
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 *Style Guide* before writing, such as APA, MLA, CMS (Turabian) or the style recommended by your Department. See [https://owl.purdue.edu/owl/avoiding_plagiarism/guide_overview%20.html](https://owl.purdue.edu/owl/avoiding_plagiarism/guide_overview%20.html). The MLA Style Guide and others are available here: [https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html). 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**” [https://www.youtube.com/watch?v=ZTiGSfrJ7c](https://www.youtube.com/watch?v=ZTiGSfrJ7c) 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**.