

THE GRADUATE SCHOOL
SHIPPENSBURG UNIVERSITY
1871 Old Main Drive
Shippensburg, PA 17257-2299

THESIS INSTRUCTIONS

The following information is provided to assist the graduate student in working with his department in planning for his master's degree thesis:

1. The graduate student will confer with his respective department chairperson to arrange for the appointment of a major thesis adviser and a Thesis Committee. The committee should be composed of the major research adviser and at least two other members of the faculty who teach graduate classes.
2. When the committee is established, the student must complete the form, "Arrangements for Completing the Thesis/Dissertation Requirements for the Master/Doctoral Degree." This form is available in the Registrar's Office.
3. With approval of the thesis adviser, the graduate student may schedule and register for thesis credit. The student must contact the Registrar's Office to schedule, as thesis is not listed as a regularly scheduled class. Each student must complete six thesis credits but may register for three credits at a time. The student should indicate the course and department number. (Example: HIS612 – Thesis I or HIS613 - Thesis II)
4. "Q" grades must be submitted for a thesis when the work is not completed. Only when the thesis is completed may a regular letter grade be recorded. Under no conditions may a regular letter grade be submitted unless the thesis has been defended, signed by all members of the Thesis Committee, and delivered to the Registrar's Office for binding.
5. The completed and approved thesis must be submitted to the Registrar's Office in final form within one calendar year of the date of registering for Thesis II. Students who do not complete the thesis within one calendar year from the date on which they registered for Thesis II must register for thesis credit again and pay the appropriate course fees.
6. Upon completion, a copy of your thesis will be housed in the Lehman Library and made available to the public. Students interested in having their thesis copyrighted may obtain information from the Ezra Lehman Memorial Library, Shippensburg University, or by writing to the Copyright Office, Library of Congress, Washington, DC 20559.

***Your defended Thesis should be submitted to the
Registrar's Office for binding approximately 30 days before
your intended graduation date!***

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THESIS DUPLICATION AND FORMAT INSTRUCTIONS

1. **FORM AND STYLE.** Campbell's Form and Style: Theses, Reports, Term Papers and Turabian's A Manual for Writers of Term Papers, Theses and Dissertations are the official style manuals for graduate papers and theses. One of these should be used by graduate students unless another recognized style manual is approved by the student's Thesis Committee or faculty member for whom the paper is being prepared. Both style manuals are available in the University Store.
2. **QUALITY OF PAPER.**
 - a. Original copy – 8 ½" x 11" bond; a high quality paper should be used.
 - b. Copy – Xerox copy, carbon copy or equivalent; must be a high quality paper with a clear, high contrast copy.
 - c. All paper shall be of the same quality and brand per copy.
3. **MARGINS.** **Left** – 1 ½", **right** – 1", **top** – ¾", **bottom** – 1".
4. **PAGINATION.**
 - a. Roman numerals – used consecutively for preliminary pages beginning with the title page. (Although the title page has a number, it is not typed on the page.)
 - b. Arabic numerals – used consecutively for all remaining pages beginning with the first page of Chapter 1. The initial page of a chapter has the number centered at the bottom. Numbers on other pages shall be placed five single spaces from the top of the paper and aligned with the right-hand margin.
5. **CHAPTERS.** The word "Chapter" and its number in Arabic numerals are placed on the fifth double space below the top edge of the paper and centered between the margins. Only the first letter of "Chapter" is capitalized. The chapter title in full capitals shall be centered and placed three single spaces below the chapter number headings.
6. **FONT.** Any font approved by your Thesis committee is acceptable.
7. **COPIES.** A minimum of one copy is required. Additional student copies may be submitted. The binding fee is \$22.00 per copy. The following departments are required to submit a minimum of two copies.
 - a. History

- b. Biology
 - c. Criminal Justice
 - d. Communication Studies
 - e. Counseling
 - f. Education Leadership & Policy
8. TITLE PAGE. See attached sample.
9. APPROVAL SIGNATURE PAGE. See attached sample.

SHIPPENSBURG UNIVERSITY

Shippensburg, Pennsylvania

Date

Chairperson of Thesis Committee
Professor and Chairperson of the
History Department

Date

Professor of History

Date

Associate Professor of History

****Note:** The signature of the chairperson of the Thesis Committee should appear first on the page. Check with your major department office to determine the exact titles of your thesis advisors before typing the signature page: This page should be inserted after the title page. **DO NOT INCLUDE THIS NOTE ON YOUR THESIS SIGNATURE PAGE.**

A HISTORY OF THE AMERICAN LABOR MOVEMENT
IN HARRISBURG, PENNSYLVANIA

BY
Mary E. Smith

A Thesis
Submitted to the Department of
History and philosophy and the Graduate Council
In partial fulfillment of the requirements for the degree of
Master of Arts

SHIPPENSBURG UNIVERSITY
Shippensburg, Pennsylvania
May, 2022