

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

DEPARTMENT OF ART HISTORY AND ARCHAEOLOGY  
MIRIAM AND IRA D. WALLACH FINE ARTS CENTER

## Thesis Formatting and Requirements

### Notes:

1. Students should deposit their thesis to their advisor a **minimum** of two weeks prior to the date it is due to the MA Coordinator. It is suggested that you give your advisor three to four weeks to read your thesis before they have to return it to the department. This applies to all degree dates: October, February and May. Keep in mind that for the May degree date faculty will be particularly busy, so plan ahead.

### Formatting:

1. You may choose any writing style (MLA, Chicago, APA, etc) in accordance with your advisor's wishes but no matter which you choose you must be consistent. Formatting rules are available in any style guide and online.
2. All theses should be no less than 40 pages and no more than 100 pages long, including images. This number does not include bibliography, table of contents, or cover page.
3. Your thesis should have the following included in it: cover page (see format below), table of contents (when applicable), thesis body (obviously), images, and a detailed bibliography.
4. **Cover page formatting:**

|                    |
|--------------------|
| TITLE              |
| Author             |
| (Image – optional) |
| Advisor            |
| MA Thesis          |
| Program            |
| Date               |

5. You must submit one **bound copy** of your thesis to the department to be kept in your file.

### Curatorial Thesis Show:

1. Requirements for the curatorial thesis show are made in consultation with the faculty advisor and the Director of the program

### Depositing the thesis:

1. If you would like to get back a copy of your thesis with comments from your advisor, you must give them **two copies** of your thesis, one of which must be a bound copy to be submitted to the department which will be kept in your file.
2. Remind your advisor of the deadline for getting the signed thesis to the MA Coordinator. Ask them to sign the first page of your thesis if it is approved for the MA and leave it in the department office. **It is YOUR responsibility to inform your advisor about all deadlines.**
3. Be advised that if the MA Coordinator does not receive your thesis by the final deadline (these are sent out via email), you run the risk of not getting your degree on the intended degree date so it is imperative that you plan in advance and submit all materials to your advisor early.