

## Office of Graduate Studies Guidelines for Thesis Format Review & University Library Electronic Submission

### Thesis Format Review

Students are responsible for submitting their thesis for format review by the deadline for the quarter in which they intend to graduate. All **thesis deadlines** may be found at: <http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/office-graduate-studies/university-thesis.html>.

When you are ready to submit your thesis for review by the University Thesis Editor, please follow these steps:

1. **Complete the Thesis Submission Form**, which is downloadable from [www.csueastbay.edu/gradstudies](http://www.csueastbay.edu/gradstudies), and submit it via email to sandi.jones@csueastbay and thesiseditor@csueastbay.edu. Please put **Thesis Submission Form** in the Subject line of your message.
2. **Pass the Format Review**. Submit the entire, committee-approved, final manuscript of your thesis as a PDF document to the University Thesis Editor at [thesiseditor@csueastbay.edu](mailto:thesiseditor@csueastbay.edu) before the format review deadline, not after. Please put **Thesis Draft for Format Review** in the Subject line of your message.
  - The thesis can be submitted as a single PDF document, or as two separate PDFs: The identifier pages (Title Page through List of Graphs), and the Content Pages.
  - Please make sure that you carefully follow all formatting requirements as outlined in the University Thesis Guide: <http://www20.csueastbay.edu/academic/files/pdf/University%20Thesis%20Writing%20Guide%202011-2012-%20rev.pdf>.
  - Please see “**Most Common Errors**” and “**Thesis Checklist**” (below in this document), for helpful hints for a successful format review.
  - Include the **Approval Page** (Signature Page) – **without signatures**. The Format Editor will review your Approval Page layout, and work with you to perfect it. Once approved, collect the committee signatures. After signatures are obtained, scan the Approval Page for inclusion in the electronic version of your thesis. Keep the original for the Library copy of the bound thesis.
  - During the review, the Thesis Editor will return the **Thesis Checklist** and a **copy of your thesis with suggested edits**. Work with the Editor to make the needed changes. After revising the thesis, return it to thesiseditor@csueastbay with the title “**Revised Thesis**” in the subject line for a final check.

3. After the thesis is Approved, **submit photocopies or original print-outs of your thesis for binding** (personal copy, department copy if required, hard copy for Library) to APGS as instructed in the Thesis Writing Guide by the Revised/Multiple Copies and Electronic Library Submissions deadlines (<http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/office-graduate-studies/university-thesis.html>). If you do not submit your final revised copy by this deadline, your graduation will be delayed.
  - Make a check, cashier's check or money order payable to **Valley Library Bindery**. The "Thesis Binding Charges" document will be provided during the review.
  - Copies must be **collated** with the pages in the proper order with a sheet of colored paper between each copy. The copies should be placed in a stiff **corrugated box** (a box that one would use for shipping glassware).
  - Include **two extra copies of the Title Page**, one with the **number of copies to be ordered**.
  - Before the release of any copies, you must insert maps, illustrations, etc. (if any) and must pay any additional binding fees.

If you have any questions about the thesis submission or format review process, please email [thesiseditor@csueastbay.edu](mailto:thesiseditor@csueastbay.edu)

### **Electronic Submission to the University Library**

The Library also requests that you submit your thesis in electronic format in addition to the hard copy. The Library would like to have both a hard copy for its collection and an electronic copy for the institutional repository to facilitate access; however, at this time students are not required to submit a digital copy of their thesis if they prefer not to. Please see instructions for Library Electronic Submission in the section below.

The format for submission of electronic theses to the University Library is PDF. The submission deadline for the electronic thesis is the same as for the printed thesis see the Revised/Multiple Copies and Electronic Library Submissions deadlines at <http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/office-graduate-studies/university-thesis.html>

In order to make your thesis available online through **ScholarWorks**, the CSUEB Institutional Repository, you must also submit the signed **Non-Exclusive Distribution License and Availability Agreement** found at: <http://library.csueastbay.edu/uploads/csueb-thesis-license.pdf>. Please send the license as a separate PDF along with your electronic thesis with signed signature page to both [thesiseditor@csueastbay.edu](mailto:thesiseditor@csueastbay.edu) and the Institutional Repository [repository@csueastbay.edu](mailto:repository@csueastbay.edu)

## Access Policy

### *Open, Public Access to ScholarWorks*

By default, items in CSUEB's institutional repository are open access, meaning that anyone can access your work through ScholarWorks, the library catalog, or searching online via a search engine like Google or Bing. This brings greater visibility to your work and makes it more likely to be seen and used by other scholars. We strongly encourage you to **not** place access restrictions on deposited items.

However, we understand that there may be times when restricted access is necessary. Please check with your thesis advisor and/or any journals you are planning to submit your thesis for publication to if you have any concerns.

### *Embargo (aka restricted access)*

The act of restricting access to a deposited item is an embargo. Items deposited in CSUEB's ScholarWorks may be embargoed for six months, one year, or two years, if necessary, as is standard practice by many institutional repositories (for example, Duke University, University of Washington, and ProQuest). However, once again, we strongly encourage you to **not** place an embargo on your work.

While the full-text PDF of your thesis will not be available online during the embargo period, we will place a record for your embargoed work in ScholarWorks, making note of the date when the full text will become available after the expiration of the embargo.

Embargoes upon items deposited in CSUEB's ScholarWorks are rarely necessary, as many publishers, including Nature Publishing Group (<http://www.nature.com/authors/policies/confidentiality.html>), allow for the deposit of pre-submission versions of work in Institutional Repositories prior to publication.

You can find out the pre-print, post-print, and embargo policies of many journals by searching the Sherpa/RoMEO database (<http://www.sherpa.ac.uk/romeo/>), a service provided by the University of Nottingham.

You and your thesis advisor will discuss what need, if any, there is for an embargo before submitting your thesis and will need to note the decision with your signatures on the Non-Exclusive Distribution and Availability Agreement.

If you have any questions about submitting an electronic copy of your thesis for the institutional repository, please email [repository@csueastbay.edu](mailto:repository@csueastbay.edu) or call Anna Graves in the University Archives, 510-885-3892.

## **Most Common Errors when Submitting Theses for Format Review**

1. Spelling errors (yes, really).
2. Grammar errors (yes, really).
3. Spacing errors, especially regarding the use of one or two spaces between sentences: a thesis may not use one space between sentences in some parts, but two spaces between sentences in other parts (or three or four...).
4. A lack of uniformity in the use of footnotes, especially regarding spacing and end punctuation.
5. A stylistically inconsistent bibliography/works cited page.
6. The abbreviation of journal names in a bibliography/works cited page.
7. Failure to use MS Word's Table of Contents feature.
8. Failure to make separate Tables of Contents for figures and tables.
9. Failure to make the front matter match the example found in the University Thesis Writing Guide.
10. Failure to follow the margin requirements noted in the University Thesis Writing Guide.
11. Failure to properly use Roman and Arabic numerals for page numbering. Hint: while both can be used in one document, it is often much faster to simply divide your thesis into two documents: the part that uses Roman numerals and the part that uses Arabic numerals. It is acceptable to submit your thesis for review as two documents.
12. Failure to cite tables or figures that you did not produce yourself. Using someone else's figure without citing it is plagiarism.
13. Accidentally submitting the wrong version of your thesis for review. Master's Degree students have dozens of copies and versions of their thesis drafts; every quarter a student mistakenly submits the wrong version of their thesis for review, resulting in wasted time for the editor and the student.

THESIS CHECKLIST			
1. General Formatting			Comments
	Paper stock, one sided	8 ½ x 11, white, 20-24 lb. bright white.	
	Printer	Laser printer, ink jet or letter quality dot matrix printers only.	
	Printing	One-side printing only.	
	Font, point style and size	Courier 12 Geneva 10 MAC (or Tahoma 10 PC) Helvetica 12 MAC (or Arial 12 PC) <u>Palatino Linotype 12</u> Times or <u>Times New Roman</u> 12	
2. Stylebook Guidelines	Check with your department		
3. Title Page-Required			
	Margins	Top and bottom margins 1 ¼", Left margin 1 ½", right margin 1".	
	Alignment	Use template as guide.	
	Font	Must be all caps.	
	Decoration	Decorative line 1 ½" long only.	
	Date	Should be month and year degree awarded.	
4. Copyright Page-Optional			
	Option 1	First and last name with publication year vertically and horizontally centered "John Doe © 2006".	
	Option 2	"Copyright © 2006 John Doe".	
	Page number	Lowercase Roman numeral "ii" centered between margins, bottom of page.	
5. Approval (Signature) Page-Required			
	Margins	Left margin 1 ½", right margin 1".	

	Alignment	Use template as guide.	
	Signature and date lines	Signature lines must be 2 ½"; date lines 2".	
	Names	Each committee member name typed beneath respective line.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page.	
<b>6. Acknowledgments-Optional</b>			
	Content	Can give credit to works cited in the text for which permission to reproduce has been granted.	
	Margins	Same margins as thesis.	
	Spacing	Double-spaced.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page.	
<b>7. Table of Contents-Required</b>			
	Content	Lists all parts of thesis except blank pages, title page, and approval page.	
	Margins	Same margins as thesis.	
	Spacing	Double-space between all major section headings (i.e. Lists of Tables, Chapters, etc.); can single-space between subheads listed under main headings.	
	Alignment	All columns must align.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page(s).	
<b>8. Abstract-Optional</b>			
	Spacing	Double-spaced text, same margins as thesis.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page.	
<b>9. Preface-Optional</b>			
	Content	Explain motivation for the study, background of project, scope of research, purpose of paper.	
	Margins	Same margins as thesis.	

	Spacing	Double-spaced.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page.	
<b>10. Lists of Figures, Graphs, Photos, Plates, Maps or Tables-Optional</b>			
	Format	Does not include items listed in Appendix; each list should have separate page.	
	Margins	Same margins as thesis.	
	Spacing	Double-space between each item (i.e. figure or table heading); can single-space between lines of heading.	
	Alignment	Columns must align.	
	Page number	Lowercase Roman numeral, centered between margins, bottom of page(s).	
<b>11. Pagination</b>			
	Required	Every page except title page numbered.	
	Font	Consistent font style and size as thesis.	
	Preliminary pages numbering	Centered; lower case Roman numerals for preliminary pages beginning with “ii” after Title page.	
	Thesis content numbering	Upper right, ½-1” from top of page, 1” from right margin. Arabic numbers for balance of thesis, starting with “1” for first page of text, numbered consecutively. No decoration, i.e. ~2~.	
<b>12. Spacing, Margins, Indenting and Alignment</b>			
	Spacing	Double-spaced, one space after each word, comma, colon, semi-colon; 1 or 2 spaces after periods, ?, !; no	

		"-" must be "-".	
	Margins	All pages consistent; left margin 1 ½", right margin at least 1", top and bottom at least 1 ¼".	
	Indenting	Paragraphs ½" indented; no spaces between ¶s w/in sections of text.	
	Alignment	Left aligned only.	
<b>13. Subheads</b>			
	Spacing	3 or 4 blank lines before subheads, 2 blank lines after; or follow stylebook for discipline.	
	Alignment	Centered or flush left.	
	Types	Consistent use of combination of caps, bold, italic, underlining.	
<b>14. Quotations</b>			
	Format	Same font and point size as in thesis.	
	Block quotations	For four+ lines of text, single-space block quote and double-space between quotation ¶s. Double-spaced between quotation and body of text.	
	Indenting	Indented ½" from left and right margins, centered between margins. Can indent beginning of ¶ in a block quotation of another ½".	
<b>15. Footnote Style</b>			
	Format	Same font and point size as thesis, consistent throughout; may reduce font size to 9 or 10 as long as consistent.	
	Requirements	Bottom of page for citation made on that page OR end of each chapter or end of text before Bibliography as endnotes. Follow department guidelines.	
	Numbering	Footnotes appearing within or end of chapter should be numbered starting at "1" for each chapter. If endnotes are placed at the end of the thesis before the Bibliography, include chapter headings on endnotes	



		pages followed by notes pertaining to that chapter.	
	Alignment	Put a line ¼-½" below last line of text to separate footnote from text; left justified.	
	Spacing	Single-space each footnote; double-space between footnotes. ¼" between last line of text and line above footnote.	
<b>16. Proofread</b>			
	Grammar	Spell-check and grammar-check.	
	Text references	Correct, complete in footnotes/endnotes and Bibliography.	
	Chapter headings and subheadings	Check format is consistent.	
	Headings	TOC and Lists of Tables/Figures headings correspond to body of thesis.	
	Page breaks	Ensure pages don't begin with last line or end with first line of ¶.	
<b>17. Special Formats</b>			
	Unusual size or includes special materials (i.e. musical scores, tape recordings)	Must have format approval from APGS.	
	Large maps, CDs	Materials can be inserted in pockets built by bindery inside back cover; one complete set of folded material must go to bindery with multiple copies for insertion.	
<b>18. Charts, Figures, Graphs, Tables-Optional</b>			
	Requirements	Should use same font and point size as thesis; if using different font or larger/smaller point size, be consistent throughout all figures.	
	Alignment	Vertical or horizontal; must have same margins as rest of	

		thesis. Prefer top or heading at left margin with bottom of item at right margin.	
	Page numbers	Should appear in same place and orientation as rest of thesis.	
	Images	Photocopies and digital images must be clean and sharp.	
	Handwritten symbols or tables	Only black permanent ink, not ball-point or water-soluble felt-tip.	
	Hand-colored images	Only permanent ink; not crayon, colored pencil or felt tip. Each thesis should have complete set of any color illustrations.	
<b>19. Plates/Photographs-Optional</b>			
	Requirements	One complete set must be submitted to APGS by thesis review deadline.	
	Option 1	Include clear b/w or color digital images or photocopies of the photos on the same thickness/type of paper as rest of the thesis in each copy of thesis submitted for binding.	
	Option 2	After thesis has been bound, mount prints or photographs onto a captioned page in each bound copy.	
	<i>Option 2 requirements</i>	Insert captioned (otherwise blank) page in appropriate place(s) in each copy of thesis submitted for binding.	
<b>20. Text</b>			
	Format	May begin with "Introduction" or "Chapter One".	
	Spacing	Double-spaced.	
	Page numbers	See "Pagination".	
<b>21. Endnotes -Optional</b>			
	Alignment	Center "Notes" or "Endnotes" at top of page.	
	Style	Follow stylebook for discipline.	
	Spacing	Single-space individual citation; Double-spaced between citations.	

	Font	Same font and font size as thesis.	
	Margins	Same as thesis.	
<b>22. Bibliography</b>			
	Alignment	Center title "Bibliography," "References," or "Works Cited" at top of page.	
	Spacing	Single-space individual citation; Double-spaced between citations.	
	Font	Same font and font size as thesis.	
<b>23. Appendix-Optional</b>			
	Categories	Materials of separate categories are in separate appendices (i.e. laws, long lists, questionnaires).	
	Numbering	More than one appendix given a number or letter: Appendix A.	
	Alignment	Center title at top of each page or center title on separate sheet.	
	Format	Follow stylebook for discipline.	
	Font	Same font and size as thesis.	
	Spacing	Double-spaced.	
	Presentation	Charts, graphs, other illustrations must be consistent with each other in style.	
	Margins	Same as body of thesis.	
	Page number	Arabic numerals, upper right; numbering begins with number following last page of previous section.	