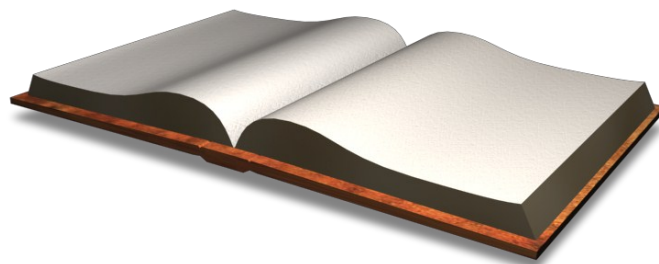




UNIVERSITY THESIS WRITING GUIDE

California State University,
East Bay

University Thesis
Writing Guide



University Thesis Writing Guide

Dear Master's Candidate:

You are about to embark on one of the most important aspects of a master's degree, the preparation of a master's thesis. The thesis will provide you with an opportunity to demonstrate the ideas, research skills, and creative abilities you have gained during your graduate work.

As with your previous master's coursework, the first place to begin this new endeavor is with your department. The most important person in your department at this time will be your thesis advisor. You should select an advisor who is a good match with your research interests and with whom you have a good academic and working relationship. The selection and definition of a research topic and methodology is a key element for completing a successful thesis. Your thesis advisor is the person who will help you do this and who will guide you through the content and research requirements of the thesis.

The Office of Academic Programs and Graduate Studies will assist you with the style and format of your thesis. This *University Thesis Writing Guide* presents the requirements to follow when you write your thesis. Reading and following these guidelines will help you to prepare a thesis that will be in conformance with university standards and thus acceptable for format and style. Questions of content and academic quality are determined by the thesis advisor in your department.

After you have read the *University Thesis Writing Guide*, please call the Office of Academic Programs and Graduate Studies at (510) 885-3716 if you have any questions concerning style and format not covered in these pages. I encourage you to clear up these questions before the preparation of your final draft.

Congratulations on your graduate work to date and best wishes on your University Thesis.

Sincerely,

Susan B. Opp
Associate Vice President
Academic Programs and Graduate Studies

INTRODUCTION

A **University Thesis** is a formal presentation of an objective, critical investigation, and is to be written in a formal, scholarly manner in standard English. It is important that style, usage, and punctuation be consistent. If you plan to complete a University Thesis, you must contact your department for assistance with developing a thesis committee and enrolling in the University Thesis course: 6910.

Your thesis work will be supervised by a thesis committee. It is important to contact your department for guidelines on forming a thesis committee. Guidelines vary department-by-department. The chair of your committee must be a Cal State East Bay faculty member.

The quality of both the presentation and content of the finished University Thesis is a major consideration in its acceptance. A University Thesis must demonstrate originality, appropriate organization, clear purpose, critical analysis, independent thinking, and accurate and complete documentation. Description, cataloging, compilation, or other simple procedures are not adequate.

This University Thesis Writing Guide includes changes in procedures and format requirements. *Students and faculty advisors should refer to these guidelines, rather than previously completed theses.*

How to begin...

Consult with a graduate advisor about your graduate program and the possibility of including a University Thesis. Procedures for creating a thesis committee and thesis

topic guidelines will vary from department to department. Once you have an advisor and committee, enroll in your department's 6910 (University Thesis) course.

Get IRB approval if needed: Approval of research protocol by the Institutional Review Board (IRB) is mandatory if research with human subjects is involved. This review is necessary to determine whether human subjects will be at risk and to protect their rights and welfare.

Any research involving experiments, questionnaires, surveys, interviews, and similar methodology involves research with human subjects. Theses in the social and behavioral sciences, education, health fields and management/administration will probably require this review.

IRB approval must be obtained before research commences. Students should contact the IRB Coordinator early in their thesis planning process and should submit their completed application (protocol) to the IRB at least two months before they plan to begin their research. Further information is available on the Office of Research and Sponsored Programs website at: www.csueastbay.edu/orsp/ (Click on the "Institutional Review Board" link.) If you have questions not answered on their web pages, you may call the Office of Research and Sponsored Programs (LI 2310) at: 510-885-4212.

After your topic is approved...

Draft and revise the thesis: Work closely with your thesis committee chair to review your progress and revise as directed until your com-

mittee judges your thesis to be acceptable and complete. It is strongly recommended that you prepare your drafts according to the format requirements in this guide in order to avoid reformatting prior to submitting multiple copies for binding.

NOTE: Faculty members are not expected to take time to make extensive corrections or revisions. They are encouraged, instead, to return draft materials to the student with general instructions and suggestions for bringing the thesis up to required departmental and university standards.

After your draft is finished...

Prepare your final manuscript for binding according to the requirements in this guide. Be sure to include all mandatory elements and format the manuscript accordingly. Pay special attention to the "General Format Requirements" and the "Specific Format Requirements" sections of this guide.

Pass format review: Submit the entire, final manuscript to the Academic Programs and Graduate Studies Student Services office (SA 4500) for format review by the "format review" deadline. The copy you submit for format review must be your final and approved thesis--your committee members have approved the text of your thesis and require no further changes--and successfully defended if a thesis defense is required by your department or committee. Your defense must be successfully completed before you submit your final and approved thesis for format review. *Your thesis should be complete except for the signatures of your*

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committee members on the approval page.

*** It is important that your approval page layout be reviewed and accepted by the Thesis Editor in Academic Programs and Graduate Studies before you ask your committee members to sign the page.**

Be sure to complete the "Thesis Submission Information Form" and include it with your thesis when you submit it for review.

NOTE: The Academic Programs and Graduate Studies office does not review Departmental Theses.

Obtain committee signatures:

After the Thesis Editor in Academic Programs and Graduate Studies completes the format review of your thesis, obtain approval signatures from your University Thesis committee. **[Please note that you must now type each committee member's name under each corresponding signature line.]** An oral defense is normally required prior to committee approval. Check with your department.

If the chair of your University Thesis committee will be away from campus during the final quarter, you are responsible for making alternative arrangements for final approval.

After your thesis passes format review...

Submit photocopies (or original print-outs) of your thesis for binding to the Academic Programs and Graduate Studies office (SA 4500).

Number of Copies. Plan to provide the following number of copies to be bound:

- * One for the University Library.
- * Another for the department.

** Exceptions:* Marine Science and Teacher Education require two copies. Verify this with your Thesis Chair.

Additional bound copies can be ordered for personal use. If you want copies for yourself, include the quantity in your order.

A Note about Collating. For each copy of your thesis that you submit for binding, it is your responsibility to assemble the pages in the proper order. Please put a sheet of colored paper between each copy. Neither the copy center, the Thesis Editor, nor the bindery takes responsibility for this collating.

Pay for binding: Binding is done by Valley Library Binding in Fresno, CA. The theses are hard-bound in red cloth and stamped in gold with title and author's name on the front and the spine. The bindery limits cover and spine titles to a total of 85 letters/spaces.

There is a separate handout titled "Thesis Binding Charges" which is provided during the format review with the Thesis Editor from the Academic Programs and Graduate Studies office (SA 4500).

Payment.

Make check cashier's check or money order payable to Valley Library Bindery and present it to the Academic Programs and Graduate Studies office along with the multiple copies. Lack of sufficient funds to cover a check will result in a \$5.00 assessment and an encumbrance; graduation will be delayed.

After payment is made, the Academic Programs and Graduate Studies office will notify the graduation evaluators in Planning and Enrollment Management that your thesis has been accepted.

Pick up personal copies of the bound thesis. About three to four

weeks into the following quarter, the bindery will deliver the bound copies of the theses and/or dissertations to the Academic Programs and Graduate Studies office (SA 4500). Academic Programs and Graduate Studies will then send one copy of your thesis to the University Library and send the rest of your copies to your department. Your department will notify you by phone or e-mail to pick up your personal copies.

*** It is your responsibility to pick up (or arrange for pick up of) your personal copies. The university can not mail or otherwise transmit the personal copies.**

BEFORE THE RELEASE of any copies, you must insert maps, illustrations, etc. (if any) and must pay any additional binding fees.

GENERAL FORMAT REQUIREMENTS

Theses must adhere to the following general guidelines:

- See recommended word processing programs.
- Use of standard American English
- Use of stylebook guidelines adopted by the student's professional field for those elements which do not have specific University Thesis guidelines (e.g., bibliography).
- Use of university approved paper stock with text printed on one side of each sheet.
- Use of university approved font, point size and type style.
- Use of university approved spacing, margins, indentations, and alignment of text.
- Use of university approved pagination.
- Use of consistent format for subheads.
- Use of university approved format for quotations.
- Use of university approved footnote style.
- Completion of thorough proofreading.
- Securing of approval for special formats, for example, musical scores.
- Use of consistent style for graphics, charts, and other non-text elements.
- Use of university approved procedure in preparing thesis copies which include plates/photographs.
- Follow university approved printer specifications.

1. Word-processing Programs

Most students prepare their theses using a word-processing program on a personal computer. Professional quality, up-to-date software is recommended. Some suggested programs:

IBM (PC) Windows

- MS Word
- WordPerfect
- MS Works

Macintosh

- MS Word
- WordPerfect
- AppleWorks
- FrameMaker

2. Grammar and Standard Usage

As a reference for general rules of American usage for such things as sentence structure, word form, pronoun usage, grammatical consistency and punctuation, students should refer to a grammar handbook such as *The Bedford Handbook for Writers* by Diana Hacker, the *Keys for Writers* by Ann Raimis, or the *Prentice Hall Reference Guide to Grammar and Usage* by Muriel Harris. These guides are currently recommended by the writing skills staff of our English Department.

3. Professional Stylebook Guidelines

In general, students should follow the stylebook for their field.

NOTE: For your thesis, all specific guidelines (such as those pertaining to margins, font style, block quotes, bibliography) described in this thesis guide take precedence over the professional stylebook.

If the *University Thesis Writing Guide* seems to be in conflict with your professional style guide, choose to follow the thesis guide. If

you have questions about this, call the Academic Programs and Graduate Studies office at (510) 885-3716.

The following professional stylebooks and guidelines used by the graduate departments of this university are listed below (use the most recent edition):

- Anthropology: "Style Guide and Information for Authors," American Anthropologist

- Departments of the College of Business and Economics: A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian, University of Chicago Press

- Educational Psychology: Publication Manual of the American Psychological Association, rev. by APA, Inc., Washington, D.C.

- English: The MLA Style Sheet, MLA, New York

- Geography: Editorial Policy Statement, rep. from Annual of the Association of American Geographer vol. 60, no. 1, March 1970

- History: A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian, University of Chicago Press

4. Paper Stock

Paper must be 8 1/2" x 11", white, and of such quality as to ensure reproduction of perfect copies. (Onion-skin or textured papers are unacceptable.) 20-24 lb. white or bright white paper (as found at professional copy centers) is acceptable. (You may use 28 lb. paper if you have colored illustrations.) Type or print on only the right facing side of each sheet.

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5. Type, Fonts, Point Size, Styles

A University Thesis should have a clean and simple look, without ornamentation or unnecessary complexity. Font, point size, and type style (use of boldface, italics, and underlining) must be consistent throughout the thesis. Changes in font or point size are not permitted.

The following fonts/point sizes (and their corresponding italic and bold typefaces) are approved for theses. If you wish to use another font, contact the Thesis Editor in the Office of Graduate Programs for approval.

Courier (12 pt)
Geneva (10 pt)
Helvetica (12 pt)
Palatino (12 pt)
Times or Times Roman (12 pt)

Exceptions

A smaller point size may be used for footnotes, graphs, tables or figures. See No. 10, "Footnote Requirements," and No. 13, "Requirements for Charts, Figures, Graphs, Tables, etc." Appendices may also include original items in different fonts or point sizes. See the "Appendices" section under Specific Format Requirements.

6. Spacing, Margins, Indentation, and Alignment of Text

Spacing

- Double-space the text. See sections on "Quotations," "Footnotes," and "Appendices" for exceptions.
- Leave one space after each word, comma, colon, and semicolon. Leave one or two spaces after periods, question marks, and exclamation points. Either is acceptable, as long as the spacing is consistently the same throughout the document.
- To form a dash, use your program's command for a dash if it has one; otherwise, type two hyphens with no added space between. Do

not add a space to either side of a dash.

Margins

- **All pages of your thesis must have the same margins.** This includes Table of Contents, Acknowledgments, Lists of Figures/Tables, all figures, illustrations, appendices and bibliography.
- The **left margin** must be at least 1 1/2" to allow for binding area.
- The **right margin** must be at least 1".
- The **top and bottom margins** must be at least 1 1/4".

Page numbers may be placed outside these margins. See "Pagination Requirements."

Indenting

Indent paragraphs five to eight spaces. Do not add extra spaces between paragraphs within sections of text. Also, see the section on "Quotation Requirements" for indent requirements.

Alignment of Text Requirements

All text must be **left aligned** (jagged right edge). *Centered or justified (even right edge) alignment is not allowed.* (Word-processing programs are unable to produce justified text without leaving unsightly gaps in the text.)

7. Pagination Requirements

Each page in the thesis (except the title page) should have a page number.

Type of Numbering

- Roman Numerals: Use lower case Roman numerals for the preliminary pages, beginning with "ii" for the page following the Title Page.
- Arabic Numbers: Use Arabic numbers for the balance of the thesis, **beginning with number "1" for the first page of text.** *From here on, the entire thesis should be numbered consecutively. This includes maps,*

figures, illustrations, bibliography and appendices.

Font

Use the same font, point size and style (no italic or bold) for page numbers (Roman and Arabic) as you use for the text of your thesis.

Adjust the default setting for page numbers in your word-processing program to match the font and point size you have chosen for your thesis.

Placement of Number on the Page

- Roman Numerals: For the preliminary pages which require lower case Roman numerals (I, ii, iii, iv, etc.) centered at the bottom of the page.
- Arabic Numbers: For the other pages, **beginning with the first chapter of the text**, the page number should be placed in the upper right-hand corner approximately 1/2" to 1" from the top of the page and 1" from the right margin. Use the number only. Do not add a header or ornamentation (parentheses, dashes, etc.).

The default position in most word-processing programs for centered and upper right-hand page numbers is usually acceptable. The page number should be at least 1/2" from the body of the text.

Tip: If your word-processor does not have the ability to number pages in one file in two different places (e.g., the upper-right corner and at the bottom/center of the page), you could cut and paste the pages requiring Roman numerals into a separate file, then number these pages.

8. Subhead Requirements

In general, you should follow the recommended format for subhead sequencing in the stylebook you are using. We recommend, however, that you put three or four blank

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lines before subheads and two blank lines after subheads.

Subheads that are centered carry more weight than subheads that are flush left. You may use a combination of all caps, bold, italic or underlining to distinguish between different weights of subheads. Whatever format you choose for subheads, **check to be sure that all subheads of the same weight are formatted in the same way.**

9. Quotation Requirements

For all quotations, use the same font and point size for the quotation as used in the main body of your thesis.

Block Quotations

Block quotation format is normally used for quotations of four or more lines of text within a single quote. Format extended quotations as block quotations. Single-space the block quotation and double-space between quotation paragraphs. Also double-space between the quotation and the main body of the text.

Indent a block quotation five to eight spaces from the left and right margins. (Center the quotation between the margins.) If you wish, you may also indent the beginning of a paragraph in a block quotation another five spaces.

10. Footnote Requirements

Footnotes are usually at the bottom of the page for the citations made on that page, although some departments require that the "notes" be collected at the end of each chapter or at the end of the text before the bibliography as endnotes. Follow the directions of your department for content, format, and placement of footnotes/endnotes.

Footnotes or endnotes appearing within, or at the end of a chapter should be numbered beginning with number 1 for each chapter. If endnotes are placed at the end of the thesis before the bibliography, in-

clude the chapter headings on your endnotes pages followed by the notes pertaining to that chapter. This allows readers to easily find the notes pertaining to a particular chapter.

Requirements for Footnotes at the Bottom of the Page

Use the footnoting style of your word-processing program as long as the program provides a line separating the footnote from the text and left justifies the footnote. Any variation from this standard format requires approval from the Office of Academic Programs and Graduate Studies.

Single-space each footnote and double-space between footnotes. There should be at least 1/4" between the last line of the text and the line separating the footnote (1/2" is preferred). The lines separating the footnotes should all be the same length (1 1/2" to 2" is recommended).

As a general rule, use the same font and point size as the main body of your thesis. If, however, you have extensive footnotes, you may reduce the footnote point size to 9 or 10 points. Whatever point size you select, use it for all the footnotes of your thesis.

11. Proofreading

The University Thesis should be carefully proofread by the student and the student's committee BEFORE it is submitted to the Academic Programs and Graduate Studies Student Services office for format review.

Check the following items:

- All text references to be sure they are correct and complete in the footnotes/endnotes and bibliography.
- All chapter headings and sub-headings, as well as figure and table headings to be sure they are for-

matted in the same way throughout your thesis.

- The headings in your Table of Contents and Lists of Tables/Figures to be sure they correspond to the headings as they appear in the body of the thesis.

- Page breaks to be sure pages do not begin with the last line of a paragraph from the preceding page or end with the first line of a paragraph.

12. Requirements for Special Formats

University Theses of unusual size or shape, or those which include special information (for example, tape recordings, musical scores, lengthy music manuscripts) must have format approval from the Academic Programs and Graduate Studies office. Large maps (pre-folded by the student) or CD's can be inserted in sturdy pockets built by the bindery inside the back cover.

One complete set of folded material must go to the bindery with the multiple copies so that they can build a pocket of the correct size.

13. Requirements for Charts, Figures, Graphs, Tables, etc.

The rule for charts, figures, graphs, tables, etc. is that they must be consistent with each other in style and have the same general look. **All photocopies and digital images must be clean and sharp.** They should use the same font and point size as the text of the thesis if possible.

Exceptions

If it is not possible to use the same font and point size as the text of the thesis (i.e., there is not enough room, or the item has been generated on another computer which does not have the same fonts), it is allowable to use a different font or a smaller/larger point size, as long as all the charts, figures, graphs, tables, etc. in the thesis use the same varia-

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tions consistently. For example, if a thesis has five maps with legends, the type sizes of the legends should match each other.

Charts, figures, graphs, tables may also be placed vertically on the page if they will not fit horizontally. The page, however, should have the same margins as the rest of the thesis. If possible, (1) place the top or heading at the left margin with the bottom of the item at the right margin, and (2) place the page number so that it appears in the same place and with the same orientation as on all the other pages of your bound thesis.

Hand-written symbols and hand-drawn table or graph lines must be made with black, permanent ink (not with ball-point or water soluble felt tip pen).

Hand-color work on maps/graphs must be done in permanent ink; do not use crayon, colored pencil, or felt tip pen. Each book must contain a complete set of any color illustrations.

14. Requirements for Plates and Photos

If your thesis includes photos or plates, one complete set of plates/photographs must be submitted to the office with the original, departmentally approved copy of the University Thesis by the thesis format review deadline. You may choose one of the two following options:

Option 1

Include clear black and white or color digital images or photocopies of the photos, on the same thickness/type of paper as the rest of the thesis in each copy of the thesis submitted for binding.

Option 2

After the thesis has been bound, mount actual prints onto a captioned page in each bound copy. To add photographic prints, the bindery requests that plates and photo-

graphs be mounted AFTER the thesis is bound, to avoid buckling caused by uneven page thickness.

If you choose this option, insert a captioned (but otherwise blank) page in the appropriate place(s) in each copy of your thesis you submit for binding. You may contact the Valley Library Binding at 559-237-5224 for specific instructions regarding the use of stubbing sheets.

When the bound copies are returned by the bindery, you will tear away the main portion of the perforated stubbing sheet (leaving only the left edge in the spine to provide for the thickness of the plate/ photograph) and will then mount the photo on the captioned sheet. It is suggested that you use an adhesive spray to mount your photos such as "Photo-Mount" manufactured by 3-M and available at Office-Max. Using tape to attach the photo or plate to the page is not acceptable.

15. Printer Specifications

ONLY the following types of printers are approved for theses (use "best quality" mode for your final draft).

- Laser printers (preferred)
- Ink Jet printers
- Letter Quality dot matrix

Unacceptable Printers

- Line printers
- Dot matrix printers (not letter quality)
- Any printer with visible and/or unconnected dots forming a letter

SPECIFIC FORMAT REQUIREMENTS

Required and Optional Sections

Theses must contain the four sections that are listed below in bold-faced type. Additional sections, as listed below and marked by asterisks, are optional. Sections must be assembled in the following order:

- i. **Title page**
- ii. Copyright page*
- iii. Abstract*
- iv. **Approval page**
- v. Preface*
- vi. Acknowledgments*
- vii. **Table of contents**
- viii. Lists of figures, graphs, photos, plates, maps and tables*
- Page 1. **First page of thesis text**
- Endnotes, if not in text or at end of chapters*
- Bibliography*
- Appendix*

*Optional

i. Title Page

The title page is mandatory and must be prepared according to the template at the end of this writing guide. Use the template attached as a *printed* guide to placement of each element on the page. Insert the same number of blank lines as indicated on the template. Text and decorative lines must be centered between the top, bottom and left and right margins. (Top and bottom margins must be at least 1 1/4". Left margin must be 1 1/2" and right margin must be 1".) **Hold your typed title page along with the printed template up to the light to align all text.** Make adjustments as necessary.

Notes:

- o **The title of your thesis and/or dissertation must not exceed 85 spaces** (including the spaces between words and punctuation). Your title should be in all capital letters.

- o Decorative lines must be 1 1/2" long. **(Theses only)**

- o Check the *University Catalog* list of "Graduate Degrees" for the official name of your degree (i.e., "M.S. in Biological Science," rather than "M.S. in Biology"). Do not use the name of the degree Option.

- o The date on the title page should be the month and year the degree will be awarded (the last month of the quarter you are graduating). For example, summer quarter 2011 ends September 3, so your thesis should be dated "September 2011".

- o The title page is counted as page "i" but do not type this number on the page.

- o Alignment of the elements

on your title page will vary depending upon the font, word-processing program and printer you are using. For this reason, if you copy and paste the online title page template into a word-processing program, the results may not match the template.

ii. Copyright Page

The inclusion of a copyright page is optional, but highly recommended. The U.S. Copyright Office has information for completing the copyright process at <http://www.copyright.gov/register/literary.html>. An additional handout is available from the Academic Programs and Graduate Studies office. To format your copyright page, choose one of the two following options. In the middle of the blank copyright page center (vertically and horizontally) your name and the year of the publication as follows:

Option 1

John Doe © 2006

Option 2

Copyright © 2006 by John Doe

If you do not have a font that includes the copyright symbol, e.g., "Symbol" font, you should type the "c" and draw a circle around it in permanent black ink.

If included, this page is numbered with a lower case Roman numeral "ii" centered between the margins at the bottom of the page.

iii. Abstract

Inclusion of an abstract is optional. An abstract is a definitive statement of the problem, a brief description of research method and major findings, and conclusions. It is limited to one or two pages. Check with your department and/or Thesis

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Committee Chair to determine whether your thesis should have an abstract.

If included, double-space the text and use the same margins as the body of your thesis. These pages must be numbered with lower case Roman numerals, centered between the margins at the bottom of the page.

iv. Approval (Signature) Page

The approval page is mandatory and must be prepared according to the template at the end of this writing guide.

Use the template attached as a printed guide to placement of each element on the page. Insert the same number of blank lines as indicated on the template. Left margin must be 1 1/2" and right margin must be 1". **Hold your typed approval page along with the printed template up to the light to align all text.** Make adjustments as necessary.

For Theses: The signature lines must be 2 1/2" in length and the date lines 2" in length as on the template.

For Dissertations: The signature lines must be 4" in length

Also, the name of each committee member must be typed immediately beneath his or her respective signature line. As with your title page, the alignment of the elements on your approval page will vary depending upon the font, word-processing program and printer you are using.

This page must be numbered with a lower case Roman numeral, centered between the margins at the bottom of the page.

v. Preface

Inclusion of a preface is optional. In general, a preface is written to explain the motivation for making the study, the background for the project, scope of the research, and pur-

pose of the paper.

The preface should be double-spaced and have the same margins as the body of your thesis. It may also include some acknowledgments if the "Acknowledgments" section has been omitted. If included, this page must be numbered with a lower case Roman numeral centered between the margins at the bottom of the page.

vi. Acknowledgments

Acknowledgments are not required, but a brief statement may be included to thank mentors, colleagues, individuals or institutions that supported research, or to give credit to works cited in the text for which permission to reproduce has been granted. Students are cautioned to prevent their statement from being overly long or personal in nature. An appropriate acknowledgment includes thanking an institution which sponsored an internship.

The acknowledgments should be double-spaced and have the same margins as the body of your thesis. If included, this page must be numbered with a lower case Roman numeral centered between the margins at the bottom of the page.

vii. Table of Contents

The table of contents is mandatory and should have the same margins as the body of your thesis. Center the title "Table of Contents" at the top of the page and list all parts of the thesis except the blank pages, title page, and approval page. For the remainder of the table, follow the requirements of the stylebook of your professional field.

Note: You should double-space between all the major section headings (i.e., Lists of Tables, Chapters, Bibliography, etc.). You may, single-space between subheads that are listed under the main headings. All columns must align neatly—ragged columns are not acceptable.

Sample Format:

Table of Contents	
	*Page
Acknowledgments.....	ii
List of Figures.....	iv
List of Tables.....	v
Chapter One. Title.....	1
Subhead (1st level).....	1
Subhead (1st level).....	15
Subhead (2nd level).....	18
Subhead (2nd level).....	20
Chapter Two. Title.....	25

* Note: The column of page numbers is right-aligned. *Page* is not included.

The table of contents must be numbered with a lower case Roman numeral centered between the margins at the bottom of the page(s).

viii. Lists of Figures, Graphs, Photos, Plates, Maps or Tables

If your thesis includes figures, graphs, photos, plates, maps or tables, you must include these lists. Do not include any items that you have placed in an appendix in your Lists of Figures, Graphs, Photos, Plates, Maps or Tables. Place each list on a separate page and use the same margins as the body of your thesis. Center the title (i.e., "List of Tables" or "List of Figures") at the top of the page and list tables or figures with page numbers in aligned columns. In general, follow the requirements of the stylebook for your professional field.

You may choose to use the same format as the "Table of Contents" sample in the previous section. You should, however, double-space between each item—i.e., figure or table heading. (You may single-space between the lines of the heading.) **Note: columns must align neatly—ragged columns are not acceptable.**

These lists must be numbered with

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a lower case Roman numeral centered between the margins at the bottom of the page(s).

ix. Text

The main body of the thesis is usually separated into well-defined divisions, such as chapters, and may begin with a brief chapter entitled "Introduction," or simply start with Chapter One. Follow the requirements of the stylebook for your professional field. Note: text must be double-spaced and printed on one side of the paper only.

Begin numbering with Arabic numerals (starting with page 1) at the upper right corner of the page and continue numbering each page to the end of the thesis. See # 7, "Pagination Requirements" under General Format Requirements.

x. Endnotes

Include this section only if notes were not in the text or at the end of chapters. Also see # 10, "Footnote Requirements" under General Format Requirements for additional information on endnotes. Center the title "Notes" or "Endnotes" at the top of the page. In general, follow the requirements of the stylebook for your professional field. Text within individual citations/notes should be single-spaced, with double-spacing between each citation/note. Students should refer to the stylebook of their profession for specifics. Endnotes must use the same font, font size and margins as the text of the thesis.

xi. Bibliography

This section may be mandatory, depending upon requirements of the stylebook for your professional field. Center the title "Bibliography," "References," or "Works cited" at the top of the page and format the bibliography accordingly. **Text within individual citations should be single-spaced, but double-space between each citation/note.** Students should refer to the stylebook

of their profession for specifics. The bibliography must use the same font and font size as the text of the thesis.

xii. Appendix/Appendices

Inclusion of appendices is optional. Items properly relegated to an appendix are explanations and elaborations not essential to the work of the thesis, but helpful to a reader seeking further clarification. Some examples might include: texts of documents or laws, long lists, questionnaires and sometimes even charts or tables. If charts or tables are placed in an appendix, they would not be included in your List of Tables or List of Figures at the beginning of your thesis.

Do not place figures, tables, charts, graphs, photos or other work that is needed and directly supports the work of your thesis in an appendix.

Materials of separate categories should be placed in separate appendices. If there is more than one appendix, each should be given a number or letter: Appendix 1, Appendix 2, etc., or Appendix A, Appendix B, etc. Center the title of each appendix at the top of the page. Another option is to center the title on a separate sheet (in the middle of the page or at the top) immediately preceding the appendix.

Items placed in an appendix should be named and numbered separately from similar items in the body of your thesis. In general, format the appendices according to the requirements of the stylebook for your professional field.

Note: All items (i.e., text, charts, graphs, tables, etc.) in the appendices must use the same font and font size as the text of the thesis. Text should be double-spaced. Exceptions to this rule may be made as indicated under the appropriate section in the *University Thesis*

Writing Guide. For example, see "Requirements for Charts, Figures, Graphs, Tables, etc." for exceptions allowed in presenting tables. In addition, sample surveys, letters, questionnaires, etc. can be used in their original form.

If the appendix includes charts/graphs or other illustrations, they must be generally consistent with each other in style and presentation.

All pages of the Appendices must have the same margins as the body of the thesis and all pages must be numbered with Arabic numerals in the upper right corner using the same font and font size as in the body of the thesis. Photocopies should be clean and sharp.

Begin numbering the appendices with the number which follows the last page of the previous section. *If you are using items in their original form, these must be reduced to fit within the prescribed margins.* You may choose to have a copy center reduce these for you. Also if you are using items in their original form, white-out old page numbers and recopy the item.

ADVICE FOR STUDENTS HIRING A PROFESSIONAL TYPIST/WORD-PROCESSOR

Make sure the typist has a copy of these instructions.

Students who choose to hire a typist to prepare the manuscript must ensure that the typist has these instructions before beginning the job. (The *University Thesis Writing Guide* is available online at <http://www.csueastbay.edu/thesiswritingguide>.)

Agree on all details before work begins.

Neither the university nor any of its offices or departments is responsible for matters concerning students' relationships or agreements with any outside agency or individual; therefore, neither the University nor any of its units will take part in disagreements between student and typist concerning services offered or expected (including costs billed or paid). It is wise for you and the typist to agree on all details, preferably in writing, before the work is begun. Such agreements include the typist's estimate of cost (based on information from you) and an estimate of time needed to complete the typing, as well as an understanding of responsibility for any required retyping. You are advised to examine the first few typed pages to make certain the typist uses proper format and produces professional copy. Do not wait until the job is finished to determine compliance with standards and requirements.

Allow time to complete each step involved in producing your thesis.

Allow time for your draft preparation. A good typist types about eight pages an hour. Generally, only the most competent, professional typist is able to spend more than four hours a day on a thesis. Also allow time for proofreading, for consideration by your University Thesis

Committee (a week or more), for making the inevitable corrections or additions, and for obtaining the signatures on the approval page of all your committee members—all before the format review deadline.

Finding a typist.

Typists sometimes advertise in the Cal State East Bay Pioneer newspaper, or they may post notices of their services on bulletin boards around campus. Typists who specialize in theses also advertise in the yellow pages under "Word-processing Services."

ERRORS TO AVOID CHECKLIST

Prevent rejection of your thesis (a return for partial or complete revision) by eliminating common errors.

Avoid the following:

- * Most common error—Incorrectly spaced or formatted title page or approval page
- * Inconsistency between the treatment of headings and subheadings in the Table of Contents and their appearance within the text.
- * Use of unapproved font
- * Inconsistent use of font, point size, bold, italics, and/or underlining
- * Incorrect line spacing
- * Incorrect margins
- * Pages without numbers or the wrong numbers (including figures, maps, tables, bibliography and appendices)
- * Incorrect and/or inconsistent placement of page numbers or footnotes
- * British spelling (except in quotations)
- * Inconsistent presentation of graphs, charts, illustrations, etc.
- * Blurred or messy photocopies of graphs, charts, illustrations, etc.
- * Low-resolution digital images not suitable for printing
- * Onion-skin paper, or other textured or non-standard paper

University Thesis Writing Guide

DEADLINES

Submit Your Final Copy

At the first due date, you must submit your APPROVED FINAL COPY of your University Thesis to the Thesis Editor in the Office of Academic Programs and Graduate Studies for format review. Students may turn in their thesis to Student Services and Administration Building, Room 4500. **(Do not have your committee members sign the approval page until the Thesis Editor has completed the format review.)** Your thesis must be typed according to the format requirements in the *University Thesis Writing Guide*. It must also contain all mandatory sections, with optional sections included if appropriate. The thesis will be proofread for adherence to the required format and returned to you for corrections.

Revised/Multiple Copies

At the second due date, you must submit your revised/multiple copies, order the number of copies to be bound, and pay binding fees. After the multiple copies have been submitted and the binding fees paid, the graduation evaluators in Enrollment Services will be notified that the thesis has been accepted.

You must meet both the "Format Review" deadline and the "Copies Due" deadline. These are firm deadlines.

Please see the thesis deadlines website for dates to submit your thesis for format review and to submit your revised, multiple copies:

www.csueastbay.edu/thesiswritingguide

CHANGES IN THESIS GUIDELINES

Changes in this version of the *University Thesis Writing Guide* include changes in procedures and format requirements.

Students and faculty advisors should refer to these guidelines, rather than previously completed theses.

The Thesis Editor currently offers a University Thesis Formatting Workshop each quarter at the Student Center for Academic Achievement. This workshop is free and open to all grad students and advisers. Please contact the Office of Academic Programs and Graduate Studies at 510-885-3716 for the day and time.

TEMPLATES

Use the templates in the *University Thesis Writing Guide* as tools to help you determine whether your title page and approval page have been formatted correctly. Create a typed version using your word-processing program and following the instructions on the template. Insert the same number of blank lines as indicated on the templates. Hold your typed title or approval page up to the light along with a copy of the appropriate template to check alignment of all elements. Adjust the elements on your typed page to match the positions of the corresponding elements on the template.

Note: Alignment of the elements on your typed pages will vary slightly depending upon the font, word-processing program and printer you are using. Minor variations are acceptable.

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THESIS TITLE (ALL CAPS)

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CONTINUATION OF TWO-LINE TITLE (No more than 85 spaces)

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A University Thesis Presented to the Faculty

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of

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California State University, East Bay

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In Partial Fulfillment

1

of the Requirements for the Degree

1

Master of Science in Counseling (Name of Degree)

1

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By

1

Author's Full Name

1

September, 2011 (the end of quarter month/year your degree awarded)

* Numbers indicate vertical spacing only; do not type. The three underlines are each 1½" long. Double-space text and center between margins (1½ left, 1" right). This template was prepared using Times New Roman and Microsoft Word. **When lining up, template may not match exactly.**

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By

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Author's Full Name

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Approved:

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3

Committee Member's Name Typed Here

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Committee Member's Name Typed Here

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Committee Member's Name Typed Here

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* Numbers indicate vertical spacing only; do not type. Double-space text and center between margins (1½" left, 1" right). "Signature" lines should be 2½" in length. "Date" lines should begin 5½" from left edge ("0") of page and should be 2" in length. *If your department only requires two signatures, type only two sets of lines.* This template was prepared using Times Roman and Microsoft Word (Center proper Roman numeral page number in same place as the Roman numerals on other pages). **When lining up, template may not match exactly.**

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DISSERTATION TITLE (ALL CAPS)

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CONTINUATION OF TWO-LINE TITLE (No more than 85 spaces)

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By

Author's Full Name

B.A. (Full name of school) year

M.A. (Full name of school) year

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A Dissertation

1

Submitted in Partial Fulfillment of the Requirements for the Degree

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Doctorate in Education

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Doctoral Program in Educational Leadership for Social Justice

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California State University, East Bay

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September, 2011**

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**Use the end of quarter month/year your degree is awarded for the date.

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California State University, East Bay
Doctoral Program in Educational Leadership for Social Justice

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This dissertation was presented
by

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Author's Full Name

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It was defended on
Month date, year
and approved by:

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Chairperson's name, Chair
Department affiliation

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Committee member name
Department affiliation

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Committee member name
Department affiliation