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**GUIDELINES FOR MASTER'S THESIS PREPARATION**

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## **PARTS OF THE THESIS**

### **Title Page**

The title page of the thesis must include your full legal name, your department's official name, the title of your work, a thesis submission







**Figure 4 Sample Table of Contents Page**

**Table of Contents**

**Vita**

You may include a brief vita with your thesis. A vita tells the reader basic facts about your birth and your educational experience. If you choose to include a vita, it must be the last page of your thesis and be numbered. It

## **Illustrations**

Tables, figures, graphs, etc. must be numbered. Numeration can be consecutive (Table 1, Table 2, Table 3, etc.) or can be double numbers according to the placement of illustrations within specific chapters. For example, Table 5.1 would be the first table in chapter five of your thesis.

High-quality photocopies of photographs are preferred to actual photographs. However, you may affix original photographs using paper cement. Photographs should be mounted on the same cotton bond paper that you are using throughout the thesis. All illustrations, including mounted photographs, must fit into the prescribed margins

## **GUIDELINES FOR THESIS SUBMISSION TO THE LIBRARY**

1. The thesis must have been read and accepted by the academic department as fulfilling the requirements for the degree. This is usually confirmed by the signature page accompanying the thesis.
2. The student must prepare three (3) print copies