



CALIFORNIA STATE UNIVERSITY

Stanislaus

**Master's Thesis/Project
Doctoral Dissertation
Preparation Guidelines**

<http://www.csustan.edu/Grad/documents/GuidelinesforThesis-Dissertation.pdf>

Graduate School

209-667-3129 • <http://www.csustan.edu/Grad/>

University Library

209-667-3232 • <http://library.csustan.edu/>

One University Circle • Turlock, CA 95382

The purpose of the **Preparation Guidelines** is to assist you with the style and format of your thesis, project, or dissertation. It presents the guidelines established by the University and discusses the requirements you are expected to follow. These guidelines are intended to direct you through the preparation process, making it a simple and straightforward experience.

Each department has approved a style manual for the student's guidance on technical requirements for references, bibliographic styles, tables, figures, etc. Please note, both departmental and University guidelines must be observed; however, **in the case there is a conflict between the departmental style manual and the University's guidelines, the University guidelines shall have precedence.**

If you have questions not answered by these guidelines, please refer to your department's style manual or contact your thesis/dissertation committee chairperson.

ORGANIZATION OF THESIS/PROJECT/DISSERTATION

A thesis/dissertation normally consists of three or four sections. These are the preliminary pages, body of the text, documentation, and appendices (if used).

The order in which these sections appear in the document is as follows:

Preliminary Pages

- Title page
- Certification of Approval
- Copyright (optional)
- Dedication (optional)
- Acknowledgements (optional)
- Table of Contents
- List of Tables (if used)
- List of Figures (if used)
- Abstract

Body of the Text

Chapters or sections, tables (if used), and figures (if used)

Documentation

References or bibliography (determined by department's style manual)

Appendix or Appendices

Elaborative material (if used)

PAGE LAYOUTS AND FORMAT REQUIREMENTS

Title Page

The correct wording, capitalization, and spacing for the title page are given on *sample A* on the right.

- Text on the title page should be **centered between the left (1¾") and right (1") margins**. Vertically each of the four entries should be **evenly spaced** from the others. In most cases (depending on the number of words in the title), this will result in approximately 1¾" **for a top and bottom margin and between each entry**.
- **The title should be entered in all uppercase. The first line of the title must not be longer than 5 inches. If more than one line is required for the title, it should be double spaced and in inverted pyramid style.**
- **Other than the title, all text on this page should be single spaced and in uppercase and lowercase.**
- **Consult the list of graduate degrees at the end of this document for the appropriate listing of your degree on the title page.**
- **No concentration should be listed** in the degree area.
- The title page has **no page number**, although it is counted as page one (i) of the preliminary pages.
- There is **no comma between the month and year, and the month, not the semester**, shall be listed under the name of the author.

Sample A

<p>THE TITLE SHOULD BE ALL CAPS, DOUBLE SPACED, AND IN INVERTED PYRAMID STYLE</p> <p>A Thesis Presented to the Faculty of California State University, Stanislaus</p> <p>In Partial Fulfillment of the Requirements for the Degree of Master of (Degree)</p> <p>By Name of Student Author Month Year</p>
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Certification of Approval Page

The correct wording, capitalization, and spacing for the certification of approval page are given on *sample B* on the right.

- The certification of approval page has **no page number**, although it is counted as page two (ii) of the preliminary pages.
- The title should appear on the approval page exactly as it does on the title page.
- The correct rank (assistant professor, associate professor, or professor) and the discipline of each committee member should be typed under the appropriate signature line. If there are more than three committee members, add additional signature and date lines as needed, or remove a signature line and date line if there are fewer than three committee members.
- For security reasons, the certification of approval page shall include no signatures. The signed approval page is to be submitted separately and placed on file with the University Library.
- *Sample B* illustrates the format of the unsigned approval page with the **explanation text box in the middle of the page with the wording as shown**.

Sample B

<i>1 3/4"</i>	
CERTIFICATION OF APPROVAL	
THESIS OR DISSERTATION TITLE	
By Name of Student Author	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Signed Certification of Approval page is on file with the University Library</div>	
_____ Dr. Major Adviser Professor of (Discipline)	_____ Date
<i>About 3/4"</i>	
_____ Dr. Major Adviser Professor of (Discipline)	_____ Date
<i>About 3/4"</i>	
_____ Dr. Major Adviser Professor of (Discipline)	_____ Date
<i>At least 1"</i>	

Copyright Page

The correct wording, capitalization, and spacing for the copyright page are given on *sample C(1)* on the right.

- **The copyright page is optional.**
- The copyright page has **no page number**, although, if used, it is counted as page three (iii) of the preliminary pages.

Dedication and Acknowledgements Pages

The correct wording, capitalization, and spacing for the dedication and acknowledgements pages are given on *sample C(2)* and *sample C(3)* on the right.

- **The dedication and acknowledgements pages are optional.** If used, the **text is double-spaced and in indented paragraph form.**
- The **titles are typed in capital letters.** The top margin for each page is 1 $\frac{3}{4}$ " and the bottom margin of the text is 1 $\frac{1}{4}$ ". The page numbers are centered in the footer and printed 1" from the bottom in lower case Roman numerals.

Sample C(1)

<p>© Year Thesis Completed</p> <p>Name of Student Author ALL RIGHTS RESERVED</p>
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Sample C(2)

<p>DEDICATION</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX.</p> <p>iv</p>
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Sample C(3)

<p>ACKNOWLEDGEMENTS</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX.</p> <p>v</p>

Table of Contents

Sample D and *sample E* on the next two pages illustrate possible **formats for a table of contents**. These samples correspond to the two formatting templates available on the Graduate School website. The choice of format for the table of contents may depend on your discipline, style manual, or committee recommendation. Consult your thesis (or dissertation) committee chair for recommendations regarding the organization of your thesis/dissertation. (Use of a template is optional.)

- Specific chapter headings or section titles will vary with each thesis or dissertation; however, **chapter titles and headers in the table of contents must match the body of the text**. (The chapter headings and subheadings in samples D and E are examples only.)
- The layout and spacing of the table of contents page are consistent for every thesis (or dissertation). **The top margin is 1½”, the bottom margin is 1¼”, the left margin is 1¾”, and the right margin is 1”.**
- Page number(s) are Roman numerals and centered 1” from the bottom of the page.
- **Use leader dots**, not periods, to line up chapter or section headings with the page numbers. In many word processing programs, leader dots are found under the paragraph, tabs format option.

Sample D (Template D)

TABLE OF CONTENTS

	PAGE
Dedication	iv
Acknowledgements	v
List of Tables	vii
List of Figures	viii
Abstract	ix
Introduction	1
Methods and Materials	13
Sampling	13
Bacterial Analysis	22
Elimination of Experimental Artifacts	35
Results	45
Calculations for Growth and Grazing/Dilution Technique	48
Calculations for POC and DOC Production Rates	54
Calculations to Estimate Bacterial Uptake Rates of DOC	58
Discussion	62
References	100
Appendix: Experimental Protocol	102

Sample E (Template E)

TABLE OF CONTENTS

	PAGE
Dedication	iv
Acknowledgements	v
List of Tables	vii
List of Figures	viii
Abstract	ix
CHAPTER	
I. Introduction to the Study	1
Background	1
Statement of the Problem	2
Purpose of the Study	2
II. Review of the Literature	8
Historical Considerations	9
Relationship to Other Studies	20
Theoretical Foundations	25
III. Methodology	28
Definition of Terms	28
Treatment	38
Data Analysis Procedures	41
IV. Results	42
V. Discussion and Recommendations	47
Discussion	47
Recommendations	57
References	59
Appendices	
A. Questionnaire	61
B. Comments of Respondents	63

List of Tables and List of Figures

The format and spacing for the list of tables and list of figures pages are shown in *samples F (1) and (2)*.

- **Do not use these pages or list them in the Table of Contents unless there is more than one table or figure in the thesis or dissertation.**
- Tables and/or figures should be listed in the order that they appear in the body of the text. **List each title of the table and/or figure exactly as in the body of the text, including capitalization of words.** (Tables and/or figures in the body of the text should be placed after the discussion related to each.)
- Consult your style manual for the correct formatting of the tables and figures in the body of your text, including the formatting of the **titles** of the tables and figures.
- **On the lists of tables and/or figures, titles longer than one line are single-spaced with double spacing between entries.**
- The top margin for these pages is 1 $\frac{3}{4}$ " and the bottom margin of the text is 1 $\frac{1}{4}$ ". The pages are numbered with Roman numerals 1" from the bottom center.

Abstract

An abstract (see *sample G*) must be submitted as part of the thesis/dissertation.

The abstract should contain your research topic, research questions, participants, methods, results, data analysis, and conclusions. Consult your program's style manual for guidance.

- The abstract should be a **single paragraph on a single page, double-spaced, without indentation, and normally should not exceed 350 words.**
- The top margin for this page is 1 $\frac{3}{4}$ " and the bottom margin of the text is 1 $\frac{1}{4}$ ". The abstract page is numbered with a Roman numeral 1" from the bottom center of the page.

Sample F(1)

LIST OF TABLES	
TABLE	PAGE
1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	15
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	30

vii

Sample F(2)

LIST OF FIGURES	
FIGURE	PAGE
1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	12
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	18

viii

Sample G

ABSTRACT
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ix

Body of the Thesis or Dissertation

The body of the thesis (or dissertation) consists of the text that is organized in a way that is consistent with the scholarly standards of the content area. **Consult your program's style manual.**

Margins

The **margins** for all pages located in the body of the text are as follows:

- 1³/₄" – top margin on the first page of each chapter
- 1¹/₄" – top margin on all pages with the exception of the first page of each chapter
- 1³/₄" – left margin on all pages
- 1" – right margin on all pages (**text should not be right-justified**)
- 1¹/₄" – bottom margin of text
- 1" – bottom margin for the first page of each chapter's centered page number
- 1" – top right margin for page numbers on all pages with the exception of the first page of each chapter
- 1" – right margin for page numbers in upper right corner

Chapters or Sections

In most cases, chapters are used to organize the body of the thesis/dissertation. **Chapter numbers, if used, are labeled in Roman numerals.** A possible scheme for chapter organization is as follows:

CHAPTER I	Introduction to the Study
CHAPTER II	Review of the Literature
CHAPTER III	Methodology
CHAPTER IV	Results
CHAPTER V	Discussion and Summary

If using template D, only the chapter title is used, not a chapter number.

Format for Headings in the Body of the Text

Format the headings and subheadings in the body of the text according to the formatting illustrated in the table on the next page. The chapter title (and chapter number, if using template E) is considered level 0. Below the chapter title are headings and subheadings, illustrated in the following table as levels 1 to 5. **Regardless of the number of levels of subheading within a section, the heading structure for all sections follows the same top-down progression.** Each chapter or section starts with the highest level of heading, even if one chapter or section may have fewer levels of subheading than another chapter or section.

Format for Chapter Titles and Headings in the Body of the Text		
Level of Heading	Format	Example
Chapter Title Level 0 (Chapter number and/or title)	Centered, Uppercase	CHAPTER III METHODOLOGY
Level 1	Centered, Boldface, Uppercase and Lowercase	Data Analysis Procedures
Level 2	Flush Left, Boldface, Uppercase and Lowercase	Barriers to Minority Women
Level 3	Indented, boldface, lowercase paragraph heading ending with a period. [Text immediately follows]	Barriers to minority women pursuing higher education. Text begins here . . .
Level 4	<i>Indented, boldface, italicized lowercase paragraph heading ending with a period.</i> [Text immediately follows]	<i>Other issues for minority women in attaining educational goals in the United States.</i> Text begins here . . .
Level 5	<i>Indented, italicized lowercase paragraph heading ending with a period.</i> [Text immediately follows]	<i>Differences between the states for minority women pursuing a college education.</i> Text begins here . . .

Reference and Appendix/Appendices Pages

Both the **references and appendices are preceded by a title page** with the word REFERENCES (or APPENDIX or APPENDICES as appropriate), typed in **all capital letters, centered on the page 5½" from the top**. These title pages are counted but not numbered. Following the title page, continue the page numbering in the upper right corner.

- **References are formatted according to your department's style manual.**
- The first page of the references (following the title page) is titled REFERENCES typed 1¾" from the top of the page. Subsequent reference pages have a top margin of 1¼".
- **Use only one title page for the appendix or appendices section.** Label the title page APPENDIX if you have a single appendix. Label the title page APPENDICES if you have more than one appendix.
- If you have a single appendix, the appendix should be labeled APPENDIX typed 1¾" from the top of the page. The title of the appendix is listed in all upper case and double-spaced below the word APPENDIX.
- If you have more than one appendix, the first page of each appendix should be labeled (APPENDIX A, for example) 1¾" from the top of the page. Each appendix should also have a title in all upper case and double-spaced below the appendix label.
- Begin each appendix on a new page with a 1¾" top margin. Subsequent pages of each appendix have a top margin of 1¼". **Minimum margins still apply even when materials in the appendices are photocopied from other sources or formatted differently from the rest of the thesis/dissertation.**

California State University Stanislaus Graduate Degrees

Master of Business Administration
 Master of Science in Business Administration
 Master of Arts in Education
 Master of Arts in Psychology
 Master of Science in Psychology
 Master of Science in Genetic Counseling
 Master of Social Work
 Master of Arts in Criminal Justice
 Master of Arts in English
 Master of Arts in History
 Master of Public Administration
 Master of Science in Marine Science
 Master of Science in Ecology and Sustainability
 Master of Science in Nursing
 Master of Arts in Interdisciplinary Studies
 Master of Science in Interdisciplinary Studies
 Doctor of Education in Educational Leadership

TYPESETTING YOUR THESIS/PROJECT/DISSERTATION

- The entire thesis/dissertation is to be double-spaced. Single spacing is acceptable for longer block quotations (i.e., quotation comprising more than 40 words, displayed in a freestanding block of text without quotation marks). Judicious triple and quadruple spacing is acceptable where it improves readability (e.g., before or after tables and figures). Use the tabs feature or the ruler in your word processing program to indent paragraphs uniformly.
- The preferred font is Times New Roman or a similar serif font in 10 or 12 point. Typefaces larger than 12 point are not acceptable. The same font must be used throughout the document. Sans serif, cursive, or script fonts are not acceptable. Boldface is not acceptable except where specifically required by a style manual (e.g., boldface headings in APA style). Color is acceptable within tables and figures.
- Formatting templates, Microsoft Word documents pre-formatted according to these guidelines, are available at the Graduate School website.

9/15/05: Updated and approved by Graduate Council

4/15/10: Updated and approved by Graduate Council

11/18/10: Updated and approved by Graduate Council

11/1/11: Updated and approved by Graduate Council

10/15/13: Updated (Library)

10/20/16: Updated and approved by Graduate Council