Seaver College Thesis Guidelines
MFA in Screen and Television Writing

Students should work with their faculty advisor throughout the thesis process. This manual focuses on formatting and submission procedures. Your thesis should be scholarly and accurate in every way, including style and mechanics.

Thesis Submission Process:
After you have successfully defended your thesis, please submit the following to the Seaver Graduate Programs office (SeaverSAP@pepperdine.edu):
- Signed routing sheet
- Thesis digital archive submission release form
- PDF copy of your thesis emailed to the above address
- Hard copy of your thesis

A reader will review your thesis for compliance with this document, and the guides listed below under Manuals of Style. Those revisions will be emailed to you. You will be expected to make those changes and resubmit the corrected electronic copy. At this point, the Assistant Dean and Dean of Seaver College will read your thesis. Once approved it will be sent to the library for electronic storage per your selections on the thesis submission release form. In order to participate in the Seaver Commencement ceremony, students must successfully complete all degree requirements and have received final thesis approval from the Dean of Seaver College.

Deadlines:
Thesis deadlines for each semester can be found in the Seaver Academic Catalog or at the link below. These deadlines must be met in order for you to participate in the Seaver Commencement ceremony. Your division may also have earlier deadlines: please consult with your advisor for these requirements.

Manuals of Style:
• Seaver College uses *Form and Style: Research Papers, Reports, Theses* (Thirteenth Edition), written by Carole Slade. This manual of style applies primarily to the front matter.
• *MLA Handbook for Writers of Research Papers (7th ed.)* by Joseph Gilbaldi is used for the Statement of Vocation essay.
• *The Hollywood Standard* (2nd ed.) by Chris Riley is used for all screenplays.

Font & Size:

Front Matter & Vocational Essay:	Scripts:
12-point	12-point
Times New Roman	Courier
Double-spaced	
½" indention for first line of a paragraph	

Margins & Spacing
The top margin will be set differently for front matter vs. the vocational essay. In the front matter page numbers are on the bottom. Set the top margin at 1". In the vocational essay page numbers are at the top. Set the top margin at 1.4". This will put the top page number at 1". The intention is

that every page throughout the thesis has a 1" margin from the top of the page to the first line of printing. The scripts will use the auto set margins in Final Draft.

Front Matter	Vocational Essay	Scripts
Top = 1"	Top = 1.4"	Auto margins in Final Draft
Bottom = 1"	Bottom = 1"	
Left = 1"	Left = 1"	
Right = 1"	Right = 1"	

Note: If you are having a copy bound for your personal use, please review that section for information on the left margin.

Table of Contents:
Include title of vocational essay
Title of each screenplay

Works Cited (following the vocational essay):
Follow MLA guide for formatting of works cited within the vocational essay.

Page Numbering & Arrangement of Materials:
With the exception of the title page, every page in the thesis must be numbered. The title page is not numbered but is counted as the first page of the document.

	Page	Page # Type	Page # Location	Page #
1.	Title Page	NA	NA	NA
2	Copyright page	Italic lowercase roman numeral	Center	*ii*
3.	Signature page	Italic lowercase roman numeral	Center	Continuous numbering
4.	Dedication and/or Acknowledgment s page (optional)	Italic lowercase roman numeral	Center	Continuous numbering
5.	Table of Contents	Italic lowercase roman numeral	Center	Continuous numbering
6.	Vocational Essay	Arabic	Upper right corner	1
7.	Scripts	Arabic	Upper right corner	1 (each script begins with 1)

Optional Binding
If you would like a copy of your thesis bound, please submit one bindery ready hard copy along with $25 for each bound copy you wish to purchase. Checks should be made out to Pepperdine University. Bindery order and payments should be submitted to the Seaver Graduate Programs Office. In order to accommodate the space needed for binding you will need to change all left margins to 1.5". This will mean the pagination of your bound copy will not be the same as the electronic copy. It is recommended that bound copies be printed on paper meeting the following criteria: 81/2 x 11 inches, 20 lb. bound weight, 25% cotton, (Acid and lignin-free paper,

Alkaline-buffered papers will usually register on a pH scale between 7.5 and 8.5). Students are responsible for the out of pocket expenses incurred for printing bindery ready hard copies of their thesis in addition to the $25 binding fee.

Formatting Checklist
The checklist below addresses errors frequently made by students. Please take the time to meticulously review each of these elements in your thesis/project before submitting it to the Graduate Programs Office.

<u>Overall Document</u>
❑	After printing, measure all margins with a ruler. Some printers do not actually print the exact size specified in the settings.

<u>Front Matter</u>
❑	Make sure the date is correct on the title page and the signature page.
❑	Table of Contents
	o	Check each title in the table of contents against the title in the document. They should match exactly; there should be no variation in the wording of titles.
	o	Check the page numbers listed in the table of contents against the document to make sure they are correct.
	o	Make sure you have used the "dot leader" function.

<u>Text</u>
❑	Check the formatting of each heading. Pay particular attention to indentations.
❑	Review all titles of other works for appropriate formatting.
❑	Review each occurrence of a number in your text. Use your manual of style to review when numbers should be spelled out and when they should be numerals.
❑	Quotation Marks—make sure that all the quotation marks in your paper are consistent, either as smart quotes (") or straight quotes ("). Both are correct—just be sure you are consistent. This is set in the preferences of Microsoft Word.
❑	 Check all dashes. 1) Make sure you used the correct type, and 2) check the spacing surrounding the dash.
	o	An 'em' dash is a longer dash (the width of the letter m—). This is used to set off words, phrases or sentences as either parenthetical material, as an explanation, or for other such reasons.
	o	An 'en' dash is shorter (the width of the letter n-). It is used as a hyphen.
	o	Neither the 'en' nor the 'em' dash should have spaces on either side of it. (Example: Coca-Cola, potato chips, and brevity—these are the marks of a good study session.)
	o	MS Word will automatically convert two "en" dashes into an "em" dash.
	o	Three or more "en" dashes together are never acceptable.
❑	Block quotes
	o	Block quotes should be left justified. Nothing in the text of your thesis/project should be full-justified text.
	o	Block quotes do not have quotation marks. The formatting change signals that the material is a quote.

- o Review other formatting specific to manual of style.
- ❑ Lists
  - o Use the Oxford comma. Lists of three items or more within a sentence should have a comma before the "and." For example: "I purchased a roast, potatoes, and rolls for dinner."
- ❑ Spacing after periods
  - o One space after a period is preferred. It is important that you are consistent. Using the find and replace function can be useful in checking spacing. However remember to check each occurrence rather than using "replace all."

Works Cited (following the vocational essay)
- ❑ Every work cited in the text must be in your bibliography. To check this, go through page by page with the bibliography page in hand, and check off each citation.
- ❑ Review every entry in your bibliography for compliance with manual of style.
- ❑ Confirm that entries are in alphabetical order.

Scripts
- ❑ Review formatting for simultaneous dialogue.
- ❑ Do not use italics in your scripts. Use underscore for emphasis.
- ❑ Check scene headings to ensure that they contain all necessary information.
- ❑ Review transitions between scenes and acts. Make sure that your first and last pages are formatted according to *The Hollywood Standard*.

SAMPLE TITLE PAGE

FOR SEAVER THESES

A Thesis

Presented to

the Faculty of the Humanities and Teacher Education Division

Pepperdine University

In Partial Fulfillment

of the Requirements for the Degree

Master of Fine Arts

by

Your Name [exactly as on your diploma]

April, May, July, or December 20__

This thesis, written by

YOUR NAME
(exactly as on your diploma)

under the guidance of a faculty committee and approved by its members, has been submitted to and accepted by the graduate faculty in partial fulfillment of the requirements for the degree of

MASTER OF FINE ARTS

April, May, July, or December 20__

Faculty Committee

[First Name Last Name, Suffix, Title]
John Smith, MFA, Ph.D. Chairperson

[First Name Last Name, Suffix, Title]
Name, MFA Member

[First Name Last Name, Suffix, Title]   [First Name Last Name, Suffix, Title]
Name, MFA Member   Name, Ph.D. Dean

ACKNOWLEDGMENTS/DEDICATION (optional)

      Begin typing your acknowledgments here (single-spaced, half-inch paragraph indents, no more than one page in length). Acknowledgments and/or dedication should be expressed simply and tactfully.

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