

## A Quick Guide to Thesis Formatting. Things to Know Before Writing Your Thesis.

The *University Thesis Writing Guide (Guide)* <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=ZTiGSffrJ7c> 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>

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.**