



## Screenwriting & Film Studies

### Thesis Specifications

The thesis required for your M.A. in Screenwriting and Film Studies must be an extended critical or research essay, academic in nature. It may not be a creative work.

You will need a director and a second reader for your thesis. The thesis should be sent to the second reader when you and your director agree that it is in its final form.

**An extended critical or research essay** should be between 35 and 70 pages, or 10,000 to 20,000 words, exclusive of the bibliography. More than just a synthesis of criticism, it must have some element of original contribution. It may be critical, historical, analytical, literary, or an addition to the genre with a critical introduction. It should contain a substantial bibliography which is as complete as possible.

### Preparation of the Thesis

**Two copies** must be turned in, one for the department and one for the Library. The title pages of both copies must be signed by both your director and your second reader. (When your thesis is finally approved, you may want to simply mail the title page to your readers.)

The copy for the Library will be placed in the Archives and must be on acid-free paper. You will need to have the departmental copy bound on your own. Some options for having the departmental copy (and any personal copies you may want) are included in these guidelines.

### FORMAT

**Title Page:** Your title page should follow the example of the attached sample. **Be sure that your capitalization, spacing, and line breaks are the same as the example.** All final theses, regardless of format, require a title page. For videotaped projects without accompanying text, a label can function as a title page substitute, provided that all title page information is included on the label. If there is not enough room on the label to include all information, the information can be included on a piece of paper and tucked into the video container.

### Page Order:

1. Title Page (required)
2. Dedication (optional)
3. Acknowledgements (optional)
4. Table of Contents, including page numbers (required)
5. Introduction or Artist's Statement (required)
6. Body of Text
7. Appendix (optional)
8. Endnotes (if applicable)
9. Slide List (if applicable)
10. Bibliography (required)

**Page Numbers:** The front pages (Dedication, Acknowledgements, Table of Contents) must be numbered with Roman numerals. Consider the title page to be the first page but do not put a page number on it. Therefore, the page that follows the title page is numbered ii. The first ten numbers in Roman numerals are i, ii, iii, iv, v, vi, vii, viii, ix, x.

The first page of your text (this may be the introduction) should be numbered 1. Number your pages consecutively including endnotes and bibliography. Number all pages, even those that have drawings, figures, or photos.

**Page Number Placement:** Page numbers can be placed in the upper right hand corner, ½ inch from the top, or in the bottom center, ½ inch from the bottom (depending on the style you are using).

**Typing:** Theses must be typed and double-spaced.

**Use left justification only.** Right justification produces odd gaps between the words.

**Margins:** 1½ inch left margin, 1 inch right, 1 inch top and bottom margins

**Font Size:** You should use a 12pt. serified font (Times New Roman or Courier).

**Print Quality:** The final copy of the essay must be clear and legible.

**Corrections:** No strike-overs are permissible.

## **SUBMITTING THE FINAL COPY**

❖ After your thesis has been approved, bring or mail your copy to the Graduate Center, along with a completed *Thesis Processing & Bindery Form*. A copy of this form is included with these guidelines. Your thesis will be sent to the University Archives for accessioning and binding. Once bound, it will remain in the Archives. The following information applies to the archival copy and not personal or departmental copies, unless you have been notified otherwise.

### **Binding vs. Notebooks:**

- a. Theses with slides, actual photographs\*, or ephemera (i.e. programs, tickets, or other inserts) should be submitted in a black 3-ring notebook. Text should be on archival paper; other materials in archival plastic pocket pages. Please note that the notebook needs to fit the size of the project – do not submit one that is too big. Ephemera or special inserts that are too large to fit in a pocket page should be submitted in a separate envelope.  
\*Theses with “photographs” photocopied or scanned and printed on paper should be submitted for binding. Do not submit in a notebook.
- b. All other theses should be submitted for binding. Those with accompanying CDs, floppy discs, videos, sound recordings, etc. should be submitted in a separate archival quality container. (Call Beth Harris to obtain these, 362-6237.)
- c. No divider tabs should be used.

### **Binding Process: A final copy of each student’s thesis is required for the University Archives collection.**

There is a \$12 fee required for the binding; checks should be made payable to Hollins University. Signed copies of the thesis, the check and the bindery form should be turned in to the Graduate Center.

**Paper:** You can purchase the required type of paper at the Hollins Bookstore or office supply stores. The paper must have the following specifications:

- ❑ Acid-free
- ❑ Watermarked
- ❑ Pure white
- ❑ 20-24 lb. (minimum 25% cotton)

If your thesis requires pocket pages, you will need to use pre-approved archival quality materials. These items may be purchased from the Library. Contact Beth Harris at 362-6237 or [bharris@hollins.edu](mailto:bharris@hollins.edu).

**Correction Fluids:** Use of “white-out” is not acceptable for archival copies. If you must use “white-out” to correct a mistake, please re-copy the corrected page onto acid-free paper.

**Adhesives:** Please do not use adhesives (post-it notes, tape, glue, etc.) on the archival copy. Scan the item, copy onto acid-free paper, or use archival quality plastic pocket pages. Notes can be paper-clipped onto a page or placed elsewhere.

**Inserts:** Approximately 3/8 inch is cut off in the binding process. Please make sure that important information on photocopied inserts will not be covered.

**Slides:** These should be placed in archival quality plastic pocket pages. Submit text and slides in a black 3-ring binder with a rigid cover. Please use the smallest notebook in which the essay will fit but still allow the pages to be turned easily.

**Photographs and Ephemera (clippings, programs, etc.):** These items may be scanned or copied and submitted as part of the text for binding. Alternatively, if originals are used, please note the following guidelines:

- Photographs, programs, tickets, etc. should be placed in archival quality plastic pocket pages.
- If you must write on the backs of photographs, write only on the edge of the photo with an archival quality pen.
- Do not submit original newspaper clippings – copy onto acid-free paper.

**Video and Audio Cassettes:** Submit in an archival quality box, which may be purchased from the library. Submit text for binding. Please include on the Thesis Processing Form the length of your taped material.

**Electronic Formats:** Submit in an archival quality case, which may be purchased from the library. Submit text for binding. Please include a written summary of your project and any information needed for a patron to view the project.

**Questions?** Call Beth Harris, Special Collections Management Librarian at 362-6237 or [bharris@hollins.edu](mailto:bharris@hollins.edu). Archival quality supplies may be purchased through her office.

**The departmental copy** can be on bond or a good quality photocopying paper. It must be professionally bound.

**(SAMPLE TITLE PAGE)**

NOTE: THIS FORMAT MUST BE FOLLOWED IN ORDER FOR YOUR THESIS TO BE ACCEPTED.

*TITLE/UNTITLED*

by

Your Name

Undergraduate degree (e.g., BA in Psychology), Institution (your college),  
Year (when you received undergraduate degree)

Presented in  
partial fulfillment of the requirements for  
the degree of Master of Arts in Screenwriting and Film Studies.

Hollins University  
Roanoke, Virginia  
Month, Year (receiving M.A. degree)

Director of Essay: (Signature of Directing Professor)  
(Directing Professor's name)

Department: (in which directing professor teaches)

Second Reader: (Signature of Second Reader)  
(Second Reader's name)

Department: (in which second reader teaches)



Thesis Registration Form

## Graduate Program in Screenwriting & Film Studies

Date \_\_\_\_\_ Effective Term:  Fall  Spring  Summer 200\_\_\_\_\_

Student Name \_\_\_\_\_

Hollins University ID \_\_\_\_\_

Thesis Director \_\_\_\_\_

Second Reader \_\_\_\_\_

Thesis Title \_\_\_\_\_

Anticipated Completion Date \_\_\_\_\_  
(Normally, thesis must be completed within one year from completion of coursework)


Description:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of Directing Professor

\_\_\_\_\_  
Signature of Advisor

## THESIS & ESSAY PROCESSING FORM

<b>Last Name:</b>		<b>First Name:</b>	
<b>Middle Name(spell out):</b>		<b>DOB(m/d/y):</b>	
<b>Name AS IT APPEARS on your TITLE Page:</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>Email:</b>	
<b>Degree/Area of Concentration that appears on your diploma &amp; title page:</b>			
<input type="checkbox"/> MALS: Interdisciplinary Studies		<input type="checkbox"/> MAT: Teaching	
<input type="checkbox"/> MALS: Humanities		<input type="checkbox"/> MA or MFA: Children's Literature (circle one)	
<input type="checkbox"/> MALS: Social Sciences		<input type="checkbox"/> MFA: Dance	
<input type="checkbox"/> MALS: Visual & Performing Arts		<input type="checkbox"/> MFA: Creative Writing	
<input type="checkbox"/> MALS: Justice and Legal Studies		<input type="checkbox"/> MFA: Playwriting	
<input type="checkbox"/> MA or MFA: Screenwriting & Film Studies (circle one)			
<b>Year you are receiving your degree:</b>			
 <input type="checkbox"/> I have read & signed the form on the back of this page.			
<b>Format (check one)</b>			
<input type="checkbox"/> Text only	<b>OR</b>	<input type="checkbox"/> Text with accompanying materials. Please check all that apply: <ul style="list-style-type: none"> <li>○ CDs, length: _____</li> <li>○ DVDs, length: _____</li> <li>○ Slides</li> <li>○ Photographs (actual photos—not scanned images incorporated into text)</li> <li>○ Other:</li> </ul>	
<b>Departmental &amp; Library Use Only</b>			
* Fee \$12.00 payable to Hollins University Date Received by Dept.: Check / Cash /		Date Received by Library: Binding / Notebook / Other: <input type="checkbox"/> Permission Form signed?	
Date Shipped to Bindery: Date Returned/Checked in:		Corrections Needed: Date Returned to Bindery for Correction: Dated received:	



**Wyndham Robertson Library  
Permission For Duplication Form**









The Wyndham Robertson Library does not allow the archival copy of your thesis to circulate. However, it does receive requests from both Interlibrary Loan patrons and local patrons to checkout theses from time to time.

I give my permission for Wyndham Robertson Library to make a copy of my thesis in its entirety for circulation purposes.

\_\_\_\_\_  
Name (signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

-  Please remember that you as a student may have benefited from Interlibrary Loan Services and that the ability to have access to the latest research as well as literary works, from manuscript form to the final published form, is extremely important to the academic community.
-  By granting permission, you are not endangering your ability to publish your work in the future.
-  Your thesis is protected by copyright, whether or not you register your paper with the copyright office. If you wish to register your paper, please see <http://lcweb.loc.gov> (Click on the Copyright Office Icon).
-  All copies will bear the stamp "This material may be protected by copyright law (title 17 U.S. code)."
-  If you have any questions or concerns, please contact Beth Harris at x6237.
-  If form is not signed, the library assumes that we have your permission to copy.
-  Please return this form in with your thesis
-  If you do not give permission to have your thesis copied, check this box and initial

**Before submitting to the Graduate Studies Office, make sure you have complied with the following:**

One copy of your thesis will be sent to the bindery and added to the University Archives collection (library). Please make sure that:

- all pages are in order as the bindery will bind your text exactly as you submit it ;
- the correct degree (and for MALS graduates, the concentration) is in your thesis statement on the title page (for sample, refer to your thesis guidelines);
- the date at the bottom of your thesis is your graduation date and not the date you finished your thesis ;
- the title page is signed ;
- the processing form is filled out completely and correctly—the information on the thesis spine will come from your form ;

and

- your thesis is *placed in a manila envelope* with the processing form secured on top with a rubber band.

## Options for Binding Your Departmental or Personal Copy

The library sends the archival copy of your thesis to a commercial bindery. Students wishing to have personal copies bound may choose from the list of options below.

**The HF Group's "thesis on demand" online service:** <http://www.thesisondemand.com/>. The HF group is a nationwide library binding and information services company which provides an archival quality binding. Time: 6 weeks. Cost \$35.00 printing/binding per copy (up to 150 p.) + shipping & handling.

**Off campus copy and print services.** Most stores should have a sample on hand. Prices vary, depending on the type of binding, number of pages, and number of copies needed. The library doesn't endorse one copier service over another. This list is provided for your convenience only.

**FedEx Kinkos. (Towers Mall, 344-5000).** Styles: spiral/coil black plastic (\$4.99), comb (\$3.99), strip binding (\$3.45). All styles include clear front and black vinyl back.

**Alphagraphics (Electric Rd., 776-3042)** Styles: twin-loop wire, steel back plastic comb, coil. All bindings are \$2.50.

**Curry Copy Center (Campbell—downtown Roanoke, 345-2865).** Prices vary depending on how many pages and type of cover. For a 75 page thesis, price is about \$3.00. Styles: plastic spiral, velo, tape (edge glued with tape covering spine). Cover options: clear plastic, or heavy black.

**UPS Store (Electric Rd., 772-7300).** Comb binding (\$1.35 up to 1")

**Southern Print (Franklin Rd., 342-7774).** Styles: GBC/comb (\$1.00), "perfect binding" (i.e. glued with cover). \$1.25 per copy with a minimum 2 copies.

**Staples (Valley View, 265-4860).** Price depends on number of pages. For a 75 page thesis: spiral (\$2.40 + \$1.00 for covers), comb (\$1.99 + \$1.00 for covers), wire (\$2.49 + \$1.00 for covers), cover bind with clear front and black back.

**T & T Copy & Print (Williamson Rd., 362-1511).** comb binding. Price depends on size. For a ½ inch thesis (approx 75 pages), \$1.45

**Prices as of January 2008**

