use your “name of record” on the title page. This is your official name, as recorded by the USML Registrar. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your employer, etc.).
  - The date on the title page of your thesis is the month and year in which you graduate.
- Copyright Page (optional)
  - If you choose to include a copyright page, follow the example in the Appendix.
- Optional Preliminary Pages
  - Your thesis director may permit you to include additional pages, such as a dedication, an epigraph, a list of illustrations, and a preface, in the front matter of your thesis.
    - A dedication acknowledges someone who has been especially important to you.
    - An epigraph is a quotation that establishes the theme of the paper.
    - If you have illustrations and/or tables, list them separately from the Table of Contents. Consult *Turabian*, “Appendix: Paper Format and Submission,” for formatting instructions.

- In a preface, you explain what motivated your study. You may also include acknowledgements, by which you thank mentors and colleagues that supported your research.
  - Consult *Turabian*, “Appendix: Paper Format and Submission,” for formatting instructions for these and other optional front matter, such as the glossary, or abbreviation list.
  - Refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.
- Table of Contents (optional)
  - Label the first page of the table of contents as *Contents*.
  - List in order the chapters or other units of text, and then the elements of back matter (appendices, bibliography, etc.).
  - Do not include the pages that precede the table of contents (title page, copyright page, abstract, etc.).
  - Give page numbers only for the first page of each chapter.
  - Use the same numbering (arabic or lower-case roman) that appears on the pages themselves.
  - List page numbers along the right margin.

### Body of Text

Consult *Turabian*, “Appendix: Paper Format and Submission” for sample pages of the elements listed below.

- Text
  - See Formatting Your Manuscript for information on preparing the text.
  - Begin to use arabic numerals for page numbering with the first page of the text.
  - Center the text of the label (e.g., *Introduction, Chapter 3*) on the first page of the section.
- Introduction (optional)
  - The introduction is the equivalent of a first chapter the thesis, not part of the preliminary materials.
  - Label the first page of the introduction as *Introduction*.
- Chapters
  - Begin each chapter (or part/chapter combination) on a new page.
  - Label each first chapter page as *Chapter*, followed by the arabic numeral (4) or spelled-out number (*Four*). If the first chapter page is the first page of a part, you may combine the information in one label, e.g., Part V: Chapter 1.

- If the chapter has a title, enter a blank line between the *Chapter* label and then enter the title.
- Enter two blank lines between the *Chapter* label (or the title, if used) and the first line of text.
- Footnotes
  - You must record your citations as footnotes; endnotes are not acceptable.
  - Number footnotes consecutively throughout the entire paper.
  - If you have more than 100 footnotes, number them consecutively by chapter. That is, the first footnote of each chapter should be numbered "1."
  - Refer to the *USML Writers Manual*, or *Turabian* for notation and reference format.
  - Use a smaller font for notes than you use for the text.

### **Illustrative Materials**

Illustrative materials include photographs, charts, graphs and tables, prints, maps, reproductions, renderings, hand-drawn items, etc. These may be black-and-white or color. Since these items may be reduced in size when reproduced by ProQuest, use only the highest-quality representations.

- You may create color tables, graphs, maps, and other illustrative material.
- If you are incorporating illustrations, e.g., photographs, line drawings, from other sources, scan the illustrations at a minimum of 600 dpi and insert them as objects in your manuscript at the appropriate place.
- You may include illustrative materials either in the body of the text or in the appendix.
- If you include illustrations in the text, insert the items as close as possible following their first reference in the text.
- If you include the illustrations in an appendix, precede each item with an explanation.
- Charts may be in color in the original manuscript, but make sure that they are understandable when reproduced in black and white.
- The ink used to print a color item must be permanent and stable, retain its brilliance, and not flake or brush off with age.
- If possible, reduce the over-sized items to 8.5 inches x 11 inches page size.
- If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, use only high-quality waterproof black ink and render the hand-drawn elements as carefully, clearly, and neatly as possible.

### End Matter

Every thesis has a bibliography. There may be other optional end matter, such as an appendix or appendices, a glossary, a list of abbreviations (the glossary and abbreviations list may also appear with the preliminary pages) and addenda (nontext items such as tapes, CDs, etc.).

Consult *Turabian*, “Appendix: Paper Format and Submission” for examples of many of the elements listed below.

- Letters of Permission
  - If you use material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials in your thesis.
  - For information on “fair use” and an example of a letter requesting permission to use the material, see the Library Director.
  - Place the letters requesting permission in an Appendix. Do not number the pages.
  - List the letters in the appropriate place in the table of contents.
  
- Addenda
  - Addenda are items, e.g., CDs, which cannot be bound into your thesis.
  - Place addenda designed for that type of material. Label the pockets clearly with the title of the thesis, your name, a description of the contents of the pocket, and instructions for the use of the contents.
  - List the addenda, in the order of inclusion but unnumbered, in the table of contents.
  
- Bibliography
  - The bibliography is always the last section of the thesis.
  - Format your bibliography according to the guidelines in the *USML Writers Manual* and *Turabian*.

## IV. PREPARING YOUR MANUSCRIPT

### Word Processing

- Use Word or WordPerfect.
- Proofread carefully; do not rely on the spell and grammar checks to catch all errors.

### Printer

- Use a laser printer or high-quality inkjet printer.

- The original manuscript must be printed, not photocopied.
- Make all corrections prior to printing.

**Font**

- Choose one of these fonts: Times New Roman, Courier, Garamond, Palatino, or Century Schoolbook.
- Use 12-point font size for all text except footnotes.
- Use 10-point font size for the footnotes.
- You may use 14-point font size, or boldface, or a combination of the fonts listed above to highlight some text, e.g., Garamond 14-point bold for chapter headings, with 12-point Times New Roman for text.
- If you cannot print special characters (e.g., nonroman alphabets, accent marks), you may draw them carefully by hand in black ink on the printed manuscript.

**Formatting Paragraphs**

- Use left margin justification only.
- Do not produce pages with orphan and widow lines. A paragraph must have at least two lines on a page.
- Double space the text.
- Indent the first line of each paragraph.
- Do not separate paragraphs with additional space.

**Paper**

- Page size is 8.5 inches by 11 inches.
- Use white, non-textured paper.
- Minimum paper weight is 20 lb. bond.
- Minimum cotton/rag content is 25%.
- Paper must be labeled “acid-free” or “archival.”

**Page Alignment**

- Print on only one side of the paper.
- Use portrait orientation for text.
- You may use landscape orientation for illustrations, tables, charts, graphs, if needed.

**Margins**

- Set left margin to 1.5 inches wide to allow for binding.
- Set top, bottom, and right hand margins to 1 inch wide.
- Page numbers are considered text and should not fall within the 1-inch margins.

**Line Spacing**

- Double-space the text uniformly throughout the manuscript, with the exception of footnotes, block quotations (quotations five lines or longer), etc.
- Refer to the *USML Writers Manual* and *Turabian* for proper spacing instructions for footnotes, block quotations, etc.

**Page Numbering**

- Every page of the manuscript following the title page, with the exception of the abstract, must carry a number.
- Preliminary pages should be numbered in lower case roman numerals (i, ii, iii, iv).
- Pages of the text and end matter (every page after the main text, including appendices and bibliography) should be numbered consecutively in arabic numerals (1,2,3).
- Do not accompany page numbers with any other symbols. Formats such as “Page 1,” “Page One,” “p. 1,” “-1-,” “7a, 7b, 7c” are not acceptable.

**Page Number Placement**

- Place all preliminary page numbers (i, ii, iii) at the center bottom of the page.
- In the body of the thesis, place page numbers at the top right of the page.
- Place numbers for pages carrying a major heading, such as the first page of a chapter, or the first page of the bibliography, at the center bottom of the page.
- Place page numbers for end matter at the top right of the page.

Even if charts, illustrative materials, etc. are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format. On rare occasions, it will not be possible to place a page number on an illustration, photograph, or other special insert. In this case, consider this page to have the next consecutive number, continuing the sequence on the following page.

### Page Number Placement Illustration

Organize and number the pages of your manuscript as follows:

Page Title	Page Numbers	Page Number Placement
Title Page	No number	
Copyright (optional)	No number	
Certification Page	ii	Center bottom
Preliminary Materials (in order) <ul style="list-style-type: none"> <li>• Dedication (optional)</li> <li>• Epigraph (optional)</li> <li>• Table of Contents</li> <li>• List of Illustrations (if applicable)</li> <li>• List of Tables (if applicable)</li> <li>• List of Abbreviations (if applicable)</li> <li>• Glossary (if applicable)</li> <li>• Preface (optional)</li> </ul>	iv, v, etc.	Center bottom
Introduction (optional) (either as independent section or as first chapter)	1	Center bottom
Chapter first pages	2, 3, 4, etc.	Center bottom
Text	2, 3, 4, etc.	Right top
End matter <ul style="list-style-type: none"> <li>• Appendix/Appendices (if applicable)</li> <li>• Glossary (if applicable)</li> <li>• List of Abbreviations (if applicable; alternately, may appear in preliminary materials)</li> <li>• Bibliography</li> </ul>	Continue consecutive roman numerals	Center bottom on first page of each section  Right top for subsequent pages
Addenda (nontext materials, such as CDs, tapes, etc.)	No number	

### **Using An Independent Typist or Service**

Discuss with the typist the following questions:

- May the draft manuscript be handwritten, or must it be typed?
- Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
- Will you already have properly formatted the final draft, or is the typist responsible for following USML formatting guidelines?
- May the typist correct minor grammatical and spelling errors?
- Will the materials, word processing program, typeface style and size, the typist uses (paper, printer, etc.) conform to USML requirements?
- Will you or the typist supply the materials?
- Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.)
- If the typist makes a mistake, will he or she retype the page without additional charge?
- If you have made a mistake, will the typist charge extra to correct the mistake?
- Will the typist edit the manuscript? If so, what will the editing cost?
- After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

When dealing with typists or word processing agencies you should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft. Give the typist a copy of this handbook and get agreement that the typist understands and will follow the specifications herein.

## **V. SUBMITTING THE FINAL MANUSCRIPT**

### **Submitting the Thesis to the Registrar**

- After you have received your final grade on the thesis and made any necessary corrections, print the number of copies you are expected to submit on the required paper. You may use paper of lesser quality for the other copies, if you choose. The Regina Cleri Bookstore, stationery and office supply stores, and copy shops carry the required paper.
- Submit 2 bound copies to the Registrar. Consult the Registrar as to the required binding.
- For the Liturgical Institute STL and the MALS, submit an additional 2 bound copies to the Liturgical Institute (4 copies total).
- Obtain original signatures on the certification pages of all required copies.
- Submit an electronic copy in either Word or PDF format to the Library Director.

## VI. ADDITIONAL INFORMATION

STL candidates must consult the most recent edition of the University of Saint Mary of the Lake/Mundelein Seminary *Bulletin of the Ecclesiastical Faculty of Theology*, for complete information on degree and graduation requirements.

MALS candidates must consult the most recent edition of the University of Saint Mary of the Lake/Mundelein Seminary *Catalog* and the *Liturgical Institute* catalog for complete information on degree and graduation requirements.

The deadline for completing submission requirements is 30 days prior to Commencement. Failure to fulfill any of the requirements by the date specified may result in a delay of graduation.

If you have any questions concerning the information or instructions in this handbook, please contact the Registrar or Library Director.

## VII. STL THESIS CHECKLIST (for full-time students in their second year of the STL program)

### **1<sup>st</sup> quarter**

- Choose a director.
- Submit a licentiate paper topic proposal to the President of the Ecclesiastical Faculty.

### **2<sup>nd</sup> quarter**

- Revise the proposal if needed, and resubmit to the President of the Ecclesiastical Faculty. The Graduate Board will approve the paper proposal by week 5.
- Conduct research and prepare a draft of the paper.
- Submit completed first draft to director at the end of the quarter.

### **3<sup>rd</sup> quarter**

- Continue to write thesis paper.
- At least 35 days prior to commencement, submit final draft to director.
- Make corrections, if required.
- Obtain the required signatures on 2 copies of the Certification page.
- Compile the manuscript, both print and electronic versions.
- 30 days prior to Commencement, submit 2 print copies of the completed thesis to the Registrar.
- 30 days prior to Commencement, submit the electronic manuscript to the Library Director.

STL candidates must consult the most recent edition of the University of Saint Mary of the Lake/Mundelein Seminary *Bulletin of the Ecclesiastical Faculty of Theology*, for complete information on degree and graduation requirements.

## VIII. APPENDIX— THESIS SAMPLE PAGES

### General Instructions

- Format the pages exactly as illustrated.
- Use the same font and font size as you use in the body of the text.
- Do not use bold typeface, or change the font size.
- Consult *Turabian*, “Appendix: Paper Format and Submission” for more complete instructions and samples of pages not included here.

**SAMPLE MALS THESIS TITLE PAGE**

- Center text horizontally and vertically
- 

UNIVERSITY OF SAINT MARY OF THE LAKE  
MUNDELEIN SEMINARY

THE AGE FOR CONFIRMATION:  
AN UNDERSTANDING THROUGH HISTORY AND PRACTICE

A THESIS SUBMITTED TO  
THE GRADUATE SCHOOL OF THEOLOGY  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF  
MASTER OF ARTS (LITURGICAL STUDIES)

THE LITURGICAL INSTITUTE

BY

REVEREND TIEN M. TRAN

MUNDELEIN, ILLINOIS

MAY 2005

**SAMPLE STL TITLE PAGE**

- Center text horizontally and vertically
- 

UNIVERSITY OF SAINT MARY OF THE LAKE  
MUNDELEIN SEMINARY

THE DIOCESAN PRIEST:

CALLED TO BE

A MASTER AT RELATING WITH GOD

AND RELATING WITH GOD'S PEOPLE

A THESIS SUBMITTED TO

THE ECCLESIASTICAL FACULTY OF THEOLOGY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

LICENTIATE OF SACRED THEOLOGY

BY

REVEREND DENNIS E. SPIES

MUNDELEIN, ILLINOIS

AUGUST 2009

**SAMPLE COPYRIGHT PAGE (optional)**

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**SAMPLE MALS CERTIFICATION PAGE**

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## CERTIFICATION

This certifies that the thesis, *The Age for Confirmation: An Understanding through History and Practice*, submitted to the Graduate School of Theology of the University of Saint Mary of the Lake/Mundelein Seminary, which is a record of research work conducted by Tien M. Tran, has been accepted in partial fulfillment of the requirements for the degree of Master of Arts (Liturgical Studies).

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Reverend Emery de Gaal, V.D., Dipl. Theol., Ph.D.  
Thesis Director

---

Reverend Douglas Martis., S.T.D., Ph.D.  
Director  
Liturgical Institute

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Date

**SAMPLE STL CERTIFICATION PAGE**

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**CERTIFICATION**

This certifies that the thesis, *The Diocesan Priest: Called to be a Master at Relating with God and Relating with God's People*, submitted to the Ecclesiastical Faculty of Theology of the University of Saint Mary of the Lake/Mundelein Seminary, which is a record of research work conducted by Dennis E. Spies, has been accepted in partial fulfillment of the requirements for the degree of Licentiate of Sacred Theology.

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Reverend John Horn, S.J., D.Min.  
Thesis Director

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Reverend John G. Lodge, S.T.D.  
President  
Ecclesiastical Faculty of Theology

---

Date

**SAMPLE DEDICATION PAGE (optional)**

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To my parents  
Frank and Mary Spies

**SAMPLE EPIGRAPH PAGE (optional)**

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A priest's ability to relate with God affects his ability to relate with people, and a priest's ability to relate with people affects his ability to relate with God; the diocesan priest must be the master of both.