

University of Saint Mary of the Lake



Master's Degrees  
Thesis/Project Manual

2020



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## I INTRODUCTION

This manual is written for you, a student in the process of writing a thesis or project that may be required by the University of Saint Mary of the Lake in partial fulfillment of the requirements for the Master of Arts in Liturgy (MAL) or the Master of Arts (Liturgical Studies) (MALS). It is the official guide to university requirements governing the preparation and submission of your thesis or project.

If the master's program requires a thesis or project, the candidate is required to:

1. submit a copy of the final approved thesis or project in Word format to the Library for format review; and
2. submit an approved electronic version of the thesis or project in PDF format to the Library.

Your thesis or project 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 or project 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 manual, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the manual, 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 manual or using a previously submitted manuscript as a guide for format or layout. Instead, access a current version on the Web at <http://library.usml.edu/FeehanLibrary/writing> 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 manual have been adapted from the Catholic University of America *Doctoral Dissertation Manual*, accessed December 3, 2010, <http://graduatestudies.cua.edu/res/docs/Doctoral-Dissertation-Manual-rev-2009.pdf>.

## II WRITING YOUR THESIS/PROJECT

### Resources

Expectations for the MAL project and MALS thesis are detailed in the University of Saint Mary of the Lake *Liturgical Institute Academic Programs*.<sup>2</sup> You are expected to meet the requirements detailed in the most recent edition of the appropriate bulletin.

In addition, it is 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 in print and eBook formats.

### Style

- Follow instructions in this manual for formatting pages, title pages, and front matter.
- Follow instructions in the *USML Writer's Manual* (found at <http://library.usml.edu/FeehanLibrary/writing>) 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 manual and the *USML Writer's Manual*. You should purchase a copy of Turabian to have on hand as you write and format your thesis or project.
- 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 manual, the *USML Writer's Manual*, or Turabian.

These reference works are available in the Library and are usually available at bookstores.

### The Writing Center

The USML Writing Center provides support services to students at all stages of the writing process, from research through final submission. For current semester hours, please contact Tom Dougherty at [tdougherty@usml.edu](mailto:tdougherty@usml.edu).

### Copyright

As author, you have copyright privileges immediately upon creation of your thesis or project, 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/>.

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<sup>2</sup>*The Liturgical Institute's Academic Bulletin*, current edition.



## III THE ELEMENTS OF THE THESIS/PROJECT

### Preliminary Pages

See the Page Number Placement Guide below for the order and numbering of all pages.

#### *Title Page*

- The title page must follow exactly the formatting example for your degree in the sample pages.
- 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/project is the month and year in which you graduate.

#### *Copyright Notice (optional)*

- If you choose to include a copyright notice, follow the sample page.

#### *Certification (Signature) Page*

- Prepare the certification page, following the appropriate sample page.

#### *Optional Preliminary Pages*

Your thesis or project 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 or project.

- 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 who 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 manual for information on the order of appearance and pagination of these optional preliminaries.

### ***Table of Contents***

- 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.).
- 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 the Formatting Your Manuscript section for information on preparing the text.

- Begin to use Arabic numerals for page numbering with the first page of the text.
- You may either center or left justify 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 of the thesis or project, 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, either put a colon after the Chapter number and then enter the title, or enter a blank line below 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.
- If you have fewer than 100 footnotes, number footnotes consecutively throughout the entire paper.
- If you have 100 or more than footnotes, number them consecutively by chapter. That is, the first footnote of each chapter should be numbered “1.” (If you are using Microsoft

Word, divide the chapters using the “section break” feature in Page Layout; then reset the first footnote to “1” for each section.)

- Refer to the *USML Writer’s Manual* or Turabian for notation and reference format.
- Use 10pt font for footnote 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.

- 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.
- All illustrations must fit inside the required page margins (refer to the Margins section in Part IV below). Reduce images as needed to fit.
- If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, consult with the Library Director.

### ***End Matter***

Every thesis or project has a bibliography, but 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 or project.
  - 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 or project.

- Place addenda within pockets designed for that type of material. Label the pockets clearly with the title of the thesis or project, 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.
- Consult the Library Director about the number of items (CDs, etc.) you must provide to bind in with the printed copies of your thesis or project.

### ***Bibliography***

The bibliography is always the last section of the thesis or project. Format your bibliography according to the guidelines in the *USML Writer's Manual* and Turabian.

## **IV PREPARING YOUR MANUSCRIPT**

### **Word Processing**

- Use the most recent version of Microsoft Word.
- Proofread carefully; do not rely on the spell and grammar checks to catch all errors.
- Microsoft Word offers features that you may find helpful, such as a utility that automatically generates and updates the Table of Contents, and a Reference function that numbers and positions footnotes. You may want to explore these and other features before you begin typing your manuscript.

### **Font**

- Choose a serif font: Times New Roman, Courier, Garamond, Palatino, or Century Schoolbook. (Times New Roman is preferred for the body of the text.)
- 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 are using, you may use the headings in the Styles toolbar in Microsoft Word, you may need to change the automatically-generated font to one of the fonts listed above.
- If you cannot print special characters (e.g., non-Roman alphabets, accent marks), consult the Library Director.

### **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 by 0.5 inches.
- Do not separate paragraphs with additional space.
- 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.

### **Formatting Footnotes**

- Indent the first line of each footnote by 0.5 inches.
- Leave a blank line between each footnote.

### **Page Layout**

- The thesis or project will be printed on only one side of each sheet.
- 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.

### **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 Writer's Manual* and Turabian for spacing instructions for block quotations, etc.

### **Page Numbering**

- Every page of the manuscript following the title page must carry a number.
- Preliminary pages should be numbered in lower case roman numerals (ii, iii, iv), beginning with the Certification page as numeral ii.
- 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 (ii, iii, iv) at the center bottom of the page.
- In the body of the thesis or project, 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 Guide

Organize and number the pages of your manuscript as follows:

<b>Page Title</b>	<b>Page Numbers</b>	<b>Page Number Placement</b>
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>	iii, iv, v, etc.	Center bottom
Introduction (optional) (either as independent section or as first chapter)	1	Center bottom for first page and right top for subsequent pages
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 arabic numerals	Center bottom on first page of each section  Right top for subsequent pages
Addenda (nontext materials, such as CDs, etc.)	No number	

## **V SUBMITTING THE FINAL MANUSCRIPT**

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

- After the thesis director has approved the thesis or project, submit it to the Academic Director of the Liturgical Institute for approval.
- After the Academic Director of the Liturgical Institute has approved the thesis or project, submit an electronic copy in Microsoft Word format to the Library for formatting review.
- After the Library returns your Word format manuscript and you have made the corrections, resubmit the corrected Word file to the Library.
- Submit to the Library the completed Thesis/Project/Dissertation Availability Agreement form, found at the end of this manual. You may send a scanned copy electronically or provide a print copy. The Agreement Form will be bound into the archival copy of your thesis or project.

The Library will coordinate processing the thesis or project with the Registrar. The Registrar will obtain the required signatures on the certification page. The Library will print the required number of copies, insert the certification pages, and bind the thesis or project. You will receive a bill for fees associated with production of print copies of your thesis or project.

## **VI ADDITIONAL INFORMATION**

Liturgical Institute Master's degree candidates must consult the most recent edition of the *Liturgical Institute's Academic Bulletin* for complete information on degree and graduation requirements.

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

## VIII MASTER OF ARTS THESIS/PROJECT SAMPLE PAGES

### General Instructions

- Format the pages exactly as illustrated, with all of the information below the line.
- 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.



**MALS Title Page**

- Center text horizontally and vertically.
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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

**MAL 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 PROJECT SUBMITTED TO

THE GRADUATE SCHOOL OF THEOLOGY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF

MASTER OF ARTS IN LITURGY

THE LITURGICAL INSTITUTE

BY

REVEREND DENNIS E. SPIES

MUNDELEIN, ILLINOIS

AUGUST 2009

**Copyright (optional)**

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**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 Gaál, V.D., Dipl. Theol., Ph.D.  
Thesis Director

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Denis McNamara, Ph.D.  
Academic Director  
Liturgical Institute

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Date

**MAL Certification Page**

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## CERTIFICATION

This certifies that the project, *The Diocesan Priest: Called to be a Master at Relating with God and Relating with God's People*, 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 Dennis E. Spies, has been accepted in partial fulfillment of the requirements for the degree of Master of Arts in Liturgy.

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

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Denis McNamara, Ph.D.  
Academic Director  
Liturgical Institute

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Date

**Dedication (optional)**

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To my parents  
Frank and Mary Spies

**Epigraph (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.

**UNIVERSITY OF SAINT MARY OF THE LAKE****THESIS/PROJECT/DISSERTATION AVAILABILITY AGREEMENT**

By signing this agreement, the author grants to the University of Saint Mary of the Lake the right to provide access to his/her thesis/project/dissertation to interested individuals. The University retains the right to evaluate a request before providing access, and to restrict use or copying of the submission.

The author agrees that the University may keep more than one copy of the submission for purposes of security and preservation. The author also grants the University the right to convert the submission, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution. The University will take all reasonable steps to ensure that the author's name remains clearly associated with the submission and that no alterations of the content are made.

The University acknowledges that this is a non-exclusive agreement. Any copyrights in the submission remain with the author, and subsequent uses of the submitted material by the author are not restricted by this agreement. In the event of a dispute over the copyrights to material contained in this submission, the author agrees to indemnify and hold harmless the University and its employees or agents for the uses of the material authorized by this agreement.

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

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Author Signature

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Print name

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Date