

THESIS AND PROJECT GUIDE

Published by
California State University Dominguez Hills
Office of Graduate Studies

2004 Edition

THESIS AND PROJECT GUIDE

INSTRUCTIONS FOR THE PREPARATION
AND SUBMISSION OF GRADUATE
THESES AND PROJECTS

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

GRADUATE COUNCIL
AND
OFFICE OF GRADUATE STUDIES

2004 Edition

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CHAPTER 1

INTRODUCTION TO WRITING A THESIS OR PROJECT

Submission of the master's thesis or project is one of the last steps of graduate study and is a serious, scholarly, and formal undertaking by graduate students to demonstrate their ability to investigate, develop, and synthesize materials pertaining to a topic in their field of study. The thesis or project that is submitted not only reflects the student's scholarship, but becomes a permanent example of scholarship at California State University, Dominguez Hills. Future scholars throughout the United States may read the thesis or project and judge both the writer and the University on that reading. This being so, it is assumed that a student will produce a work of the highest possible quality.

Before submitting a thesis or project, students must have met all requirements for Advancement to Candidacy, as specified in the California State University Dominguez Hills Catalogue, and all course work must either be completed or concurrent in the semester that the thesis or project is submitted to the Office of Graduate Studies.

The difference between a thesis and a project is defined in more detail in the following chapters, but in a general sense a thesis usually describes the process and results of using a recognized research methodology to answer a significant question, while the project is typically a product, either in the creative arts or an applied field.

It should be emphasized that the decision as to whether a given piece of work is a thesis or a project is the prerogative of the student's faculty committee, based on the guidelines developed by the Graduate Council and specified in this manual. It must be further emphasized that any creative project is not sufficient in itself to meet the requirement of a project and must be accompanied by a scholarly document that closely follows the outline presented in Chapter 3, "Writing a Project."

Steps in Writing and Submitting a Thesis or Project

The following steps provide an outline for writing and securing approval for the thesis or project. *The need for adequate planning cannot be overemphasized.* Because of the deadlines for approval, it is recommended that students allow a full academic year to complete the thesis or project. To ensure a successful and timely completion, students should:

- Meet with thesis or project advisor to discuss the topic and the selection of faculty committee members.
- Establish a timeline with faculty committee chair and follow it carefully to insure meeting committee and university deadlines.
- Obtain thesis or project proposal approval from committee chair.
- Read carefully and follow exactly the format requirements in the *Thesis and Project Guide* and the style manual (APA, MLA, or other) required by the specific department. It is best to follow the required format in both the guide and the manual from the start. This will save time and avoid costly delays.
- Follow the outlines presented in either Chapter 2 for writing a thesis or Chapter 3 for writing a project to ensure that the work meets the scholarship requirements established by the university.

- Meet frequently with faculty committee chair, ask questions and keep chair informed of progress made.
- Submit preliminary drafts to the faculty committee chair and committee members for feedback and make necessary revisions. Edit manuscript carefully.

NOTE: Several revisions may be necessary before submission of a final draft to the Graduate Studies Office.

- Submit final draft to committee members for final approval.
- Obtain signatures in black ink on the same high quality 20 lb., 25% cotton bond paper on which the manuscript will be submitted to the University Library. Make sure the format of the signature page follows the format given in this guide (see sample, Appendix D). It is wise to get two original copies of the signature page, one to submit to the Graduate Studies Office and one to keep for a personal copy.)
- Submit final draft to the Graduate Studies Office (see page 6 for deadlines). Work submitted to Graduate Studies with multiple errors, either in format or written quality, or scholarship that does not meet university standards will be deemed not to have met the semester deadline. This will necessitate a postponement of graduation. Students who have a few minor errors will be given one opportunity per semester to resubmit prior to the University Library deadline.
- After approval by Graduate Studies, make an appointment with the University Library Office to submit the thesis or project for binding and to pay all necessary fees. The Library requires one original on 20 lb., 25% cotton bond paper.
- Above all, assume ultimate responsibility for the written quality of the work and for following the requirements of this guide.

NOTE: The Thesis and Project Guide is a user-manual. It is not a model for formatting the thesis or project.

Language Requirements

All theses and projects must be written in Standard English, be error free upon submission to the Graduate Studies Office, and meet all standards of graduate level writing. To assist candidates in meeting these basic requirements, separate sections of this Guide fully explain specific requirements of the university. In addition, all requirements of a department's specified style manual must be strictly adhered to.

Use of Foreign Quotations

If quotations are in a language other than English, a translation or a paraphrase which adequately renders the meaning of the passage must immediately follow the quote. If the student chooses to use a translation other than his or her own, the source must be cited. Epigraphs and short phrases do not need to be translated.

Adequate Planning

It is the desire of everyone involved that the approval of the thesis or project go as smoothly as possible. To minimize problems in the approval process, it is recommended that students:

- Maintain close communication with faculty committee chair;
- Make certain the manuscript has been carefully edited for standard English correctness, format, and style manual requirements;
- Ascertain how much time the faculty committee members will need to review drafts and submit the thesis or project to them well in advance of the Graduate Studies Office deadline date;
- Allow sufficient time for revising drafts based on faculty committee feedback .

It is assumed that the thesis or project will be submitted free of errors to the Graduate Studies Office. Submission of the work on time does not guarantee graduation; only one re-submission to correct a small number of minor errors is allowed in a given semester.

If major revisions are needed, the Graduate Studies Office will request the student to resubmit the following semester and to file a “Change of Graduation” form with the graduation unit.

Most Common Format and Writing Errors

It is expected that all theses and projects submitted for final approval will adhere strictly to format requirements and meet the standards of graduate level writing.

Following are guidelines that will aid in avoiding most common errors:

- Follow all the format requirements of this manual exactly; call the Graduate Studies Office for clarification of details in this manual.
- Follow the specific designated style manual (e.g. APA, MLA) exactly for:
 - citations within the text;
 - endnotes or footnotes, works cited, references, and bibliographies;
 - labeling and citing tables and figures;
 - quotations;
 - any other element not prescribed in this guide.
- Do not attempt to use a previously submitted thesis or project as an example, as formatting requirements change from year to year.
- Put commas and periods inside quotation marks except when a citation immediately follows the quote; put colons and semicolons outside quotation marks.
- Avoid use of slashes to indicate options, such as and/or and he/she. Choose either “and” or “or”; write out “he or she.”
- Avoid sentence fragments.
- Avoid comma splices and run-on sentences. Two main clauses joined by a conjunctive adverb such as however, thus, instead, therefore, etc. must be connected by a semicolon, not a comma.

- Be sure subjects and verbs agree as to number.
- Check to see that pronouns have clear antecedents.
- Do not mix verb tenses in paragraphs; be consistent.
- Stay in the third person. Reserve the first person for the preface or introduction only. Do not use second person at all.
- Adhere to the following guidelines for using numbers:
 - In general, spell out a number that consists of one or two words and use figures for larger numbers.
 - Use figures for dates, decimals, fractions, parts of literary works, percentages, prices, scores, statistics and times.
 - Spell out a number that begins a sentence.
- Do not bold any of the text, including preliminary pages; however, use of bold is acceptable in any appendices.
- Use the same font and 12 point size throughout, with the exception of the optional use of 10 point size for footnotes and labeling tables and figures.
- Suppress widow or orphan lines (a single line at the top or the bottom of a page) in all parts of the text.

Deadlines

The deadlines for submission to the Graduate Studies Office for final approval and the University Library for binding and paying fees are as follows:

GRADUATE STUDIES OFFICE SUBMISSION DEADLINE		
FALL	External Degree Programs	On Campus Programs
	October 10	November 1
SPRING	March 10	April 1
SUMMER*	June 10	June 10
UNIVERSITY LIBRARY SUBMISSION		
FALL	On or before December 15	
SPRING	On or before May 15	
SUMMER	On or before August 1	

There are no exceptions to these deadlines. If the stated deadline falls on a weekend or holiday, the deadline is the following work day.

** Students submitting a thesis or project for the summer deadline will need to ensure that they have the final approval signatures of their committee members before the summer break.*

Selecting a Faculty Committee

The chair of the faculty committee will be selected from the faculty of the department or program reviewing and approving the thesis. The full committee, selected in consultation with the committee chair, should include three persons, all of whom are to be full-time CSUDH faculty members or Emeritus faculty, unless an exception has been granted by the Graduate Dean in consultation with the Graduate Council. The student may select one of the three committee members from another CSUDH department or

program in order to secure special expertise relevant to the thesis topic. Approval of requests for additional committee members should be obtained from the committee chair.

Responsibilities of the Faculty Committee

The faculty committee is expected to guide and counsel the student during the preparation of the thesis or project. Committee members will suggest specific improvements in organization, form, and content. The committee also has the responsibility for certifying that the student is competent in the subject area contained in the thesis or project and is able to communicate his or her scholarly or creative efforts to others with a high degree of skill. Approval by the faculty committee is required prior to submission to the Graduate Studies Office. The committee's approval certifies that the student's thesis or project:

- represents scholarly work worthy of the master's degree;
- gives a clear and accurate description of the work performed;
- incorporates suggestions for improvements made by the faculty committee;
- is free of grammatical, spelling, and punctuation errors and conforms to accepted standards of graduate writing;
- follows the style manual prescribed by the department.

Faculty committee members indicate their approval by signing the Approval Page (see p.37) which must accompany the thesis or project when it is submitted to Graduate Studies.

Responsibilities of the Graduate Dean

The Graduate Dean is responsible for assuring that the thesis or project has met the standards established by the Graduate Council of the University. The Graduate Dean or her or his designee is responsible for checking those features of completed theses or projects specified in this manual and reserves the right to refuse any manuscript that does not meet those standards. In addition, the Graduate Studies Office assists students with special problems of thesis or project production. The signature of the Dean or her or his designee certifies that the thesis or project meets the scholarly standards of the University.

Selecting a Topic

The graduate student and his or her faculty committee will agree on the research topic for the thesis or the nature of the creative project. To garner ideas, the student may consult with faculty members in the department.

The thesis or project topic should:

- add to the body of knowledge or creative work in the field;
- be clearly defined in terms of the context of existing work in the field;
- be feasible in scope and design;
- demonstrate original thinking or original creative work.

One reason for the publication of studies in professional journals is so that they can be repeated by other researchers to test the studies' validity. Therefore, while complete originality is not required, care should be taken so as not to duplicate existing research; in such a case, plagiarism may be involved.

The Research Proposal

The research proposal is a conceptual statement of a problem which warrants significant study. The graduate student should work with the faculty committee in developing a research proposal and receive approval from the faculty committee before research begins. Detailed information on the content, style, and format of the thesis and project are contained in later chapters and in the appendices of this guide, and reflect the requirements of the University and the format of typical professional publications in the field of endeavor.

Human Subjects Clearance

If the research or creative project involves human subjects, the student must secure approval from the Institutional Review Board (IRB) **before** beginning any research or data collection. “Human subjects research” includes **any** research that involves humans, human tissue, or records gathered on humans. In addition to direct intervention or manipulation, it includes such activities as surveys, interviews, and videotaping. There are several review categories, depending upon the level of risk to the subjects and the nature of the subject population. The IRB will determine the appropriate level of review. Although some reviews can be concluded in a shorter period of time, the IRB normally meets only once per month. Forms and instructions are available from the Office of Research and Funded Projects.

Points to remember:

- Submission of a completion certificate in the protection of human subjects is required prior to Institutional Review Board (IRB) approval of all research protocols
- *Exempt* Research means *exempt* from Full Board Review. The IRB is the university’s body charged with reviewing studies involving human subjects, and thus determines how and what types of research qualify for exempt status

according to the Department of Health and Human Services regulations and the guidance of the Office for Human Research Protections.

- All theses and projects that include the use of human subjects must be cleared through the IRB;
- Clearance must be obtained **before** research or data collection begins, as approval cannot be granted retroactively;
- Allow time for the IRB to review a protocol; the faculty committee which conducts this review meets only once a month.
- Submit a copy of the IRB approval to the Graduate Studies office with submission of the thesis or project.
- A thesis or project that should have IRB approval and does not will be rejected by the Graduate Studies office and cannot be resubmitted.

Plagiarism

At the heart of any university are its efforts to encourage critical thinking skills, effective communication, and above all, intellectual honesty among its students. Thus, all academic work submitted by a student as his or her own should be in his or her own unique style, words, and form. When work is submitted that purports to be original but actually is not, the student has committed plagiarism.

Plagiarism is defined by California State University Dominguez Hills as follows:

Plagiarism is considered a gross violation of the university's academic and disciplinary standards. Plagiarism includes the following: copying of one person's work by another and claiming it as his or her own, false presentation of oneself as the author or creator of a work, falsely taking credit for another person's unique method of treatment or expression, falsely representing oneself as the source of ideas or expression, or the presentation of someone else's language, ideas, or

works without giving that person due credit. It is not limited to written works. For example, one can plagiarize musical compositions, photographs, works of art, choreography, computer programs, or any other unique creative effort.

Plagiarism is cause for formal University discipline and is justification for an instructor to assign a lower grade or a failing grade in the course in which the plagiarism is committed. In addition, the University may impose its own disciplinary measures.

Use of Copyrighted Material

The U.S. Copyright Law (Ph 94-533) provides federal copyright protection for both published and unpublished works. Therefore, authors who wish to include quotations, illustrations, charts, graphs, musical arrangements and so forth in their theses or projects should make every effort to be sure that reproduction of the copyrighted material does not exceed the doctrine of "fair use," which considers both the purpose and character of the use of copyrighted material. Unpublished works, as well as works published without valid copyright notice, are eligible for protection. Absence of a copyright symbol (©) does not necessarily mean that a work is in the public domain. Tabular arrangements and compilations are specifically covered under copyright law. Permission to reprint or adapt charts, tables, graphs, tabular arrangements, musical arrangements and so forth must be sought from the copyright holder.

Fair Use

If a work is protected by copyright, permission must be acquired prior to incorporation of that work into a new document. Extracts and quotations may be used to a limited extent for purposes of illustration and criticism without permission. Material

that is in the public domain, such as legal codes, historical documents, and government publications are usually not subject to copyright restrictions. If in doubt, check with the faculty committee chair.

Securing Permission

Efforts to obtain permission to use material from other sources should begin well in advance of the final draft. The student is expected to acquire written permission to use the material, and evidence of such permission must be provided with the final copy of the thesis or project and may be incorporated as an appendix. A statement of permission must appear in a caption or some other obvious location in the thesis or project. The owner of the copyright may request that specific words or phrases be used to indicate that permission was granted.

Requests for permission should be directed to the copyright holder, requesting a “one-time non-profit educational use.”

Collaborative Theses or Projects

In special circumstances when approved by all members of the faculty committee, students may collaborate on a thesis or project. The special requirements for all collaborative theses or projects are listed below. All other instructions regarding the preparation and filing of theses or projects remain the same.

- Students may collaborate on research or a creative activity, but must submit an independently written thesis or project which reflects the student’s own thinking and scholarship.
- There must be a clear statement in both the abstract and the introduction which notes that there was collaboration and describes specifically the contributions of each collaborator.

Thesis or Project Date

The date on the title page (See Appendix B) shall be the semester and year in which the student graduates. The actual date of graduation is determined by the Registrar, depending upon completion of all requirements. The Graduate Studies Office will assist the student in determining this date. If graduation is not cleared for the initial term applied for, the student must submit a new title page on matching paper to reflect accurately the term of graduation.

Copyrighting the Thesis or Project

Copyrighting the thesis or project is optional. Copyrighting protects the thesis from unauthorized copying. Any student who wishes to copyright should prepare a Copyright Page following the sample in Appendix C. In addition to preparing the copyright page, the necessary fees for the copyright must be paid to the Library Dean's Office at the time the thesis or project is submitted for binding.

Use of this Guide

It is the student's responsibility to become familiar with this guide and the designated style manual and to see that all requirements are satisfactorily met. DO NOT attempt to follow the format of previously completed theses, as the guidelines may have changed in the interim.

The schools and departments of the University, in conjunction with the Graduate Council, have established criteria for master's theses and projects. The style and format requirements serve the following purposes:

- to assist the graduate student in organizing and presenting scholarly knowledge in a standard academic format;

- to provide a uniform and thus more easily-evaluated form of graduate achievement;
- to provide permanent evidence of the scholastic achievement of each master's degree candidate.

Use of the Designated Style Manual

Each graduate program has specified a particular style manual that is to be used in conjunction with this Guide. The most current edition of the designated style manual should be used. One of the following style manuals is usually designated:

- APA, Publication Manual of the American Psychological Association.
- MLA, The MLA Handbook for Writers of Research Papers.
- A particular journal format used for one of the sciences.

The designated style manual is to be used for the following in the thesis or project:

- citations within the text;
- tables, charts and graphs;
- quotations;
- endnotes or footnotes; lists of works cited or references;
- any other element not prescribed in this guide.

The style manuals designated by the various graduate programs at CSUDH are as follows:

Designated Department Style Manual

MA	Behavioral Science	APA
MS	Biology	CBE or a specified journal
MBA	Business Administration	APA
MS	Clinical Sciences	AMA
MA	Education	APA
MA	English	MLA
MA	English: TESL	APA
MA	Humanities	MLA
MA	Interdisciplinary Studies	MLA
MS	Interdisciplinary Studies	APA
MAT	Mathematics	APA
MS	Nursing	APA
MA	Psychology	APA
MPA	Public Administration	APA
MS	Quality Assurance	APA
MA	Sociology	APA
MA	Special Education	APA

Submission

Once the thesis or project is completed, the final copy is submitted to the Office of Graduate Studies for approval. The manuscript should be placed unbound in an envelope or folder, with student name, phone number and email address on the outside. Submission must include the original Approval Page (see Appendix D) signed by all faculty committee members. While the Approval Page must be an original on the same high quality bond that the manuscript will be printed on, the thesis or project need not be printed on bond paper for initial submission to Graduate Studies. All signatures must appear on the Approval Page at the time the thesis or project is submitted to the Graduate

Studies Office. **All signatures, in indelible black ink, must be those of the actual committee members; no proxy signatures will be accepted.** The graduate faculty committee approves the content; therefore, no content changes are allowed once the thesis or project has been submitted to the Graduate Studies Office for approval, unless the work is rejected and sent back to the committee for revision. The Thesis Officer ensures that the thesis or project meets the University's requirements for correctness and quality.

Approval, Library Clearance and Fees

After submission, the Thesis Officer, acting as the Graduate Dean's designee, reviews the thesis or project. If the thesis or project meets university standards, the Thesis Officer signs the Thesis and Project Approval Form provided by the Graduate Studies office. The student will then be contacted to pick up the document for photocopying and payment of binding and microfilming fees at the University Library. If someone else will be responsible for picking up the document, the student must provide the Graduate Studies Office with that individual's name and phone number at the time the thesis or project is submitted for approval. If minor revisions are required, the student is given one opportunity per semester to resubmit prior to the university Library deadline. The resubmission should be printed on white, high quality, 20 lb., 25% cotton bond paper which contains a watermark.

After any revisions required by the Graduate Studies Office have been made and the Thesis and Project Final Approval Form has been signed by the Thesis Officer, the student must call the Library Dean's Office to arrange for final clearance, binding and payment of fees. At that time, the student must take the original of the thesis or project,

printed on 20 lb., 25% cotton bond paper, with all appropriate approval forms to the Library Dean's Office, along with any additional copies the student wants to have bound. The student must also be prepared to pay the appropriate fees as determined by the Library Dean's Office. The Library staff can provide current fees, as they may vary from year to year.

The University Library Dean's Office assumes responsibility for binding all copies of the thesis or project and arranging for microfilming and copyrighting. The Library Dean's Office has final authority for approval of paper quality, appropriateness of type fonts and print quality. Personal bound copies may be ordered if the student so chooses. The binding and microfilming process takes four to six months from the end of the semester in which the student graduates.

One microfilm copy and one printed copy of each thesis or project are retained by the Library. The printed copy will be cataloged and placed in circulation. The student will be notified by the Library when the thesis or project has been returned from the bindery and microfilmer.

Copies of all theses and projects submitted become the property of the University (including films, tapes, slides, etc.) and the requirements for the degree have not been fulfilled until these have been received by the Library.

CHAPTER 2

WRITING A THESIS

The California State University Education Code (Title V, Section 40510, p. 473) defines a thesis as:

the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

While the Code delineates the technical differences between a thesis and a project, at times there is a fine line between the two. A thesis is distinguished by certain elements:

- introduction to the study;
- a review of the literature;
- methodology;
- results and discussion;
- summary;
- recommendations for further research.

These elements, which may be presented as separate chapters or integrated into the thesis as a whole, are discussed in the following pages.

NOTE: In some fields such as the humanities, the work may not be formatted in terms of distinct chapters, but, if so desired, may appear instead as a single narrative. In such instances, it is assumed that the applicable elements described below are integrated into the body of the text. The committee chair should be consulted about which elements should be included and the organization thereof before the commencement of the writing of the thesis. If the work is not organized into chapters, the Table of Contents will have to be modified accordingly. The Graduate Studies Office can offer assistance with formatting the Table of Contents.

Introduction to the Study

The primary function of the Introduction is to give an overview of the study. The following components, either presented as separate sections with subheadings or integrated into one narrative, should be included in the Introduction:

Background

The beginning of the chapter should serve as a carefully organized lead-in to the problem under investigation. This section may include an overview of the historical context, the current status, and the projected future dimensions of the problem.

Statement of the Problem

The Statement of the Problem presents the focal point(s) of the research. It introduces the “what” of the present investigation (i.e., clearly states what the study will examine or investigate). This section states the specific major question(s) or hypothesis (es) to be studied or tested and makes a precise statement of all minor questions to be explored.

Purpose of the Study

The Purpose of the Study justifies the study. This section explains the significance of the present study and the ways in which it supports other studies, differs from previous studies, extends present knowledge or examines new issues.

Theoretical Bases and Organization

The Theoretical Bases and Organization discusses how the present research corresponds to other studies and the underlying theoretical bases upon which the study is constructed. One or more hypotheses should create the solid foundation upon which the conceptual framework is built.

Limitations of the Study

The Limitations of the Study discusses both content and methodological limitations of the investigation and how the research works within or around these confines.

The Definition of Terms should appear at the end of the Introduction and defines any special terms used in the study and establishes abbreviations that will be used throughout the text.

Review of the Literature

A thesis must always be put in the context of existing work relevant to the topic. Discussion of said context is referred to as a review of the literature and may encompass discussion of prevailing theory, existing creative works, historical context, relevant studies, etc. The review of the literature may be a separate chapter or be integrated into the thesis as a whole. The list of references should reflect that a thorough examination of existing work related to the focus of the thesis has taken place.

There are several ways in which the review of literature section may be structured: chronologically, categorically, or through related theoretical viewpoints. Emphasis should be placed on the reasons underlying the particular areas, topics, and periods selected for review. The chapter should:

- provide evidence supporting the historical, theoretical, and research background for the study;
- show how the study relates to other research studies in similar areas;
- define how the investigation differs from other studies in the field;
- include theoretical foundations, expert opinion, and actual research findings;
- use primary sources whenever possible.

Methodology

The methodology section describes the research design or approach in depth. This should be a detailed and clearly written description which permits a precise replication of the study. The sections described below apply mainly to a quantitative thesis, but may be appropriate to a non-quantitative thesis as well.

Design of the Investigation

The Design of the Investigation explains how the study was formulated to investigate each question or hypothesis. If appropriate, it identifies all variables and how they are manipulated.

Population or Sample

The Population or Sample describes the principal characteristics of the population selected. If a random sample is used, the general population from which the sample was selected and the sampling procedure should be described.

Treatment

The Treatment describes the exact sequence followed to collect and tabulate the data. It describes the instrument(s) used to collect the data and establishes the validity of the instrument(s) via studies by other researchers.

Data Analysis Procedures

The Data Analysis Procedures section describes and explains how data were analyzed or statistical treatments were used, including descriptions of tests, formulae, computer programs, and procedures.

Results and Discussion

The results of the investigation are presented in narrative form and may be supplemented with graphics. Whenever appropriate, tables and figures are used to present the data. The discussion of the results should be well argued in relation to each question or hypothesis. Inferences, projections, and probable explanations of the results may also be included. Implications of patterns and trends are discussed, including any secondary findings.

Summary, Conclusions, and Recommendations

The concluding section should summarize the entire research effort. A sufficiently comprehensive overview should enable the intended audience to understand the entire study. At this point, it is appropriate to reacquaint the reader with the conceptual framework, the design of the investigation, the methodology, and the results of the study. This section should include the significance of the study and its conclusions, the limitations and weaknesses of the study, implications for future research, and recommendations.

References or Works Cited

References or works cited are compiled according to the designated style manual and must include every source cited in the study, including material which has been adapted for use in tables and figures.

NOTE: Follow the style manual exactly.

Appendices

Supplementary material too detailed for inclusion in the body of the text, or material which cannot be effectively presented due to its length or size, may be included in the appendices. Appendices might include such things as questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, and personal correspondence. Graphs, tables and figures which have been introduced in the main body of the thesis and are germane to the discussion are required to be included in the text immediately following their first reference; they should not be placed in the Appendices. The word “Appendix” is used in the Table of Contents if there is only one; otherwise, the word “Appendices” is used. See page 56 for instructions on the formatting of appendices.

NOTE: All materials placed in the Appendices must adhere to Thesis and Project Guide margin guidelines.

CHAPTER 3

WRITING A PROJECT

In many departments, graduate students have the option of producing a project instead of the traditional research thesis. The California State University Education Code (Title 5, Section 40510, p. 473) defines a project as:

a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Whereas a thesis is entirely a research or archival based study, a project is more creative or applied in nature. All master's projects must evidence originality, critical thinking, and scholarship in addition to representing the artistic or professional capabilities of the candidate. While requirements for various types of projects will vary, certain elements are common to all projects. These elements are described on the following pages and must be thoroughly addressed.

As previously stated in this Guide, a creative or an applied project is not sufficient in itself to meet the requirement of a culminating activity. Although the content and structure are more flexible for a project than for a thesis, all projects, whether creative or applied, consist of two distinct components: (a) the project itself, and (b) an explanation of the project presented in a scholarly framework. The project itself may be placed in an Appendix. The scholarly framework introduces, justifies, and validates the applied or creative project. The committee chair should be consulted early in the process of

planning the project to ensure that the required elements are included in the scholarly framework

A master's project may be presented in any of a variety of appropriate media, including videocassettes, CD ROM, audio cassettes, slides, kits, teaching materials in ring binders, computer diskettes, and book-type materials. Non-print media which are not acceptable include phonograph records, audio tapes on reels and film on reels.

The following pages present the elements of the scholarly framework that are required for CSUDH master's projects. These are often imbedded in the text and are not necessarily defined sections, but the elements should be evident to all readers.

Introduction

The primary function of the Introduction is to provide a comprehensive overview of the project for the reader. Included is an explanation of why the project was attempted and identifies interests or professional needs which the project seeks to satisfy. It also defines what the project is in terms of content and format, including specific information regarding the subject matter, the intended audience, how the project is to be used, and the results or effects expected.

Furthermore, there **MUST** be a clear explanation of the importance of the project in the student's field of study or discipline, and a description of the new dimensions, techniques, concepts, or findings that are presented in the work. Depending on the discipline, this explanation highlights disciplinary techniques or methods and intended effects in the field of study. If the project is designed to be informational, persuasive, or instructional, the effects in terms of behavioral objectives are specified.

Any special terms or abbreviations used in the scholarly framework or project crucial to understanding or interpreting the work should be clearly defined at the end of the Introduction.

Review of Related Literature

The scholarly framework must contain a review of the related literature which is complete and thorough enough to establish the current work in the context of what already exists and may be relevant to the present study or creative project. This review should contain two distinct elements: (a) an evaluation of selected, significant studies of the genre, or related theory, and (b) an explanation of how the student's work fits into this larger body of existing works.

Two examples may help to clarify this requirement. If the project is a creative endeavor which consists of original poems, the Review of Literature would include a discussion of major theoretical concepts related to the crafting of poetry. It would also include a discussion of how the works of major poets influenced the student's own creative work, thus placing the student's own work into a specific context of poetry in general, and perhaps even a specific genre of poetry such as the sonnet, free verse, etc. Whether the creative project consists of a form of literature (e.g. poetry, screenplay, novel, etc.) or original works of art (e.g. paintings, photography, etc.), the same guidelines apply.

A second example would be an applied project, such as those often produced in the professional fields. If the project is applied in nature, the Review of Literature would include a discussion of major theoretical concepts related to the project and how these concepts informed the project, and a discussion of what products similar to the current project already exist. This places the candidate's work into the broader context of what

already exists in the field and supports the value of the contribution the student's project is making to the existing body of work.

Methodology

The scope of this section will vary depending on the nature of the project. The methodology section describes in depth how every aspect of the project was conducted, compiled, or created. It should be appropriately detailed and should describe the format and technique used in presenting the material. Any techniques, questionnaires, interviews, study sites, and material used to accomplish the study should be described here.

NOTE: CSUDH Institutional Review Board (IRB) approval is required for research that uses surveys, interviews, or any other involvement of human subjects.

Results and Discussion

There may be a results section, depending on the type of project. If there are findings to report, they should be synthesized for inclusion in this section. Material too detailed to be included in the body of the text should be presented in the appendices.

Summary, Conclusions, and Recommendations

The summary discusses how the final project addresses issues which have been raised. It reacquaints the reader with the conceptual framework and the design of the study. This section summarizes the entire project effort.

Conclusions presented should validate both the need for the project and explain how the present project responded to that need.

Recommendations might include comments regarding content, technique, and the process of creating a master's project of this type.

References or Works Cited

References or Works Cited are compiled according to the designated style manual and must include every source cited in the study, including material which has been adapted for use in tables and figures.

NOTE: Follow the style manual exactly.

Appendices

As a general rule, the creative project itself is placed in Appendix A. This will allow more freedom in the format of the work. In addition, supplementary material, material too detailed for inclusion in the body of the text, or material which cannot be effectively presented due to its length or size may be placed in the Appendices. Further appendices might include such items as questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, and personal correspondence. The word "Appendix" is used in the Table of Contents if there is only one; otherwise, the word "Appendices" is used. See page 56 for instructions on the formatting of appendices.

NOTE: All materials placed in the Appendices must adhere to guidelines for margins in the Thesis and Project Guide.

Musical Compositions

A musical composition may be bound separately from its report. If bound separately, the musical composition must be accompanied by its own title page. The title page should be on paper of the same size as that used for the composition. The same guidelines for margins as specified for theses must be followed. At the bottom of the Table of Contents, the following phrase should be typed: "This project is accompanied by a musical composition which is housed in the Special Collection Unit of the Library."

Non-Print Projects

All non-print projects must be submitted in containers which will protect the media. Both media and their boxes must be labeled. Labels must be typed and include following information:

- name of candidate,
- name of project,
- department in which the candidate is seeking the degree,
- semester and year in which the candidate will complete the degree.

At the bottom of the Table of Contents, the following phrase should be typed: "This project is accompanied by a [name of the medium, e.g., videocassette,] which is housed in the Special Collection Unit of the Library."

Audio Tapes or Compact Disks

Audio projects may be submitted on major brand, high or extra high standard, non-metallic, sixty or ninety minute cassette tapes or on compact disks. Each cassette tape or CD must be in a container designed for the tape or CD. All tapes must be protected against erasure when submitted. Recordings must be of high quality and entirely audible throughout.

Videocassette Tapes

Television projects must be submitted for deposit in the Library on videocassette tape. For filmed projects, one videocassette tape copy must be submitted for deposit in the Library. Videocassette tapes must be major brand VHS, high or extra high standard. All tapes must be protected against erasure when submitted. Video recordings must be of high quality and entirely audible throughout.

Diskettes and Compact Disks

Computer programs may be submitted on diskettes or compact disks (CD). Each

submitted copy of a project on diskette or CD must be in a separate container. Each diskette must be write-protected before submission and include a printed list of all characteristics (computer make and mode, storage density, etc.) required for its subsequent use.

Slides

Slides must be 2 x 2 inches in size, mounted on glass, plastic, metal or cardboard. Slides must be numbered and each set submitted in a separate box. Each box must be appropriately labeled. Plastic album sheets are not acceptable as containers.

Contents of each slide should be described in the text of the project and captions or titles should be provided. Additionally, a list of the slides must be included in the text of the project. The list is prepared in the same format as that used for a list of figures. After the list, the following phrase should be inserted on the page: "Slides are housed in the Special Collections Unit of the University Library."

Photographs or Illustrations

Photographs or illustrations may be in black and white or in color and must be of professional quality. If mounted, only dry mounting will be accepted. No foam or paste mucilage, glue, rubber cement, or other wet adhesive may be used. In the alternative, images may be computer scanned and the pages containing the images may be printed on photo quality paper. Photographs and captions must be within the required margins. Captions should be placed just under the photograph and follow the designated style manual instructions for the labeling of figures.

Other Non-Print Media

For non-print media not explicitly described above, approval concerning format must be obtained as early as possible from the student's department and from the Office of Graduate Studies.

CHAPTER 4

FORMAT REQUIREMENTS

This chapter specifies format requirements for the thesis or project. Students should read every part of this chapter carefully to ensure approval of their manuscript. Failure to adhere to or any deviation from the required format and style will result in the return of the manuscript to the student and probable delay of graduation. **Except for the specific instances listed below, this manual takes precedence over any designated style manual.** The following exceptions are the same as those noted in Chapter 1 under “Use of the Designated Style Manual”:

- The referencing (citation) system throughout the thesis or project;
- The list of references at the end of the work;
- All tables, graphs and figures

(NOTE: There must be no bold in tables, graphs or figures);

- The captions for all tables, graphs and figures;
- The format for quotations;
- Any other element not prescribed in this guide.

Font

Theses or projects should be typed, double-spaced on one side of the page, in a standard font, using 12 point size characters. A 10 point size font may be used for footnotes, tables, graphs and figures. With the exception of these special cases, the entire manuscript, including preliminary pages, all titles, subtitles, endnotes and reference lists must be set in the same size and style of type. No parts of the text or preliminary pages may be bolded, including any text that appears in tables or figures. No titles or subtitles

should be bolded. Underlining or italics may be used to emphasize a word or phrase in the text. However, excessive use of underlining or italics will cause a thesis or project to be rejected.

The final copy of the thesis or project must be printed with letter quality print. Each line or arc of a character and each underline must be a connected unit. Letters formed by a visible series of dots will not be accepted. The following additional guidelines also apply:

- Justified margins will only be accepted if the spacing within and between words remains uniform.
- The placement of numbers for pagination must be consistent with the required University format.
- Underlining of side headings or other portions of the text must be with a single solid line.
- No widow or orphan lines (a single line at the top or the bottom of a page) in any part of the text.

Margins

All pages of the thesis or project, including all preliminary pages, the body of the text and pages of the appendices, must conform to the following margin requirements:

- Left margin, 1½ inches;
- Right margin, 1 inch;
- Bottom margin, 1¼ inches;
- Top margin, 1¼ inches;
- Page numbers at the top of the page must be 1 inch down from the top and 1 inch in from the right, aligned with the right hand margin;

- Page numbers on numbered preliminary pages must be centered, one inch from the bottom of the page.

Pagination and Order of Pages

All pages of the thesis or project, from the title page to the last page of the appendices, are counted but not necessarily numbered. Some pages, such as the title page, approval page, abstract, and all half-title pages are counted but do not bear page numbers. The following guidelines apply to pagination of the thesis or project:

- Not all preliminary pages are numbered, but **all are counted**. When numbered, preliminary pages are numbered in lowercase Roman numerals, centered, one inch from the bottom of the page. Preliminary pages are placed in the order listed below:
 - Title Page – not numbered
 - Copyright Page – not numbered
 - Approval Page – not numbered
 - Dedication Page – numbered
 - Acknowledgments – numbered
 - Foreword – numbered
 - Preface – numbered
 - Table of Contents – numbered
 - List of Tables – numbered
 - List of Figures – numbered
 - List of Symbols – numbered
 - Abstract – not numbered
- Number the pages of the body of the thesis with Arabic numerals, beginning with the first page of the first chapter as page number 1. Place the numerals one inch from the top edge and one inch from the right edge of the paper, without punctuation or other embellishment.
- Endnotes, Reference Lists, and Appendices are consecutively numbered, following the body of the text, at the top right of the page. Half-title pages are not numbered.

Preliminary Pages

Preliminary pages are described below and should appear in the following order:

Title Page

The title page should be prepared in exact accordance with the sample provided in Appendix B.

- The title page consists of four evenly spaced components.
- Each component is separated from the next by a division line 12 spaces long.
- To accommodate binding, each component should be centered within the required margins.
- This page is counted, but not numbered.

Copyright Page

The copyright page is optional and should be prepared in exact accordance with the sample provided in Appendix C.

- Text is centered vertically and horizontally within the required margins.
- Text is double-spaced.
- This page is counted, but not numbered.

Approval Page

The approval page should be prepared in exact accordance with the sample provided in Appendix D.

- Faculty committee members shall sign the original of the approval page in **permanent black ink**.
- This page must be printed on the same bond paper used for the thesis.

- The Approval Page should be signed and the original submitted with the final draft to the Graduate Studies Office.
- This page is counted, but not numbered.

Dedication Page

The dedication page is optional, names those to whom the work is dedicated and should be prepared as follows:

- No heading appears on the page.
- Text is centered horizontally and vertically on the page within the required margins.
- Text is double-spaced.
- This page is numbered in lower case Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

Preface

The preface is optional. Written by the author, it contains brief remarks describing what preceded the undertaking of the work and may be written in first person. It must not be used in lieu of the introduction to the study.

- The heading PREFACE in all capital letters is centered, 1¼ inches down from the top of the page.
- There is a triple-space between the heading and the text.
- Text is double-spaced.
- The pages are numbered in lower case Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

Foreword

The foreword is optional and consists of prefatory comments written by someone other than the author.

- The heading FOREWORD in all capital letters is centered 1¼ inches down from the top of the page.
- There is a triple-space between the heading and the text.
- Text is double-spaced.
- The pages are numbered in lower case Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

Acknowledgments

The acknowledgments page is optional and is an opportunity for the author to identify those people whom he or she wishes to thank, such as mentors, colleagues, individuals, or institutions that supported the research, and those who granted permission to cite or reproduce works in the text.

- The heading ACKNOWLEDGMENTS in all capital letters is centered, 1¼ inches from the top of the page.
- Text is centered vertically and horizontally on the page within the required margins.
- Text is double-spaced.
- This page is numbered in lower case Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

Table of Contents

See Appendix E for a sample of the formatting of the Table of Contents. The guidelines for preparing the Table of Contents are as follows:

- The heading TABLE OF CONTENTS in all capital letters is centered, 1¼ inches down from the top of the page.
- Triple-spaced below this and flush with the right-hand margin, the word PAGE appears in all capitals letters.

- Double-spaced below PAGE and flush with the left-hand margin, all preliminary pages are listed in all capital letters, beginning with the Copyright Page (if there is one) through the Abstract, double spacing between entries.
- Leader dots (series of dots) should lead to and end at each page number. Page numbers are aligned on the right margin.
- Double-spaced below the Abstract listing, on the left margin, the word CHAPTER appears in all capital letters (if chapters are used).
- Double-spaced below the word CHAPTER, flush with the left margin, the chapter titles are listed, beginning with either an Arabic or Roman numeral (depending on what sort of numbering was used in the actual chapters), followed by a period, one space, and then the title of the chapter in all capitals. If the chapter title is too long, it should be divided and the carry-over line is single spaced and placed directly below the first letter in the first line of the title.
- Double-spaced below chapter headings, all the first level headings (centered headings) are listed in initial capitals, indented ½ inch from the left margin, with leader dots and page numbers as described above. There is a single space between subheadings. If the heading is too long, it should be divided and the carry-over line is indented three spaces.
- There is a double-spaced between chapter titles, and between chapter titles and subheadings.
- Each chapter is numbered with consecutive Arabic or Roman numerals.
- Second and subsequent pages of the Table of Contents, if any, begin 1¼ inches down from the top of the page and maintain the headings of CHAPTER on the left margin and PAGE on the right margin.
- The pages of the Table of Contents are numbered in lower case Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

List of Tables

If the thesis or project contains tables, a List of Tables must be prepared. See Appendix F for a sample of the formatting of the List of Tables. The List of Tables follows the Table of Contents on a new page. The guidelines for preparing the List of Tables are as follows:

- The heading LIST OF TABLES in all capital letters is centered 1¼ inches down from the top of the page.
- Triple-spaced below this and flush with the right-hand margin, the word PAGE should appear in capitals letters.
- Double-spaced below this and flush with the left margin all tables are listed, with a double-space between each entry.
- If a specific title is too long, it should be divided and the carry-over line is single-spaced and indented three spaces.
- Leader dots (series of dots) should lead to and end at each page number. Page numbers are aligned on the right margin.
- Tables are sequentially numbered with Arabic (e.g. Table 1) numerals in the order in which the tables appear in the thesis or project.
- List of Tables must contain titles and page numbers identical to those used in the text.
- Narrative which follows a table title is not included with the title.
- Tables appearing in the appendices are not included in this list.
- The pages of the List of Tables are numbered in Roman numerals at the bottom of the page, centered, with a one-inch bottom margin.

List of Figures

If the thesis or project contains figures, a List of Figures must be prepared. The List of Figures follows the List of Tables on a new page. The guidelines are as follows:

- The heading LIST OF FIGURES in all capital letters is centered 1¼ inches down from the top of the page.
- The remainder of the instructions pertaining to the List of Figures is identical to those for the List of Tables.
- Figures appearing in the appendices are not included in this list.

List of Symbols

A List of Symbols (sometimes called “Nomenclature”), if desired, follows the List of Figures on a new page and should follow the same format as the Lists of Tables.

Abstract

The Abstract, the last preliminary page, is required and is placed immediately before the main body of the thesis or project. The Abstract should contain a statement of the problem studied, the research plan, procedures and methods employed, and a summary of the results and conclusions. The Abstract may contain no footnotes or references. The Abstract is not to be confused with the introduction, which is generally considerably longer, more expansive, and more detailed. The Abstract will be displayed in an abstracting service publication and should contain information about the thesis or project that permits other scholars to decide whether or not to consult the complete work. The guidelines for preparing the Abstract are as follows:

- The heading ABSTRACT is centered in all capital letters 1¼ inches down from the top of the page.
- Triple-spacing between the heading and the text.
- Text is double-spaced.
- The first line of each paragraph is indented.
- No more than 150 words in text.
- If the project includes a product, the Abstract must describe the product represented in the project. It must also provide information about the location of products and evidence concerning products (e.g. data on exhibits, films, photographs, recordings).
- The page is counted, but not numbered.

Body of Text

The body of the text explains, illustrates, argues for, and in some cases proves, by organizing in a coherent manner, the evidence gathered from various sources. The thesis or project will usually be divided into several chapters, some or all of which may be prescribed by the faculty committee. The text should be clear, accurate, and written in an academic, scholarly style. The presentation of the thesis or project is as important as the research, and time should be taken to edit and proofread the final copy of the work carefully.

Within the body of the text, there are several important requirements:

- All text must be written in standard English.
- All format requirements outlined in this *Thesis and Project Guide* must be followed exactly.
- Those elements such as quotations, figures, citations, and works cited which are governed by the designated style manual such as MLA or APA must conform exactly to the prescribed format.
- It is expected that in most instances theses and projects will follow the outlines presented in Chapters 2 and 3 of this guide.
- The thesis or project must meet accepted standards of graduate level scholarship.

Line Spacing

The line spacing requirements must be followed exactly and are as follows:

- Double spacing in the Abstract and the text or body of the thesis. Double-spacing has one full blank line between all lines of text.

- Triple-spacing between the Chapter designation (CHAPTER 1) and the title of the chapter (INTRODUCTION). Triple-space means two full blank lines between the typed lines.¹
- Triple-spacing before each centered heading.
- Double spacing before side headings.
- Double spacing between the heading and the text, except for the paragraph side heading.
- First lines of all paragraphs indented ½ inch.

Listings

All listings, numbered or otherwise, are indented ½ inch with carry-over lines single spaced and a double-space between each item. Listings should be preceded by numbers, dashes, bullets, or other embellishments. Second level listings, (i.e., listings within listings), are indented 1 inch and follow the same format as above.

Chapter Titles

Following are the directions for chapter titles:

- Each chapter begins on a new page.
- The word CHAPTER in all capitals followed by the number is centered 1¼ inches from the top of the page.
- The chapter title in all capital letters is centered and triple-spaced below this.
- Chapters may be numbered in upper case Arabic or Roman numerals.

¹Triple-spacing has two blank lines in between the lines of text (just as double-spacing has one blank line in between lines of text). In order to triple space, type the heading and insert three returns on single spacing or, in the alternative, one return on double spacing and one return on single spacing. Be sure to return to double spacing before resuming the text.

- If the title exceeds four inches, additional lines are carried over, single-spaced and centered in an inverted pyramid style.
- There is triple-spacing between the chapter title and the text.

Sample:

CHAPTER 2

A PILOT STUDY IN SERVICE-LEARNING AND ITS EFFECTS ON RETENTION

Text begins here

First Level Subheading Centered Heading

Headings vary according to the number of levels required to present the material most effectively. The first level of heading, the centered heading:

- is centered within the margins,
- is not underlined,
- has the first letter of each major word capitalized,
- is followed by at least two lines of text on the page where it appears,
- has triple-spacing before the heading and double-spacing between the heading and the text.

The length of a heading on any given line should not exceed three inches. If the heading is lengthy, it is divided into the appropriate number of lines and single spaced in the inverted pyramid style.

Sample:

Paragraph ends here

The Marginalization of the Remedial
Composition Student

Text begins here

Second Level Subheading
Free-Standing Side Heading

The second level of heading, the free-standing side heading:

- is flush with the left margin,
- is underlined,
- has the first letter of each major word capitalized,
- has no punctuation,
- is followed by at least two lines of text on the page where it appears,
- has double-spacing before and after the heading.

If the heading exceeds the three inch limit, it is divided into the appropriate number of lines. All carry-over lines should be single spaced and indented two spaces from the left-hand margin.

Sample:

Paragraph ends here

Results of Student Questionnaire

Text begins here

Third Level Subheading Paragraph Side Heading

The third level of heading, the paragraph side heading:

- is indented ½ inch and begins the paragraph,
- is underlined,
- ends with a period,
- has the first letter of each major word capitalized,
- is followed by at least two lines of text on the page where it appears.
- Text immediately follows the paragraph side heading, on the same line.

Sample:

Paragraph ends here.

Specific Student Responses. Text begins here.

Epigraphs

Used at the head of chapters, epigraphs are:

- Double-spaced just below the chapter title, placed within the right half of the page,
- aligned with the right margin,
- single spaced,
- in all italics,
- not enclosed in quotation marks.

The name of the author of the quotation is given below the epigraph, single spaced and flush right. The source of the quotation should be listed in the References section. There is a double-space between the epigraph and the text.

Sample:

CHAPTER TITLE HERE

*Then you will soon observe whether a man
is just and gentle, or rude and unsociable;
these are the signs which distinguish even in youth
the philosophical nature from the unphilosophical.
Plato*

Text begins here.

Tables

Style Manual Requirement

Numerical results of research are frequently presented in tabular form. All tables must follow the format shown in the style manual designated by the candidate's department (see Chapter 1, p. 15, for the current listing of style manuals).

Placement Within Text

Tables must be introduced by their number and title prior to being inserted in the text. Following are the directions for tables:

- The order in which the tables are mentioned in the text determines their sequential numbering.
- All tables are numbered in Arabic numerals, and all references should be by this number.
- The title for each table appears at the top and all source material and notes are placed on the bottom.
- Each table should be placed as close to its first reference as possible. If the table will not fit on the same page, it may be placed on the following page, leaving a large bottom margin on the page containing its reference. If the table is placed on the page following the original reference, it is placed at the top of the page either by itself or, if space remains, with text filling in the balance of the page.
- Long tables may carry over to a second page, with the heading Table Continued at the top of the second page.
- There is triple-spacing above and below each table to offset it from the rest of the text.
- If necessary, the font used in tables may be reduced to 10 point.
- All tables must adhere to Thesis and Project margin guidelines.
- Eight to ten blank lines should be left between two consecutive tables whenever they appear on the same page without intervening text.

Figures

All figures, illustrations, photographs, maps, diagrams, and the like must be of professional quality and may be created through computer graphics programs. Following are the directions for figures:

Style Manual Requirements

All figures must follow the format shown in the style manual designated by the candidate's department (see Chapter 1, p. 15, for the current listing of style manuals). Figures that are too large to fit within the required margins may be placed on an 11' x 17" foldout page.

Placement within Text

Figures, illustrations, graphs and the like are to be placed in the text, followed by a caption which appears at the bottom of the figure.

- The order in which the figures are mentioned in the text determines their sequential numbering.
- All figures are numbered in Arabic numerals, and all references should be by this number.
- The caption for each figure appears at the bottom of the figure.
- Each figure should be placed as close to its first reference as possible. If the figure will not fit on the same page, it may be placed on the following page, leaving a large bottom margin on the page containing its reference. If the figure is placed on the page following the original reference, it is placed at the top of the page either by itself or, if space remains, with text filling in the balance of the page.
- There is triple-spacing above and below each figure to offset it from the rest of the text.
- If necessary, the font used in figures captions may be reduced to 10 point.
- All figures must adhere to Thesis and Project margin guidelines.

- Eight to ten blank lines should be left between two consecutive figures whenever they appear on the same page without intervening text.

Oversized Material

Oversized material may be bound in place if it is no larger than 16 to 21 inches, provided margins are observed and the folding into the thesis is at least ¼ inch from the top, bottom and right hand edges of the 8½ x 11 inch sheet. Larger sheets should be folded for insertion in a pocket within the bound thesis. Maximum dimensions of this fold are 8 x 10 inches. The use of paper clips, staples and adhesives of any kind or photographic mounting tape is prohibited.

Material that is too large to be presented in the conventional manner can be reduced to fit within the required margins. Letters and numbers will fill themselves in if too greatly reduced, often resulting in darkened characters and illegible words. Thus, reductions should not be less than a 10 point font. Page numbers for all reduced pages should be added after the reduction so that they will be the same size as the other page numbers.

Computer Diskettes, Compact Disks and Audiovisual Materials

Computer diskettes, CD ROMs, cassettes or video recordings included in a thesis or project need to be properly identified. Identification is made with the Supplemental Material Form (Appendix G). Diskettes and recordings are processed in the University Library, and stored in Instruction Media Services.

Photographs

Photographic illustrations may be black and white or color prints. Photographs should be of professional quality. High quality copier produced photographs are also acceptable.

If mounted, only dry mounting will be accepted. This procedure requires the assistance of a professional. No foam or paste mucilage, glue, rubber cement, or other wet adhesive may be used. In the alternative, images may be computer scanned and the pages containing the images may be printed on photo-quality paper. Photographs and captions must be within the required margins. Captions should be placed just under the photograph, following the designated style manual instructions for figure captions.

Documentation

Documentation refers to the citing of references within the text and also to the list of citations which appears at the end of the text and before the Appendices. It is important to observe all punctuation, spacing, and other elements of the required citation format carefully, as exact conformance to the designated style manual is required.

Half-Title Pages

The References, Works Cited, Bibliography and each Appendix are preceded by a half-title page. Half-title pages list the title of the section such as REFERENCES or APPENDICES. These titles appear in all capital letters, centered both vertically and horizontally on the page. All half-title pages are counted, but not numbered. See half-title pages preceding Appendices in this guide for an example.

Endnotes

If endnotes are used, the endnotes section should be preceded by a half-title page which is counted but not numbered. The heading ENDNOTES should be typed in all capital letters and centered both vertically and horizontally on the half-title page. The number of this half-title page is used when listing the page number of the endnotes in the Table of Contents. The same title, in all capitals, is repeated 1¼ inches down from the top of the first page of the endnotes section. Triple-space between the title and the first entry in the list of endnotes. Pages should be consecutively numbered in the upper right corner. Endnotes are compiled exactly according to the designated style manual and must include every source cited in the study, including material which has been adapted for use in tables and figures.

Footnotes

If used, footnotes must strictly follow the format prescribed in the designated style manual.

References or Works Cited Section

The references section should be preceded by a half-title page which is counted but not numbered. The title for this section (for example, REFERENCES or WORKS CITED) is determined by the departmental style manual and should be typed in capital letters and centered both horizontally and vertically on the half-title page. The number of this half-title page is used when listing the page number of the reference section in the Table of Contents. The same title, in all capitals, is repeated 1¼ inches down from the top of the first page of the reference section. Triple-space between the title and the first entry in the list of references. Pages should be consecutively numbered in the upper right corner.

References or Works Cited are compiled according to the most recent edition of the designated style manual and must include every source cited in the study, including material which has been adapted for use in tables and figures.

NOTE: Follow the style manual exactly.

Appendices

Each appendix is preceded by a half-title page which is counted but not numbered bearing its label (i.e. APPENDIX A) along with the title as listed in the Table of Contents. There is double-spacing between the appendix label and the title and both appear in all capital letters. If the title exceeds four inches, additional lines are carried over, single-spaced and centered in an inverted pyramid style. The number of this half-title page is used when listing the page numbers of the appendices in the Table of Contents.

An appendix contains material of interest to the reader but does not form an integral part of the thesis or project text. Copies of questionnaires, follow-up letters, detailed tables, copies of correspondence between the writer and other persons, etc., ordinarily are put in an appendix. When diverse materials are included, an appendix should be created for each group of data (e.g., computer printouts, questionnaires, correspondence, and certain figures). Appendices will vary in format, and a certain degree of freedom is allowed. Spacing, layout, use and style of headings, use of bolded text, etc. is determined by the content; the decision to include the information is based on readability and overall appearance. This material should be printed on the same bond paper used for the thesis or project text. Pages should be consecutively numbered in the upper right corner. **All pages of the appendices must conform to *Thesis and Project Guide* margin requirements.**

Paper

The final submission of the thesis or project should be printed on one side of the page only on white, high quality, 20 lb., 25% cotton paper which contains a watermark. Paper with pre-printed margins or erasable paper is not acceptable. The initial submission to the Graduate Studies office may be printed on “regular” paper, although the approval page signed by committee members should be printed on the bond paper so that signatures need only be gathered once.

Copies

The student must submit one original of the thesis or project to the library, plus any additional copies he or she wants bound for personal use. The bound original of the thesis or project will be retained in the library.

Photo-reduction of oversized pages must leave the type legible.

All copies should be clean (e.g., both sides of each page should be free of all pencil marks, carbon smears, streaks); all characters should be sharp and clear; erasures, corrections, and additions to the text should not be discernible; there should be no inked or penciled in corrections; all figures must be graphically produced (i.e., no obvious freehand); type tone should be consistent; and all pages must be free of wrinkles and folds.

CHAPTER 5

FINAL APPROVAL

Approval of Format and Writing

It is expected that all theses and projects submitted for final approval will adhere strictly to format requirements of this manual and the departmental approved style manual, and meet the standards of graduate level writing. Failure to meet these requirements will result in postponement of graduation. It is essential to remember:

- The thesis must be in final manuscript form (thoroughly edited) when submitted to the Graduate Studies Office.
- The student is required to obtain approval of the content from the faculty committee. The approval page must be printed on the same bond paper used for the thesis. The faculty committee members sign in black ink (see Appendix D). By their signatures, the faculty committee members are certifying the academic soundness of the work and verifying that it meets the academic standards of the degree sought.
- The Graduate Studies Office will approve the thesis or project for standard English form, stylistic format, organization and completeness, and will ensure that it meets the scholastic requirement of the University.
- The thesis grade will be transmitted by the faculty committee chair to the Records Office; however, students will not receive credit for the thesis until the Graduate Studies Office approves the final copy and all binding arrangements have been made by the Library Dean's Office.
- The requirements for the degree are not fulfilled until the original has been received and approved by the Graduate Studies Office and the Library Dean's Office, and all fees have been paid.
- Copies of all theses and projects submitted become the property of the University (including films, tapes, and slides).

The Graduate Studies Office does not assume responsibility for editing the manuscript. That is the obligation of the student. If the manuscript contains errors, it will be returned to the student for further editing before being reviewed for final approval. One re-submission is permitted per semester for a small number of minor errors. Theses or projects with multiple or major errors will be returned for re-submission the following semester and the student will be advised to file a change of graduation date.

When the Thesis Officer gives final approval, the student will be provided with a signed Thesis and Project Final Approval Form which must be submitted with the thesis or project to the Library Dean's Office, along with the Supplemental Material Form, if appropriate (see Appendix G). The Thesis and Project Final Approval Form authorizes the student to submit the original and all desired copies to the Library Dean's Office and to pay the university cashier for the binding and microfilming charges.

The student is required to submit one original of the thesis or project to the Library Dean's Office. The graduate program may request additional copies, and the student may provide the Library Dean's Office with additional copies for binding for personal use. The Library Dean's Office will have bound as many copies as the student provides, but only at the time the initial copies are submitted.

Deadlines

External Degree Programs

For external degree programs, the deadlines for submission to the Graduate Studies office are **October 10** for the fall semester, **March 10** for the spring semester and **June 10** for the summer semester.

On-Campus Programs

For on-campus programs, the deadlines for submission to the Graduate Studies Office are **November 1** for the fall semester, **April 1** for the spring semester and **June 10** for the summer term.

When one of the preceding dates falls on a weekend, the deadline shall be the first workday following the deadline. **THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATES.**

Students need to be reminded that submitting a thesis or project for review and approval does not guarantee a same semester graduation. Depending on the amount of corrections a given manuscript may need, the actual date of graduation may be postponed to a later term. The University Library Dean's Office is responsible for sending the copies for microfilming, binding and for notifying the Registrar that all requirements pertinent to the thesis or project have been satisfied. The University Library will require the following fees upon final submission:

- \$75.00 for processing and binding of the original manuscript retained by the library;
- \$45.00 for copyrighting, if student so desires;
- \$15.00 for each extra bound copy, if student so desires.

Preparing the Final Manuscript

A formatting checklist is provided in Appendix H that may be used to ensure that all of the formatting requirements have been met. Certain students do not have enough confidence in their word processing skills to undertake the final phases of manuscript preparation and may want to employ a professional. The selection of a competent professional is up to the student. It is strongly advised that students use the services of qualified typists who are familiar with the rules and procedures for thesis preparation as outlined here and in the standard manuals used in this institution.

Arrangements with the typist should be made well in advance of the University's deadlines for submitting the thesis. The full responsibility for the scholarship and acceptable format of the thesis lies with the student and the student's faculty committee. The fact that a professional typist has been employed to type the final draft in no way relieves the student of the responsibility for the final editing. It is both unwise and unethical to present to a typist a thesis which requires stylistic or content decisions. All decisions on style as well as substance must be made by the writer (in consultation with the faculty committee and the Graduate Studies Office). No excuses for a typist's failure to perfect a student's thesis can be accepted.

There are numerous avenues through which students can obtain technical assistance during the production of the thesis or project. Guidance can be obtained from the faculty committee, the designated style manual, the Graduate Studies Office, the Library Dean's Office and the Graduate Program Coordinator. Students are urged to utilize all of the resources provided by the University while completing this major academic activity.

Final Suggestions

The key to success in any graduate program is organization. Students are encouraged to take note of deadlines, to manage their time and to:

- **Plan Ahead.** Keep a list of all deadlines in a convenient place and review them regularly. Remember, some of the steps required to meet a deadline take time. Faculty committee members and graduate coordinators have other commitments and will not always be immediately available. Reviewing a thesis or project may take two or more weeks.
- **Keep Informed.** Ask questions of the faculty committee members, the graduate coordinator, and the Graduate Studies Office. Read this graduate guide and the University catalog regularly to review deadlines and requirements.
- **Remain in Control.** Remember, this is graduate work involving an advanced level of study in which initiative and originality are expected.
- **Discuss concerns** with faculty committee members and with their input, resolve problems.

APPENDICES

APPENDIX A

THESIS OR PROJECT COVER SHEET

THESIS OR PROJECT COVER SHEET

Date: _____

Student Name: _____ SS#: _____
(Please print)Address: _____

Telephone: _____

Email: _____

Graduate Program: _____

An unofficial copy of my transcript for my graduate degree program is attached hereto.

NOTE: The transcripts for students in external degree programs will be provided by the respective departments.

This form must accompany the thesis or project when it is submitted to the office of Graduate Studies.

APPENDIX B
SAMPLE TITLE PAGE

LITERACY-BASED COMMUNITY-SERVICE LEARNING:
ONE POSSIBLE REMEDY FOR THE MARGINALIZED
REMEDIAL COMPOSITION STUDENT *

A Thesis **

Presented

to the Faculty of

California State University Dominguez Hills

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts ***

in

English: Rhetoric and Composition #

by

Student Name

Spring 2004 ##

- * Titles of more than one line should be double-spaced
- ** A Project (if applicable)
- *** Master of Science (if applicable)
- # Graduate program: option (if applicable)
- ## Put term and year of submission

APPENDIX C

SAMPLE COPYRIGHT PAGE

Copyright by
STUDENT NAME IN CAPITAL LETTERS
2004
All Rights Reserved

APPENDIX D
SAMPLE APPROVAL PAGE

THESIS: LITERACY-BASED COMMUNITY-SERVICE
(or LEARNING: ONE POSSIBLE REMEDY FOR THE
Project) MARGINALIZED REMEDIAL COMPOSITION
STUDENT

AUTHOR: STUDENT NAME

APPROVED:

Name of Faculty, Degree Held
Thesis (or Project) Committee Chair

Name of Faculty, Degree Held
Committee Member

Name of Faculty, Degree Held
Committee Member

APPENDIX E

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

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Specifics of the Service Learning Pilot Program.....	7
Evaluation of Program.....	12
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Note: Numbers should be right aligned. Since documents reformat with each computer, they may not appear so here.

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Note: If you only have one appendix, there is no need to number it. Format should be:

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APPENDIX F

SAMPLE LIST OF TABLES

LIST OF TABLES

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APPENDIX G

SUPPLEMENTAL MATERIAL FORM

SUPPLEMENTAL MATERIAL FORM

UNIVERSITY LIBRARY

SUPPLEMENTAL MATERIAL FORM

Author _____

Thesis/Project Title _____

Degree: Masters of _____ in _____

Diskette Title _____

Computer Make/Model _____

Memory Required _____

Peripherals Required (Printer, monitor, etc) _____

Audiovisual Material _____

Title and/or Description _____

Length _____ Color _____ Black and White _____

Other: Please describe.

Additional Information:

APPENDIX H

FORMATTING CHECKLIST FOR THESIS
OR PROJECT APPROVAL PROCESS

THESIS OR PROJECT CHECKLIST

All items on this checklist must be accomplished prior to submitting your work to the Graduate Studies Office. Please refer to the *Thesis and Project Guide* and the designated style manual as appropriate for directions.

PRELIMINARY PAGES		
Numbering		If numbered, numbered 1" from bottom, centered
		Small Roman numerals

Title Page		
Format		See Appendix B
		Four evenly spaced components
		Each component separated by a line 12 spaces long
		Each component centered within required margins
Numbering		Counted but not numbered

Copyright Page (Optional)		
Format		See Appendix C
Numbering		Counted but not numbered

Approval Page		
Format		See Appendix D
Signatures		Must be in black ink
		On same bond paper used for thesis or project
Numbering		Counted but not numbered

Dedication Page (Optional)		
Format		No title on page
		Text centered vertically and horizontally on the page
Numbering		Counted and numbered at bottom
		Small Roman numerals

Preface (Optional)		
		Title PREFACE in all capitals, centered, 1 ¼" from top
Numbering		Counted and numbered at bottom
		Small Roman numerals

Acknowledgments (Optional)		
		Title ACKNOWLEDGMENTS in all capitals, centered, 1 ¼" from top
Format		Text centered vertically and horizontally on the page
Numbering		Counted and numbered at bottom
		Small Roman numerals

Table of Contents		
Format		See Appendix E
		Title TABLE OF CONTENTS in all capitals, centered, 1 ¼” from top
		PAGE appears on right margin, triple-spaced below heading
		Preliminary pages listed below “PAGE” in all capitals, double-spaced
		“CHAPTER” on left margin, double-spaced below ABSTRACT
		Chapter titles listed in all capitals
		Centered subheadings listed in initial caps, indented ½’ and single spaced
		Right align page numbers
		Leader dots stop just before the page number
		See Thesis and Project Guide for carry-over lines
Numbering		Counted and numbered at bottom
		Small Roman numerals

List of Tables		
Format		See Appendix F
		Title LIST OF TABLES in all capitals, centered, 1 ¼” from top
		PAGE appears on right margin, triple-spaced below heading
		Right align page numbers
		Leader dots stop before the page number
		Single space long titles, indent carry-over 3 spaces
		Double-spaced between titles
Numbering		Counted and numbered at bottom
		Small Roman numerals

List of Figures		
Format		Title LIST OF FIGURES in all capitals, centered, 1 ¼” from top
		PAGE appears on right margin, triple-spaced below heading
		Right align page numbers
		Leader dots stop before the page number
		Single space long titles, indent carry-over 3 spaces
		Double-spaced between titles
Numbering		Counted and numbered at bottom
		Small Roman numerals

Abstract		
Format		Title ABSTRACT in all capitals, centered, 1 ¼” from top
		Triple-space between title and text
Text		Double-spaced, indent first line of paragraphs ½ inch
Word Count		No more than 150 words
Numbering		Counted but not numbered

Body of Text		
Margins		Left – 1 ½”
		Right – 1”
		Top – 1 ¼”
		Bottom – 1 ¼”
Page Numbering		Numbered upper right, 1" from top and 1" from right
		No punctuation or other embellishments
Spacing		Indent first line of all paragraphs
		Double-space all text
		No widow or orphan lines

HEADINGS		
Chapter Headings		
Format		CHAPTER plus number 1 ¼” from top, centered, in all capitals
		Chapter title centered, in all capitals
		Split title into multiple lines if line exceeds 4”
		Additional lines in inverted pyramid shape, single-spaced
		Begin each chapter on a new page
		Triple-space between chapter number and title
		Triple-space between chapter title and text

First Sub-Heading - Centered Heading		
Format		Centered, initial caps, no underlining
		No punctuation
		Triple-space before heading
		Double-space between heading and text
		Split heading if it exceeds 3”
		Additional lines in inverted pyramid shape, single-spaced
		Heading followed by at least two lines of text on the page

Second Sub-Heading - Free Standing Side Heading		
Format		Flush with left margin, initial caps, underlined
		No punctuation
		Double-spaced before heading
		Double-spaced between heading and text
		Split heading if it exceeds 3”
		Additional lines single spaced and indented two spaces
		Heading followed by at least two lines of text on the page

Third Sub-Heading - Paragraph Side Heading		
Format		Indented ½ inch, initial caps, underlined
		Ends with a period
		Double-spaced before heading

		Text immediately follows on same line as heading
		Heading followed by at least two lines of text on the page

Listings		
Format		Indented ½ inch
		Each item single-spaced
		Double-space between items
		Second level listings indented 1 inch

LIST OF REFERENCES		
Format		Half-title page before list
		Half-title page counted but not numbered
		Title REFERENCES or WORKS CITED 1 ¼" from top of list, centered
		Triple space between title and first entry
		List conforms exactly to designated style manual
		Double-space list, no extra space between items
Numbering		Numbered upper right

APPENDICES		
Format		Half-title page before each Appendix
		Half-title pages counted but not numbered
		Text may be formatted in whatever manner suits its purpose
Margins		Conforms to those set forth in Thesis Guide
Numbering		Numbered upper right

FOOTNOTES/ENDNOTES		
		Conform to designated style manual
QUOTATIONS AND CITATIONS		
		Conform to designated style manual

PUNCTUATION AND SYNTAX		
None of the following errors appear in the document:		
		Punctuation errors
		Writing numbers
		Excessive use of slashes
		Hyphen or Dash errors
		Run-on Sentences
		Fragments
		Tense errors
		Subject-Verb Agreement Errors
		Pronoun Agreement Errors
		Pronoun reference errors
		Lack of parallel construction
		Dangling modifiers

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