

APPENDIX D

Preparing Your Thesis, *Tesina*, or Dissertation for Submission to the Pontifical Faculty of the Immaculate Conception

Title Page

Unlike the remainder of the work, the title page should have 1.25” margins on all four sides. All text on the title page should be 12-point font.

Institution Name

The very first centered line of your title page should read in all caps: THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION. The third centered line of your title page should read in all caps: AT THE DOMINICAN HOUSE OF STUDIES.

The Title of the Thesis, Tesina, or Dissertation

Your title should be centered on the cover page beginning at the sixth line. Do not place the title in all caps. Please note that the title page is not the place for any creative efforts—special fonts, spacing, sizing, boldface or italic type, etc. If the title requires more than one line of text, the title should be single-spaced.

Type of Work

On the sixth line below the last line of your title, the title page should indicate in all caps what kind of work it is: A THESIS, A TESINA, A DISSERTATION. Please note the distinction. M.A. students submit a thesis. S.T.L. students submit a *tesina*. S.T.D. students submit a dissertation.

In Fulfillment for What Degree

On the fifth line below indicating the type of work, the following should be indicated: “Submitted in Partial Fulfillment of the Requirements For the Degree [Master of Theology, Master of Thomistic Studies, Licentiate in Sacred Theology, Doctorate in Sacred Theology]. This text should be broken into three lines with a space between each.

Author’s Name

Five lines below fulfillment lines, type the word “By.” On the very next line, indicate your name. In addition, you may indicate whether you are an ordained priest (using Rev. rather than Fr.), a deacon (Rev. Br., Rev. Mr., or Deacon), or a religious brother or sister (Br. or Sr.). You may also indicate your religious order’s initials using periods (i.e, O.P., M.I.C.)

Place

On the fourth line from the bottom of the title page, indicated Washington, D.C.

Year

On the last or bottom line of the title page indicate the year you are submitting the work.

Title Page Reverse Side

The reverse side of the title page should be blank.

Approval page

The second page of your work should be the signature page following the model on page 90 below.

Sample Title Page

THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION
AT THE DOMINICAN HOUSE OF STUDIES

The Title of the Work Should Appear Here
Do Not Put the Title in All Capitals, Bold, or Italics.

A THESIS

Submitted in Partial Fulfillment of the Requirements

For the Degree

Master of Theology

By
Author's Name

Washington, D.C.

2016

Sample Approval Page

This thesis by (Author's Name) has been approved for submission to be graded in partial fulfillment of the requirements for the degree Master of Theology by (Name, degree) as Director.

(Name of Director, degree of director), Director

(Name of Student as appears on title page)

Please note: The proper type of work should be indicated according to page 88 of the 2016-2017 Student Handbook, whether it is a thesis, tesina, or dissertation. Also note that parenthesis should not be included in your text. They are included here in this sample to show where names and degrees are located.

A signature page should be included with all copies submitted to the Academic Dean's office.

The reverse side of the signature page should be left blank.