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Eliot Cossaboom, University Thesis/Dissertation Reader

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GENERAL INFORMATION

PREFACE

The master’s thesis 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, and format requirements.

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 to 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 Office of Graduate Studies or visit our website, 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 a microfilm copy be deposited and catalogued in Pollak Library, and the abstract be published in the print bulletin and online database through ProQuest.

Your academic department may require an approved copy of your thesis as part of its graduation requirements, so you should check with your graduate program advisor as to what you need to provide to your department. Information about ordering additional copies of your thesis can be found on our website.

Do not use previously approved work as your thesis guide; rather, use the formatting standards listed in this current revision and in the Thesis Template. Any requests for deviations from our procedures and regulations must be made to the Office of Graduate Studies prior to formal submission.

DEADLINES

You must allow adequate time for reading and approval by your committee members prior to the submission deadline, and for the formatting review process by the University Thesis/Dissertation Reader. Theses deadline dates are listed on the Office of Graduate Studies website. As you approach the end of your program, check the website frequently, 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 four weeks before the last day of classes (see list below). 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 submission deadlines posted on the Graduate Studies website, in order to graduate on time. Students may not request exceptions to either deadline.

The University Thesis/Dissertation Reader will communicate with you using the email address you provide on the Verification Form. Please check your listed email regularly. Failure to promptly respond to these emails may delay your paper.

Student submission deadlines are typically:
- Summer graduation: early July
- Fall graduation: mid-November
- Spring graduation: late April
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.

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 under Ask For Help. This is a great way to explore the literature on topics you may be considering as a thesis subject.

The Graduate Student Success Center is a great resource for graduate students. Specialists can assist with writing, research strategies, and citation sourcing. Appointments with a Graduate Learning Specialist should be made well in advance of your formal submission.

STUDENT RESPONSIBILITY

It is your 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 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. If this manual does not answer your questions adequately, feel free to contact the Office of Graduate Studies for assistance. Failure to properly format and proofread you work may lead to delay of your paper.

In addition to your committee, the library, the University Learning Center, Graduate Learning Specialists, the Graduate Student Success Center, and our office, the internet abounds with practical help for thesis writers. Use Google or your favorite search engines to find answers or tutorials to questions from how to cite a film correctly to when to use a semicolon. Be careful to make sure that the information you find is consistent with university and style guide requirements. In the case of discrepancy, university requirements take precedent.
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 Research, MH-103. This approval process is based on various federal regulations and university policies 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 website provides valuable information and forms.

If you use copyrighted or unpublished material in your thesis, whether directly copied or paraphrased, you must give full credit to the author and/or publisher. This extends to images, graphs, charts, etc., as well as text. Be sure to obtain the appropriate permission, cite your sources appropriately, and abide by fair use guidelines.

Guidelines can be found in the APA, MLA, or CMA style books. Less common styles, such as IEEE, GSA, and CSE may have their own requirements, and some styles do not have explicit instructions for less common source-formats (such as working documents or software manuals). In the case that you cannot find information on how to properly cite a reference, please ask for assistance.

If you unsure if your citations are correct, are concerned that something may not be fair use, or have any questions about citation and references, please contact the University Thesis/Dissertation Reader and consider making an appointment with a Graduate Learning Specialist or seeking help through the library. It is much easier to make citation and reference corrections earlier in the process, rather than later, so please plan accordingly.
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. Please remember that it is always faster to ask about anything you are unsure of and to receive an answer than to do it incorrectly and have to revise it after submission.

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 Office of Graduate Studies, at thesisdisshelpdesk@fullerton.edu, or (657) 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 Office of Graduate Studies can also assist students with the ProQuest online submission process.

The University Thesis/Dissertation Reader will check your margins and general format (including table and figure conformity), as well as briefly reviewing citation and general style requirements. These checks can save you needless reformatting headaches and wasted time in the hectic days at the end of the semester. In general, papers that receive preliminary checks are reviewed more quickly and with fewer revisions at the end of the semester than papers that have not been review. Call the Office of Graduate Studies’ main number, 657-278-2618, or request an appointment by email from the University Thesis/Dissertation Reader, Eliot Cossaboom, at ecossaboom@fullerton.edu.

Requests for preliminary checks may be made to the Office of Graduate Studies via thesisdisshelpdesk@fullerton.edu or directly to the Reader at the address listed above.

THESIS SUBMISSION REQUIREMENTS

When officially submitting their thesis to the Office of Graduate Studies by the submission deadline, students must submit their thesis and the Thesis Verification Form. Complete requirements are outlined later in this chapter.

Once you have submitted your thesis to the Office of Graduate Studies, no changes or additions in content will be allowed by you or your faculty.

Your thesis is then reviewed for formatting compliance, as described in this Thesis Manual. 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.
COPYRIGHT INFORMATION

Students often have questions about copyright—how to protect their own paper and how to avoid misuse of other authors’ material.

Copywriting your own work. We advise students to consider a copyright of their thesis, as their papers are now accessible worldwide; however, please note that copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration.

Using the work of others. Since copyright law using other author’s material often changes or is misunderstood, we advise you to consult your committee. You may be better off acquiring permission to use the work in question from the start, or to figure out how not to use material of questionable copyright in your thesis. More detailed information on copyright use and infringement is available at United States Copyright Office and ProQuest. Since ProQuest 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. ProQuest provides sample permission letters and links to more expert copyright information, so we urge you to read it if you have any questions. These must be obtained prior to your thesis submission.

BINDING AND MICROFILMING

Requirements. One hardbound copy and one microfilm of your thesis designated for Pollak Library must be ordered through ProQuest during the online submission process, and you are responsible for payment of the fees for this copy and its microfilm. Students must enter into an agreement with ProQuest authorizing them to both publish their abstract in the Masters Abstracts International bulletin and database, and to archive and distribute their thesis.

Additional copies. Students who desire additional bound copies (for departments, committee members, or personal use) may choose to have those extra copies bound by the University Titan Bookstore, the Center for Oral and Public History (PLS 363), or by a local copy service. Confer with your department about department-specific guidelines and requirements.

AWARD OF THE DEGREE

The appropriate faculty reports the grade for the thesis to the registrar in the usual manner. ProQuest notifies the Office of Graduate Studies 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 the steps in the thesis submission and review 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 Office of Graduate Studies 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 can take from one to three months.
DEPOSIT OF THE THESIS IN THE LIBRARY

ProQuest sends the bound copy and the microfilm directly to Pollak Library, where they are catalogued and housed in the appropriate collection. Thus, your thesis will have permanent on-demand access to full text in three media (print, microform, and digital).
THESIS SUBMISSION AND FORMAL REVIEW

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

The Review Process includes:

1. At the time of submission, the student provides the following materials. The thesis is reviewed only after both items are completed.
   - **Thesis Verification Form** (available online or in the Office of Graduate Studies). Must include original wet signatures from all members of their committee, no copies or electronic signatures accepted. The thesis committee chair should complete the section about embargo period and documentation style. The embargo refers to a delay of publication in the case of a thesis containing unpublished research. Request for embargo will not delay your graduation eligibility.
   - **ProQuest** student account creation and fees verification. A ProQuest Publishing Agreement guide is available on the Office of Graduate Studies website to assist with the process. Students can order personal copies of their thesis at this time in addition to the required library copies.
   - **Electronic copy** of the committee-approved version of your thesis in Word, emailed to thesisdisshelpdesk@fullerton.edu. Please do not send PDFs, as the Reader cannot easily edit these.

2. Upon the creation of a ProQuest account and receipt of a digital copy of the thesis and a physical copy of the Verification Form, the Office of Graduate Studies and the University Thesis/Dissertation Reader will review these forms to make sure all requirements have been met and that all provided information is consistent.

3. The thesis is then officially processed by the Office of Graduate Studies, and the University Thesis/Dissertation Reader is notified that the thesis is ready for formal review.

4. 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.

5. After the review, the student is notified if (a) any general corrections are needed, or (b) all university regulations have been met. If there are corrections is it the student’s responsibility to correct the thesis and resubmit it directly to the Reader in accordance with their instructions. This process continues until all university regulations have been met, at which point the student is sent the final PDF for approval. All communication with the Reader will take place via the email provided on the Thesis Verification Form. Please
check the provided email regularly to avoid delay during the review process. If the Reader has asked for corrections please resubmit them directly to the Reader via email, rather than re-uploading it to ProQuest.

5. Upon student approval, the University Thesis/Dissertation Reader uploads the approved thesis PDF to the student’s ProQuest account, approves it on ProQuest, and the student is notified that all thesis requirements have been met.

6. ProQuest notifies the Office of Graduate Studies that the student has officially submitted the thesis. ProQuest then sends the bound thesis and microfilm directly to the Pollak Library, and sends any other bound copies directly to the student, if requested.

_A word of caution._ Once you approve your final PDF, you may _not_ withdraw the thesis.
3. MANUSCRIPT GUIDELINES

ORDER AND DESCRIPTION OF PARTS

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

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

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

TITLE PAGE

The proper format for the title page is shown in the 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. Begin your Abstract on page ii. Please note that committee members’ names are written without titles (i.e., Tuffy Titan, not Dr. Tuffy Titan).

ABSTRACT

Each thesis must be accompanied by an abstract of usually no more than 250 words and is limited to one page. During the ProQuest online submission, you will be prompted to copy and paste your abstract into a specific location, and your abstract will be published in Masters Abstracts International. The abstract has a specific purpose: it 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 numeral page numbers, beginning at page ii, and bottom centered.

TABLE OF CONTENTS

The Table of Contents includes every part, heading, and often subheadings in your thesis. Follow the template for exact spacing, dots, and tabs. Note that the dots you see on the Table of Contents are not periods, but are creating by tabbing. Third-level (and below) headings are not necessary. Heading titles should not run into the page column, and carryover lines should indent another 0.2
inches (3 spaces). Headings and pagination in your text must match exactly with those in your Table of Contents. There must be a minimum of two headings per heading or subheading level.

TABLES AND FIGURES

The content of tables and figures 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. This includes charts, graphs, photographs, algorithms, diagrams, etc. If you have only one Table or Figure, do not create a separate list; incorporate it into 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 (equivalent to 10-point font). 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.

Table titles and figure captions should be typed in exactly the same words in the Lists of Tables and Figures, but you need only list the first sentence of a multi-sentence title. Tables and figures that are not your original work require a source note. All tables, figures, and appendices must be mentioned in the text before they appear (a “callout,” or, “cue”) and are mentioned in numerical (or alphabetical for appendices) order. Table and figure numbers may be naturally ordered (i.e., Figure 1, Figure 2) or divided by chapters (i.e., Figure 1.1, Figure 1.2, Figure 2.1). Tables and figures reproduced from published works must be done with permission and citation.

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. Header rows may be repeated across pages if a table is split. Large blank spaces should only appear immediately before a new chapter. In summary, avoid half a page or more of blank page space and avoid splitting tables if at all possible.

If using a table from another work it is recommend you replicate it using Word’s Tables feature. Images of tables copied from other sources often do not print properly and may appear blurry or otherwise illegible. All tables from other works, even if they are replicated using Word’s Tables feature, must receive their appropriate citation in the table’s title.

SUPPLEMENTARY MATERIALS

If supplementary materials (i.e., audio, video, spreadsheets, images that exceed margin requirements, etc.) are part of your dissertation or thesis, you can upload them as supplementary files during the online submission process. Add a description of each supplementary file in your abstract, and a more specific description in your Table of Contents. Any special problems should be discussed with your thesis committee and graduate program advisor, or the University Thesis/Dissertation Reader.
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 two blank, single-spaced lines between the title and the text, even if the text begins with a primary heading.

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 must have at least two subheads at any heading level, in other words, you cannot have one level-two subheading. Any given section should have either zero or two-plus subsections.

REFERENCES AND CITATIONS

Students must select a documentation style (i.e., the manner that citations and references are arranged) before thesis submission. If your department has not specifically directed you, use the Turabian Style Manual. Every direct quotation must have a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read. Direct quotations from non-paginated sources should have a paragraph or a timestamp listed. 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 hanging indents (not tabs), and have a double space between each entry.

References and Bibliography are not the same. In References, only list items actually cited in the thesis. 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. The appendices follow 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 thesis template. If your appendix includes contents given directly to participants (e.g., survey handout), the content should appear as close to what the participant saw as possible. In other words, if your thesis involves participant handouts, do not edit them upon inserting them in the appendix except to abide margin guidelines.
STYLE MANUALS

The academic unit, through the student’s advisor and/or committee, is responsible for the academic content and English usage in the 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 advisor or committee chair concerning the style manual used. Students must use the latest edition of any particular style manual.

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, and the internet has a variety of sites that display style guides, owning a hard copy of your departmental style guide is best. Some less common styles are not as well unified as the dominant styles. In the case of conflicts between style guidelines refer to university requirements.

When you submit your thesis verification form, your chair 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 advisor.

Over 90% of submitted works have citation/reference errors or graphic presentation (tables, figures, etc.) issues. Identify your style early and comply with it. It is far easier to do your citations correctly from the start than to go in and revise them. When in doubt, follow the template.
FORMATTING REQUIREMENTS

FONT

The final thesis must use 12-point size in a standard font such as Times New Roman or Arial. You may use a font size as small as 10-point if needed for table titles, figure captions, or text within figures and tables but any text smaller than 10-point 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, tables and figures (if possible), and Title/Signature page. Bold 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. This is equal to five blank single-spaced lines with a 1” margin.
- **References** and **Appendices** may start at **one or two inches** from the top of the page.
- **Pagination** (page numbers) must 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.

*Use the downloadable template provided on the Graduate Studies Website.* If you choose to create your own document, copy and paste your finished content into the thesis template before submission, following the guidelines in the thesis template for formatting your document. The template contains pre-designated formatting. For this reason, do not attempt to just make your document resemble the template, but instead, copy your content into the template.

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 the 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. Word has a Widow and Orphan setting to address this issue.
When a page does require blank space (e.g., the end of a chapter, a page has a few blank lines preceding a table, etc.) use a Page Break. Page Breaks are a feature of Word that allows content to start a new page without inserting a bunch of blank lines. Page Breaks can be inserted using Ctrl+Enter (Cmd+Return on Macs).

PAGE NUMBERING
The pages that precede the chapters of your thesis, such as the title page, Abstract, Table of Contents, and Acknowledgments, are called front matter or preliminary pages. 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 of content. 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. If you choose to use subheadings, there must be at least two subsection headings in each section. Single subheadings are not allowed. The thesis template uses Turabian/Chicago headings. Papers written in APA may use the template heading style (despite it being based on Turabian/Chicago).

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 three spaces. In a List of Tables and/or Figures, runover lines should be flush to the title. In table cells, they are indented 0.2” (or about three spaces). For long headings or subheadings that exceed one line, use single spacing.

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. Please note that landscape orientation tables and/or figures require portrait orientation page numbering. A landscape template can be accessed on the Graduate Studies website. It has the correct formatting for page numbers already included.
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 submitted to ProQuest. Resolve all computer glitches or questions early. Consult online tutorials or the Office of Graduate Studies for help before looming due dates. Always make at least one more backup then you think you'll need, even of related materials and related research. A single crash or glitch might cost you your entire paper, as other unlucky grad students can attest to.

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 (“justified”), 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, like this: . . . , not like this: …. You can set this correctly in Tools, AutoCorrect, before you begin, or find and replace when you are done.
8. Use Arabic numbers (1, 2, 3, etc.) 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. Exceptions to this include specific references (e.g., “Chapter 1,” not “Chapter One,” or “Test 1,” not “Test One”).
9. “Commas and periods,” it is cautioned, “always go inside quotation marks.” This includes quotes of single “words.”
11. Parenthetical statements start with (curved parentheses [but can have square brackets inside of them]).
12. Parenthetical statements at the end of sentences with citations should receive separate parentheses (like this) (Citation, Year).
13. Preliminary page “dot leaders” as used in the Table of Contents, List of Tables, and List of Tables, must not enter the page column. Dots are not periods; use tab and the template will automatically insert them.
14. Ensure that all equal, greater than, and less than signs have a space before and after in equations in text and in tables.
15. When using statistical variables, be sure to use italics appropriately (p value, t test, M, SD, R², etc.)
16. Use the Oxford, or serial, comma when listing three or more items.
17. When a sentence has multiple citations, they should be listed in alphabetical or chronological order, as listed in your selected style guide.
18. If you are not sure, ask! It is always easier to get it right from the beginning than to correct it.
## 4. DOWNLOADABLE TEMPLATES

The [Office of Graduate Studies website](https://example.com) links a downloadable thesis template into which your thesis may be copied and pasted. If used correctly, the template ensures that front matter dot leaders, page numbering, and section breaks are formatted correctly. Word’s pre-formatted Table of Contents or Lists have a tendency to impose their will on a document, and so we do not recommend using them unless the user has advanced Word skills.

The thesis template is available on the [Thesis website](https://example.com).

The landscape page template is available on the Thesis website under Formatting Techniques. The template includes instructions on how to add landscape pages for things like large figures and charts.

## 5. ADVANCED MS WORD FORMATTING PROCEDURES

The following are some of the most common student mistakes. Google Word techniques if you are not familiar with:

- Edit, Find, Replace
- Footnotes
- Hanging Indents
- Page Breaks
- Track Changes
- Section Breaks
- How to convert Word doc to PDF
- Link Header/Footer to Previous Section
- Formatting Tables to have 0.08” Cell Margins (Table – Properties – Options – Default Cell Margins = 0.08” for all four), single space all table content.
- If something looks off and you feel like you cannot correct it (e.g., Word’s autocorrect is over-correcting), try toggling Non-Printing Characters to see if something invisible is interfering.
6. CHECKLIST FOR THESIS SUBMISSION

The specific formatting, citation, and printing requirements must be met in order for final theses and dissertations to be accepted by the University. Before the submission of your work to the Office of Graduate Studies, preliminary or official, please print out this Pre-Submission Checklist as a single-page guide. It is here for your convenience to check the formatting requirements of your thesis. *Any submitted thesis that does not meet these criteria will be immediately returned without a full review.*

**Requirements**
- I have read the Thesis Manual thoroughly.
- I have downloaded the Thesis Template and used it correctly.
- I have used the documentation style designated by my advisor, which is ____________________.
- All my committee recommendations have been incorporated into this submission.

**Font and font size**
- The text font size is 12-point, with exceptions only for tables, figures, and footnotes.
- All preliminary page numbers are in the same size and font as the entire paper.
- There is no font size smaller than 10pt, including tables, figures, and footnotes.
- Table/Figure data font sizes are no less than 10-point.

**Page numbering**
- All preliminary page numbers are in lowercase roman numerals, except for the title page.
- The text of the body of the paper begins with an Arabic number 1 in the top right corner.
- All text and back matter page numbers are in the top right-hand corner.
- All text and back matter page numbers are formatted at .5” within the top header.
- Landscape pages contain consecutive page numbers in portrait orientation position.

**Margins**
- All preliminary page margins are formatted correctly, with a 2” top margin for division parts.
- The entire manuscript has a left justified margin.
- The entire manuscript has a 1.5” left margin, and 1” margins for the top, right, and bottom.
- All chapters and chapter equivalents begin on a new page, with a 2” (five blank single-spaced lines) top margin.

**Citations and references**
- 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, in the proper format, and thoroughly proofed.

**Tables and figures**
- Tables and figures that are not your original work have a source note.
- All tables, figures, and appendices are mentioned in the text in a callout (cue) before they appear and are mentioned in numerical (or alphabetical for appendices) order.
- Titles for all tables and captions for all figures are listed in a list of tables and a list of figures.
- There are no text pages with more than a half page of blank space except for the last page of a chapter.
- There are no tables split across pages, unless they are multi-page tables.
- If subheads are used, there are at least two subheads at any given level.

**Spacing and headings**
- All text lines are double-spaced, including between paragraphs. No additional space is between paragraphs, headings, or sections of the same style.
- Block quotations, poetry, or extensive bulleted or numbered lists may be single-spaced.
- Tables and figures are placed two blank lines above and below text.
- All primary and secondary headings are included in the table of contents.