



THESIS GUIDELINES

Registering for the Thesis

When you have selected a directing professor and are ready to register for the thesis, you will want to complete the thesis registration form included in this set of guidelines. You will need to know the directing professor and second reader. Your thesis director as well as the director of your program will need to sign off on the registration form. The form should then be submitted to the Graduate Center. Please note that you will need to indicate whether you wish to be registered for the full eight credits or you plan to register four credits at a time. (While it can be done either way, most students find it advantageous to register all eight credits at one time in order to be eligible for financial assistance.)

Once registration is submitted for the thesis, you will have two years to complete the work. (ex: if you register in fall of 2011, you will have until fall 2013 to complete all the work) If the thesis is not completed within this time frame, you will be withdrawn from the thesis and will need to register (and pay tuition) once again.

Thesis Specifications

The thesis required for the M.F.A. in Playwriting must be a properly formatted, production-ready final draft of a completed playscript that has been approved by your Thesis director. The play must include a preface or afterward placing the work in the context of the student's arc of progress within the program. It will be developed in consultation with the student's Thesis director and must have been begun, revised, and completed in the student's final year of study in the program. Substantial revisions of earlier works **may be considered, but rarely approved**, as thesis plays.

You will need a director and a second reader for your thesis. You should discuss with your director from the beginning your ideas for the play and make arrangements to stay in touch throughout its development. The thesis should not be sent to the second reader until you and your directing professor agree that it is in its final form.

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 for their signatures.)

The copy for the Library will be placed in the Archives and must be on 70 lb. cougar paper (see "Submitting the Final copy"). 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) bound are included in these guidelines.

Format

Title Page: Your title page should follow the sample provided. **Be sure that your capitalization, spacing, and line breaks are the same as the example.**

Page Order:

1. Title Page (required)

2. Dedication (optional)
3. Acknowledgements (optional)

Page Numbers: The front pages (Dedication and Acknowledgements) 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.

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.

Margins: 1 inch margins all around

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

Print Quality: The thesis must be printed double-sided. The final copy of the thesis must be clear and legible.

Corrections: No strike-overs and no white-out.

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.

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. (If using UPS for delivery of your thesis, the address to use is Hollins University Graduate Center, 8009 Hill House Court, Roanoke, VA 24019).

Paper: The thesis **must be printed on 70 lb. white cougar paper**. Staples carries a paper that fits this requirement: "Bright White" #733333. (Due to paper variance, this 70 lb. is comparable to 28 lb. in other brands.)

Local students may purchase paper from David Reep in Printing and Mailing. Out of town students are encouraged to purchase paper on their own and have the thesis printed. If you have any questions regarding the paper, you may contact David at dreep@hollins.edu or (540) 362-6420 for more information.

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.

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 the appropriate paper.

Questions? Call Beth Harris, Special Collections Management Librarian at 362-6237 or bharris@hollins.edu.

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

(SAMPLE TITLE PAGE)

NOTE: YOUR TITLE PAGE MUST BE IN THIS FORMAT IN ORDER 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 Fine Arts in Playwriting.

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

Director of Thesis: (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 Playwriting

Date _____ Effective Term: Fall Spring Summer 20____

Credits Registered: 4 credits 8 credits (Note: Eight credits are required for the thesis, but it may be registered over the course of two terms or all at once.)

Student Name _____

Student Identification Number _____

Thesis Director _____

Second Reader _____

Thesis Title _____

Anticipated Completion Date _____

Description:


Student's Signature

Signature of Directing Professor

Signature of Program Director

THESIS & ESSAY PROCESSING FORM

Please Print as a double-sided copy

Last Name:		First Name:	
Middle Name(spell out):		DOB(m/d/y):	
Name AS IT APPEARS on your TITLE Page:			
Street Address:			
City:		State:	Zip:
Phone:		Email:	
Degree/Area of Concentration that appears on your diploma & title page:			
<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)			
Year you are receiving your degree:			
 <input type="checkbox"/> I have read & signed the form on the back of this page.			
Format (check one)			
<input type="checkbox"/> Text only	OR	<input type="checkbox"/> Text with accompanying materials. Please check all that apply: <ul style="list-style-type: none"> <input type="radio"/> CDs, length: _____ <input type="radio"/> DVDs, length: _____ <input type="radio"/> Slides <input type="radio"/> Photographs (actual photos—not scanned images incorporated into text) <input type="radio"/> Other: 	
Departmental & Library Use Only			
* 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:	

Please Print as a double-sided copy











**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 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 month and year** and not the date you finished your thesis ;
- the title page is signed ;
- the processing form is filled out completely and correctly and is printed front-to-back — the information on the thesis spine will come from your form ;
- you have included a check in the amount of \$12 to cover the cost of binding the archival copy ;

and

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

Options for Binding Your 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 reflected are as of January, 2008

Thesis Timeline

Anticipated Graduation	Final Draft Due to Directing Professor	Final Draft (with directing professor's approval) to the Second Reader	Final Document, <u>ready for binding</u> , due in Graduate Center by 4:30 p.m.
October 1, 2011	July 22, 2011	August 12, 2011	September 2, 2011
May, 2012 (but thesis is due at the end of fall term 2011)	October 14, 2011	November 11, 2011	December 9, 2011
May, 2012	March 16, 2012	April 6, 2012	May 4, 2012
October 1, 2012	July 20, 2012	August 10, 2012	September 5, 2012
May, 2013	March 15, 2013	April 5, 2013	May 3, 2013
October 1, 2013	July 19, 2013	August 9, 2013	September 2, 2013
May, 2014 (but thesis is due at the end of fall term 2013)	October 11, 2013	November 8, 2013	December 6, 2013
May, 2014	March 14, 2014	April 11, 2014	May 2, 2014

Note regarding all deadlines: **Earlier is better.**

- **It is important to complete your Thesis as early as possible to avoid the end of the semester rush.** It is **your responsibility** to get your work to your directing professor in time to receive feedback, make corrections, etc. before the final submission date.
- When you submit the final draft of your Thesis to your directing professor, you should have been submitting materials and receiving feedback from him or her on a regular basis, so the draft should be in good shape. (**Note: DO NOT just submit the final draft and assume it will be accepted if you have not been working with your directing professor along the way; usually it will be rejected and may cause a delay in your graduation.**) Upon receiving his/her final comments, make any corrections/changes and return to your directing professor for approval. The draft should then be submitted to the second reader. **Both the directing professor and second reader must approve your thesis before you submit the final copy.**
- Once approved, submit the Thesis with signatures on the title page and copied on the appropriate type of paper to the graduate center. The \$12 binding fee, processing form, and departmental copy should be submitted as well. (If mailing via UPS, the address to ship to is Hollins University Graduate Center, 8009 Hill House Court, Roanoke, VA 24019.)
- Failure to submit the final document with all corrections made, printed on the 70-lb. cougar paper, and with signatures in place to the Graduate Center **by 4:30 p.m. on the date indicated may result in postponement of your graduation. Students will remain liable, however, for the graduation fee.**