

## MARSLAC Thesis Formatting Guidelines

- MARSLAC theses should be 30 to 50 pages in length. *The thesis should not exceed 50 pages.* This is the length of the text. Bibliographies or appendices may be extra.
- The thesis should be double-spaced, (long quotations, footnotes and bibliography should be single-spaced).
- Use standard margins (1 inch) and 12-point font.
- Use good-quality **20 lb. bond paper** (acid-free if possible) with text printed on only one side of each page.
- Please use the attached sheet as a model for the cover sheet.
- Pages should be numbered (except for the cover sheet and table of contents, if you have one).
- While we do not specify a single citation style for the MARSLAC thesis, the citation style you choose should follow a widely accepted standard (e.g. that of the most recent edition of the *Chicago Manual of Style*, which can be accessed as an electronic resource, via CLIO). It should also correspond to the general discipline in which your thesis falls (i.e., if you are writing a history thesis, your formatting should follow conventions of historical scholarship). If you are unsure, check a recent book or journal article for a model. You can also ask in the thesis workshop.
- **Electronic copies:** You must submit electronic copies (Word and PDF) to Eliza Kwon-Ahn ([ek2159@columbia.edu](mailto:ek2159@columbia.edu)), Gustavo Azenha ([ga2161@columbia.edu](mailto:ga2161@columbia.edu)), and your second reader.
- **Bound copies:** You should also submit two bound copies of the thesis, delivered respectively to: Eliza Kwon-Ahn (for the program's records) and to Gustavo Azenha. Please consult with your second reader to see if they would also like a bound copy in addition to the electronic copies. The copy to ILAS will be filed for future students to consult.

**For students planning to graduate in May, the deadline for turning in the thesis is Friday, May 2<sup>nd</sup>, 2014.**

[Sample **thesis** cover sheet]

Columbia University  
Graduate School of Arts & Sciences

Master of Arts in Regional Studies, Latin America and the Caribbean

TITLE

a final paper  
by  
NAME OF STUDENT

Submitted in partial fulfillment of the requirements  
for the degree of  
Master of Arts

month and year of degree conferred

Reader 1  
Reader 2