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CHAPTER 1
GENERAL INFORMATION

PREFACE

The master’s thesis or the graduate project is the culminating experience of your graduate program and a demonstration of your ability to develop and present a clear and scholarly work within your chosen field of study. Our goal in this final editorial process is to ensure that your thesis is a credit to this university and ultimately a lifelong source of pride for you.

Although our format requirements may differ from other formats in your particular field, our universally accepted style ensures that other scholars, wherever they may be or in whatever field, will understand the organization of ideas in your final published and archived work. Our format requirements are thus designed to provide a solid but “invisible” background to showcase your research and writing to as wide an audience as possible.

This manual includes
- general information regarding all university policies and procedures,
- format requirements, and
- sample pages.

The manual answers most commonly asked questions about the thesis preparation and format and provides instructions on each step of the thesis process at CSUF. My final addition to this thesis manual would be: get an early start!

This manual cannot cover all situations or problems that may arise in the preparation of the manuscript. Any additional questions should first be discussed with the chair of your committee, of course, but do not hesitate to consult our staff at the Graduate Studies Office or visit our website at www.fullerton.edu/graduate, since we are the official campus authority for reviewing and approving thesis form and style.

Finally, I note in some recent census data that only nine percent of the population holds an advanced degree; when CSUF publishes your thesis and places it in Pollak Library, you will join that select community of scholars. We are here to support you in accomplishing this important scholarly milestone.

Dr. Katherine Powers
Director, Graduate Studies
UNIVERSITY REGULATIONS

University regulations apply to all theses. Each section of the thesis will be checked by the University Thesis/Dissertation Reader for conformity to these requirements.

The CSUF thesis publication process requires a bound copy and microfilm copy of the final approved original thesis be deposited and catalogued in the Pollak Library, and the abstract be published in the print bulletin and online database of University Microfilms International Publications (UMI).

A student’s academic department may require an approved copy of his or her thesis as part of its graduation requirements, so students should check with their graduate program adviser as to what they need to provide to their department. Do not use previously approved work as your thesis guide; rather, use the formatting standards listed in this current revision.

Any requests for deviations from our procedures and regulations must be made to the Graduate Studies Office prior to formal submission.

DEADLINES

You must allow adequate time for reading and approval by your committee members and the University Thesis/Dissertation Reader. These dates are also listed on the Graduate Studies Office website, at http://fullerton.edu/graduate/. As you approach the end of your program, check the website, as adjustments in various university-wide policies may affect these dates.

Normally, the deadline for submission for review by the University Thesis/Dissertation Reader is three weeks before the last day of classes. Therefore, we recommend you schedule your thesis defense at least six weeks prior to the last day of classes of the appropriate semester--you will need time to make any changes before the submission deadline.

The thesis MUST meet the following deadlines in order for the student graduate on time:

[Click on the link below to see the current deadlines]
http://www.fullerton.edu/graduate/currentstudents/dates.asp

There are NO exceptions to the deadline for initial submission.
1. THESIS PLANNING

THE THESIS COMMITTEE

Before you begin writing your thesis, you need to choose a committee. The thesis committee is composed of a minimum of three full-time faculty members who supervise the research program and the writing of the thesis and approve its content. It is possible for a qualified person who is not a full-time university faculty member to serve as a visiting examiner and join in the approval of the thesis. This person then serves as the fourth member of the committee.

You and the chair of your committee will then choose a topic. The CSUF Library offers many helpful resources, workshops and services to assist you in your choice of topic and your subsequent research. The Library Guide for Graduate Students can be found at www.library.fullerton.edu under the Research tab.

Reference librarians will work one-on-one with individuals requesting research assistance on a specific research assignment, topic, or thesis. Research consultation sessions can be requested on-line at www.library.fullerton.edu under the Ask a Librarian tab and are a great way to explore the literature on topics you may be considering as a thesis subject.

The University Writing Center is a great resource for graduate students. Specialists can assist with writing, research strategies, and citation sourcing. Appointments with the University Writing Center should be made well in advance of your formal submission, at http://www.fullerton.edu/ulc/Default.asp

STUDENT RESPONSIBILITY

It is the student’s responsibility to comply with this manual and meet the required deadlines. Departmental programs may specify the style manual, source documentation method, heading style, and the use of technical terminology (if applicable) for the thesis. University guidelines govern all form and physical requirements, such as paper stock, font, margins, spacing, page numbering and placement, and the order of parts. Remember, however, that you are producing the final product for archiving on several different platforms; therefore, university requirements take precedence if there is conflict. These are described in the second chapter of this manual.

BEFORE thesis submission, be sure that your thesis not only meets all departmental and university style and formatting guidelines, but has been formatted and proofread thoroughly to the best of your ability BEFORE formal submission. If this manual does not answer your questions adequately, feel free to contact the Office of Graduate Studies for assistance.

In addition to your committee, the library, University Learning Center, and our office, the internet abounds in helpful and practical help for thesis writers. Use Google or your favorite search engine to find answers to questions from how to cite a film correctly to when to use a semicolon. There are also excellent on-line MS Word tutorials.
If you plan to use human participants in your thesis, you may be required to obtain approval for their use from the CSUF Institutional Review Board (IRB). Their office is located in the Office of Grants and Contracts, MH-103. This approval process is based on various federal regulations and university policy intended to protect you as well as your subjects. The process may take several weeks, so check with your committee chair and the IRB early on how to obtain this approval. The IRB provides valuable information and forms at http://www.ogc.fullerton.edu/IRB/irb.htm.

If you use copyrighted or unpublished material in your thesis (e.g., illustrations, photographs, graphs, research, etc.), you must give full credit to the author and/or publisher. Be sure to obtain the appropriate permission, cite your sources appropriately, and abide by “fair use.” Guidelines can be found in the APA, MLA, or CMA style books. Contact the University Thesis Reader/Dissertation if you have any additional questions.
2. THESIS REVIEW PROCESS

The thesis review process can go smoothly and quickly if the student has reviewed this manual thoroughly and followed its guidelines during the thesis preparation phase.

UNIVERSITY THESIS/DISSERTATION READER

The University Thesis/Dissertation Reader verifies that all CSUF thesis and dissertation manuscripts comply with university regulations and format uniformity, and are consistent in style. For further information or clarification of any of the regulations in this manual, contact the University Thesis Reviewer at dstewart@fullerton.edu or (652) 278-2618.

PRELIMINARY CHECK

We urge each candidate to obtain a preliminary review by the University Thesis/Dissertation Reader after completing a chapter or two, or at least two weeks before your oral defense or the submission deadline. While this review is not mandatory, it is highly recommended.

The University Thesis/Dissertation Reader will check your margins and general format (including table and figure conformity) and that your Title/Signature page is on the correct paper. These checks can save you needless reformatting headaches and wasted time in the hectic days at the end of the semester. Call the Graduate Studies Office main number, 657-278-2618, or request an appointment by email from the University Thesis/Dissertation Reader, Debra Stewart, at dstewart@fullerton.edu

TITLE/SIGNATURE PAGE

APPROVAL SIGNATURES. When officially submitted to the University Thesis/Dissertation Reader, the Title/Signature page of the completed thesis must be properly formatted and bear the signatures (in black ink) of all members of the student’s committee on the correct paper stock. Thus, all students are advised to check the format for their signature page with the University Thesis/Dissertation Reader before they obtain signatures.

Your thesis is formally reviewed only after the entire committee has given (by signature) of the completed thesis. No changes or additions in content will be allowed in your thesis after the committee’s signatures have been obtained. Although the University Thesis/Dissertation Reader is not a proofreader—that is the student’s responsibility, during the formal review, other issues may be brought to the student’s attention for correction.

THESIS PAPER. All signed Title/Signature pages must be on archival, thesis regulation paper (white, 8½” by 11”, 20-pound weight, and 25- to 100-percent cotton rag paper) and printed on a laser printer or high-quality inkjet printer. Use this same paper and printer to print the final, corrected copy of the entire thesis—a mismatched signature page and thesis body will not be approved.
Students should arrange for a minimum of at least three original title pages to be signed by the committee members. One original is submitted to the bookstore with the thesis; other originals may be used for the student’s personal copy and the departmental copy. A fourth copy could be made for safekeeping in case a Title/Signature page is misplaced.

**THESIS SUBMISSION AND FORMAL REVIEW**

When your thesis meets all minimal submission requirements (formatting, proofing, and signatures of all committee members) to the best of your ability, you are ready to submit it for formal review by the University Thesis/Dissertation Reader, who verifies that each thesis and dissertation meets all formal and procedural requirements established by the departments and the University.

**THE REVIEW PROCESS** (a brief summary follows this section):

1. The student provides one unbound hard copy of the thesis, including one original signed Title/Signature page, to the Graduate Studies Office (MH 112) for formal review. This copy may be photocopied or printed on plain white paper and printed on an inkjet printer; however, the signed Title/Signature page that accompanies it must be on 8½ x 11 inch, 20- to 24-pound weight and 25- to 100-percent cotton rag paper, and printed on a laser printer. Use the exact same paper stock and printer to print the final, corrected copy of the entire thesis.

2. Students also submit a completed copy of the Thesis/Dissertation Approval Form (available in the Graduate Studies Office or online), filled out with personal contact and thesis information. The thesis is then officially processed and the University Thesis/Dissertation Reader notified that the thesis is ready for formal review.

3. The University Thesis/Dissertation Reader reviews it (and all dissertations and theses) in the order in which it was submitted—no exceptions—to verify adherence to the guidelines listed in this manual.

4. After the review, the student is notified if (a) any general corrections are needed, or (b) that all university regulations have been met. If corrections are needed, the student then resubmits the corrected thesis, usually either online or as a hard copy. This process continues until all university regulations have been met.

5. The student prints the approved thesis in the manner described previously.

6. The student makes an appointment for a final review of the corrected and printed thesis with the University Thesis/Dissertation Reader. The University Thesis/Dissertation Reader will review the final hard copy. If the thesis has printing errors, it must be printed again. If satisfied, the University Thesis/Dissertation Reader will sign the official Thesis Approval Form, which authorizes the student to deliver the thesis to the University Bookstore for binding and microfilming.
7. The student takes the approved printed copy (and any other printed copies) and the Thesis Approval Form to the Titan Bookstore (second floor—book publications desk), and signs, pays, and submits the necessary publication application forms. See http://www.titanbookstore.com/SiteText.aspx?id=8470 for more information.

8. Titan Bookstore will notify the Graduate Studies Office that the student has officially submitted the thesis and paid the appropriate fees. The bookstore also completes the binding/archiving process, sends the bound thesis to library, and notifies the student when additional copies are ready for pickup.

_A word of caution._ Once you submit your thesis to the bookstore and pay your fees, you may _not_ withdraw the thesis from the bookstore and/or library.

**SUMMARY OF THE REVIEW PROCESS**

1. Student submits all thesis materials to the Graduate Studies Office, MH-112.

2. University Thesis/Dissertation Reader reviews it, and contacts student with an itemized list of corrections, if any.

3. Student resubmits the corrected thesis to the University Thesis/Dissertation Reader (if necessary).

4. University Thesis/Dissertation Reader verifies corrections were made; notifies student.

5. Student prints one copy on appropriate archival paper; makes appointment with the University Thesis/Dissertation Reader.


7. Student takes all materials to the Titan Bookstore for publication.

**PUBLICATION**

The original thesis designated for the Pollak Library must be bound by the professional bindery used by the bookstore.

**COPYRIGHT INFORMATION**

Students often have questions about copyright—how to protect their own paper and how to avoid misuse of other authors’ material. We advise students to consider a copyright of their thesis, as their papers are now accessible worldwide. Since copyright law often changes or is misunderstood, we advise you to consult your committee as well as the copyright information provided by University Manuscripts International on your own. More detailed information is available at [http://www.proquest.com/en-US/](http://www.proquest.com/en-US/) and [http://www.copyright.gov](http://www.copyright.gov). Since UMI will publish your abstract and then (hopefully) profit from sales of copies of your thesis to interested
scholars, they will require permission letters from you if they deem permission necessary. UMI provides sample permission letters and links to more expert copyright information, so we urge you to read it if you have any questions.

BINDING AND MICROFILMING

Students are responsible for fees for thesis binding and microfilming, and pay these at the University Bookstore. Students will also sign an agreement with University Microfilms International Publishing (UMI) authorizing them to both publish their abstract in the Thesis Abstracts bulletin and database, and to archive their thesis. A list of current fees is available at the Graduate Studies Office or the University Bookstore site at http://www.titanbookstore.com/SiteText.aspx?id=8470. Once UMI returns the thesis to the Bookstore, the Bookstore will send it out for binding.

Students who desire additional bound copies (for departments, committee members, or personal) are free to have those extra copies bound by the University Bookstore, by the Center for Oral and Public History (PLS 363), or by a local copy service.

AWARD OF THE DEGREE

The appropriate faculty reports the grade for the thesis to the registrar in the usual manner. The University Bookstore notifies the Graduate Studies Office that the approved thesis has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract has been completed by the student.

After all these steps in the thesis process have been completed, and assuming that an Application for Graduation Check for the Master’s Degree has been filed by the appropriate deadline; the Graduate Studies Office will review and determine if all other university requirements are completed. Only after these reviews and certifications are made is the student recommended for the award of the master’s degree. This review occurs in the weeks following the end of the semester, and take from one to three months.

DEPOSIT OF THE THESIS IN THE LIBRARY

The University Bookstore deposits the bound copy in the library when the thesis is returned by the bindery. If previously submitted, one set of any CDs or separately mounted illustrative material is housed with the bound copy as well.
3. MANUSCRIPT GUIDELINES

STYLE MANUALS

The academic unit, through the student’s adviser and/or committee, is responsible for the academic content and English usage in the dissertation or thesis and for the student’s correct use of forms of documentation and bibliography. In addition to the university format guidelines, each academic unit may select a supplementary style manual to be followed in matters of documentation and bibliography. Students should consult their graduate program adviser or committee chair concerning the style manual used.

If the academic unit does not recommend a specific style manual, the student should refer to the most recent edition of “A Manual for Writers of Term Papers, Theses, and Dissertations” by Kate L. Turabian or “The Chicago Manual of Style,” published by the University of Chicago.

The standardized set of procedures that codify written communications is referred to as a “style method.” Each department follows a particular style method, which includes how to cite sources in the text (parenthetically or footnote) and reference them. The dominant styles are APA and Turabian/Chicago; others are listed at the end of this chapter. Style mechanics include grammar tips, how to write technical terminology, and present graphic forms (tables, figures, etc.) Although the Pollak library website is a terrific resource, owning a hard copy of your departmental style guide is best.

When you submit your thesis, you will identify which style you are using. The University Thesis/Dissertation Reader will then check that your thesis complies with that style.

If the supplementary style manual presents regulations that conflict with the all-university format guidelines published in this manual, the university regulations take precedence.

Some graduate programs require style manuals or guides designed for journal articles. Although these are helpful for abbreviations, tables, figures, footnoting, as well as other purposes, students should be aware of the difference between a thesis and an article and make appropriate adaptations when formatting their thesis, approved by the graduate program adviser.

Over 90% of submitted works have citation/reference errors or graphic presentation (tables, figures, etc.) issues. Identify your style early and comply with it.
PAPER

Students may submit the initial review copy of the thesis to the University Thesis/Dissertation Reader on regular copy paper, although the signed Title/Signature page must be on rag-content paper. After you complete your corrections, you must print the final copy of the thesis on 8 ½ x 11 inch white paper, 20- to 24-pound weight, with a 25-100% rag or cotton content. This archive-quality paper assures durability and permanence. (Paper containing rag or cotton content shows a watermark when held up to the light, and can be purchased in the campus bookstore and most office supply stores.) Oversized items such as maps or figures must be printed on archival (acid free) paper, also available in many office supply stores. Feel free to check with the Graduate Studies Office staff for assistance with oversize pages.

FORMATTING REQUIREMENTS

FONT

The final thesis must be printed in 12-point size in a standard font such as Times New Roman, Arial, or Garamond. You may use a font size as small as 10-pt. if needed for captions or text within figures and tables but any text smaller than 10 pt. will not be accepted. Decorative or stylized fonts are not allowed. The typeface and font size must be consistent throughout the thesis, including page numbers and Title/Signature page. 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 correction fluid. Bolding and italics are to be used only for headings or terms.

MARGINS

Margins must be set as follows:

- **Left margin** must be **1.5 inches**, with left justification.
- **Top, right, and bottom** margins must be **one inch**.
- **Front matter parts** and **each chapter** must start **two inches** from the top of page.
- **References** and **Appendices** start at **one inch** from the top of the page.
- **Pagination** should be placed at **.5 inch** within the header, not at 1.0”.

All text, footnotes, page numbers, appendices, and illustrations must fit within these margins. Landscape-orientation pages follow the same format as portrait orientation, including pagination.

*Tip: *Use the downloadable template provided on the Graduate Studies Website. If you choose to create your own document, the default margins on MS Word are not correct, so reset them before you begin your thesis. Set the margins as above, and then click on Default. All new files, including all your appendices and text files, will then open with the correct margins.
SPACING

Double spacing must be used for text and between page numbers and text, except for places where conventional usage calls for single spacing, such as chapter titles, table and figure titles, some table entries, and the placement of tables and figures. Text should fill page as much as possible, with the exception of widow or orphan lines, including tables and figures.

Avoid “orphans,” beginning a new paragraph at the end of one page with only one line, and “widows,” ending a paragraph on a new page with only one line.

PAGE NUMBERING

The pages that precede the chapters of your thesis, such as the Title/Signature page, Abstract, Table of Contents, and Acknowledgments, are called front matter. All front matter pages are numbered in lower-case Roman numerals centered one inch from the bottom of the page. The title page should not be numbered, though it will be counted as page i. Subsequent front matter pages are numbered consecutively from there. The text and all subsequent pages, including the reference pages and appendices, are paginated consecutively in Arabic numerals beginning with 1 on the first page. The page numbers are positioned in the upper-right corner, in portrait orientation. No punctuation or other wording is allowed with your page numbers.

HEADINGS AND SUBHEADINGS

Students must use the heading schemes described in either the Turabian/Chicago or APA style manuals. Clear examples are given in the manuals. Headings and subheadings listed in the Table of Contents should read exactly as the wording used in the body of the paper. To break a section, you must have at least two subsection headings.

RUNOVER LINES

These are defined as the continuation of a heading, figure legend, or similar copy onto an additional line. In a Table of Contents chapter title, the additional lines are flush to the title; for primary headings, they are indented .5”. In a List of Tables and/or Figures, runover lines should be indented .5”. In an actual table, they are indented .2” (or about three spaces).

TABLES AND FIGURES

Table and figure placement and referencing in the text are among the most difficult of all formatting problems. General guidelines are provided on a separate link.

SPECIAL CAUTIONS

Preparing such a lengthy document is complicated and can be frustrating. Make at least one backup copy of your documents after each session at the keyboard and store it separately from the original. Do not erase any of your files or discard any paper copies until the final copies have been approved and deposited in the bookstore. Resolve all computer glitches or questions early. Consult online tutorials or the Graduate Studies Office for help before looming due dates.
TOP FORMATTING ERRORS

The following list includes some of the most common mistakes found in a thesis or dissertation.

1. Left margin must be set 1.5 inches on every page, including appendices.
2. Use left justification, with a ragged right edge, not block style, throughout.
3. Margins for tables, figures, and graphs are the same as for text.
4. Be consistent in heading and subheading format; do not mix and match.
5. Set your headers and footers at one inch—page number placement is actually at .5 inch.
6. Dashes should look like this—with no space between the dash and the word.
7. Ellipsis dots take a space before and after each . . . like this, and … not like that. You can set this correctly in Tools, AutoCorrect, before you begin.
8. Use Arabic numbers for 10 and above unless it is the start of a sentence. Use words for numbers nine and below, and at the start of sentences.
9. “Commas and periods,” it is cautioned, “always go inside quotation marks.”
11. Preliminary page “dot leaders” as used in the Table of Contents, List of Tables, and List of Tables, must not enter the page column.

ORDER AND DESCRIPTION OF PARTS

The thesis is divided into parts that appear in the following order:

1. Title Page
2. Title/Signature Page
3. Abstract
4. Table of Contents
5. List of Figures
6. List of Tables
7. Acknowledgments (if any)
8. Main body of the text
9. References
10. Appendix

For optional parts, e.g., List of Abbreviations, Dedication, Epigraph, Glossary, and sub-genre Bibliographies, refer to the Turabian or Chicago Style Manuals.

TITLE/SIGNATURE PAGE

The proper format for the Title/Signature page is shown in our sample pages and template. Note that titles of more than one line should be single-spaced, and displayed in inverted pyramid style. Although technically page i, it must not be numbered.

All copies of the thesis should include an original, signed Title/Approval page. The Title/Signature page must be printed on the correct paper stock, and the signatures must be original. Photocopied signatures are not acceptable for binding/microfilming. The signatures must be in black ink.
ABSTRACT

Each thesis must be accompanied by an abstract of no more than 350 words, which will be published online and in Thesis Abstracts, the quarterly publication of University Microfilms International Publications. UMI prefers an abstract of this length for purposes of online publishing and will shorten longer abstracts themselves, for that purpose. The abstract should include a statement of the problem, procedures or methods, results, and conclusion—the equivalent of a short statement you might use in response to the question “What is your thesis all about, anyway?”

The abstract must be set at a 2” top margin, double-spaced, with the beginning of each paragraph indented. The abstract should not contain footnotes or references. Do not include the title and your name as author of the thesis. Since it is a preliminary page, use lower-case Roman numerals.

TABLE OF CONTENTS

The Table of Contents includes every part, heading, and subheading in your thesis. Follow the template for exact spacing, dots, and tabs. Third-level headings are not necessary. Heading titles should not run into the page column, and carryover lines should indent another .5 inches. Headings and pagination in your text must match exactly with those in your Table of Contents.

FIGURES AND TABLES

The content of figures and tables should conform to the instructions in the departmental style manual. Numerous examples of tables and figures are provided in the Turabian/Chicago and APA manuals. Any type of illustration other than a table is called a figure and includes charts, graphs, photographs, algorithms, diagrams, etc. If you have only one Table or Figure, do not create a separate list; incorporate it in the Table of Contents under its corresponding chapter.

All graphs, charts, tables, figures, computer printouts, and appendices must fit within the standard margins. Charts or graphs may be reduced to fit within the margin requirements—just make sure the reduction is legible enough to read and microfilm well. Text or numbers within a table/figure should thus be no smaller than 10 pt.—text that is smaller in the original will be unreadable when reduced in microfilm and will not be accepted.

Graphs or line drawings in black ink present no problem in either microfilming or binding. Color illustrations, maps, and graphs are now commonplace in thesis and are permissible. It is advisable that you provide a black and white copy of each color page to ensure that the tones in the microfilmed copy convey the intended meaning of your color figures.

Illustrative material that cannot be bound, such as illustrations, maps, or other oversized materials, must be supplied to the library in appropriate holders and adequately accounted for in the contents so as to inform any reader that they accompany the thesis. Special problems with illustrations should be discussed with the student’s thesis committee and graduate program adviser or the University Thesis/Dissertation Reader.
Figure and table titles should be typed in exactly the same words in the lists of figures and tables, but you need only list the first sentence of a multi-sentence caption. Tables and figures that are not my original work have a source note. All tables, figures, and appendices are mentioned in the text before they appear and are mentioned in numerical (or alphabetical for appendices) order.

There should be no partially filled text pages. If a table or figure will not fit in the space remaining on a page after its citation, fill the page with text (even if you need to begin a new subhead) and place the tables and figures on the following page(s). Any table started on a page with text must be complete on that page. If the table will not fit, the text page must be filled with narrative and the table started on the next page. If you must split a table or figure across two pages, be sure to use a “Continued” label.

CHAPTERS AND HEADINGS

All chapters must begin on a new page, labeled with its number. The descriptive title is placed two lines down from the chapter number. If the title is more than one line, it must be single-spaced. Leave three single-spaced lines between the title and the text.

Heading styles consist of five possible formatting arrangements, according to the number of levels of subordinations. The “Introduction” usually does not carry a heading. You should have at least two subheads at any level.

APA users may differ in regards to headings, as shown in the APA manual.

REFERENCES AND CITATIONS

Students must select a documentation style before thesis submission. If your department has not specifically directed you, use the Turabian Style Manual. Every direct quotation has a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read. All citations must be complete and formatted to your documentation style. All reference entries must be complete and in the proper format. All reference entries are single spaced with a double space.

References and Bibliography are not the same. In References, only list items actually cited in the thesis or dissertation. In a Bibliography, you list all of the material consulted in preparing your essay, whether or not you have actually cited the work.

APPENDIX

An appendix includes supplemental material or detailed information that would be distracting to read in the main body of your text, and follows the same margin requirements as the text. Content, for which references are normally within the text, can include lists, tests, protocols, questionnaires, letters of consent, additional documentation, etc., that would be useful to any reader. Multiple appendices should be entitled alphabetically as shown in the sample pages.
4. DOWNLOADABLE TEMPLATES

Front Matter
Chapters and Back Matter

5. SAMPLE PAGES

Every department must follow the examples that follow in this manual, which are displayed in Turabian style. Solutions to the following issues are hyperlinked in the “Thesis and Dissertation Information” section on the graduate website.

- Title/Signature Page
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- Acknowledgments
- Chapters
  - Example of a Table
  - Example of a Figure
- Appendix
- References

6. MS WORD FORMATTING PROCEDURES

The following address some of the most common student mistakes. Solutions to the following issues are hyperlinked in the “Thesis and Dissertation Information” section on the graduate website.

- Dashes
- Edit, Find, Replace
- Ellipsis
- Footnotes: starting footnotes at 1 for each chapter
- Landscape Orientation pagination
- Lists: bulleted and numbered
- Page Layout
  - Chapter Setup
  - Margins
  - Page Numbers
  - Two-Inch Top Margins
- Reference page hanging indents
- Table of Contents
- Tables and Figures
- Track Changes
Confused? Overwhelmed? Before the submission of your work to the University Thesis/Dissertation Reader, preliminary or official, download this Pre-Submission Checklist as a single-page guide. These specific formatting, citation, and printing requirements must be met in order for final theses and dissertations to be accepted by the University.

_____ I have read the Thesis/Dissertation Guidelines at http://fullerton.edu/graduate XXXXXX

_____ The style designated by my adviser is ________________________________.

_____ All committee changes have been incorporated into this submission.

_____ The Title/Signature page is printed on thesis paper, in black laser print or comparable; with all committee signatures signed in black ink.

_____ The text font size is 12-point, with exceptions only for Tables and Figures.

_____ All page numbers are in the same font size and style used for the body of the thesis.

_____ Left margin (binding side) is 1.50"; top and right margins are 1.00", including appendices.

_____ All landscape pages contain correct page numbers in portrait orientation position.

_____ All required preliminary pages are included and follow the format of the example pages.

_____ All preliminary page numbers are lowercase roman numerals and font as the entire paper.

_____ All subheads are included in the table of contents.

_____ If subheads are used, there are at least two subheads at any given level.

_____ All text lines (except block quotations and poetry) are double spaced; except for Tables and Figures, which are placed 3 blank lines above and below text.

_____ The text of the body of the paper begins with an Arabic number 1.

_____ All chapters and chapter equivalents begin on a new page.

_____ Tables and figures that are not my original work have a source note.

_____ All tables, figures, and appendices are mentioned in the text before they appear and are mentioned in numerical (or alphabetical for appendices) order.

_____ The captions for all tables and figures are listed in a list of tables and a list of figures.
Any table started on a page with text must be complete on that page. If the table will not fit, the text page must be filled with narrative and the table started on the next page.

Type size of tables must be no less than 10-point, or large enough to be read when microfilmed (reduction to 75% on microfilm).

All illustrative material conforms to the requirements stated in the Guidelines.

All citations in the text have a corresponding entry in the References/Bibliography.

Every direct quotation has a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read.

All reference entries are single spaced with a double space between each entry.

All Reference entries are complete and in the proper format.

All formatting procedures and editing have been done to the best of my ability.