THESIS MANUAL

UNIVERSITY REGULATIONS
AND
FORMAT GUIDELINES

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CHAPTER 1
GENERAL INFORMATION

PREFACE

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

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

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

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

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

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

Dr. Katherine Powers
Director, Graduate Studies
UNIVERSITY REGULATIONS

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

The CSUF thesis publication process requires a bound copy and a microfilm copy be deposited and catalogued in the Pollak library, and the abstract be published in the print bulletin and online database through ProQuest.

Your academic department may require an approved copy of your thesis as part of its graduation requirements, so you should check with your graduate program adviser as to what you need to provide to your department. Do not use previously approved work as your thesis guide; rather, use the formatting standards listed in this current revision.

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

DEADLINES

You must allow adequate time for reading and approval by your committee members prior to the submission deadline, and for the formatting review process by the University Thesis/Dissertation Reader in the four weeks after the submission deadline and the final deadline. Theses deadline dates are listed on the Graduate Studies Office website, at http://fullerton.edu/graduate/. As you approach the end of your program, check the website frequently, as adjustments in various university-wide policies may affect these dates.

Normally, the deadline for submission for review by the University Thesis/Dissertation Reader is four weeks before the last day of classes. Therefore, we recommend you schedule your thesis defense at least six weeks prior to the last day of classes of the appropriate semester—you will need time to make any changes before the submission deadline. The thesis MUST meet the submission deadlines posted on the graduate website, www.fullerton.edu/graduate, in order graduate on time. Students may not request exceptions to either deadline.

1. THESIS PLANNING

THE THESIS COMMITTEE

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

You and the chair of your committee will then choose a topic. The CSUF Library offers many helpful resources, workshops and services to assist you in your choice of topic and your subsequent research.
Reference librarians will work one-on-one with individuals requesting research assistance on a specific research assignment, topic, or thesis. Research consultation sessions can be requested on-line at http://www.library.fullerton.edu/services/ask.php under Ask For Help. This is a great way to explore the literature on topics you may be considering as a thesis subject.

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

**STUDENT RESPONSIBILITY**

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

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

In addition to your committee, the library, the University Learning Center, graduate learning specialists, the Thesis Study Group, and our office, the internet abounds in helpful and practical help for thesis writers. Use Google or your favorite search engines to find answers or tutorials to questions from how to cite a film correctly to when to use a semicolon.

**RESEARCH SUBJECTS, COPYRIGHT, OR UNPUBLISHED MATERIAL APPROVAL**

If you plan to use human participants in your thesis, you may be required to obtain approval for their use from the CSUF Institutional Review Board (IRB). Their office is located in the Office of Research, MH-103. This approval process is based on various federal regulations and university policy intended to protect you as well as your subjects. The process may take several weeks, so check with your committee chair and the IRB early on how to obtain this approval. The IRB provides valuable information and forms at http://www.ogc.fullerton.edu/IRB/irb.htm.

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

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

UNIVERSITY THESIS/DISSERTATION READER

The University Thesis/Dissertation Reader verifies that all CSUF thesis and dissertation manuscripts comply with university regulations and format uniformity, and are consistent in style. For further information or clarification of any of the regulations in this manual, contact the University Thesis/Dissertation Reader at dstewart@fullerton.edu or (657) 278-2618.

PRELIMINARY CHECK

We urge each candidate to obtain a preliminary review by the University Thesis/Dissertation Reader after completing a chapter or two, or at least two weeks before your oral defense or the submission deadline. While this review is not mandatory, it is highly recommended. The Graduate Studies Office can also assist students with the ProQuest online submission process.

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

THESIS/DISSERTATION SUBMISSION REQUIREMENTS

When officially submitting their thesis/dissertation to the Graduate Studies Office by the submission deadline, students must (1) email an electronic copy in Word to thesisdishelpdesk@fullerton.edu; (2) bring the Thesis/Dissertation Verification Form signed by all members of their committee, with the embargo choice selected by the committee chair; and (3) create your online ProQuest Student Account, including fees paid to ProQuest. The thesis/dissertation is formally submitted and reviewed only after these three items are completed.

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

Your thesis/dissertation is then reviewed for formatting compliance, as described in this Thesis Manual. Although the University Thesis/Dissertation Reader is not a proofreader—that is the student’s responsibility, during the formal review, other issues may be brought to the student’s attention for correction.
THESIS/DISSERTATION SUBMISSION AND FORMAL REVIEW

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

The Review Process includes:

1. At the time of submission, the student provides the following materials:
   - *One electronic copy* in Word emailed to thesisdisshelpdesk@fullerton.edu
   - *Thesis/Dissertation Verification Form* (available online or in the Graduate Studies Office), signed by all members of the committee; with the embargo choice completed by the student’s committee chair
   - *ProQuest Student Account* must be created online including paying the fees and uploading your manuscript as a .pdf document

2. Prior to or at the time of submission, the student is instructed on how to create and complete their own ProQuest student account, using the information found in their ProQuest Publishing Agreement. Completion includes payment for required library fees, in addition to any other fees.

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

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

5. After the review, the student is notified if (a) any general corrections are needed, or (b) that all university regulations have been met. If corrections are needed, the student then resubmits electronically the corrected thesis. This process continues until all university regulations have been met, at which point the student is sent the final PDF for approval.

6. Upon student approval, the University Thesis/Dissertation Reader uploads the approved thesis PDF to the student’s ProQuest account, sends it to ProQuest, and notifies the student that all thesis requirements have been met.

7. ProQuest notifies the Graduate Studies Office that the student has officially submitted the thesis and paid the appropriate fees, and sends the bound thesis directly to the Pollack Library.

*A word of caution.* Once you approve your final PDF, you may *not* withdraw the thesis.
COPYRIGHT INFORMATION

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

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

Using the work of others. Since copyright law using other author’s material often changes or is misunderstood, we advise you to consult your committee. You may be better off acquiring permission to use the work in question from the start, or to figure out how not to use material of questionable copyright in your dissertation or thesis. More detailed information on copyright use and infringement is available at http://www.copyright.gov and http://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html/ Since ProQuest will publish your abstract and then (hopefully) profit from sales of copies of your thesis to interested scholars, they will require permission letters from you if they deem permission necessary. ProQuest provides sample permission letters and links to more expert copyright information, so we urge you to read it if you have any questions. These must be obtained prior to your thesis submission.

BINDING AND MICROFILMING

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

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

AWARD OF THE DEGREE

The appropriate faculty reports the grade for the thesis to the registrar in the usual manner. Pro notifies the Graduate Studies Office that the approved thesis has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract has been completed by the student. After all the steps in the thesis submission and review process have been completed, and assuming that an Application for Graduation Check for the Master’s Degree has been filed by the appropriate deadline; the Graduate Studies Office will review and determine if all other university requirements are completed. Only after these reviews and certifications are made is
the student recommended for the award of the master’s degree. This review occurs in the weeks following the end of the semester, and take from one to three months.

**DEPOSIT OF THE THESIS IN THE LIBRARY**

ProQuest sends the bound copy directly to the Pollack Library, where it is catalogued and housed in the appropriate collection.

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**3. MANUSCRIPT GUIDELINES**

**STYLE MANUALS**

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

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

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

Although the Pollak Library website is a terrific resource, and the internet has a variety of sites that display style guides, owning a hard copy of your departmental style guide is best.

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

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

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

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

FONT

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

MARGINS

Margins must be set as follows:

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

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

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

SPACING

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

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

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

HEADINGS AND SUBHEADINGS

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

RUNOVER LINES

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

TABLES AND FIGURES

Table and figure placement and referencing in the text are among the most difficult of all formatting problems. General guidelines are provided on a separate link. Please note that landscape orientation tables and/or figures require portrait orientation page numbering.

SPECIAL CAUTIONS

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

TOP FORMATTING ERRORS

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

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

ORDER AND DESCRIPTION OF PARTS

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

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

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

TITLE PAGE

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

ABSTRACT

Each thesis must be accompanied by an abstract of usually no more than 350 words. During the ProQuest online submission, you will be prompted to copy and paste your abstract into a specific site, and your abstract will be published in Dissertation Abstracts International. The abstract has a specific purpose: it should include a statement of the problem, procedures or methods, results, and conclusion—the equivalent of a short statement you might use in response to the question “What is your thesis all about, anyway?”

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

**TABLE OF CONTENTS**

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

**TABLES AND FIGURES**

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

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

Table and figure titles should be typed in exactly the same words in the lists of tables and figures, but you need only list the first sentence of a multi-sentence title. Tables and figures that are not your original work require a source note. All tables, figures, and appendices must be mentioned in the text before they appear (a “callout”) and are mentioned in numerical (or alphabetical for appendices) order.

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

**SUPPLEMENTARY MATERIALS**

If supplementary materials, i.e., audio, video, spreadsheets, images that exceed margin requirements, etc., are part of your dissertation or thesis, you can upload them as supplementary files during the online submission process. Add a description of each supplementary file in your abstract, and a more specific description in your Table of Contents. Any special problems should be discussed with your thesis committee and graduate program adviser, or the University Thesis/Dissertation Reader.
CHAPTERS AND HEADINGS

All chapters must begin on a new page, labeled with its number. The descriptive title is placed two lines down from the chapter number. If the title is more than one line, it must be single-spaced. Leave three single-spaced lines between the title and the text, even if the text begins with a primary heading. APA users may differ in regards to spacing and headings.

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

REFERENCES AND CITATIONS

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

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

APPENDIX

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

4. DOWNLOADABLE TEMPLATES

The graduate website links a downloadable thesis template into which your thesis may be copied and pasted. If used correctly, the template insures that front matter dot leaders, page numbering, and section breaks are formatted correctly. We do not recommend pre-formatted Tables of Contents or Lists unless the user has advanced Word skills.
5. SAMPLE PAGES HYPERLINKED

Every department must follow the examples that follow in this manual, which are displayed in Turabian style. This index is hyperlinked.

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

6. CHALLENGING MS WORD FORMATTING PROCEDURES

The following hyperlinks address some of the most common student mistakes:

- Dashes
- Edit, Find, Replace
- Ellipsis
- Footnotes: starting footnotes at 1 for each chapter
- Landscape Orientation pagination
- Lists: bulleted and numbered
- Page Layout
  - Chapter Setup
  - Margins
  - Page Numbers
  - Two-Inch Top Margins
- Reference page hanging indents
- Table of Contents
- Tables and Figures
- Track Changes
7. CHECKLIST FOR THESIS SUBMISSION

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

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

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

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

Margins
- All preliminary page margins are formatted correctly, with a 2” top margin for division parts.
- The entire manuscript has a left justified margin.
- The entire manuscript has a 1.5” left margin, and 1” margins for the rest.
- All chapters and chapter equivalents begin on a new page, with a 2” top margin.

Citations and references
- All citations in the text have a corresponding entry in the References/Bibliography.
- Every direct quotation has a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read.
- All reference entries are single spaced with a double space between each entry.
- All reference entries are complete, in the proper format, and thoroughly proofed.

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

Spacing and Headings
- All text lines are double-spaced, including between paragraphs.
- Block quotations, poetry, or extensive bulleted or numbered lists may be single-spaced.
- Tables and figures are placed 3 blank lines above and below text.
- All primary headings are included in the table of contents; others at chair’s direction.