

REGULATIONS GOVERNING COMPLETION OF THE MASTER OF LAWS THESIS

With the exception of foreign law school graduates and those students in the Litigation & Dispute Resolution LL.M. Program, each candidate for the Master of Laws (LL.M.) Degree is required to write a master's thesis under the supervision of a full-time member of the Law School faculty. The thesis must be a scholarly paper of the same quality and length as a law review article. The following regulations generally govern completion of the Master of Laws thesis. Your program director or faculty (thesis) advisor may impose additional requirements regarding the thesis subject, outline, content, citation style, authoritative support, length, and general presentation. Furthermore, the program director or thesis advisor must approve the student's research methodology, and must receive a draft (and perhaps a revised draft) of the thesis. Full-time LL.M. students (those enrolled for 9 or more credit hours/semester) must complete all degree requirements within one calendar year of matriculation; part-time LL.M. students (those enrolled for 8 or fewer credit hours/semester) for this reason, unless the program director or thesis advisor states otherwise, must complete all degree requirements within two calendar years of matriculation. Full-time LL.M. students should enroll for two credit hours of thesis (Law 690) during the Spring semester of their degree program; part-time LL.M. Students must enroll similarly during the second year of their degree program. If you will be completing your thesis during the summer semester, you may register for Law 690 in the spring semester, and Law 691 in the summer semester as you are required to be registered the semester that you will graduate. If you have already taken all of your thesis credits, you may register for continuous enrollment for the summer. With the approval of the program director or thesis advisor, Master of Laws candidates may receive an extension of up to one calendar year to complete the thesis. During this year or portion thereof, LL.M. students must maintain continuous enrollment; breaking enrollment during this time will necessitate readmission to the Law School. Master of Laws candidates who, due to extraordinary circumstances, require time beyond the aforementioned one-year extension to complete their thesis must receive approval from the program director or thesis advisor, and the Associate Dean for Academic Affairs.

THESIS INFORMATION FOR MASTER OF LAWS DEGREE CANDIDATES

It is very important to follow ALL of the procedures outlined below and as well as any additional requirements imposed by your program director or thesis advisor. Failure to comply will result in postponement of graduation or in rejection of the thesis by the bindery.

I. GENERAL REGULATIONS

The subject of a thesis to be submitted in partial satisfaction of the requirements for a Master of Laws degree must be approved in writing by the student's thesis advisor before registering for the second part of thesis (Law 691). A form for the advisor's signature is available in the Records Office. Only members of the Law School's full-time faculty may serve as thesis advisors. As stated previously, a thesis should be of substantially the same quality and length as a law review article. An accepted thesis is the property of the Law

School, and the Law School is to be given credit for material used in the publication of any portion of a thesis, whether as a direct quotation or as an adaptation.

Thesis due dates are set by the program director or thesis advisor. Questions regarding graduation and thesis requirements may be directed to the Director of the Records Office (202-994-6261).

II. FORM & STYLE

The thesis should be typed on standard white 8½ x 11 inch paper and should follow the Blue Book style rules set forth in the latest edition of the Harvard Law Review Association's Uniform System of Citation or other system of citation which the faculty advisor may require. The body of the thesis should be double-spaced.

FOOTNOTES

Notes may either be single spaced on separate pages following the text or typed on the same page as the text (it is wise to ask your advisor's preference). If typed on the same page as the text, notes should be single spaced, ¼ inch from the text, separated from it by a solid line of type extending 1½ inches from the left margin.

MARGINS

All left margins should be 1½ inches to allow for binding, and all right margins should be at least ½ inch. The first line on each page should be one inch from the top of the page, except when the first line is a title or other heading. The space between the last line and the bottom of the page should be at least ¾ inch. The division of a word at the end of a line should be avoided.

III. TITLE PAGE & TABLE OF CONTENTS

The title page should follow the attached format exactly. Deviation from this format will result in the rejection of the thesis for binding. A detailed table of contents should appear following the title page and should contain the page numbers of the headings and sub-headings as they appear in the text. A bibliography is not required because it is expected that complete documentation of sources appears in the notes or text.

IV. SUBMISSION OF FINAL COPIES

A final copy of a thesis must be submitted to the advisor for grading. Once a thesis has been approved and all revisions have been made, **TWO** unbound copies must be submitted to the Student Affairs Office, for transmittal to the bindery. Once bound, these copies will be deposited in the Gelman Library and the Jacob Burns Law Library. These two copies must be submitted without binders, but should be adequately boxed or wrapped to prevent page damage, wrinkles, or stains. **DO NOT** staple, bind, or punch holes in the final copies.

V. INCOMPLETE WORK

It is the student's responsibility to maintain contact with his or her advisor. The student's work in Law 690 (thesis-first part) will show as credits "in progress" until the thesis is accepted and graded. However, if a student fails to complete the thesis during his or her enrollment in Law 691 (thesis second part) by the due date, the student is required to secure an approved extension in writing from the thesis advisor. Once an extension for completion of the thesis has been approved, the student must contact the Records Office to arrange for continuous enrollment for the next semester. There is a \$35.00 charge for continuous enrollment. A new application for graduation must also be submitted for each semester in which graduation is anticipated. The Records Office will not renew prior applications. The application for graduation may be printed from the "Forms Download Page" of the GW Law web site and faxed to the Records Office at 202-994-8980.

VI. ADDITIONAL THESIS INSTRUCTIONS

Do not use initials or abbreviations in your name or thesis. Those students who normally use initials when writing their name should spell out all names in full. Do not use any military abbreviations or titles before or after the author's name. Please take the time to look up your advisor's full name and title in the back of the Law School Bulletin. Write out the thesis advisor's name completely and correctly. Check the Law School academic calendar for the exact date of Spring graduation. Summer graduation is always August 31. Fall/winter graduation is always January 30. It is incorrect to use the date of the last day of classes or the date of submission of the thesis for binding on the title page of the thesis.

MISCELLANEOUS

It is not customary to dedicate a thesis to anyone, and it is inappropriate to thank your advisor within the work. Please express any appreciation privately. Do not attach disclaimers regarding expressed views. It is assumed that the views expressed in a thesis are those of the author. The Master of Law degree is officially abbreviated LL.M. Do not insert a period after the first L.

PROOFREAD CAREFULLY!

The thesis will not be edited by the bindery. The two bindery copies submitted to the Student Affairs Office should be final and error-free. The thesis must be submitted to the advisor on or before the thesis due date. However, you may wait until your advisor has approved the final draft before making the bindery copies. Any suggestions or revisions made by your thesis advisor must be incorporated into your thesis before submission for binding.

If you have any questions concerning thesis procedures, do not hesitate to contact your thesis advisor, program director, or Stephanie Allgaier in the Graduate Programs Office (202-994-0715).

For general information on how to approach the writing of a thesis, you may wish to review Professor Steve Schooner's web page at:

http://www.law.gwu.edu/Academics/FocusAreas/govcon/Documents/Prof_Schooner_Thesis_guidelines.pdf

**** Failure to maintain continuous enrollment will result automatically in dismissal from the program ****

TITLE PAGE

Please center entire page:

TOP OF PAGE

The Title of the Thesis

By

Brilliant Law Student

{ full name - no initials }

B.A., June 1985, Impressive University

J.D., May 1990, Impressive Law School

{ List bachelors and all graduate degrees with
dates conferred and names of conferring institutions }

A Thesis submitted to

The Faculty of

MIDDLE OF PAGE

The George Washington University

Law School

in partial satisfaction of the requirements

for the degree of Master of Laws

May 26, 2002

{ or the convocation date on which your degree will be conferred }

Thesis directed by

Your advisor's name

Professor of Law (or appropriate title)

BOTTOM OF PAGE