

## Guidelines for Submission of Master's Thesis related documents

Graduate School of Social Sciences

### 1. Submission Eligibility

All of the following conditions shall be satisfied in order to become eligible for submission of Master's Thesis.

- (1) The student must have obtained, or is expected to obtain, the required number of credits.
- (2) The student must have submitted a Master's Thesis plan.
- (3) The student must have presented his or her Master's Thesis.

### 2. Guidelines for Preparation of Master's Theses and Other Documents

#### A. Master's Thesis

In principle, a Master's Thesis shall be typed in horizontal text on one side only of A4 sheets of paper using a word processor. If it is typed in English, the text must be double-spaced with a font size of 11.

Be sure to use the "Cover Page (distributed separately)" on the first page. The title listed on the cover page is the same as that on the last Master's Thesis Plan (or the Notification of Thesis' Title Change) submitted to the office.

#### B. Master's Thesis Summary

Master's thesis summary shall be approximately 1,200 words in length if submitted in English. The summary should be submitted separately. Please keep in mind that they should not be bound together with the Master's thesis.

Please download the format from the link below.

<https://www.waseda.jp/fsss/gsss/en/students/master/>

### 3. Submission of Master's Thesis and Related Documents

Documents to be submitted:

#### A. Master's Thesis: Electronic Data \*PDF file

\*Please combine the cover page and the Master's Thesis and submit them as one PDF file.

#### B. Master's Thesis Summary: Electronic Data \*PDF file

#### C. Notification of Thesis Title (Subtitle) Change \*Only if applicable

If you have a change of title or subtitle, be sure to submit us "Notification of Thesis Title (Subtitle) Change" via the designated application form to be shared from the office. After a notification is confirmed, the revised cover page with the new title will be shared.

Where to submit:

Please upload PDF data (total 2 files) using the application form. Also, please fill out and enter the final thesis title and subtitle in the application form. Each title entered will be accepted as final one.

\*Submission made after the deadline cannot be accepted in any circumstances.

#### **4. Resubmission of Master's Thesis and Summary**

After making revisions of errata or omissions, please resubmit the following data.

\* Any slightest changes in the Thesis Title (Subtitle) can NOT be accepted after the oral examination is over.

##### Documents to be submitted:

A. Master's Thesis: Electronic Data \*PDF file

\*Please combine the cover page and the Master's Thesis and submit them as one PDF file.

B. Master's Thesis Summary: Electronic Data \*PDF file

##### Where to submit:

The application form for resubmission will be provided from the office. The final thesis title and subtitle of the paper may not be changed.

#### **5. Storage**

Master's theses for storage are kept in the school library (Building No. 14, 8F) as PDF files.

\*If you receive a file size error message when submitting, please send the file as an attachment to the e-mail address below. The deadline for submission is as same as stated above.

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