



GEORGETOWN
UNIVERSITY
SCHOOL OF CONTINUING STUDIES

GRADUATE LIBERAL STUDIES THESIS WRITING:
WRITE FROM THE START TO THE FINISH



This manual includes department information on the MALS *Thesis Proposal Workshop*, the MALS/DLS thesis, the time-line for preparing to write a thesis, suggestions for writing a thesis provided by *Thesis Proposal Workshop* professors for MALS students, a sample MALS Mentor/Student Contract, titles of recent MALS theses and the 1st DLS thesis, forms for thesis preparation and degree application, the current Graduate School *Guidelines for Thesis Writers* adapted for MALS and DLS students, Steps for Online Submission, and reminders to “get it right.”

**LS LIBERAL
STUDIES**

What is a Thesis?

A thesis is an intellectual position or a proposition that a person offers and proceeds to evidence by argument. For academic degrees this becomes a scholarly researched, written argument. Obviously the choice of topic must keep the above definition of a thesis in mind. The topic must be approved (at the end of the *MALS Thesis Proposal Workshop* (Fall, Spring, or Summer) or upon final approval of the DLS proposal by the Director of Doctoral Studies during the semester the student is enrolled in *DLS Thesis Prep/Thesis Writing*, (Fall or Spring). Next the MALS student registers in the Fall or Spring semester for *Thesis Research/Writing (3 cr.)* and the DLS student registers in the Fall or Spring semester for *DLS Thesis Writing*, (0 cr.). Then the actual thesis research and writing begins. A thesis is sometimes described as a dialogue among individuals debating, discussing an issue.

The thesis is a written debate developed through research of the literature in the field of study. Organized in relevant chapters, the author of the thesis reviews scholarship in the field and area of interest, discusses these in the thesis, draws conclusions and demonstrates the reasons for these conclusions. The completed thesis is an argument stated, explained, and defended. Essential for Liberal Studies is the requirement that the topic, the issue, the question being explored confronts issues of human values and reflects the interdisciplinary nature of the program. The completed thesis is a lasting indication of the scholarly achievement of its author. See p. 8 for additional comments from *Workshop* faculty.

Organizing and Completing a Thesis

MALS students begin the thesis requirement with enrollment into the *MALS Thesis Proposal Workshop* (0 cr.), LSHV-497 (Fall, Spring, or Summer terms), which is required of all Master's candidates. **DLS students** begin the thesis requirement following the satisfactory completion of the Oral and Written Comprehensive Examinations, with enrollment into *DLS Thesis Proposal Preparation/Thesis Writing Course* (0 cr., half-time status) LSHV-995-01 the following term.

The MALS Thesis Proposal Workshop

The *MALS Workshop* consists of four two-hour class sessions during which each student is guided through the creation of a Thesis Proposal, which over the course of the semester must be approved by the Mentor chosen by the student, by the professor conducting the *Workshop*, and then by the Director of the Graduate Liberal Studies Program. The *Workshop* is non-credit, zero tuition.* Students must choose and register for a section in the semester they are enrolled in their last course, or in the semester following the completion of their last course. Students must have a Mentor and general thesis topic selected prior to enrollment in the *Thesis Proposal Workshop*. Students should register for only one other course in the semester in which they enroll in the *Thesis Proposal Workshop*. The grade for the *Workshop* is a "Pass" or "Fail." Satisfactory completion of this *Workshop* is necessary prior to enrollment in the *Thesis Research/Thesis Writing* courses. Twenty-seven (27) credit hours and the 0 credit *Thesis Proposal Workshop* must be completed before the semester the student enrolls in *Thesis Writing/Thesis Research*, 3 cr. - half time status, the last 3 cr. course for the degree.

**Of note: This 0 credit Workshop course taken in the fall or spring term in conjunction with a three-credit course constitutes half-time status with implications for students with financial loans or particular visa status.*

The Doctoral Thesis Proposal

Following the successful completion of the DLS Comprehensive Exams, the DLS student enrolls in *DLS Thesis Proposal Prep/Thesis Writing*, LSHV-995-01 (0 cr., half-time status) during Fall or Spring terms. Working with a faculty member who will serve as the thesis Chair, the DLS student prepares a

proposal that includes an explanation and an outline of the topic of study, a preliminary bibliography, a suggested table of contents, and any special methodologies. The student in consultation with the Director of Doctoral Studies (and DLS Executive Committee as appropriate) chooses three faculty members representing research areas appropriate to the Doctoral Thesis who constitutes his/her Doctoral Thesis Committee (one member of which is the Chair, the other two are Readers). The Doctoral Thesis Committee advises the student in the preparation of the proposal and gives written approval to the final proposal which is then sent to the Director of Doctoral Studies for final approval. Upon approval of the proposal the student enrolls in *DLS Thesis Writing* course, LSHV-996-01, 0 credit, half-time status (Fall or Spring semesters).

The Thesis Topic

A **MALS thesis** starts with an idea, or proposition, that is explained, perhaps proven or disapproved, by means of analysis and argument. It must have an interdisciplinary quality and a values component, as does the whole Liberal Studies Degree Program. The titles of several theses show both components: “Nationalism and Identity in James Joyce’s *Ulysses*,” “Christianity in the Cultural Context of China,” “Values Issues in Managed Health Care.” The student should consider possible thesis topics as he/she enrolls in courses in the Program. If you chose a Curricular Field, your thesis topic must relate to that field, and your Mentor’s expertise must be in that field. Whom can you talk to for advice? You may speak to the Core Faculty Advisor for your Field, another faculty member, or the Program administrators in the Graduate Liberal Studies Office. Your thesis topic should reflect the interests you have followed in your degree program. Previous papers in courses may not be included in the thesis, but may provide background information and/or an idea for a thesis. During the *Workshop* semester, students complete all the sections on a Thesis Proposal Form (see example of blank form on pp. 12-13). **From the earliest stage of preparing to write a thesis, students should be aware of the rigor involved in writing a thesis and take advantage of the services of our Writing Center.** Clear sentence and paragraph structure, correct grammar, careful citations all factor into the development of an acceptable thesis and its approval by the mentor.

A **DLS thesis** follows the same ideas as those for the MALS thesis; building off previous coursework, having interdisciplinary quality and a values component. Additionally, each Doctoral Thesis will make an original, interpretive contribution to interdisciplinary scholarship.

STYLE MANUAL/GUIDELINES FOR WRITING THE THESIS

This manual includes the explicit *Guidelines* from The Graduate School which have been tailored to the MALS and DLS Liberal Studies degree candidates. Graduate Liberal Studies theses (both DLS and MALS) must conform to the authorized style manual chosen for the Program, Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition (The University of Chicago Press, 2007). It offers two styles for citations: footnotes or endnotes and bibliography, or parenthetical references and reference list. You may use either style for your citations, but must be consistent throughout the paper. On behalf of the Graduate Liberal Studies Program Director, the LSP Assistant Dean reviews MALS and DLS drafts to check for glaring errors of style, citations, etc. prior to the submission for review of the final copy which has been approved by the MALS Mentor or DLS Chair. Along with the *Guidelines* use the reminders for pagination and the check list on the last page of this booklet as you prepare your manuscript. *Responsibility for proof-reading and correcting the manuscript rests with the student.*

The MALS Mentor/DLS Thesis Chair/Readers

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The roles of the MALS mentor or DLS Thesis Chair/2 Readers are of major importance. **The MALS Mentor and topic should be selected before the *MALS Workshop* begins so that the student receives ongoing assistance from the Mentor in delineating the subject of the thesis during and after the *Workshop*. The DLS Thesis Chair/2 Readers are selected before or during the semester the student is enrolled in *DLS Thesis Prop. Prep/Thesis Writing*.** Ordinarily the MALS Mentor must be a faculty member at Georgetown University, preferably teaching for the Liberal Studies Degree Program. Mentors from outside the University must be approved by the Director of the Program as soon as they are selected, and must always have expertise in the field of concentration of the student.

Ordinarily the **DLS Thesis Chair** must be a faculty member at Georgetown University; however, one of the two Thesis Readers may be a faculty member outside of Georgetown University. The Readers, like the Chair, must have expertise in the field of study in which the thesis is proposed.

The MALS Mentor or DLS Chair and Readers most often are professors the student has had and would particularly like to work with whose expertise match the proposed thesis topic.

Advice may be provided by the Director or Assistant Dean of the Graduate Liberal Studies Degree Program or a Curricular Field Advisor regarding Mentor and topic selection. The professor teaching your *Workshop* may not act as the Mentor for your thesis. The Mentor must approve and sign the proposal before it is reviewed and approved by the *Workshop* teacher and the Liberal Studies Program Director.

The DLS student may seek advice regarding the choice of his/her thesis committee and choice of topic from the Director of Doctoral Studies, Director of Graduate Liberal Studies or other faculty in Liberal Studies or Georgetown University.

MALS Thesis Proposals are signed by the Mentor, the professor leading the *Workshop*, and the LSP Assistant Dean on behalf of the Director of the Graduate Liberal Studies Degree Program. The *Thesis Proposal Workshop* professor submits an “S” for satisfactory or a “U” for Unsatisfactory completion of the Thesis Proposal. Absences are not allowed in the four class sessions. If a student is absent from a class of the *Workshop*, he or she will have to take the *Workshop* over the next semester. If a grade of Unsatisfactory is received, the student may enroll for a second semester. If a Satisfactory grade is not achieved in that semester, the student will be withdrawn from the degree program. See p. 10 for a sample Mentor/Student Agreement.

The DLS Thesis Proposal is signed by the DLS Thesis Chair, the two Readers and the Director of Doctoral Studies. No grade is posted for Proposal approval; however, the student may not enroll in the following semester (summer does not count) in *DLS Thesis Writing* unless the DLS Thesis Proposal is approved.

For MALS, DLS: Remember that all faculty members have a number of other responsibilities. Some may not be available in a particular semester or over an extended time period. Approval/grading are important elements that require the faculty member’s involvement through completion of the thesis.

The MALS Thesis Requirement

The Thesis Writing course is the final three-credit course for all Master's candidates. When you register, you must enroll in two courses: *Thesis Research/Thesis Writing*, LSHV-498 and LSHV-499. When the student is registered for the Thesis (first semester), this is considered half-time and a full academic load. In order to make certain that financial aid and other programs involving federal participation recognize the half-time status of this course, it is necessary to register for both the *Thesis Research* and the *Thesis Writing* courses although only the latter carries the 3 credits, with regular semester tuition charges and a letter grade. Those students who do not complete the thesis in one semester have *only* one more semester to do so. Summer is not considered a semester for this purpose; so if you register in the spring, you actually have spring, summer, and fall. Failure to complete the thesis in this time period terminates the student's degree candidacy. Students who do not complete the thesis in the first semester have one more semester to complete the thesis and remain in the Program and must register for *Continuous Registration* the next semester (fall or spring), which keeps them in the system and allows them the privileges of a student, such as the use of the library. *However, for students who have a federal financial loan, special visa status, or other course-hour requirements, be advised that Continuous Registration does not carry any credit hours. Keep your financial aid advisor informed of your degree completion schedule.*

The MALS two course enrollment described above consists of researching and writing the thesis. There are no class sessions. There are meetings with the Mentor, tentatively scheduled in the approved Thesis Proposal. With the approved Thesis Proposal in hand, the student is ready to begin: with a bibliography suggesting appropriate research, a tentative outline of the thesis, a description of the goals to be attained, and a schedule suited to both mentor and student. The Thesis Proposal is actually a blueprint and a thorough guide as to what you do next. The thesis should be submitted to the mentor chapter by chapter so that changes can be made that might affect later chapters.

A completed thesis will then include three major parts: opening pages (cover page, abstract); substantive elements (narrative content); closing pages including a bibliography of books, articles, and any other documentation used by the student and other items required for your particular topic. The thesis should number 80 or more pages of narrative/text. It is divided into chapters. Deadlines for submission of the application for graduation and for completion of the thesis are sent to students in the term they register in MALS *Thesis Research/Thesis Writing* and again when students register for *Continuous Registration* and these dates are also posted on the Liberal Studies website under resources/graduation. Upon satisfactory completion of the thesis and grading by the student's mentor, a paper copy is presented for approval by the Liberal Studies Assistant Dean on behalf of the Associate Dean. Upon the Program's approval, the thesis is then submitted online for approval by the SCS Associate Dean of Academic Affairs on behalf of the Graduate School. Upon this approval the student is cleared for graduation.

The DLS Thesis Requirement

The completion of the DLS Thesis is the final requirement for the DLS candidate following the completion of 36 credit hours and the satisfactory completion of the Oral and Written Comprehensive Examinations. DLS thesis topics are limited to the liberal arts and social sciences. The initial topic must be approved by the Director of Doctoral Studies. Next the student enrolls in DLS Proposal Preparation/Thesis Writing, LSHV-995-01 for the Fall or Spring terms and follows the procedures for the selection of the Thesis Committee (Chair and 2 Readers). Next is the preparation and approval of the DLS Thesis Proposal. The fourteen Curricular Fields or combination of fields of the Master's program offer suitable areas of possible research. The Doctoral Thesis represents the creative synthesis of primary sources and

secondary materials.

Upon the approval of the DLS Proposal, the student enrolls in the following semester(s) (summer does not count) in *DLS Thesis Writing*, LSHV-996-01, Fall or Spring, until the Doctoral Thesis has been completed, approved, defended by and for the examining committee and upon final approval of the online submission of the DLS thesis by the Graduate School. A fee of \$1,000 is assessed for each semester (Fall and Spring). Half-time status is maintained while the student is enrolled in LSHV-995, LSHV-996 DLS thesis writing courses.

Final Defense of the Doctoral Thesis

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An oral defense is required for all Doctoral Theses. This defense must be publicly announced, and a copy of the Doctoral Thesis must be available (through arrangements during office hours with the Director of Doctoral Studies) for public review at least two weeks prior to the event.

At least two weeks prior to the date of the oral defense, the Thesis Reviewers Report must be completed by the student's Thesis Committee (Chair and 2 Readers) and submitted to the Director of Doctoral Studies. Using the report form, the Committee certifies by majority that the Doctoral Thesis is "ready for defense." After the Doctoral Thesis has been certified as ready for defense, the DLS Director finalizes the date for the Doctoral Thesis Defense with the Graduate Liberal Studies and SCS general calendar of events. Following a tradition that goes back to the earliest days of the academy, the presentation and questioning periods of the defense at Georgetown University are open to any interested member of the academic community. Guests are not included in other portions of the defense such as a questioning period with the student's Thesis Committee along with members of the DLS Executive Committee. Lastly the two committees hold a closed meeting during which they deliberate and decide whether or not the defense was successful. The Committees certify by majority vote that the defense was "successful." The results of the defense are reported on the DLS Thesis Defense Report form indicating Passing with Distinction, Pass, or Failure. (See the DLS Handbook regarding such failure).

It is common for the Doctoral Thesis Committee to ask the student who has successfully passed the final defense to make additional revisions to the text. Upon revisions, the Doctoral Thesis is submitted on paper for approval by the Committee and the Director of Doctoral Studies and the Assistant Dean on behalf of the Associate Dean of Graduate Liberal Studies. Lastly the online version is submitted for approval on behalf of the Graduate School by the SCS Associate Dean for Academic Affairs. Following these approvals, the student is cleared for graduation and the results are forwarded to the Registrar for posting on the transcript.

Final Thesis Copy (paper) DLS and MALS

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Though the MALS Mentor assigns a grade approving your thesis, you are not finished. The final job is the presentation of the final copy of the thesis on paper for approval by your Mentor and by the Assistant Dean on behalf of the Associate Dean of Graduate Liberal Studies.

The DLS Chair and 2 Readers review the final copy of the thesis on paper and report that the thesis is **READY** for defense, with no more than minor revisions, or that the thesis is **NOT READY** for defense.

For MALS candidates: After the thesis is graded and approved by the Mentor, the final copy of the manuscript should be submitted to the Assistant Dean along with the signed Thesis Approval Form and the completed Grade Form given to you by your mentor (MALS), at least two weeks before the final approval deadline. The Thesis Approval Form is signed by the Mentor and by the Assistant Dean (on behalf of the Associate Dean) after their careful review of the text and format of the thesis. Then the Assistant Dean submits a copy of the Approval Form and the student's Electronic (ETD) Release form to the Graduate School. Next the student converts the thesis to a PDF and submits it electronically through ProQuest to the Graduate School for final review and approval. The thesis is checked carefully again for the margins, notes, bibliography, and pagination, all elements described in the *Guidelines* provided the student. If you have followed Turabian, the *Guidelines*, and the Steps to Online Submission, there should be no delay in the approval of the copy, which is then approved by the Graduate School and by ProQuest for online entry onto its website. Once the online version is approved, the Liberal Studies Assistant Dean submits the thesis grade and the title of the thesis to the Registrar for posting to the student's final record. MALS students are cleared for degree posting (May 1, August 31, December 31).

For DLS candidates: After the successful review of the thesis by the Chair and two Readers the Assistant Dean on behalf of the Associate Dean reviews the thesis text on paper for format, citation entries, and conformance to the Guidelines. The student makes, as necessary, corrections, before the defense. Following the successful Oral Defense and evaluation by the Thesis Committee and the DLS Executive Committee, the student submits the signed DLS Thesis Approval form, an extra copy of the Abstract, and the ETD release form to the Assistant Dean. The Assistant Dean faxes the ETD and a copy of the DLS Thesis Approval Form to the Graduate School and the student converts the thesis to a PDF and submits it electronically to the Graduate School for final review and approval. Once the online version is approved, the Assistant Dean on behalf of the Associate Dean confirms degree clearance and the results of the defense and sends the title of the thesis to the Registrar for posting to the student's final record. DLS students are cleared for degree posting (May or December).

MALS and DLS students now have theses that are uniquely theirs and of which they can be unashamedly proud.

Faculty Advice

The following advice and encouragement have been contributed by Liberal Studies professors who teach sections of the *MALS Thesis Proposal Workshop*.

Dr. Michael Duggan:

The thesis may mean different things to each student. For all students, it is a formal requirement of original research as the final hurdle before achieving their Master's Degree. This in itself is enough, and for some students, unfortunately, it is seen as nothing more than an obstacle to be overcome.

The outlook I encourage is to give the thesis an additional, personal meaning. To some it will be their magnum opus - a final academic goal - or possibly a chance to investigate in depth a problem or issue that has always interested them. To others, it may also be a stepping stone to further academic goals; it may provide the germ for a doctoral thesis or even a book.

The process of preparing to write the thesis is a process of elimination and honing. Most come into the seminar with only the most general idea of what they want to do and topics that are far too broad. A primary role of the *Thesis Proposal Workshop* professor is to offer creative criticism to help them focus their topics. In class, I like to do this through a Socratic Method-like approach of a series of questions to allow students to see potential problems with their topics.

The actual writing of the thesis also involves formal and informal elements. Regarding the former, I tell the students to know the rules and not to get tripped over incorrect form. As for the informal aspects of thesis writing, I tell them to learn to love the process of research and writing. It is also key that they can pick a topic that they will not grow tired of, and that they will be able to look at on a daily basis. I also stress points of time management, but for the more mature students, this is generally unnecessary.

Finally, underscored to the students is the fact that in a graduate program like Liberal Studies, most of the Program and its requirements are highly structured. The good thing about the thesis, by contrast, is that other than the time parameters, the pace and direction at which they work are largely in their own hands. They are in control and have only their mentor to consult with. I personally found this liberating in my own program.

Dr. Elizabeth Duke, Mr. Richard Duke:

A thesis is a well-written analysis of an intellectual challenge defined by the author. It is a demonstration of thoughtful, critical, and creative thinking, and often presents new insights. The author tries to make sense of a situation he or she has defined as a "problem" by using the intellectual tools of the scholarly trade—hypotheses or hunches, concepts and analytical tools, previous research, and theoretical frameworks – to aid understanding. The thesis sets the topic in a historical and conceptual background, defines the issues, and builds on previous research to elucidate the situation and to understand it in a new way. The presentation is organized and clearly written, with appropriate citation to acknowledge intellectual debts.

Dr. Abby A. Johnson:

The Liberal Studies thesis represents both substantial opportunities and true challenges. The primary opportunity is to conduct research and analysis on a topic that has not been assigned in any class, that emerges from work conducted in the Program, and that is of major interest and significance to the student. Concentrated focus on the selected topic should represent, then, the culmination of studies in

the Program, not simply the final hurdle to surmount toward attaining an academic degree.

The *Thesis Proposal Workshop* provides an introduction to the thesis experience, including the challenges intrinsic to this effort. For most students, the initial challenge is to formulate the problem statement, which “is the axis around which the whole research effort revolves,” as noted by Paul Leedy and Jeanne Ellis Ormod in *Practical Research: Planning and Design* (7th edition). This problem statement, based on research about the topic of interest, provides a clear focus for the entire thesis effort and needs to make sense not only to the student conducting the research but also to the student’s mentor and to the workshop professor.

The *Thesis Proposal Workshop* provides a forum for students to share ideas about their problem statements, their proposed areas of research, and related issues. In so doing, it offers the support of a group experience, a platform for each participant to embark on the solitary and ultimately rewarding experience of conducting original research and writing on a topic of one’s choice.

Dr. Juliet A. Sablosky:

1. The thesis explores in depth an interesting question, point of view or problem. There is a point to be made or to be proven/disproven.
2. A thesis is a serious piece of academic research. It involves using a variety of sources including original source materials, scholarly journals, books, and newspapers as well as carefully selected, reliable internet sources.
3. It is not enough to gather data and describe a phenomenon. There has to be an argument made and sustained through careful analysis and marshaling of the supporting data.
4. A good, point-based outline as described in the Turabian Style Manual is essential to assuring that the central points in the argument are carried through the paper in support of the conclusions.
5. “Think before you write” is not a bad motto!

Dr. Thomas M. Kerch:

Formally, a thesis is an extended scholarly examination in defense of a fairly narrow topic. It is a well-reasoned and closely argued response to a question, setting down an hypothesis and proceeding to defend it by means of argument. A thesis reaches a conclusion that logically follows from its hypothesis. It must take into account the relevant literature concerning the topic under examination. In a sense, a thesis is a conversation between its author and the scholarly community. A thesis is a formal written document that demonstrates the competence of its author, making an original contribution to the body of scholarly literature on its topic. Yet, there is significantly more to a thesis than merely the successful completion of an academic exercise. A thesis should also be regarded as an opportunity to engage in a project that permits the student to make use of his or her academic training, as well as professional and life experiences, with the goal of producing a finished piece of research that above all is the result of an intellectually stimulating endeavor. While the writing of a thesis is undoubtedly a laborious process, do not lose sight of the fact that a thesis provides you the means by which you can challenge and expand your intellectual capacities. In other words, the process of writing a thesis is a time of intellectual freedom, creativity, and satisfaction as you work on a topic about which you deeply care.

MALS Student/Mentor Contract
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Dear MALS Candidate,

Thank you for asking me to mentor your thesis. We are now joined irrevocably as partners in the last phase of your MALS quest. I have worked with dozens of your predecessors, and I look forward to working with you to produce the best possible thesis. I have distilled the contents of this orientation/instruction sheet from years of experience, to provide advice and guidance on how to make your thesis experience most rewarding, productive, and efficient.

Thesis Workshop/Proposal Phase

Think of me and your workshop professor as your co-directors: both of us will offer advice on the preparation of your proposal, and both of us must approve it for submission. Your workshop professor is primarily responsible for leading you through the *process* of proposal preparation; I have primary responsibility for substantive guidance to help you select and conceptualize the topic, and draft the proposal. During this phase, you should:

Consult with me by email or phone as needed.

Send me draft sections of the proposal for review/comment as they are due for the workshop.

Think of each section of the proposal as a mutually-reinforcing part of an integrated whole.

Think WHAT and WHY in drafting the statement of the problem: *What* is the central issue/question to investigate? *Why* is it of interest? Important? *Why* should you and prospective readers care about it? *What* are the values aspects/angles/implications of your thesis?

Think HOW in drafting the method: *how* will you define/frame the issues and research? *How* will you structure the thesis? *How* will the sources discussed in the literature review be used? *How* will you find and analyze relevant resources (e.g., books, journals, databases, archives, etc.) to answer the research question(s)?

Upon approval of your final draft proposal, if meeting or sending papers back and forth for me to sign is inconvenient, I will email Dean Ridder that I have approved your proposal, and she can sign the Thesis Approval Form for me when it is submitted formally to the LSP office.

Thesis Production Phase

Once the thesis proposal has been approved, the *real work* must be done: researching and writing your magnum opus! Research and writing are interrelated and interactive, so don't expect them to be done as discrete, sequential tasks, but be sure to do adequate research to write each chapter in sequence. As you find additional material and/or re-think earlier drafts, you can make revisions along the way.

Inertia works both ways, so keep a steady pace of research and writing. Set aside specific times each day or day(s) of the week for thesis work, and stick to it! There are books on time management, the research/writing process, and thesis preparation. It would be worthwhile to read some of that material before getting into the thesis itself.

Few thesis writers are able to keep to their proposed timetable, but the sooner you finish your thesis, the better for all concerned! Keep me advised if your writing schedule slips much, and update it accordingly.

Stay in touch. Call or email as needed to discuss issues and questions, research strategy, etc.

Think of each chapter as a separate paper that needs its own introduction, body, and conclusion, and transitional paragraphs to link it coherently to what precedes and follows it.

Aim to write chapters of approximately equal length.

Be sure your draft chapters are complete, solid, respectable, technically satisfactory, and proofread before sending them to me. Don't agonize over them. They don't need to be perfect, but they should be your best first draft.

Email each draft chapter to me as you complete it.

I will review each chapter and send you comments, usually within a few days. If I think it needs a major overhaul, I will so indicate and advise what revisions are needed to make the chapter generally satisfactory. If it needs only light editing, I will save the draft in my PC as a Word document and use the Track Changes function (under Tools) to show in colored text the suggested editorial changes and comments/questions for you to consider in making revisions. You can then save my edited version and use the same Track Changes function to see my comments and make/save revisions in the same document.

At the end, I will probably ask to see the *entire* thesis for final review and approval.

Formatting: use and follow carefully all the procedural and formatting requirements of the chosen style guide *from the start*. *You* are responsible for doing this right. Neither I nor Dean Ridder is your format editor!

Communications: Email and phone calls should prove quite satisfactory for our respective communication needs. If either of us feels that a meeting is necessary, we can schedule it at GU.

Final meeting/sign off: After I've approved the entire thesis, we'll schedule a brief meeting at GU so I can provide my evaluation of the thesis, give you your grade card, sign the Thesis Approval Form, and congratulate you on your impressive feat!

I look forward to helping you make your thesis project a big success, and to sharing your relief and personal edification when it's done! Now . . . Just Do It!

Please note:

This contract was designed by Joseph P. Smaldone, Ph.D., Adjunct Professor, Graduate Liberal Studies Degree Program. Mentors and their students are encouraged to use this contract or something similar.

**MALS
Thesis
Proposal
Form**

**GEORGETOWN UNIVERSITY
LIBERAL STUDIES DEGREE PROGRAM
THESIS PROPOSAL/MALS APPROVAL FORM (submit one copy)**

Student's Name: _____ GU# _____

Address: _____

Phone #: (o) _____ (h) _____ Email: _____

FINAL TRANSCRIPT INFORMATION—FILL OUT CORRECTLY AND COMPLETELY:

Birthplace: _____ Birth date _____
CITY STATE COUNTRY

MALS Students: _____
PREVIOUS DEGREE(S) AND NAME AND LOCATION (CITY & STATE) OF UNIVERSITY

Curricular Field of Study: If a Curricular Field is noted, the thesis topic must be from that field, and the mentor must be a professor from that field or department. Additionally, please explain how the mentor's expertise fits the topic you have chosen. _____

Mentor's Name: _____
(If mentor is not a Liberal Studies faculty member, he/she must be approved by the Assistant or Associate Dean of Graduate Liberal Studies Degree Program, and must provide complete address and SS# for payment purposes.)

Mentor's Mailing Address: _____

Phone #: (o) _____ (h) _____ (c) _____

Student Signature: _____ Date _____

Final Approval of the Thesis Proposal

Mentor
Signature: _____ Date _____

Thesis Proposal Workshop Professor
Signature: _____ Date _____

Director of the Graduate Liberal Studies Degree Program
Signature: _____ Date _____

THESIS PROPOSAL/MALS (submit three copies)

NAME _____ PRINT/STAPLE 3 COPIES OF PROPOSAL

I. TITLE

Give the tentative title you plan to use. It should be concise and precise (**no more than two lines**); that is, it should give the reader, in the fewest possible words, an exact statement of the subject of your thesis.

II. THE PROBLEM

State clearly, fully but succinctly the problem or question you intend to investigate and the human values at stake.

III. THE PROCEDURE

Describe in detail how you plan to investigate the problem.

IV. THE PROBABLE CONTENTS

In so far as you can forecast at present, state the probable chapter headings as they will appear in your CONTENTS page.

V. REVIEW OF RELATED LITERATURE

Identify pertinent works which have been written on this subject, concisely summarize the major works, and relate them to the proposed thesis topic.

VI. THE PROBABLE TIMETABLE

In so far as you can forecast at present, give a timetable/schedule for your research, meetings with your mentor, writing, and completion of thesis.

VII. BIBLIOGRAPHY

This is a short list of books, articles, etc. which you have used to produce your proposal and which you find relevant to the topic proposed. The bibliography should be accurate, pertinent, selective.

Use one of the two approved styles for the bibliography from Turabian's 7th edition, *A Manual for Writers of Term Papers, Theses and Dissertations* see p. 15. Follow the *Thesis Guidelines* document on pagination, margins, punctuation, etc. and make this proposal as much like a finished edition of the thesis as possible. Be sure to double space throughout the text of the proposal. (Use plain white office quality paper for the proposal.)

**DLS
Thesis
Proposal
Form**

**GEORGETOWN UNIVERSITY
DOCTOR OF LIBERAL STUDIES DEGREE PROGRAM
DOCTORAL THESIS PROPOSAL/DLS AND APPROVAL FORM**

Student's Name: _____ GUID _____

Address: _____

Phone #: (o) _____ (h or c) _____ Email: _____

Transcript Data:

Birthplace: _____ Birth date _____
CITY STATE COUNTRY

Previous degrees: List name of degree, date of degree, university and location of university

Doctoral Thesis Committee:

Thesis Advisor/Chair _____ GU ID _____

Mailing address _____

Phone #: (o) _____ (h or c) _____ Email: _____

Proposal Approval Signature _____

Thesis Committee Members (Readers):

1. Name _____ GU ID _____

Mailing address _____

Phone #: (o) _____ (h or c) _____ Email: _____

Proposal Approval Signature _____

2. Name _____ GU ID _____

Mailing address _____

Phone #: (o) _____ (h or c) _____ Email: _____

Proposal Approval Signature _____

Director of Doctoral Studies Approval Signature & Date: _____

Submit completed Proposal & signed Approval Form to Assistant Dean, Graduate Liberal Studies Office, Suite 225. Questions:
202-687-5706

DOCTORAL THESIS PROPOSAL

(Use as much space as necessary to complete each section.)

Double-space the text in each section except the bibliographic entries in section VI. The minimum length of the completed thesis should be 150 pages min., 300 pages maximum.)

I. TITLE

Provide a tentative title for your thesis. It should be concise and precise; that is, it should give the reader, in the fewest possible words, an exact statement of the subject of your thesis and allow other researchers to correctly infer the topic of your research or project.

II. THE PROBLEM

State clearly, fully but succinctly the problem or question you intend to investigate. What human values at stake? (about 100 words)

III. THE PROCEDURE or METHOD OF RESEARCH

Briefly describe how you plan to investigate the problem addressed by your thesis. Your description may consist of an outline of research methods or procedures, proposed chapter headings, or other pertinent information, (about 500 words).

IV. THE PROBABLE CONTENTS

In so far as you can forecast at present, state the probable chapter headings as they will appear in your CONTENTS page.

V. REVIEW OF RELATED LITERATURE

Others have contributed pertinent works to your field historically, philosophically, or scientifically. What closely related problems, ideas, or solutions will you build on and use in your research? What contribution do you expect your research to make to the literature? Identify and concisely summarize the major works you have examined and relate them to the proposed thesis topic, (about 500 words, 2-2½ pages).

VI. THE PROBABLE TIMETABLE

In so far as you can forecast at present, give a timetable/schedule for your research, meetings with your advisor along with the actual writing and completion of the thesis.

VII. SELECTED BIBLIOGRAPHY

This is a short list of books, articles, etc. (no more than 20) which you have used to produce your proposal and which you find relevant to the topic proposed. The bibliography should be accurate, pertinent, selective and provide full citations for each source listed.

Use one of the two approved styles (footnote/endnotes & bibliography or parenthetical references and reference list) for the bibliography presented in the 7th edition of K. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*

**MALS
Degree
Application**



Georgetown University School of Continuing Studies
Degree Application/MALS

Applicant Information

Applicant Name: Mr./Ms. _____

GUID Number: _____

Phone: H) _____ W) _____ C) _____

Email (The email you check regularly) _____

Are you an international student? Yes No

International students are required to notify the Office of International Programs (202-687-5867) of their intent to graduate at the start of their final semester.

Academic Program

Curricular Field: (Please Check One)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> American Studies | <input type="checkbox"/> Catholic Studies | <input type="checkbox"/> Classical Civilizations | <input type="checkbox"/> Ethics and the Professions |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Individualized Study | <input type="checkbox"/> International Affairs | <input type="checkbox"/> Islam and Muslim-Christian Relations |
| <input type="checkbox"/> Literature and Society | <input type="checkbox"/> Medieval and Early Modern European Studies | <input type="checkbox"/> Religious Studies | <input type="checkbox"/> Social and Public Policy |
| <input type="checkbox"/> The Theory and Practice of American Democracy | <input type="checkbox"/> Visual Culture | | |

Tentative Thesis Title: _____

Minimum Academic Requirements — Please Check All That Apply

- By the end of the current semester, I will have 30 earned graduate-level credits (including thesis) applied to my program.
- By the end of the current semester, I will have a cumulative GPS of 3.00 for all coursework (including thesis) completed in my program at Georgetown.
- I will have my thesis on file with approvals by my Mentor, the MALS Assistant Dean, and the SCS Associate Dean for Academic Affairs, and the Graduate School.

Questions regarding thesis and degree requirements should be directed to Anne Ridder, Graduate Liberal Studies Assistant Dean, 202-687-5706 or riddera@georgetown.edu.

**DLS
Degree
Application**



Georgetown University School of Continuing Studies
Degree Application/DLS

Applicant Information

Applicant Name: Mr./Ms. _____

GUID Number: _____

Phone: H) _____ W) _____ C) _____

Email (The email you check regularly) _____

Are you an international student? Yes No

International students are required to notify the Office of International Programs (202-687-5867) of their intent to graduate at the start of their final semester.

Tentative Thesis Title: _____

Minimum Academic Requirements—Please Check All That Apply

- I have 36 earned graduate-level credits applied to my programs.
- I have a cumulative GPS of 3.00 for all coursework.
- I have satisfactorily completed and passed the Written and Oral Comprehensive Examinations.
- I will have my thesis on file with approvals by my Chair and two readers, Director of Doctoral Studies, LSP Assistant Dean on behalf of the Graduate Liberal Studies Associate Dean, and the SCS Associate Dean for Academic Affairs on behalf of the Graduate School.

Questions regarding thesis and degree requirements should be directed to Anne Ridder, Graduate Liberal Studies Assistant Dean, 202-687-5706 or riddera@georgetown.edu.

Diploma Information

Diplomas are issued two times a year to qualified students: February (for fall graduates); and May (for spring graduates). Your first and last names on your diploma should correspond to the names on your official transcript. You may “spell out” your middle name, if you wish, for your diploma.

Full Legal Name _____
First Name Middle Name or Initial Last Name

I will pick up my diploma at 225 Intercultural Center following each date of diploma distribution.

I would like my diploma to be mailed to the following address:

Previous Degrees (Undergraduate and Graduate) Earned

Please list previous degrees earned and the school with its location where the degree was completed (for example: B.A., Loyola University, New Orleans, LA; M.A., The George Washington University, Washington, DC) This information will be printed in the program book. Please list degrees earned, only.

Commencement Ceremony

The school hosts its official commencement ceremony in May each year. Students who complete their degrees in the summer or fall terms are invited to attend the ceremony the following spring semester.

I plan to attend the May commencement ceremony.

I do not plan to attend the May commencement ceremony.

Student Signature and Date

Please fill in form online, print out and sign and then fax to 202-687-7299 or scan and email to riddera@georgetown.edu. You may also hand carry to 225 Intercultural Center on or before September 15th for December 3rd degree completion; or January 15th for May 1st completion.

ABSTRACT
MALS/DLS

THIS IS HOW THE TITLE OF A THESIS
SHOULD APPEAR ON THE ABSTRACT

Jane Doe, B.S., or B.A., or M.A., or J.D. etc
(only the highest previous degree of MALS or DLS student)

MALS Mentor or DLS Chair: Henry Moe, Ph.D. (or other highest degree, i.e. M.D., J.D., etc)
(spacing may be triple space but not double/double space)

ABSTRACT

The text of the Abstract begins here and continues, double-spaced.

(Use single, double, and triple spacing exactly as illustrated on this sample page.)

Sample Formatting for MALS and DLS Thesis Title Page
(Spacing between lines is approximate)

THIS IS HOW THE TITLE OF YOUR MALS OR DLS THESIS
SHOULD APPEAR ON THE TITLE PAGE

(Title should be no longer than two lines.)

A Thesis
submitted to the Faculty of
The School of Continuing Studies
and of
The Graduate School of Arts and Sciences
in partial fulfillment of the requirements for the
degree of
Doctor of Liberal Studies
or
Master of Arts in Liberal Studies

By

J. Doe, B.S. or B.A., M.S., M.A., J.D., M.D. etc
(list only one previous degree; the highest previous degree)

Georgetown University
Washington, D.C.
Date (date on Thesis Approval form)

**DLS
Reviewers'
Report**

DLS Candidate: Please fill in top of form and give it to your Thesis Chair for completion

Doctor of Liberal Studies Thesis Reviewers' Report

Student: _____ GUID _____ DLS Degree _____

Defense Date: _____

Thesis Title: _____

Review Report Results:

Examining Committee: Student Thesis Committee
(Each faculty member should sign and date)

Signature	Thesis is READY for defense, with no more than minor revisions	Thesis is NOT READY for defense	Date
Thesis Chair	<input type="checkbox"/>	<input type="checkbox"/>	
Thesis Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	
Thesis Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	

This form must be signed (or approval sent via email) by the Thesis Chair and the two Thesis Committee Members who have served as reviewers of the thesis draft.

A defense may be held only if the reviewers are unanimous in their decision that the thesis is ready for defense.

This form and a copy of the student's thesis abstract must be turned in by the Thesis Chair to the Assistant Dean at the Graduate Liberal Studies Office, 225 Intercultural Center, two weeks prior to the date of the student's oral defense. The results of the review will then be forwarded to the DLS Director.

Upon satisfactory completion of its review by the Thesis Chair and two Committee Members, the student brings three copies of the thesis to the Assistant Dean at the Graduate Liberal Studies Office, 225 Intercultural Center, approximately two weeks prior to the date of the student's oral defense, for distribution to the DLS EXCO members.



**GEORGETOWN UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES**

This is to certify that we have examined the doctoral thesis of

entitled _____

submitted to the faculty of the School of Continuing Studies
in partial fulfillment of the requirements for the degree of
Doctor of Liberal Studies.

This thesis is complete and satisfactory in all respects, and any and all revisions required
by the final examining committee have been made.

Thesis Chair	_____ Signature	_____ Date
Thesis Reader	_____ Signature	_____ Date
Thesis Reader	_____ Signature	_____ Date
Director of Doctoral Studies	_____ Signature	_____ Date
Anthony J. Tambasco, Ph.D. Graduate Liberal Studies Associate Dean	_____ Signature (for the Dean)	_____ Date

This thesis has been accepted on behalf of the Graduate School of Arts and Sciences.

For the Dean

Date

**MALS
Thesis
Approval
Form**



GEORGETOWN UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES

This is to certify that we have examined the master's thesis of

entitled _____

submitted to the faculty of the School of Continuing Studies
in partial fulfillment of the requirements for the degree of
Master of Arts in Liberal Studies.

This thesis is complete and satisfactory in all respects, and any and all revisions required
by the final examining committee have been made.

Thesis Mentor

Signature

Date

Anne H. Ridder
Assistant Dean,
Graduate Liberal Studies Degree Program

Signature

Date

This thesis has been accepted by the Graduate School of Arts and Sciences.

For the Dean

Date

Electronic Thesis & Dissertation Release Form

Student name: _____

Student ID: _____ Degree (*please circle*): MA MS MALS MPP DLS PHD

Curricular Field (MALS only): _____

TITLE: _____

I hereby grant to Georgetown University and its agents the non-exclusive, worldwide right to reproduce, distribute, display and transmit my thesis or dissertation in such tangible and electronic formats as may be in existence now or developed in the future. I retain all ownership rights to the copyright of the thesis or dissertation, including the right to use it in whole or in part in future works.

I agree to allow the Georgetown University Library system to serve as the institutional repository of my thesis or dissertation and to make it available to the Georgetown University community through GEORGE.

I hereby certify that I have obtained and attached written permission statements from the owner(s) of each third party copyrighted material to be included in my thesis or dissertation, allowing distribution as specified below. I also certify that the version I have submitted is the same version that was approved by my advisory committee.

Student signature _____ Date _____

**PLEASE RETURN A HARD COPY OF THIS FORM TO:
GRADUATE LIBERAL STUDIES, SUITE 225 ICC
ALONG WITH THE SIGNED MALS/DLS THESIS APPROVAL FORM
BY THE THESIS SUBMISSION DEADLINE**

**THE GRADUATE SCHOOL THESIS GUIDELINES
ADAPTED FOR LIBERAL STUDIES DEGREE PROGRAM
GEORGETOWN UNIVERSITY**

Guidelines for MALS/DLS Degree Students

THESIS - General Introduction

The MALS or DLS thesis you are writing is a significant step in the pursuit of your graduate degree. Thesis writers engage in a process which includes: (1) your scholarly research, (2) preparation of the work in accordance with (a) the academic requirements of the Graduate Liberal Studies Degree Program and (b) the format and procedural requirements of the Graduate School of Arts and Sciences, (3) submission of the completed work on paper for its academic approval by the faculty thesis mentor and the Assistant Dean of the Graduate Liberal Studies Program and final academic approval of the online submission by the Graduate School, (4) resulting in final “degree clearance” processed by the Graduate Liberal Studies, SCS, and Graduate School deans.

As you begin the process of writing, you will be carefully documenting the research, theories, methods, results, and conclusions of your efforts. A well-written and well-formatted work will reflect favorably upon you, your Graduate Liberal Studies Degree Program, and the Georgetown University Graduate School. When completed, your thesis will be a lasting contribution to your field of knowledge. Therefore, your thesis must follow a format and style that are acceptable, consistent with your field of knowledge, and readily understood.

These general *Guidelines* do not cover (1) techniques and standards for scholarly research or (2) any other academic requirements to be met by the thesis writer. The official “cover sheet” is the Thesis Approval Form with the student’s name and the thesis title typed (**ALL CAPS**) on the form. The MALS form is signed **first** by the Mentor and attests to the academic quality of the work and serves as the cover sheet (unnumbered) of the thesis. The thesis will not be accepted (signed) by Graduate Liberal Studies or the Graduate School without the Thesis Approval Form properly prepared by the student and signed by the Mentor. You may access and complete the form online (go to LSP website, Resources and section on thesis and graduation for required forms). The DLS form is signed by the DLS Thesis Committee and the DLS Executive Committee and confirms the successful writing and oral defense of thesis. It serves as the cover sheet (unnumbered) of the thesis.

Remember that it is **your** responsibility to keep your Mentor (MALS) and Thesis Chair and Readers (DLS) informed of your thesis progress and problems; thus, you should not turn in all your work at one time. Chapter by chapter or section by section should be received by the Mentor/Chair following a schedule you have mutually agreed upon, with approval and/or revisions as you proceed.

MALS - please pay attention to your completion deadlines and allow your Mentor sufficient time to read and approve the final revisions (at least two weeks) before your intended date to start the submissions process. **(From final submission to mentor to final online approval usually takes one month.)**

A MALS thesis, not completed during the semester in which the student registers for the Thesis Research/Thesis Writing courses, must be submitted by the deadlines for the next semester. The grade

of “I” (Incomplete) is recorded for the first semester (summer term does not count), and the mentor prepares the thesis grade-form when the thesis is completed. Failure to complete the thesis within the two semesters will result in the grade of “F,” and your degree candidacy will be terminated. Plan ahead before registering and “starting the thesis completion clock.” If you know you have travel, work, serious family commitments on the horizon, wait until the next semester to register for Thesis Research/Thesis Writing. You can be researching, etc. even when not actively writing and meeting with your Mentor. Discuss with your Mentor should you need to delay the start of actively writing your thesis. The writing of a thesis is intended to be a one-semester endeavor, if you have selected a semester when you can devote the needed time for it. You do have the back-up of the next semester to finish the thesis, but without planning ahead students do sometimes find it difficult to finish in the second semester because little or nothing was accomplished in the first semester. (*Not completing the thesis in the first semester may adversely affect your loan or visa status. It is your responsibility to check on this.*)

Master’s degree candidates must register for the second semester (excluding summer) in a not-for-credit, zero tuition course called Continuous Registration.

After the thesis’ formal acceptance by the Graduate School the following steps occur:

The MALS thesis is available in about 6 months on the ProQuest website. One copy of the Abstract is kept by the Liberal Studies Assistant Dean and is added to the Abstract Binder for that term which is kept on the bookshelf in the Graduate Liberal Studies Office. The fee submitted online is noted on your student account. A student must have a zero balance on his/her student account when submitting the thesis for approval.

A **DLS thesis**, not completed and defended during the semester in which the student registers for the DLS Thesis Writing course, must be submitted and defended by the deadlines for the next semester. No grades are submitted for the 1, 2, or 3 semesters enrolled in DLS Thesis Writing. The grade is submitted in the final semester when the thesis is satisfactorily written and defended. Extending to a fourth semester of thesis writing requires the approval of the Director of Doctoral Studies. Plan ahead before registering and “starting the thesis completion clock.” If you know you have travel, work, serious family commitments on the horizon, wait until the next semester to register for DLS Writing. You can be researching, etc. even when not actively writing and meeting with your Chair. Discuss with your Chair should you need to delay the start of actively writing your thesis. The writing of a thesis is intended to be a two or three semester endeavor if you have selected a period of time when both you and your Chair and Readers have the needed time for it.

REQUIREMENTS FOR THESIS WRITERS

The Graduate School enforces standards to insure that your work will be suitable for online posting on behalf of Georgetown University. For MALS candidates, the Mentor determines the academic merit and integrity of the thesis and assigns the letter grade for the Thesis Research/Thesis Writing Courses (3 credits). For DLS candidates, the Thesis Committee, and the DLS Executive Committee determine final approval of the thesis.

Lauinger Library offers short one-on-one workshops to assist you in the research and preparation for your thesis. If you are interested, please contact the Reference Desk in the Library at 687-7452. The photography lab at the Library (202-687-7491) can assist you in preparation or answer questions regarding the use of charts, graphs, photos in your thesis.

Your responsibilities while writing a thesis include:

- *Perform the research necessary to write a professional and original work;
- *Familiarize yourself with the requirements, protocols, and styles applicable to your discipline and the broader world of research;
- *Acknowledge the work and contributions of others, published and unpublished, through appropriate citation and bibliographic referencing;
- *Meet the departmental and Graduate School deadlines associated with the completion of your degree; and
- *Ensure that the final copy of your thesis meets all of the formatting standards outlined in this Guide.

PREPARATION OF THE THESIS

Use of Human Subjects – if applicable (DLS)

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who participate in or are subjects of the proposed research. Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects and is subject to review.

These legal requirements apply regardless of the source of research support. In a large number of cases research proposals fall into categories which exempt them from full review. Be aware, to comply with federal law requirements, a specific project's eligibility for exemption must be determined by the Institutional Review Board (IRB).

Students whose research will involve human subjects must contact the University's Institutional Review Board, IRB-C at (202) 687-2618 *before the beginning of their research. Additional information and copies of the forms are available on the website for the IRB-C at:*
<http://ora.georgetown.edu/irb/irbForms.htm>

STYLE MANUAL

The thesis must consistently follow Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition, available at the Bookstore. Turabian describes two distinct systems of citation: one uses footnotes or endnotes and a bibliography, and the other uses parenthetical references and a reference list. The latter method may seem easier; however, it has very specific rules for arrangement of the items of publication, etc. The manual provides answers to questions about quotations, the punctuation, location, and numbering sequence of footnotes and/or endnotes or parenthetical references (footnote/endnote numbering begins at 1 for each chapter), and the bibliography or the reference list, and other stylistic details. The manual shows how these various citation entries are placed on the page, indented, and punctuated, etc. Your manuscript citations must look exactly like the examples given in Turabian. Don't leave this to "guesswork" or looking at another thesis. Use the Turabian text itself along with adherence to these *Guidelines*. In a few instances Turabian may differ from the *Guidelines* or offer several options. In these cases the *Guidelines* rules prevail.

TITLE PAGE

The title should be clear and complete to facilitate online cataloging and retrieval, a very **brief yet meaningful (no more than two lines)** description of the content of your paper. The wording of the title must be exactly the same on the Title Page, Abstract, and Thesis Approval Form, and anywhere else it appears. **Capitalize** the title (all caps) on each of these forms. Type the thesis title carefully on the lines of the Approval Form in all caps. On other pages where the title appears, the title is in all caps, single spaced. The Title Page is page one but not numbered.

Your Name

On the title page of your thesis, your name should be followed by the highest degree you have previously received, not a list of all the degrees you have received. You should list only the initials of the degree itself, for example: PhD, JD, MD, MS, MA, EdM, BS, BA, etc. Your official name, exactly as it appears in MYACCESS, is the name that must appear on your thesis title page, the abstract, the MALS/DLS Thesis cover sheet, the DLS final defense ballot, and all other documents that are part of your academic records. Do not list the majors, concentrations, or specialities of your previous degree. Titles or suffixes that are part of your official name (Sr., Jr., III, etc.) may also be included as appropriate. Following are two examples of the correct format for your name on the thesis title page.

Jane Doe Student, M.A.
John D. Student, Jr., M.A.

The Date

At the bottom of the title page of your thesis, underneath "Washington, D.C.," type the current date.

COPYRIGHT (optional)

The student decides whether or not to seek a copyright for the thesis. If a copyright is sought, the student can apply directly for the copyright to the Library of Congress by filing the necessary application and fee. If a copyright is sought, an appropriate notice should be printed on a numbered page immediately following the title page of the thesis. For example:

Copyright 201? by Jane Doe
All Rights Reserved

Using Material Copyrighted by Others

If any material copyrighted by others is used in a thesis (beyond fair use as legally defined), the author must obtain written permission for such use from the copyright holder(s) and must include permission letters (placed as an appendix) when submitting the thesis to the Graduate School.

This includes any of your own work that has appeared in any other publication (journal, book, etc.) for which that publisher claims copyright.

ABSTRACT (required)

As shown in the *Guidelines* sample, the Abstract must be written in English and for Graduate Liberal Studies the thesis must be written in English as well. The Abstract should start with the title of the thesis (in CAPS, centered), followed by the author's name (centered), followed by the word, Mentor/Chair (centered) and the name and highest degree of the mentor. Next is the word ABSTRACT (centered, in caps) and the text of the Abstract itself.

The Abstract (about 350 words, one or two pages) gives a succinct account of your thesis. The Abstract along with your title, also constitutes the text on which keyword searching for your topic can be done. It should therefore be as rich as possible in relevant words and phrases.

It normally contains:

- (1) a statement of the problem;
- (2) the procedure or methods followed;
- (3) results obtained;
- (4) and conclusions.

Make **two** copies of the Abstract, one for your thesis **AND** one to be submitted to the Graduate Liberal Studies Office. Use the sample abstract format shown on p. 20 adhering to the same margins as the thesis.

Table of Contents

.....

The abstract, body of the text, appendix material, bibliography or reference list, and if used, list of tables or illustrations, glossary, acknowledgements, dedication must be included in the Contents with corresponding page numbers. You must list all main headings in your Contents, and may choose to list subheadings down to a particular level. If you choose to list subheadings, you must consistently list the equivalent level of subheadings for each chapter of the thesis and the listings of subheadings must include corresponding page numbers. Note: all headings (in CAPS) and subheadings (in Upper/Lower case) must appear in the Contents exactly as they appear in the body of the text along with corresponding page numbers (but do not include stylistic treatment of the typeface, e.g. **bold**, underlined, or *italicized*, etc.).

Paper Copy of the Thesis

.....

One copy of a thesis is required for MALS students; **three (DLS)**. The copy(s) must be an “original” which has been word processed and printed (or typewritten if necessary and with the Director’s permission) in accordance with these *Guidelines*. The final paper copy includes the original Thesis Approval Form with signatures indicating the approval of the mentor (MALS) or Thesis Committee and DLS Executive Committee (DLS), and the Assistant Dean on behalf of the Graduate Liberal Studies Director. Following these approvals on the paper copy, the student then is authorized to submit the thesis online to the Graduate School for final approval and posting to the web

The University **does not** print or bind additional or personal copies of masters’ theses. Commercial printing and binding services are offered during the online submission of the thesis.

Specific Regulations for Thesis Manuscript

.....

Standard Paper

- The paper used for the thesis must be plain white standard Xerox paper. The required size is 8½ inches by 11 inches.

Pagination (See also ORDER AND CONTENT OF THESIS page)

1. The Thesis Approval Form is not numbered, the Title Page is 1 but is not numbered. The following pages (Abstract, Table of Contents, etc.) are numbered ii, iii, etc. with **lower case Roman numerals**. For the **remainder** of the thesis, **starting with the Introduction (if there is one)** or the first page of Chapter I or its equivalent, each page is numbered using Western Arabic numerals (1, 2, 3, etc.).
2. **Page numbers, including lower case Roman numerals, must be placed at the center bottom of the page at least ½ or 1 ¼ inches above the bottom of the page. The margins of the sides and top of the paper must be 1¼ inches by ruler measurement. There must be a double space below the last line of text or footnote and the printed page number. Place page numbers on “landscape” pages for charts, illustrations at the center bottom of the page as well.**
3. Pages are numbered consecutively from beginning to end, unless the work consists of separate

essays or papers. If a special arrangement of pages is thought to be necessary, it must be approved by the Head Reference Librarian in advance.

4. All numbers must be placed at least one-half inch above the bottom edge of the page.
5. Pages containing charts, graphs, tables, and photographs must be numbered consecutively within the text. Suffixes to the Arabic page numbers, such as “21a”, are not permitted.
6. Use only one side of each page. Place front sides up—no facing pages are permitted, either in the text, charts, photographs, illustrations, or other non-text contents.
7. Blank pages must not be included.

Type Fonts

1. Your thesis, **including your name and title on the Thesis Approval Form**, is word-processed.
2. Any type font used must produce clear, easily readable copy. Type must be 10 point or larger for text. If the work is word processed, commonly used fonts such as “Courier,” “Times New Roman” or other common fonts are generally acceptable. Avoid the use of decorative fonts or borders. If there is any doubt about the type, the student should present a sample and obtain approval by the Reference Librarian before beginning the word-processing or typing of the text.
3. The word processed text must be of letter quality. Laser printing is preferred. Prior to submission, all photos and charts must be scanned for inclusion in the digital copy. All text must be printed clearly in black ink and the student should bear in mind the possibility that colors other than black (in charts, photographs, website citations, etc.) may not reproduce clearly. (Ask the reference librarian if you are uncertain about colored ink on certain parts of your thesis.) Some web citations print in blue. That is acceptable. Colored ink will show in the online version.
4. Accent marks and diacritical marks should be printed whenever possible. Check with ProQuest regarding the use of any unusual accent or diacritical mark, or symbols.

Double-Spacing

The text of the thesis must be double-spaced. Do not quadruple space between headings and text or in between paragraphs. Indentation denotes paragraphs. Long quotations, footnotes/endnotes, and bibliography or reference list are set up with single-spacing or double-spacing as specified in the *Turabian Manual of Style*, see appropriate chapters. If title or chapter headings exceed one line, they are single-spaced. If using lists in your text, single-space the entries and double-space between each entry.

Margins

1. The thesis must have a margin of at least one and one-quarter inches (1¼ inches) measured by ruler on the TOP AND THE RIGHT AND LEFT MARGINS (3 SIDES) and the BOTTOM MARGIN BENEATH THE PAGE NUMBER MUST BE ½ OR 1¼ INCHES on every page. Ruler measurement is emphasized because a computer set for 1.25” or .50” may actually produce less than the one and one-quarter inch minimum for the sides and top of your thesis (some word processing software requires a setting of about 1.33” to achieve this result or you may need to set different widths for each of the margins to achieve the required margins. The top and side margins may be slightly larger, but never less than 1¼.”
2. This requirement applies not only to the pages of the text but to all other pages such as charts, graphs, tables, photographs, etc., and any appendices. Such pages should be planned so that the required margins are maintained.

3. Page numbers and footnotes must also be completely inside the text area and must not extend inside the required $\frac{1}{2}$ or $1\frac{1}{4}$ inch margins center at the bottom of each page (some word processing software requires special adjustments in order to achieve this result.) Footnotes must begin on the page the footnote is indicated in the text. The citation entry may continue to the following page. Note that a blank line separates each footnote and that the first line of the footnote is indented the same as a paragraph indentation.

Charts, Graphs, Tables, and Photographs

1. Charts, graphs, or tables should be produced by computer and printed directly onto regulation paper, staying within the margins specified.
2. If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page and numbered (not on an unnumbered page as suggested in Turabian).
3. Black and white or color photographs may be used.

**Sample
Theses
Titles**

Titles of Recent MALS Liberal Studies Theses
.....

- TRENDS IN PORTRAYING FEMALE ATHLETES IN *SPORTS ILLUSTRATED* COVERS
- AGAINST ALL ODDS: THE PLIGHT OF WOMEN REFUGEES IN SOUTHEAST ASIA IN A POST-SEPTEMBER 11TH WORLD
- DUST, LOVE AND OTHER FORMS OF GRACE: WHEN RELIGION MERGES WITH CHILDREN’S FANTASY
- PARLIAMENTARY QUOTAS AS A POWER TOOL FOR WOMEN: THE JORDANIAN EXPERIENCE
- CATHOLIC HOME SCHOOLING: CHANGING THE FACE OF CATHOLIC CULTURE AND EDUCATION IN AMERICA
- FRANK LLOYD WRIGHT AND THE EUROPEAN MODERNISTS: NATURE, THE MACHINE AESTHETIC, AND VISIONS OF SOCIETY
- THE FCC AND MEDIA CONSOLIDATION: PROTECTING THE PUBLIC INTEREST
- ETHICAL DILEMMAS IN COVERT ACTION: THE BAY OF PIGS INCIDENT
- FROM SPINSTER SLEUTH TO PISTOL PACKING PRO: THE EVOLUTION OF THE FEMALE DETECTIVE IN TWENTIETH-CENTURY LITERATURE
- MEDIEVAL VILLAGES IN HEREFORDSHIRE: EXAMINING THE DYNAMICS OF ABANDONMENT
- RONALD REAGAN’S RACIAL LEGACY: HOW REAGAN USED RACE AND WELFARE REFORM TO TRANSFORM AMERICA’S POLITICAL LANDSCAPE
- ASSESSING ABSOLUTE ALIGNMENT: AN INQUIRY INTO THE ALIGNMENT OF THERAVADIN
- BUDDHIST MORALITY AND MODERN SECULAR HUMANISTIC MORALITY
(NO LONGER THAN TWO LINES)

Title of First DLS Thesis
.....

- SHAPING BETTER PHYSICIANS?: THE ROLE OF VISUAL ARTS IN MEDICAL EDUCATION

Submission of the Thesis and Required Forms

1. **Degree Application Form**

MALS degrees are awarded three times per year, May, August, December and **DLS degrees** are awarded two times per year, May and December. Submit the APPLICATION FOR GRADUATE DEGREE FORM by fax as directed on the form. The form is “good for three months” during which time you submit your thesis and are cleared to graduate by the Assistant Dean on behalf of the Liberal Studies Associate Dean, and your approved thesis is submitted through ProQuest for final approval by the Graduate School. The grade for the MALS thesis is written on a form and given to you by your mentor. You give this grade form to the Graduate Liberal Studies Assistant Dean when you bring your thesis in for approval and upon approval of the online copy by the Graduate School, the grade form and the thesis title are then submitted to the Registrar for posting to the student record and final degree clearance.

2. **Thesis Submission Appointment**

MALS students should schedule an appointment with the Liberal Studies Assistant Dean (202-687-5706) between 9:00 AM and 4:00 PM for review and final approval from the Graduate Liberal Studies Program before converting the thesis to a PDF for online submission through ProQuest to the Graduate School. **The DLS student** must obtain approval of the paper copy of the thesis by the Liberal Studies Assistant Dean on behalf of the Associate Dean of Graduate Liberal Studies at least two weeks prior to the oral defense of the thesis.

In any case, the student should not **wait** until the **deadline day** to submit a thesis because changes may be needed or additional documentation be required that the student neglected to obtain before the appointment. Generally the amount of time necessary for reviewing a thesis and the number and nature of required changes are determined by how carefully the student has prepared the thesis following these *Guidelines* and the style rules in Turabian.

In absentia: A **MALS student** who has moved from the area before completion of the degree must secure approval from the Program Director on arrangements for thesis and degree completion and should arrange to return to campus in person to execute the final thesis completion, approval, and online submission of the thesis to the Graduate School. If the student can not return to submit the thesis he/she must appoint a “guardian” to handle the delivery and secure the final approval for the thesis. This cannot be a faculty member.

A **DLS student** must make arrangements to return to campus for the oral defense of the thesis and the final submission and approval of the paper copy before receiving clearance to submit the thesis through ProQuest online for final approval by the Graduate School.

The Director of Doctoral Studies completes the Thesis Defense Form and returns it with the required signatures to the Liberal Studies Assistant Dean who, upon the online approval of the thesis by the Graduate School, forwards it along with the title of the thesis to the Registrar for posting to the student record and final degree clearance.

3. **Preparation for the Appointment**
MALS and DLS students are expected to be thoroughly familiar with these *Guidelines* and to take the necessary steps to meet the various requirements before submitting a thesis for review. Use the checklist of thesis requirements in the back of the *Guidelines*. All accompanying forms must be obtained and completed in advance.

Things to Bring with You to the Thesis Submission Appointment

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1. **The complete thesis (on paper) and required forms (all forms are available on the LSP website).**
2. **Thesis Approval Form (*Cover Sheet*),** See sample MALS and DLS forms on pages 23-24. The first page of the thesis is the Thesis Approval Form which has been signed by the student's mentor (MALS), Chair/Readers and DLS EXCO (DLS) then Graduate Liberal Studies, and lastly the Graduate School. This printed form must be the *original*, not folded, stained, or stapled. The student **types** his/her name with notation of highest degree and the title of the thesis (in caps) and the name of the mentor (upper/lower case) on the form before presenting it for approval signatures. The current date is written on the form when it is signed by the Graduate Liberal Studies Assistant Dean. The thesis will not be accepted by the Graduate School without the Approval Form. The MALS student brings the Thesis Approval Form to the Graduate Liberal Studies Office with the thesis. The DLS student brings the signed thesis approval form to the Graduate Liberal Studies Office when presenting the thesis (on paper) for approval before its online submission for final approval by the Graduate School.
3. **Payment of Fees**
Fee payment is handled online as part of the online submission of the thesis.
4. **Grade Form (MALS)**
Along with the thesis approved by the mentor, the student brings the **Grade form (which LSP has sent the mentor) filled in and signed by the student's mentor.** If the mentor does not have the form, he or she can write the student's thesis grade on letterhead and sign the letter.
5. **Thesis Defense Form (DLS)**
The Director of Doctoral Studies brings the signed Thesis Defense Form with the thesis grade to the Graduate Liberal Studies Office following the oral defense of the DLS thesis.
6. **Financial Clearance Form**
The student obtains this form from Student Accounts. It must show a zero balance on the student's account with no outstanding library fines, tuition, etc. The student brings the 0 balance print-out from Student Accounts to the Liberal Studies office to prove financial clearance as well.
7. **Electronic Release Form**
8. **Copy of Abstract**
9. (DLS) Survey of Earned Doctorate (SED), www.nsf.gov/statistics/doctorates.

Online Submission of the DLS or MALS Thesis to the Graduate School

Electronic Submission of Work

The Graduate School requires electronic submission of all theses via the ProQuest website. Please refer to the following PDF for instructions on the process of submitting your work electronically:

Electronic Theses: How?

http://grad.georgetown.edu/image_pool/Image?ETD-How.pdf

To view theses already available in ProQuest click Lauinger Library; Reference Tools and Resources by Type: Dissertations and Theses; Login Screen; ProQuest Search or go to <http://tiny.cc/ThesisSamples>

The ProQuest website is an essential source of reference for thesis writers. Visit <http://www.etdadmin.com/cgi-bin/main/home> to learn more about the following:

- **Preparing your document for electronic submission**
- **Open Access versus Traditional Publishing**
- **Delayed release and other publishing options**
- **Copyright: avoiding infringement and protecting your work**
- **Including supplementary digital materials as part of your work**
- **How to order bound copies of your work**
- **How to create PDF version of your work**

Students pay ProQuest directly for their services. The processing fee is \$55 for a master's thesis, \$66 for a doctoral thesis, \$150 for optional open access for a master's thesis, or \$160 for optional open access for a doctoral thesis including optional copyright.

Should you have further questions about the online submission to ProQuest, direct your questions to the "Frequently Asked Questions" page, <http://www.etdadmin.com/cgi-bin/main/faq>

Review of the Thesis by the Graduate School

The Graduate School reviews all theses submitted to ProQuest. We ensure that the works are formatted correctly and ready for publication. The amount of time we will need to review your thesis and the number and nature of any changes you may be required to make, are generally determined by how carefully you have prepared your work.

Do not wait until the deadline day to submit your thesis! Your work must be formatted correctly and approved by both Graduate Liberal Studies and the Graduate School in order for you to be eligible to graduate. If you submit your work on the semester deadline date, you are too late to graduate that semester.

Bring the completed MALS or DLS Thesis Approval form, the Electronic (ETD) form, extra copy of your abstract, and statement from Student Accounts indicating zero balance on the day of final approval of the thesis by Graduate Liberal Studies. The ETD Release form authorizes Georgetown to release your work to ProQuest for electronic distribution.

Next, follow the guidelines for online submission of the thesis to the Graduate School. At the same time the approval form and the ETD form will be faxed from Liberal Studies to the SCS Associate Dean who in conjunction with the Graduate School approves the online version of the thesis and clears it for final submission to ProQuest.

Thesis Pagination

Order and Content of Thesis

Note: Chapter Titles and Thesis Headings are written in ALL CAPS

<u>Page</u>	<u>Page Number</u> (numbers placed at center bottom of pages as noted below)
Thesis Approval Form (signed 1st by mentor) (student name and thesis title must be typed, all CAPS, and the name of the mentor, upper/ lower case)	Not numbered
Title Page	Not numbered
Copyright Page (if used)	Not numbered (but counts as page (i)
Abstract	ii (lower case Roman numeral)
Preface, Acknowledgments, Dedication (if used)	Next consecutive Roman numeral(s)
Table of Contents, list with page reference each section of the thesis (If you list subheadings, you must also list their page numbers.)	Next consecutive Roman numeral(s)
List of Illustrations (if used), with title and page references	Next consecutive Roman numeral(s)
List of Tables (if used) with titles and page references	Next consecutive Roman numeral(s)
Introduction (if used) and Text	Begin the Western Arabic numerals (1,2,3,4,etc.) for remainder of work
Endnote List, (if used) is placed at end of text - divided by chapters. Note that the numbering starts over at 1 for each chapter.	Next consecutive Arabic numeral(s)
Appendices	Next consecutive Arabic numeral(s)
Bibliography or Reference List	Next consecutive Arabic numeral(s)

Page Number

Numbers placed at center bottom of pages as noted below and placed above the ½ or 1¼ inch bottom margin.

The title page is not numbered (but counts as page (i)

The approval page is not numbered or included with the electronic submission of the thesis.

Mixing up Roman or Arabic numbering or Methods of Citation Style - endnotes/footnotes and bibliography or parenthetical references and reference list - will make your thesis unacceptable, so follow these numbering and citation instructions exactly as they are presented in these Guidelines and in the Turabian style manual.

Informal Checklist for Thesis Preparation
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Use this informal checklist as you prepare the final copy of your thesis for submission and approval.

REQUIREMENT	CHECKED	REQUIREMENT	CHECKED
White Paper 8½ X 11 inches		Page numbers on bottom of page as directed (not printed in margin area!)	
Minimum 1¼” margin (by ruler) on top and sides of page, ½ or ¼ on bottom of page		Roman numerals before Introduction, if used, or Chapter 1	
Standard font (type) used: 11 or 12 point for text, 10 (no smaller) for footnotes/endnotes		Arabic numerals starting with Introduction (if used) or Ch. 1 through the Bibliography/Reference List	
Double spaced text except for footnotes, block quotes, list entries which are single spaced		Pages in numerical order No pages missing	
Signed Thesis Approval Form cover sheet (MALS-Mentor/DLS-Chair/Readers) included, (Title, and all names are typed)		Table of Contents, Bibliography or Reference List included and set up according to Kate Turabian’s 7th Edition Style Manual & <i>Guidelines</i>	
Title Page format as prescribed		Abstract, double spaced, usually no more than 350 words, 2 copies (1 included in thesis, 1 for LSP Office)	
Same title on Approval Form, Title Page, and Abstract		Abstract includes mentor’s name, follow format as described on p. 20.	
Same author’s name on Approval Form, Title Page, Abstract		Electronic Release form, p. 25	
Degree Application submitted by Sept. 15; Jan. 15; Aug. 15 (MALS); Oct. 15; Jan. 15 (DLS)		All necessary forms obtained as directed in <i>Guidelines</i>	

Get It Right the First Time!

Reminders as you begin to prepare your manuscript and as you put it into its final format.

Avoid these “paper pitfalls” that are found when going over theses **even when the student claims to have followed the *Graduate Thesis Guidelines* and Turabian. The paper copy of the thesis must be “perfect” for approval by your mentor and Graduate Liberal Studies so that once it is converted to a PDF its online version is “perfect” for the Graduate School approval.**

1. Where are your page numbers? Are they sitting within the text area as they are supposed to be, not in the margin? Does each Contents page number match the respective page number in the text?
2. Did you remember to use Roman numerals in the front section of thesis and begin Arabic numbers with the Introduction, if you have one, or with the first chapter? And did you continue to use Arabic numbers to the end of the thesis - right through the Bibliography or Reference List?
3. Did you list the Abstract (and Copyright, Dedication or Acknowledgment pages, if you use them) in the Contents even though they are positioned in the thesis before the Contents page?
4. Did you choose and follow carefully the set-up of endnotes/footnotes, punctuation, and bibliography or parenthetical references and reference list described in Turabian? Watch out for the indent rule, line separating each footnote, the “runaway” separator line, etc. Use the Ibid rule correctly. **Remember that endnote/footnote numbering starts over at 1 for each chapter.** Follow the exact style and punctuation for every single citation: quote marks, periods or commas, italics, placement of first name and last name or last name and first. You can't guess how to set up your citations. You need Turabian in one hand and your pen in the other! The set-up of citations is the difference in approval or not of your thesis in most cases. Online citation packages do capture the “facts of publication” but prove not to always follow the correct set-up once imported into thesis text. You usually have to customize the contents of each citation.
5. Did you remember to remove the beginning and ending quotation marks from quotations if they become block quotes? Be consistent with the positions and style of sub and sub-sub headings as described in Turabian.
6. Did you prepare your Abstract heading and title page following the directions and examples in the *Guidelines*?
7. Be familiar with the ellipse rule - three dots . . . if a portion of the quote is missing at the beginning of the quote and four dots if the missing portion ends the quoted sentences. (The 4th dot is the closing period.) Be familiar with the block quote rules, epigraph rules and their positioning if used in your text.
8. Have you followed line-spacing rules - the text is double-spaced, the title is single-spaced, block quotes are single-spaced as are entries in lists (separated by a double space) and footnotes/endnotes (separated by a double space) no more than a triple-space can separate a heading from the text - no quadruple-spaces are allowed!
9. Note the few exceptions to Turabian that are requirements for the Graduate School per the *Guidelines*:
Page numbers must appear on all pages of your thesis except the title page.
Nothing can be written on the back of a page to face the next page such as a description of an illustration. The description alone is written on the right side of the page that precedes the page with illustration.
The margins are 1¼ inch for top and sides of page and ½ or 1¼ inch for the bottom edge of the page (ruler measurement - not just what your computer setting “tells you”). Charts, illustrations, must be reduced to fit. The photography lab at Lauinger Library can assist you.

Keep both Turabian and the *Guidelines* at your fingertips for complete information on thesis preparation. Call Anne Ridder, 202-687-5706, sooner rather than later, if you have questions or problems.

E-mail — lsp@georgetown.edu
Phone — 202-687-5706; 5913
Location — 225 ICC Bldg, Main Campus

Mailing Address:
Graduate Liberal Studies Degree Program
Georgetown University
Box 571011, Washington, DC 20057-1011