

M.A. Deadlines
Spring 2007

January 30

Full Draft Due to Thesis Advisor

Advisor has two weeks to read and meet with student, giving the student feedback on the whole and making suggestions for the revision. This is the time for final negotiations on content and method.

February 27

Revised Copy to Thesis Advisor and Reader

Advisor and Reader have two weeks to read and return to student for final revisions. A meeting between the three is suggested to discuss the thesis and any revisions. Any suggested revisions from the Reader will be negotiated with the Advisor. In differences of opinion, the Advisor has final say.

March 27

Approved Copy to M.A.Th. Director

The Thesis is to be given to the Director accompanied by an approval form signed by the Advisor. The Director will facilitate the contracting with a copy editor who will edit the thesis for matters of form and style. Turabian's Humanities Style (The Manual For Writers, sixth edition) is the academic style adopted by the Bethany faculty. See "Academic Styles" guide for more information specific to Bethany.

May 1

**Final Thesis (Two Printed and One Copy)
to Coordinator of Academic Services**

Two prints of the final thesis need to be run on acid-free paper. Desk-Jet or Laser printing is preferred. Check with the Director if there are problems. A *third copy* can be on regular paper, Desk-Jet or Laser printing preferred.

The final thesis will be sent to the Church of the Brethren archives. The copy of the thesis will be kept by the Academic Services office in the Bethany study room. On the recommendation of the Advisor and Director, a second acid-free copy will be submitted to Lilly Library for inclusion in the library's permanent collection.