
The *University Thesis Writing Guide (Guide)* [http://www.csueastbay.edu/thesis](http://www.csueastbay.edu/thesis) is the source of information for writing a Thesis. Refer to the *Guide* for all format requirements, (such as margins, font block quotes, etc.). Use a Stylebook to format the References or Works Cited and In-text Citations.

Choose a Stylebook before writing, such as APA, MLA, CMS (Turabian) or the style recommended by your Department. See [https://owl.english.purdue.edu/owl/section/2/](https://owl.english.purdue.edu/owl/section/2/). Compare 3 Stylebooks at [https://owl.english.purdue.edu/owl/resource/949/01/](https://owl.english.purdue.edu/owl/resource/949/01). Use the OWL website for more information.

The Thesis must have 4 sections, which are marked in Bold below. The other sections are optional. The page order is: Title Page; Copyright Page; Abstract; Signature Page; Acknowledgments; Table of Contents; Lists of Figures, Graphs, Photos, Plates, Maps and Tables if used; Preface; Page 1-End of thesis content; Endnotes, if not in text or end of chapters; Reference List or Work Cited; and Appendices.

To format the Title Page and Signature Page, refer to the Templates at the back of the *Guide*, p. 19.

Use the same margins for the entire Thesis including the Appendices, Graphs, and Charts. Make the Left Margin 1.5 Inches, the Right Margin 1 inch, and the Top and Bottom Margins must each be 1.25 inches. Use this page as a template.

Indent all paragraphs 0.5 inches; exception: do not indent the first paragraph of the Abstract. Indent Block Quotes 0.5 inches from both the left and right margins.

Font, point size, and type style (use of boldface, italics, small caps and underlining) must be consistent throughout the thesis. Changes in font or point size are not permitted. Use only black ink.

Do not end a page with the first line of a paragraph, and do not begin a page with the last line of a paragraph. This includes the References or Works Cited and the Appendices.

Every Reference must have an In-text Citation, and every In-text Citation must have a Reference.

The Table of Contents, List of Figures, List of Tables and other lists should be displayed in 2 or 3 distinct columns. Use “Dot Leader” [http://www.youtube.com/watch?v=eOBZv2pnGzA](http://www.youtube.com/watch?v=eOBZv2pnGzA) to vertically align page numbers in the Table of Contents and Lists. Each Figure and Table must have an In-text Citation.

Place Captions for Tables above the Table. Place Captions for Figures below the Figure.

Use a “Section Break” between the Preliminary Pages and the Content Pages to allow for the 2 styles of numbering. See: [http://www.youtube.com/watch?v=_15SvSefpnY](http://www.youtube.com/watch?v=_15SvSefpnY)

To number the Preliminary Pages, use lower-case Roman numerals (ii, iii, iv) placed in the Footer, Centered at the Bottom of the page, exception: do not show the " i “ on the first (Title) page.

Number the Content Pages using Arabic numerals (1, 2, 3) placed in the Header, 1/2-1” from the top of page at the Right Margin.

If you have difficulty using a Section Break, you may submit the thesis in two files: Preliminary Pages and Content Pages.