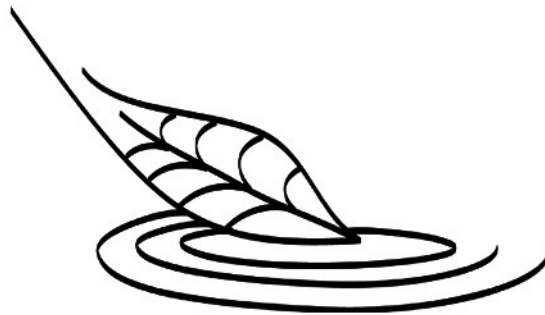


---

MASTERS PROGRAM  
IN  
Environmental Studies

Graduate PROJECT Guidelines

*Fall 2003*



---

## TABLE OF CONTENTS

### GENERAL INFORMATION

Introduction .....	3
Appropriate ENST Project Topics.....	3
Project Advisor.....	3
Guidelines for Length of Project.....	4
Appropriate Style Manuals.....	4
Research Subjects Approval.....	5

### FINAL STEPS TO COMPLETION OF PROJECT

Approval Signatures .....	6
Binding Considerations .....	6
Deadlines .....	7
GS-700 Enrollment.....	7
Summer Completion.....	7

### TIMELINE FOR COMPLETION OF PROJECT

Abbreviated Version of Timeline for Completion of Project.....	9
Choose Research Topic .....	10
Penultimate Semester .....	10
Ultimate Semester .....	11
Due in ENST Office by Final Deadline .....	12

### FORMAT GUIDELINES

Format Guidelines for Written Project .....	13-16
---	-------

### APPENDICES

Appendix 1 Project Formatting Checklist .....	18
Appendix 2 Font Examples .....	19
Appendix 3 Project Margin Guide sheet .....	20
Appendix 4 Sample Title and Approval Page .....	21
Appendix 5 Table of Contents Sample.....	22
Appendix 6 Headings and Pagination Samples.....	23
Appendix 7 Divider Page Example .....	26

# GENERAL INFORMATION

## INTRODUCTION

This manual has been developed to assist Environmental Studies students in the preparation of a Project. General information regarding the general policies and procedures, along with acceptable format guidelines for the ENST 597 Project exit research option, are included.

Since this manual cannot cover all situations and problems that may arise in the preparation of the manuscript, the student should discuss any particular problem with his/her Project advisor. If necessary, feel free to consult the Environmental Studies Graduate Advisor. **Please note: it is the students' ultimate responsibility to make certain that all Project requirements are met.**

## APPROPRIATE ENST PROJECT TOPICS

A Project represents a significant scholarly undertaking. It evidences originality, independent thinking, appropriate form, organization, and rationale. By its nature, the field of Environmental Studies is represented by a broad range of disciplines and definitions. As such, what constitutes a relevant topic is very much open to the interpretation and perspective of the student and his/her Project advisor.

It is important to note that the Project is intended to display the critical thinking skills and knowledge gained during the student's tenure in the ENST program. As such, the Project is not merely a summarization of existing available research; rather, it is a means for the student to demonstrate that he or she is capable of applying the knowledge gained towards solving a specified research problem within the discipline of Environmental Studies.

Each ENST student is encouraged to carefully consider the general topic area of choice within the first or second semester after entering the program. Accordingly, it is a good idea for each student to develop his or her study plan such that the course work compliments overall goals of the program along with Project research endeavors.

For further assistance, students are encouraged to seek the guidance of the ENST Program Coordinator or the ENST Associate Coordinator.

## PROJECT ADVISOR

The ENST Project is normally supervised and approved by a full-time CSUF faculty member. Only part-time CSUF faculty with established long-term contractual agreements with the ENST program may be considered to supervise a Project (please note that this is subject to approval by the Program Coordinator). It is possible for a qualified

professional, who is not a regular university faculty member, to serve as a visiting examiner and join in the approval of the Project, but **not** to serve as the primary advisor.

In contrast to the requirements for writing a Thesis, the Project requires only the approval of the faculty supervisor. There is no review by committee, nor are students expected to orally defend their final Projects unless otherwise specified by their advisor.<sup>1</sup> A copy of the Project is NOT required for the Pollack Library, nor must a copy of the Project be microfilmed, as is the case for Theses.

For the above reasons, if a student plans in the future to pursue a PhD, or at least to leave open the option, it is *strongly* recommended that he or she undertakes a Thesis rather than a Project.

### **GUIDELINES FOR LENGTH OF PROJECT**

Due to the variation and diversity of the kinds of Projects undertaken by ENST students, the ENST Program cannot arbitrarily assign a minimum page length. What might be an acceptable length for one Project may not be so for another. Essentially this means that strict minimum page limits will not be enforced.<sup>2</sup> As a rule of thumb, however, students are expected to hand in Projects that contain a body of text with *no fewer than 40-50 pages* excluding the frontis (title and approval page; abstract; table of contents; lists of illustrations, figures and tables; preface, acknowledgement or foreword (if any)) and works cited.

The most important point is that the Project still must constitute a work of significant quality and depth regardless of the page length. The work must significantly exceed the standard expectations of other academic assignments that students have previously handed in such as term papers and semester projects.

### **APPROPRIATE STYLE MANUALS**

It is recommended that students consult with the Academic Program Adviser or Project advisor concerning the writing style manual preferred. Students are encouraged to use the resources available on-line through the Pollack library as this website resource provides a comprehensive list of acceptable style manuals:

<http://www.library.fullerton.edu/ReadyRef/style.htm>.

The following sources are appropriate to refer to for writing style guidance:

*A Manual for Writers of Term Papers, Theses, and Dissertations* (Fifth Edition), by Kate L. Turabian, or *The Chicago Manual of Style*, published by the University of Chicago.

---

<sup>1</sup> It is within the Advisor's prerogative to require an oral defense if they so choose.

<sup>2</sup> Alternatively, Projects do not necessarily need to be submitted in a written form (please see graduate advisor if you are considering submitting an alternative style Project).

If the supplementary style manual presents regulations that conflict with the guidelines published in this handbook, the regulations stated in this handbook take precedence.

## **RESEARCH SUBJECTS APPROVAL**

All Projects involving human participants or animal subjects are subject to federal regulations and University policy. Appropriate approval from the Institutional Review Board (**IRB**) or the Institutional Animal Care and Use Committee (**IACUC**) must be obtained depending upon the nature of the proposed research.

A familiarity with the rules and regulations as governed by the IRB or IACUC application is recommended. Important information along with the necessary forms can be found at <http://ogcerv.fullerton.edu> under Rules and Regulations. For research proposals requiring IRB or IACUC attention, the approval to proceed must be on file in the Regulatory Compliance Office *before* any research may begin. For further questions, please contact the Office of Grants and Contracts in MH-112.

## **FINAL STEPS TO COMPLETION OF PROJECT**

When the final copy of the Project is completed and approved, students must:

- Obtain the signature from Project advisor for the front approval page.
- Arrange for at least 1 final copy to be hard-bound and submitted to the ENST office by the designated deadline (including aforementioned approval page).
- Submit a Notification of Completion Form.
- Ensure that any necessary Grade Change forms have been submitted by the applicable Advisor (s).

### **APPROVAL SIGNATURES**

It is recommended that students arrange for a minimum of two original title pages to be signed by the Project advisor (see Appendix 4). At least one original must be submitted to the bookstore with the Project for binding; other originals may be used for personal copies and for Project Advisors.

In addition, the Project Advisor must sign the **Notification of Completion Form** that must be submitted with the finished Project upon completion to the Environmental Studies Office.

### **BINDING CONSIDERATIONS**

An approved and *hard bound* copy of the Project must be submitted to the Environmental Studies Program upon completion as part of the requirements for graduation. If the Project is in the process of being bound at the Titan bookstore, each student must produce a receipt indicating that the Project is in print. Typically students also make arrangements to have one copy printed up for the Project Advisor and one copy for themselves.

The fee for binding the Project is paid at the University Bookstore Copy Center. Since Projects are NOT sent to the University library, they do not need to be microfilmed (only Theses must be microfilmed). Once the project has been submitted for binding and the receipt has been handed in to the ENST office, the student may not withdraw the Project from the bookstore. Alternatively, students may arrange to have the Project hard-bound by the **Center for Oral History** in the Pollack Library, South 363 (Phone: 714-278-3580).

***\*\*It is the student's responsibility to ensure that the Titan bookstore sends the approved Project to the ENST office.***

## **DEADLINES**

Adequate time should be set aside for the review and final approval of the Project by the Adviser prior to the deadline for completion. It is reasonable to expect that each step of the process will take longer than expected and so it is a good idea for each student to give his or herself plenty of time to finish the work. It is strongly recommended that each student work closely with his or her advisor to ensure that enough time has been set aside for the Advisor to review the Project and for the student to make the necessary revisions.

*Professors are very busy towards the end of the semester, and they are under no obligation to rush through your Project just so that you can meet your deadline.*

The deadline for Project completion is always on the last day of the final exam period each semester. Check with the ENST office or the ENST website for specific deadlines. By the Project deadline, a notification of completion form must be submitted with the Advisor's signature. It is a good idea to remind the Advisor that he or she must submit a change of grade card(s) (if applicable).

## **GS-700 Enrollment**

All ENST students are required to register only once in either the ENST 597 Project or the ENST 598 Thesis exit research option. If the Project or Thesis is not completed within this semester, the student must register in GS 700 either through Extended Education or CSUF in order to maintain continuous enrollment.

A student is only eligible to enroll in GS-700 through University Extension for one semester if registered for the ENST 597 Project. The GS-700 form that permits students to register through Extended Education can be downloaded from either the Graduate Studies website or the ENST website. Students must fill out the top part of this form, submit it to the ENST office for approval, and then take the completed and signed form to the Graduate Studies Office (MH-103) in order to obtain the necessary registration instructions.

Once this one allowable semester of GS-700 registration through Extended Education has been used, each student must register for GS-700 through the regular CSUF registration process (look for schedule number under the heading for 'Graduate Studies' in the University registration catalog) and pay the regular part-time tuition.

## **SUMMER COMPLETION**

***Because faculty are under no obligation to advise during the summer months, the ENST Program does NOT encourage summer Project completion.***

If a student has no other option and would like to complete his or her Project during the summer session, special permission from the Graduate Studies Office must be obtained. The "Petition for Summer Completion of the Master's Degree" form may be found on the Graduate Studies website, the ENST website, or directly from either office. This petition

must include the signature of the Project Advisor in order to establish that the student will have access to supervision during this period when faculty members are not officially scheduled to be on campus.

# Recommended Project Timeline for Completion

## First Semester in ENST

- Submit *Study Plan* in ENST 500
- Begin to *SCOPE* out ideas for Project
- Keep eyes open for potential *Advisor*

## Penultimate Semester

- Submit *Graduation Check* to Admissions & Records
- Submit *ENST 597 Project Form* to ENST Office in order to obtain permit to register for final semester
  - *Need Signature from Advisor*

## Ultimate Semester

### Beginning of Ultimate Semester

- Establish a schedule of meetings and deadlines with Project Advisor

### One Month Prior Project Deadline

- Final draft should be completed and submitted to Advisor for review

## Due in ENST Office by Final Day of Exam Period

- Submit *Notification of Completion Form*
- Submit *Hardbound Copy of Project* with approved and signed title page (or receipt from bookstore for binding)
- Advisor must submit *Grade Change Forms* (if applicable)

# **TIMELINE FOR COMPLETION OF PROJECT**

## **Choose Research Topic – As Soon As Possible**

- Determine Project topic, scope out details, define basic parameters of research objectives, and set personal deadlines for completion of Project. Each student should be considering what topic he or she would like to pursue for the exit research option from the first semester in the program. Ideally, the study plan should be developed so as to complement the breadth of knowledge that will be needed to complete this substantive piece of academic work.
- Each student should take the time to find an advisor that meets his or her needs, has similar interests, and who will agree to be the Advisor. It is recommended that students try to register in a class taught by the preferred potential advisor(s) in order to make a better judgment regarding potential compatibility.
- Try to budget extra time at every step of the way towards completing the Project in order to account for the unexpected tasks that inevitably will require more time than what was initially expected.

## **Penultimate Semester**

- A **Graduation Check** must be submitted to the Admissions and Registration Office during the penultimate semester (meaning one semester prior to the semester that the student plans on graduating).
- It is common for students to enroll in the **ENST 599 Independent Study** course during the penultimate semester. This time is often used to prepare for the completion of the Project during the next semester. In order to register for this course, students may download the necessary form from the ENST website. Once this form has been signed by an Advisor (typically the same one who is working with the student on the project during the ultimate semester) and handed in to the ENST office, the student will be permitted to register for the ENST 599 course.
- Even if the ENST 599 course option is not taken during the penultimate semester, contact with the chosen Project Advisor is strongly recommended in order to ensure adequate availability during the semester in which such supervision will be required. *It is the student's responsibility to ensure that the necessary arrangements have been made and that everyone who needs to be involved is aware of their responsibilities.*

## Ultimate Semester

- Once ready to begin working full-time on the Project, each student will need to register for the ENST 597 Project. The **ENST 597 Project registration form** can be downloaded from the ENST website (or picked it up from the ENST office). The basic information must be filled in and accompanied by the Advisor's signature prior to being handed in to the ENST office for approval. Once this form has been submitted, *and not before*, permission to register for the ENST 597 Project will be granted.
- *It is advisable to maintain close contact with the Advisor during the entire process of working on the Project.* The Advisor should be informed if it becomes evident that the Project will not be completed during the original specified semester as indicated on the Graduation Check. If this is the case please be sure to take care of the following issues:
  1. Submit a **Graduation Update** form to the Admissions Office and pay a fee. If this is not done, continuous enrollment cannot be maintained and the risk of disqualification is substantial.
  2. Maintain continuous enrollment either through registering for courses at CSUF or by registering in **GS-700**.
    - i. For those undertaking a Project, students are eligible to register for GS-700 through the Extended Education University (EE) for **one** semester only. The form is available on the Graduate Studies Office website (under forms).
    - ii. Students who need more than the one EE semester to complete the graduate requirements must maintain continuous enrollment by registering for the CSUF GS-700 course (registration information available in the published semester schedule under GS-700) at regular part-time student fees.
    - iii. Graduate students who have been in the program for 5 years, and who have not yet completed their graduate requirements, may request a 2 year time-limit extension from the Graduate Studies Office. By California state law, graduate students may take up to 7 years to complete the degree without penalty.

## Beginning of Ultimate Semester

- If this has not already been done, each student should establish a schedule of meetings and deadlines with his or her appointed Advisor no later than the beginning of their ultimate (final) semester. It is strongly recommended that students maintain close communications so that there are no surprises. Close

communication should also give each student an indication of how much supervision and advisement can be expected from the chosen Advisor.

### **One Month Prior to Project Deadline**

- Ideally, the entire first draft of the Project should be completed and submitted to the Advisor for review one month prior to the final deadline so as to allow time for him or her to review your work. Please remember that the end of the semester is always a busy time for faculty and so do not expect to be able to drop off the Project for review at the last minute without notice. Otherwise, there is an increased risk of missing the Project deadline, not to mention adding a great deal of undue pressure on yourself and your Advisor just to ensure that all of the final arrangements are made if you do not complete your work in a timely manner.
- Each student should ideally allow him or herself at least 2 weeks to revise and edit their Project after it has been given the final review from their Advisor. Students should expect that revisions will be necessary, and in some instances substantial revisions may be necessary. If this is the case, time should be set aside to allow for all unexpected circumstances.

### **Due in ENST Office by Final Day of Exam Period Each Semester**

1. *Notification of Completion form* (that includes signature from Advisor).
2. *(One) Hardbound copy of Project* with approved and signed title page (or receipt from Bookstore in lieu of copy with instructions to forward hardbound copy to the ENST office upon completion of binding process).
3. Be sure to remind your Advisor to submit *grade change forms* to our office if you have yet to be assigned a grade for your Project or any other coursework.

---

# FORMAT GUIDELINES for Written Projects

## PAPER

Paper should be 8 ½ " x 11 " white, minimum 20-pound weight with a 25%-100% rag or cotton content. This higher quality paper assures durability and permanence of the Project kept on file in the ENST Office.

## TYPEFACE

Students should be certain that the final Project copy is printed using a 10 pt. or 12 pt. font. See Appendix 2 for samples of acceptable computer-printed fonts. If uncertain about a typeface, check Appendix 2 or bring a sample to the Environmental Studies Office.

**The typeface and font size must be consistent throughout the Project.** However, if a type font different from the text is used for computer-generated graphics in figures and illustrations, the font must conform to the same quality standards as required for the text.

Printing must be on one side of the paper only. The final copy must be free from marks between lines, smudges, or corrections with liquid corrector. All symbols, maps, diagrams and other forms must be printed or drawn with black ink.

Avoid using fancy typefaces, bolding, and justified margins.

Whenever using underlining in the paper, e.g., a heading, a subheading or reference work title, always use a continuous underscore – do not underscore each word individually. Use of italics in lieu of underline is acceptable, except in subheadings.

## WORD PROCESSORS

Not all word processing software and hardware is suitable for Project preparation. It is crucial that students determine in advance if a particular package is appropriate to his or her needs.

## SOFTWARE

The software should be capable of these formatting functions:

- Adjustable page and line length
- Superscripting for footnote numbers
- Adjustable indentation
- Single, double, and triple spacing at will
- Variable page number position (upper-right and bottom center)

## HARDWARE

The printer must be able to produce a clear, dark image that will photocopy well. It must be able to perform all the software functions listed above and must be able to permit both capital and lower letters.

## SPECIAL CAUTIONS

Certain computer functions can backfire and create disasters in a document. Following are some cautions:

- Avoid use of the global-or universal-replace functions unless you can say “yes” or “no” to each replacement.
- **Make at least one backup copy of the documents after each session at the keyboard and store it separately from the original.** Preserve and retain on disk the final

of each draft in case you need to go back to it at a future time. Be sure to keep exact paper records of what file is what and where it is located. Do not erase any of your files or discard any paper copies until the final copies have been approved and deposited in the bookstore.

- Be very careful in formatting and paginating (inserting page numbers) your document. One extra line accidentally left at the bottom of a page will mean that the entire remainder of the chapter will have to be reformatted to correct this one error.
- Using a word processor simplifies proofreading from draft to draft, as errors should not creep into text, which has not been altered. At the same time, read each draft carefully prior to submission. Reformatting can yield unexpected results, and a careless finger can cause a sentence, paragraph, or page to be deleted inadvertently.

## **MARGINS**

**The left margin must be 1½ inches to allow for binding; the top, right and bottom margins 1 inch.** Text, footnotes, page numbers, appendices and illustrations must come within these margins.

**All major headings, i.e. chapter titles, table of contents, and abstract margins should be 2 inches from the top of the page. Page numbers at the top will be 1 inch from the top edge and 1 inch from the right edge of the paper. Page numbers at the bottom of the page will be centered 1 inch from the bottom edge of the paper.** See “Margin Guide-sheet” in Appendix 3 as

well as format samples in Turabian, Chapter 14.

The bottom margin should be shortened by one or two lines or an extra line of text may be permitted to avoid beginning the next page with a very short line.

If automatic page numbering is used, page numbers appearing in the upper-right hand corner should be even with the right margin followed by a double space before the text.

## **SPACING**

Double spacing (or one space and one half) should be used except for places where conventional usage calls for single spacing – for example, block quotations over three lines, footnotes, tables and the bibliography. Use one line of space only (not three or four) after headings.

Quotations of more than three lines are single spaced and indented five spaces from each margin. Block quotations should not be enclosed in quotation marks (unless quotations marks are part of the original quote, in which case single quote marks would enclose the block quote). See on-line style manuals (Pollack Library website) for more detailed information on punctuation of quoted material.

## **ORDER OF PARTS**

Frontis pages should appear in the following order: title and approval page; abstract; table of contents; lists of illustrations, figures and tables; preface, acknowledgement or foreword (if any). The format for the table of contents is provided in Appendix 5.

The main body of the text, which immediately follows the frontis materials, is divided into chapters. It is followed by any appendix or appendices and the bibliography or reference list. Divider pages with the centered heading, "APPENDIX," "BIBLIOGRAPHY," or "REFERENCE LIST" may be used if desired (see appendix). If divider pages are used, the page number need not appear on the page, but the page should still be counted when paginating the Thesis.

### **PAGINATION**

Frontis pages will be numbered in lower-case Roman numerals and centered one inch from the bottom of the page. The title and approval page should not be numbered though it will be regarded as page "i". The first numbered page contains the abstract, and is numbered "ii". Subsequent frontis pages are numbered consecutively.

The text and any subsequent pages (i.e. bibliography and appendices) following the main text are paginated consecutively in Arabic numerals "1" from the bottom. center of the page. Page numbers should not be punctuated or underlined. See samples on paginations in Appendix 6. See additional comments under "Margins" and "Order of Parts" for placement of page numbers.

### **SUBHEADINGS**

See Appendix 6 or refer to instructions given in the Turabian or American Psychological Association (APA) style manuals. Clear examples are given in each manual. Subheadings listed in the

Project Table of Contents should correspond exactly to the wording used in the body of the paper.

### **ABSTRACT**

Each Project must be accompanied by an abstract of not more than 150 words (approximately one page). The abstract is placed in the Project immediately following the approval page, as page "ii." The heading, "ABSTRACT" should be centered two inches from the top of the page.

The abstract should include a statement of problems, procedures or methods, results, and conclusion. It should be double-spaced (or one space and a half) with the beginning of each paragraph indented. The abstract should not contain footnotes or references. Do not include the title and author of the Project in the abstract.

### **TITLE & APPROVAL PAGE**

The proper format for the title and approval page is given in Appendix 4. **Titles of more than one line should be single-spaced.**

**Be sure to use the correct degree designation as listed in the catalog or shown on your approved study plan form. (Master of Science in Environmental Studies).** Note that the name of faculty advisor and his/her appropriate academic department is to be typed below the signature line. All copies of the Project should include a signed title and approval page.

The title and approval page must be printed on the correct paper stock and

the signatures must be original. The signatures should be in black ink.

## **FOOTNOTES & BIBLIOGRAPHY**

The preferred reference style (if not using APA) for footnotes is at the bottom of the page. If this is not possible due to computer software problems, endnotes may be listed at the end of the chapter or end of the paper before the appendix.

The most common error that occurs is when there is a discrepancy between the footnotes and the bibliography (i.e., dates, citing different editors, and footnotes not listed in the bibliography). Also, students must ensure that the punctuation does not differ in footnotes from that in the bibliographic entries.

See Turabian for punctuation and format guidelines for the bibliography and reference lists.

## **ILLUSTRATION, FIGURES & TABLES**

All illustrations, tables and figures should follow the instructions in Turabian, APA or the departmental, manual. Captions should match the lists of tables, figures and illustrations that follow the Table of Contents. Computer printouts must be clean and legible.

**When reducing charts or graphs so they will fit on 8 ½ by 11 inch pages, make sure the reduction is legible enough to read.**

All graphs, charts, tables, figures, computer printouts and appendices must fit within the standard margins (1 ½ left hand and 1 inch top, bottom, and right). When reducing copy to fit within margins, be sure any text is still legible with lettering distinct and readable (e.g., no filled-in letters like “a,” “o,” etc.).

Illustrative material, which cannot be bound, such as slides, must be supplied to the ENST office in appropriate holders and must be adequately accounted for in the contents so as to inform the reader that they accompany the Project.

Special problems with illustrations should be discussed with the student’s Project advisor and graduate program adviser or if necessary, consult the Graduate Studies Office.

## **PROOFREADING**

Turabian is a good source for checking correct format on style. Proofreading and final editing constitute an important final step in the completion of the Project. Be sure to allow for at least 2 weeks to take care of the final editorial revisions requested by your advisor prior to handing in the final copy to the ENST office.

## **QUESTIONS**

For further information or clarification of any of these guideline regulations, please contact the Environmental Studies Office, Humanities H-409, at (714) 278-5646.

## **APPENDICES**

---

## APPENDIX 1

PROJECT FORMATTING CHECKLIST
------------------------------

- Paper Stock:* 8½ x 11 size, minimum 20# weight, 25% - 100% rag or cotton content. (Crane's archival Thesis paper is recommended.)
- Title/Approval Page:* Should confirm to Appendix 4 sample  
Original signatures—names typed correctly, signatures in black ink  
Not numbered
- Abstract:* 150 words maximum, page numbered "ii"
- Table of Contents:* Should coincide (illustrations, bibliography, appendix, pagination) with what is shown in body of paper. Check order: Title/Approval Page, Abstract, Table of Contents, List of Illustrations/Figures/Tables, Preface, Acknowledgement, Foreword, Text of Paper, Appendix, Bibliography or References List.
- Margins and spacing:* 1½" left and 1" right, top and bottom margin throughout the paper, including tables, charts, figures, graphs, computer printouts and appendices.  
Paper double-spaced (or space and on half) consistently.  
Each chapter should be started on a new page. Subheadings within the chapter should begin at the next regular double-space, not on a new page.  
Quotations which are four (4) lines or more should be single-spaced and indented five spaces.  
(No quotation marks should be used, unless single quotation marks are needed)
- Pagination:* Title/Approval Page is regarded as "i."  
Frontis pages should be numbered consecutively in lower-case Roman numerals. Title page is **not** numbered.  
Text through Appendix, Bibliography/References should be numbered consecutively in Arabic numerals, upper right-hand corner, 1" from top and 1" from right edge.  
Major headings (frontis page titles, chapter titled) numbers should be 1" from bottom, centered.  
Page numbers are not punctuated, underlined, etc.
- Bibliography:* Check for consistency in documentation throughout Project or in footnotes.
- Textual errors:* Spelling, grammar, quotation marks, sub-headings, proper format, etc.
- Legibility:* Smudges, light type, reduced tables, graphs, or figures. Graphs/charts should be legible enough for microfilming.
- Illustrations:* Conform to Project margin guidelines. They should be inserted in text as close to reference as possible with a triple space between the illustration and the regular text at both top and bottom. Illustrations which cannot be included in text should be noted in the paper as accompanying the Project and submitted when the Project is turned in to the ENST Office.
- Tables/Graphs:* Tables and graphs should be inserted within the text as close to the reference as possible with a triple space between the table/graph and the regular text at both top and bottom
- Author/Editor Citations within text:* Author/Editor citations within the text should be checked to make sure they agree with Bibliography and are in the proper format

## APPENDIX 2

FONT EXAMPLES
---------------

ARIAL (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

BERKELEY (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

BOOKMAN OLD STYLE (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

CENTURY SCHOOLBOOK (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

COURIER NEW (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

FRANKLIN GOTHIC BOOK (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

GARAMOND (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

MICROSOFT SAN SERIF (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

TAHOMA (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

TIMES NEW ROMAN (12 pt.)

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
1234567890

**APPENDIX 3**



*(1" top/right margin from top of page)*



*(1 1/8" left margin)*

PROJECT MARGIN GUIDESHEET

PAGE #



First line of Text may be set at 1 1/2" from top to allow 1" margin for page number.

The first page of each chapter and other bottom, centered page numbers are positioned 1" from the bottom.

Page #

20



*(1" margin from bottom of page)*

**APPENDIX 4**

TITLE SAMPLE PAGE

*(2" top margin – variable with title length)*

CULTURAL REFLECTIONS OF A FIRST GENERATION IMMIGRANT IN  
AMERICAN SOCIETY



*(1 1/2" left margin)*



*(1" right margin)*

A Project

Presented to the

Faculty of

California State University, Fullerton

*(Double space between each line except triple  
space for signature block  
NO BOLD IN TITLE PAGE)*

In Partial Fulfillment

of the Requirements for the Degree

Master of Science

in

Environmental Studies

By

William Robert Howard

Approved by:

\_\_\_\_\_  
John Doe, Project Advisor  
Department of XXX

\_\_\_\_\_  
Date

*(1" bottom margin – no exceptions)*

## APPENDIX 5

### TABLE OF CONTENTS SAMPLE

Note: The Table of Contents should follow exactly the order of the paper and should include all headings and subheadings. Indicate frontis page numbers in lower case Roman numerals.

1 1/2"

1"

### TABLE OF CONTENTS

ABSTRACT .....	ii
LIST OF TABLES.....	iv
LIST OF FIGURES .....	v
Chapter	
I. INTRODUCTION.....	1
Purpose .....	1
Definitions .....	3
Problems .....	4
II. GRADUATE STUDY AND THE PREPARATION OF HISTORY SCHOLARS .....	5
Prior to the Twentieth Century .....	5
Pre-World War II.....	15
Post-World War II .....	21
III. THE ROLE OF TECHNOLOGY IN HISTORY EDUCATION .....	34
Historical Research.....	34
Oral History .....	45
IV. CONCLUSION .....	55
APPENDIX .....	56
1. Chart of Pre-World War II Scholars.....	62
2. Oral History Chart .....	63
BIBLIOGRAPHY .....	64

#### LINING UP PAGE NUMBERS IN THE TABLE OF CONTENTS

Introduction .....	1
Bibliography.....	24
Appendix .....	33
Appendix A Title.....	34

1. Left-Justified Tab ( ) should be inserted in ruler and formatted to show dots. 22
2. Right-Justified Tab ( ) should be inserted in ruler at least two spaces beyond left-justified tab.

## APPENDIX 6

### HEADINGS AND PAGINATION SAMPLES



#### CHAPTER 1

#### THIS IS THE CHAPTER TITLE

*(2" top margin  
from top of page)*

#### This is a Primary Heading

This is how the first page of your Project will look, using a chapter name and the headings that go with each section. “This is a Primary Heading” shows the format for a primary heading. On this page it should be three spaces from the title (i.e. 3 returns with text beginning on 4<sup>th</sup> return). Within the body of the Project, it should be a regular double space from the text above it as well as a double space from the text below. This heading should be included in the Table of Contents in exactly the same words.

#### This is a Secondary Heading or a Sub-Heading

The text starts in the line below the secondary heading, one double space, and is indented. This heading should be included in the Table of Contents, and quoted exactly. Note that NONE of the headings is in bold type. (Bold type is neither required nor preferred by the Graduate Studies Office for your Thesis.)

This is a Tertiary Heading. It is also a type of sub-heading. Both Secondary and Tertiary sub-headings relate generally to the Primary Heading, but the Tertiary Heading relates specifically to the Secondary Heading. It is not mandatory that the Tertiary Heading be listed in the Table of Contents. In longer theses, it will probably be helpful,

but this is left to the discretion of the writer. The object of this is to present a consistent, well-organized paper that will be easy to read.

### This is How To Paginate Your Project

Pagination of your Project can be one of the most frustrating parts of your Thesis. Keep in mind that Microsoft is not your friend, and if you can find the special little boxes in Tools, Options, that try to write your paper for you, you can disconnect them!

One relatively easy way to get the page numbers correctly on the paper and in the right order is to make each chapter a separate document. This allows you to use the header and footer to format the page numbers, and still allows you to set the top and bottom margins at the correct spacing.

Start at File, then Page Setup. In the Margins section, set Top, Bottom, Right, Header, and Footer at 1” and set Left at 1.5.” Then, click on Layout and check the box that says “Different front page.” Once that is done, return to your document.

#### Formatting Chapter 1, Page 1

On Chapter 1, Page 1, click on View, and Header and Footer. Page down to Footer and click the center icon to center the number. A toolbar will appear that will help you format the page number. There’s a little page with a ‘# ‘ in the middle and a hand holding it. Click that to format the number, tell the computer to start at Page 1. Click on OK, and the number 1 will appear in the footer of Page 1, centered.

#### Formatting Chapter 1, Page 2

On page 2, within the header, click on the number formatting icon and the sentence that says “Continue from previous section.” It will automatically type a 2 when

you click on “Insert Page Number.” From then on, the computer will automatically put the correct page number for any following pages.

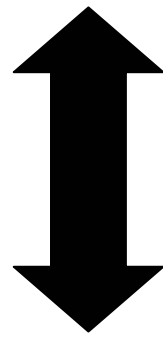
### Formatting Pagination of the Remaining Chapters

When you start Chapter 2 as the next document, you will do the same thing except at the prompt “Start at,” you will put the appropriate number for Chapter 2’s first page and then format the following page number into the following page’s header. This should allow you to keep your chapters numbered in consecutive order with the least amount of trouble.

### Other Project Formatting Tips

Be sure to check the margins to be sure that the spacing is correct. You may have to adjust the margins to .9” or .8” so that the paper will print out with 1” spacing.

If you have a photograph, table or figure that cannot be put on your disk with the rest of the Thesis, it will still need a page number. Wherever that document will be in your document, provide a numbered blank page within the body of your Thesis. When you come to the end of the page before the photograph, etc. press return at the end of the last line. That will take you to the next page and the computer will automatically put the correct number on that page. Then, press ‘shift,’ and while holding the shift key down, press ‘enter.’ That performs a page break and you will be ready to resume typing and the computer will automatically put the correct number on the page you are typing. When you are ready to print the page number on your photo, etc., page down to the blank page, put your photo, etc., in the printer, and print and the number will be correctly formatted on your photo, etc.



*(2" margin from top of page)*

*12 pt. font*

**APPENDIX 7**

DIVIDER PAGE EXAMPLE

(This page does not require a page number on it, but should be counted as a page when paginating the Thesis or Project. If a page number is used on this type of page, it should be centered at the bottom of page 1" from the bottom.)