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# THESIS MANUAL

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## ***INTRODUCTION***

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, the candidate.

Although our format requirements may differ from more familiar 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 guidelines, and sample pages. The manual answers most commonly asked questions about the thesis preparation and format and provides instructions on each step of the thesis process at CSUF. My final addition to this thesis manual would be: *get an early start!*

This manual cannot cover all situations or problems that may arise in the preparation of the manuscript. Any additional questions should first be discussed with the chair of your committee, of course, but do not hesitate to consult our staff at the Graduate Studies Office or visit our website at [www.fullerton.edu/graduate](http://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

# GENERAL INFORMATION

## UNIVERSITY REGULATIONS

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

A student's academic department may require an approved copy of his or her thesis as part of its graduation requirements, so students should check with their graduate program adviser as to what they need to provide to their department. When a project rather than a thesis is required by a department, a record of the project, or the project itself, is filed in the academic unit (e.g., Music) and, in some cases, the library.

University regulations apply to all theses (and projects that are pre-determined by the academic department to be treated as theses). Each section of the thesis will be checked by the university Thesis Reader for conformity to these requirements.

Any requests for deviations from our procedures and regulations should be made to the Graduate Studies Office.

## DEADLINES

Normally, the deadline for submission for review by the Thesis Reader is two weeks before the end of the semester. The thesis **MUST** meet the following deadlines in order for the student to graduate in that semester:

- *For Students Planning to Graduate in August 2010:*  
Submit to Graduate Studies Office      no later than Friday, July 16, 2010  
Deposit in CSUF Bookstore              no later than Friday, August 13, 2010
  
- *For Students Planning to Graduate in January 2011:*  
Submit to Graduate Studies Office      no later than Friday, November 19, 2010  
Deposit in CSUF Bookstore              no later than Friday, December 17, 2010
  
- *For Students Planning to Graduate in June 2011:*  
Submit to Graduate Studies Office      no later than Friday, April 22, 2011  
Deposit in CSUF Bookstore              no later than Friday, May 20, 2011

These dates also are listed on the Graduate Studies Office website. As you approach the end of your program, check the website, as adjustments in various university-wide policies may impact these dates.

You must allow adequate time for typing, reading, and approval by your committee members and the thesis reader. Therefore, we recommend the final version of the thesis should be submitted to the department for approval at least **six weeks prior** to the last day of classes of the appropriate semester.

## **BEFORE YOU BEGIN . . .**

### **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—including a free web-based citation management service called RefWorks—to assist you in your choice of topic and your subsequent research. The Library Guide for Graduate Students can be found at [www.library.fullerton.edu](http://www.library.fullerton.edu) under the Research tab.

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

### **RESEARCH SUBJECTS APPROVAL**

If you plan to use human participants or animal subjects in your master's thesis or project, you may be required to obtain approval for their use from the CSUF Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). Their office is located in Office of Grants and Contracts, MH-112. 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 [www.ogc.fullerton.edu](http://www.ogc.fullerton.edu).

## CHRONOLOGY OF FINAL THESIS APPROVAL

1. Preliminary check by Thesis Reader (optional)  
↓
  2. Obtain approval by department and approval signatures from committee.  
↓
  3. Submit to Thesis Reader for formal review.  
↓
  4. Review editing and format notes from initial review.  
↓
  5. Complete changes and print thesis on rag-content paper.  
↓
  6. Meet with Thesis Reader for final thesis approval.  
↓
  7. Submit to bookstore for binding and microfilming.  
↓
  8. Bookstore notifies Graduate Studies office that thesis has been received.  
↓
  9. Bookstore completes binding and archiving process and sends bound thesis to library.
- 

## APPROVAL SIGNATURES

When submitted to the Thesis Reader, the approval page of the completed thesis **must** bear the signatures **in black ink** of all three members of the student's committee. All students are advised to obtain a preliminary format check for their signature page from the reader *before* they obtain signatures.

The students should arrange for a minimum of three original title pages to be signed by the committee members. One original is submitted to the bookstore with the thesis or project; other originals may be used for the student's personal copy or the departmental copy, if required, and for safekeeping in case an approval page is misplaced.

## UNIVERSITY THESIS READER

We urge each candidate to obtain a **preliminary review** by the reader to check margins and general format after completing a chapter or two. Students should have the reader check the signature page, especially—it is much easier to redo the page and get new signatures early in the semester. This will save you reformatting headaches in the hectic

days at the end of the semester. Call the Graduate Studies main number or request an appointment by phone or email from the reader (pducey@fullerton.edu).

The thesis is ready for formal review by the University Thesis Reader only *after* the committee has given approval (by signature) of the completed thesis. No changes or additions in content will be allowed in your paper after the final signatures have been obtained. The student then provides one **unbound**—no clips, no staples, no binding—copy of the thesis, including one original approval page, to the Graduate Studies Office for review by the Thesis Reader.

The thesis submitted to the Graduate Studies Office for proofreading purposes may be photocopied or printed on plain white paper and printed on an inkjet printer; the review copy may be printed on both sides, if the print is readable. The signed title/approval page must be on white 8 ½ by 11, 20-pound weight and 25- to 100-percent cotton rag paper and printed on a laser printer. Use this same paper and printer to print the final, corrected copy of the entire thesis. The Titan Bookstore carries this paper.

Students should also submit with their thesis a **Thesis Approval Form** (available in the Graduate Studies Office or online), filled out with personal and thesis information, as well as a copy of any supplementary style manual used to prepare the thesis.

After review, we will notify the student of any corrections that need to be made. Once corrections are made, the student will make an appointment for a *final review* of the corrected thesis with the Thesis Reader. This final copy should be printed by **laser printer** on the paper as described above. The Thesis Reader will review the final packet and, if all corrections were made, will sign the **Thesis Approval Form** to authorize the student to deliver the thesis to the University Bookstore. This final check usually takes no more than half an hour.

*Note:* Once you submit your thesis to the bookstore and pay your fees, you may not withdraw the thesis from the bookstore and/or library.

## **BINDING AND MICROFILMING**

Students are responsible for paying fees at the University Bookstore for thesis binding and microfilming. Students will also sign an agreement with University Microfilms International Publishing (UMI) authorizing them to publish their abstract in the *Masters Abstracts* bulletin and database as well as to archive their theses. A list of current fees is available at the at the Grad Studies Office or bookstore website, <http://www.titanbookstore.com/SiteText.aspx?id=7335>.

Once UMI returns the thesis to the bookstore, the bookstore will send it out for binding. The original thesis designated for the Pollak Library **must** be bound by the professional bindery used by the bookstore. Students who desire additional bound copies (for their

department, committee members, or family) are free to have those extra copies bound by the bookstore, Oral History Program Office in the library, or by a local copy service.

### **COPYRIGHT INFORMATION**

Arrangements for obtaining a copyright certificate are also possible through UMI—and we advise students to consider this as their abstracts and papers are now accessible worldwide.

Students often have questions about copyright—how to protect their own paper and how to avoid misuse of other authors' material—as a thesis or dissertation is their first published work. Since copyright law often changes or is misunderstood, we advise students to consult their committee as well as the copyright information provided by the U.S. Copyright Office at <http://copyright.gov/> and the University Manuscripts International. Since UMI will publish your abstract and then (hopefully) profit from sales of copies of your thesis or dissertation to interested scholars, they will require permission letters from you if they deem permission necessary. The UMI brochure provides sample permission letters and links to more expert copyright information, so we urge students to read it if they have any questions.

### **AWARD OF THE DEGREE**

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

After all these steps in the thesis process have been completed, and assuming that an Application for Graduation Check for 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 appropriate degree.

### **DEPOSIT OF THE THESIS IN THE LIBRARY**

When the thesis is returned by the bindery, the bookstore deposits the bound copy in the library. One set of any CDs or separately mounted illustrative material is housed with the bound copy as well.

## **ANNUAL THESIS AWARD**

An award of \$1,000, along with an engraved plaque, is granted each year to the student whose thesis represents the highest standard of scholarly accomplishments from among the entrants. An interested faculty member, usually the committee chair, nominates a particular thesis for the award by letter, and a panel of judges chosen from emeriti professors then determines the recipient of the award from among the entries. Finalists from each college may also be recommended for Honorable Mention by the judges; these students will receive a certificate of Honorable Mention along with a \$100 cash award.

The Graduate Studies Office circulates a bulletin to the advisers every year with further details about eligibility, the nominating process itself, and the applicable deadlines. Interested students are free to contact our office or their graduate program adviser with any questions about this process.

# MANUSCRIPT GUIDELINES

## STYLE MANUALS

The student should use the latest editions of *A Manual for Writers of Term Papers, Theses, and Dissertation* (newest edition), by Kate L. Turabian, or *The Chicago Manual of Style*, published by the University of Chicago, as guides to thesis style. Each academic unit may also use a supplementary style manual, such as the *American Psychological Association* (APA) style manual, for headings and citation style. If you intend to use another journal style for reference in the thesis, please submit a copy of its style guidelines and reference format along with the thesis so the reader can check for compliance with that format. If this supplementary style manual presents regulations that conflict with the all-university format guidelines published in this handbook, our regulations take precedence—check with us about any conflicts. Remember that you are producing the *final manuscript* of a *book* in this process, not a journal article.

If you are not sure which style to use, follow the heading style in the sample chapter in this manual and Turabian for reference style, and **please...follow this manual for format, not other completed theses!**

## PAPER

Students may submit the initial review copy of the thesis on regular copy paper, although the signed approval page must be on rag-content paper. After you complete your corrections, you must print the final copy of the thesis on 8 ½" x 11" white paper, **20- to 24-pound weight, with a 25-100% rag or cotton content**. This archive-quality paper assures durability and permanence. (Paper containing rag or cotton content shows a watermark when held up to the light and can be purchased in the **campus bookstore** and most office supply stores.)

Oversize items such as maps or figures must be printed on archival (acid free) paper, also available in many office supply stores. Feel free to check with the staff at Grad Studies for assistance with oversize pages.

The student should consult with the department graduate program adviser concerning the paper required for the department copy, if any.

## FONT

The final thesis must be printed in 12-point size in a standard font such as Times New Roman, Arial, or Garamond. Footnotes may be as small as 10-pt. as long as they are easily readable. Please note that font size also applies to figures and tables: any text smaller than 10-pt. in captions or text within table/figures will not be accepted.

Decorative or stylized fonts are not allowed—avoid bolding because it will not microfilm well. Please consult the Grad Studies Office if you are in any doubt about the font you choose.

The typeface and font size must be consistent throughout the thesis, including page numbers and approval page. A type font different from the text *may* be used for figures and tables, as long as that font conforms to the same quality standards as required for the text.

You may print on both sides of the paper for the initial review copy, but printing of the final copy 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.

## HARDWARE AND SOFTWARE

Most students find that they can prepare a professional looking thesis using MS Word on a PC or a MAC. We do provide formatting instructions in MSWord 2003, and templates are available at <http://fullerton.edu/graduate/currentstudents/graduateforms.html>.

Instructions for Word users are included in this manual. Students now use a variety of programs to produce their thesis--MS Word 2007, MS Word 2003, MAC software, and open source office programs. The software you use is completely up to you, but it is your responsibility to familiarize yourself with that software so you can format your thesis. Microsoft offers excellent online tutorials for all its Word versions, and we recommend you take them, especially the tutorials on section breaks and headers/footers.

The Graduate Studies office now has thesis examples and templates in LaTeX, and they are available by email request to [pducey@fullerton.edu](mailto:pducey@fullerton.edu).

If you are not comfortable with computers, though, you may want to employ a typist rather than attempt to type and format your thesis yourself. We offer a list of professional thesis typists available to all students. We do not endorse or guarantee the work of any particular typist, but we do post feedback from students to help you choose. Students who employ typists are responsible to negotiate the cost themselves and to still meet all thesis deadlines and format requirements.

Any printer that produces a readable copy may be used on the review copy for the Thesis Reader, but the final copy of the thesis must be printed on a **laser printer** because of archiving requirements. Some printers may modify your margins, so test the final margins with a ruler.

### Special Cautions:

- **Make at least one backup copy of the documents** after each session and store it separately from the original. Do not erase any of your files or discard any paper copies until the final copies have been approved and deposited in the bookstore.
- Resolve all computer glitches or questions **early**. Consult online tutorials or the Grad Studies Office for a “preliminary check” before looming due dates!

### MARGINS

Margins must be set as follows:

- **Left margin** must be **1.5 inches**.
- **Top, right and bottom** margins must be **1 inch**.
- **Headers and footers** must be set at **1 inch** for **page numbers**.
- **All major titles** must start **2 inches** from the top of page (e.g., abstract, chapter titles, table of contents, and bibliography).

All text, footnotes, page numbers, appendices and illustrations must come within these margins.

*Tip:* The default margins on MS Word are **not** correct, so reset them before you begin your thesis. Set the margins as above, 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 except for places where conventional usage calls for single spacing, such as chapter titles, block quotations over three lines, footnotes, tables and a Turabian-style bibliography.

Quotations of more than three lines are single spaced and indented five spaces from each margin (or, on a computer, at the same place as your paragraph indent). Check your style manual for correct punctuation of the quote and the phrase that introduces the quote.

### PAGE NUMBERING

The pages that precede the chapters of your thesis, such as the Abstract, Table of Contents, and Acknowledgment, are called frontis pages, or front matter. All frontis pages are numbered in lower-case Roman numerals centered one inch from the bottom of the page. The title/approval page should not be numbered, though it will be counted as page i. The first numbered page contains the abstract and is numbered ii. Subsequent frontis pages are numbered consecutively from there. Our template sets the page numbers automatically.

The text and all subsequent pages, including the bibliography and appendices, are paginated consecutively in Arabic numerals beginning with 1 on the first page. The first page of each chapter or each main section, like the bibliography, should be at the bottom center at one inch. Subsequent page numbers are positioned in the upper-right corner. No punctuation or other wording is allowed with your page numbers. Divider pages with the centered heading and a two-inch top margin such as “APPENDIX” or “BIBLIOGRAPHY” or “REFERENCE LIST” may be used if desired but are not required. If divider pages are used, the page number need not appear on the page, but the page should still be counted when paginating the thesis.

## HEADINGS AND SUBHEADINGS

Students may use the heading schemes described in Turabian or the American Psychological Association (APA) style manuals. Clear examples are given in each manual. If you are unsure of which scheme to choose, use the heading style in this manual’s sample pages. Be consistent—do not mix and match styles!

Headings listed in the thesis Table of Contents should read exactly as the wording used in the body of the paper.

## ORDER OF PARTS

The thesis pages should appear in the following order:

1. Title and approval page
2. Abstract
3. Table of contents
4. Lists of illustrations, figures and tables
5. Preface, acknowledgement or foreword (if any)
6. Main body of the text
7. Appendix or appendices
8. Bibliography or reference list

## TITLE & APPROVAL PAGE

The proper format for the title and approval page is shown in our sample pages and template. Note that titles of more than one line should be single spaced.

***Be sure to list your degree correctly.*** The title of your Concentration may **not** be the same as your correct degree title. For example, an art history student will earn a Master of Arts in Art, **not** Art History. Check the **catalog** or your approved Graduate **Study Plan** for the correct wording *before* you give the page to your committee for their signatures.

Note that the names of faculty committee members and their appropriate academic department are to be typed below the signature lines. Again, a template is available.

All copies of the thesis should include a signed title/approval page. The university requires only one original signed page for the thesis that is bound for the library. All other copies are the student's for use with other copies of the thesis and for safekeeping.

The title and approval page must be printed on the correct paper stock, and the signatures must be original. Photocopied signatures are **not** acceptable for binding/microfilming. The signatures must be in **black ink**.

## **ABSTRACT**

Each thesis must be accompanied by an abstract of **no more than** 250 words, which will be published online and in *Master's Abstracts*, the quarterly publication of University Microfilms International Publications. UMI prefers a short abstract of 150 words and will shorten a longer abstract themselves, so if you want UMI to publish *your* version, keep it short!

The abstract must be 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.

## **FOOTNOTES & BIBLIOGRAPHY**

Students may use parenthetical notes, footnotes or endnotes, as your committee prefers. Footnote numbers start at 1 with each new chapter. Your footnotes or parenthetical notes must be consistent with the bibliographic entry. Keep in mind that the punctuation of footnotes differs from that in the bibliographic entries, and consult your style manual for punctuation and format guidelines for these lists. Note that MSWord's default footnote settings are not consistent with *any* approved academic style, so use our template or ask the Grad Studies Office for directions on changing footnote style.

What's the difference between a list of references and a bibliography? If you list only the works that you actually cited in your paper, yours is probably a reference list. If you include related works that you reviewed but perhaps did not actually cite in your final thesis, your list is probably a bibliography.

## **ILLUSTRATIONS, FIGURES & TABLES**

The content of illustrations, tables and figures should conform to the instructions in Turabian or your authorized style manual. In general, table names go on top of the table, while figure captions go beneath. All captions should be on the same page as the figure, if possible. You may place a table or figure alone on a page on the first available page

after its mention, as long as you fill the page before it with text, as in a textbook. **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 or 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.

*Tip:* use Insert, Reference, Caption to insert and number captions automatically. Change the style if bold is on (Format, Styles, Caption, click on style box, Modify, take bold off).

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

Illustrative material that cannot be bound, such as slides, must be supplied to the library in appropriate holders and must be adequately accounted for in the contents so as to inform the reader that they accompany the thesis.

Figure titles should be typed in exactly the same words in the lists of tables, figures and illustrations but you need only list the first sentence of a multi-sentence caption.

Special problems with illustrations should be discussed with the student's thesis committee and graduate program adviser or the Graduate Studies Office.

## TOP TEN FORMAT TIPS

- Left margin must be 1.5 inches on *every* page.
- The thesis should be *justified on the left*, with a ragged right edge, not in block style.
- Set your headers and footers at 1 inch—page number placement is **not** at .5 inch.
- Dashes should look like this—or this--with no space between the dash and the word.
- Ellipsis dots take a space before and after each . . . like this. You can set this correctly in Tools, AutoCorrect.
- Numbers: spell out or use numerals? Check your style manual for consistency.
- “Commas and periods,” she cautioned, “always go inside quotation marks.”
- Single quotes stay „inside”.
- Be consistent in heading and subheading format; do not mix and match.
- Color inside the lines! Margins for tables, figures and graphs are the same as for text.

## CORRECT PAPER STOCK



The final copy of the thesis must be printed by **laser printer** on white, 8 ½ by 11, 20- to 24-pound weight and 25- to 100-percent cotton rag paper.



## QUESTIONS

In addition to your committee, the library and our office, use Google or your favorite search engine to find answers to questions from how to cite a film correctly to when to use a semicolon. For further information, contact the Thesis Reader at [pducey@fullerton.edu](mailto:pducey@fullerton.edu) or (657) 278-3332 or 278-2618. Check the online manual at [www.fullerton.edu/graduate/forms.htm](http://www.fullerton.edu/graduate/forms.htm) for templates, updates and workshops.

## MS WORD AND THESIS PRODUCTION

Knowing all too well that Microsoft Word is not your friend, we offer the following sections to alleviate the stress of a most frustrating part of the thesis process.

If you are using a Grad Studies Template you **DO NOT** need to follow these directions—the page numbering and margins are embedded in the templates. Just type your paper or copy and paste it into the template. Yes, it is that easy.

For do-it-yourselfers, here are the instructions, which are based on MsWord 2003. The directions are the same for other versions of Word; you will just need to find the page setup features in your software’s tool bar.

### CHAPTER SETUP

One easy way to set the page numbers correctly on the paper and in the right order is to make each chapter a separate document. This allows you to use the header and footer to format the first page of the chapter so you have a number on the bottom and the rest of the page numbers on top. The directions follow.

### MARGINS

- Go to File, then Page Setup in your open file.
- In the Margins section, set Top, Bottom, Right, at 1 inch and Left at 1.5. **DO NOT** set the margin at 2” “for this section” because Word will then insert a Section Break at the bottom of that page, which will prevent you from placing page numbers correctly.
- In Layout (or Margins in older versions) set **header and footer at 1 inch** and check the box that says “Different **first page**” to allow a different placement for the page number on the **first page** of each chapter.
- Click on Default if you would like all new files to open with these settings, then Okay

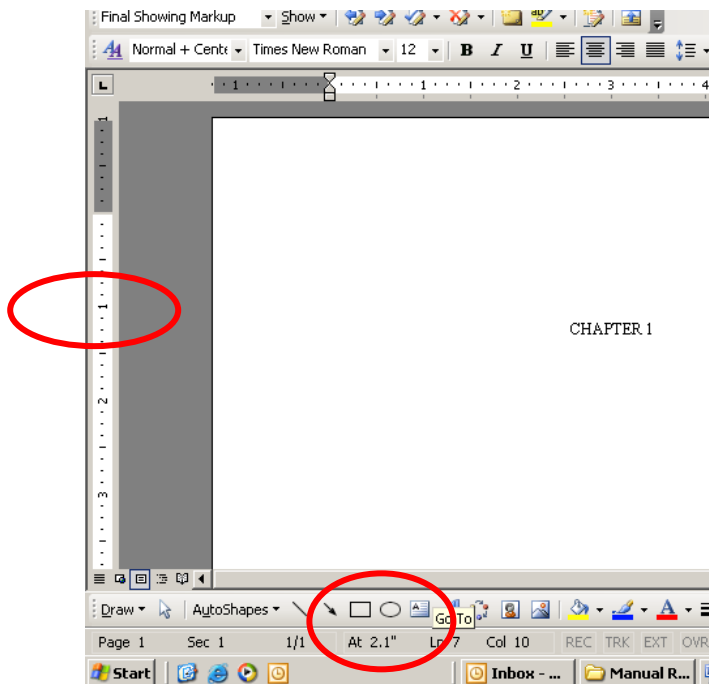
### PAGE NUMBERS

- On Chapter 1, Page 1, click on View, then Header and Footer.
- Rest your cursor on the icons in the dialogue box that appears so you can read their titles.

- Click on the Switch Between Header and Footer to go to the Footer. Click the Insert Page Number icon, then the Center button up on your toolbar to center the number. Hit Enter before the number for a double space between the number and thesis text.
- Click on Format Page Number and tell the computer to start at Page 1 (or the correct number for a subsequent chapter).
- Click on Close.
- On page 2, go to View Header and Footer to open the Header.
- Click on Insert Page Number in the dialogue box. It will insert the correct page number. Hit the right alignment button (or tab over) to push the number to the right margin.
- With the cursor after the page number, hit Enter. This will give you a double space between the page numbers and the body of the text.

Your page numbering for this chapter is now complete. You should print a page or two to make sure the numbers are above the one inch and make adjustments, if necessary.

## THE TWO-INCH TOP MARGIN



Insert the cursor at the title and hit Enter until the number on the bottom of the screen says 2” or 2.1” (inches) or until you reach 1 inch on the ruler on the left (1 inch of margin plus 1 inch of space equals a two-inch margin!). Do **NOT** set the first page top margin at 2” because that will insert a section break at the bottom of the page and make it impossible to get your page numbers placed correctly.

## FOR MORE ADVANCED USERS:

Students who want to keep two or more chapters together may do so by inserting a Section Break between each chapter. This creates a file-within-a-file which allows the header/footer scheme that you set in the first chapter to start over after each Section Break—so you only have to correctly format one section.

At the end of each chapter, before you set your page numbers, go to Insert, Break, Section Break, Next Page. When you’re done inserting your breaks, set the page number placement in the first section, and the rest of the paper will be numbered correctly no matter if you add or delete text. Do **NOT** set each chapter to begin at a certain page number—choose “continue from previous section” for page number format in each section following the first. If you want your entire thesis in one file, turn off the link between the chapters and the front pages, then set page numbers.

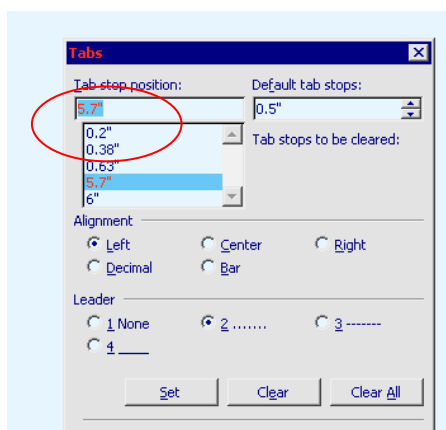
### Advantages:

- MSWord will renumber your pages in each chapter correctly even if you add or delete text from your chapters.
- You can use Edit, Find and Replace to find a spelling or punctuation error and correct it throughout the whole thesis.
- Your format scheme will repeat itself in each section.

### Disadvantages:

- Large files, or files with lots of graphics, can slow down MS Word.
- Incorrect use of section breaks can cause headaches for the inexperienced user.

## TABLE OF CONTENTS AND LISTS OF TABLE, FIGURES

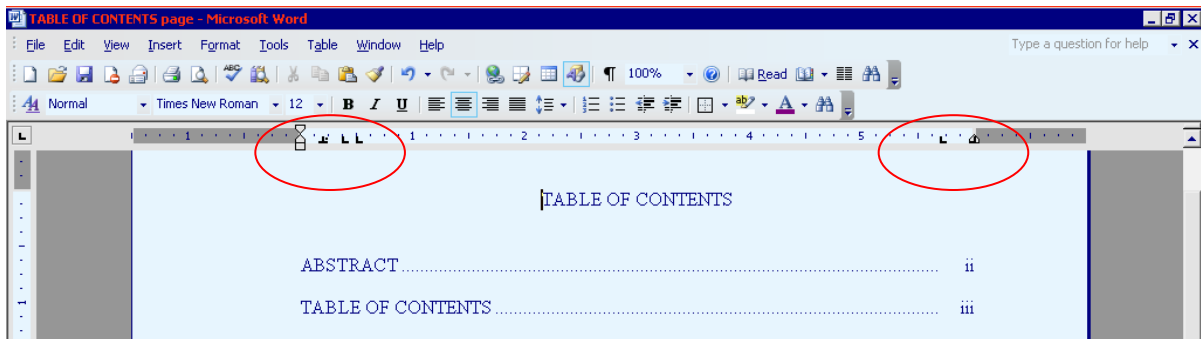


You can use our template and replace its text with your own for your TOC and Lists. For do-it-yourselfers, keep the TOC and List of Figures/ Tables together in one file, as the tab settings work for each list. Set your tabs **before** you start typing. Each tab stop will set a place for the title, heading, page number, and will insert the “dots” automatically with that “leader.”

Go to your toolbar, Format and then Tabs. The box at the top left of the window tells the computer where you want to place an individual tab.

- First, clear all tabs.
- Set the first tab at **.2** inches. Alignment is Left, Leader is None. Click on Set.
- Set the second tab at **.38**. Alignment is Left, Leader is None. Click on Set.
- Set the third tab at **.63**. Alignment is Left and Leader is None. Click on Set.
- Set the fourth tab at **5.7**. Alignment is Left, Leader is 2..... to give you the dots after your headings. Click on Set.
- Set the fifth tab is at **6.0**. Alignment is Right, Leader is None. This aligns your page numbers properly from the right. Click on Set.

The figure below shows what your screen will look like and where the tabs are.



When all tabs are set, click on OK. You are now ready to start typing your Table of Contents. Hit the Tab key to get to the proper position to insert each new title, to insert the “dots” and, finally, to type the page number. For instance, in the above example, type in ABSTRACT, hit Tab and the dots will appear, hit Tab again and type ii. Hit Enter, and you will be at the next line for your next entry.

Follow these instructions for tabs to organize your List of Tables or Figures or continue with your lists in the same file as the TOC.

If you have already typed your TOC and want to set the tabs, **Select the text** and then set the tabs as above.

## **SAMPLE PAGES**

CHAPTER 3 (or THREE)

THIS IS THE CHAPTER TITLE

This is a Primary Heading

This is how the first page of your thesis will look, using a chapter name and number (in Arabic numbers or spelled out) and the Turabian-style headings that go with each section. After each chapter title or section title (i.e., Abstract) text begins *three single spaces* from the title. (Click on the ¶ button to see the two single spaces.) If you use our template, you can delete the text and insert your own text. If you are using footnotes or endnotes this template will format them properly—note that the MS Word default settings are incorrect.<sup>1</sup> The page numbers and margins are set correctly in the template, as well as the correct ellipsis style . . . and the correct dash style—like this.

A table or figure may be inserted in text, with at least one extra single space above and below it, or alone on a page on the first page available after its first mention.

Table 1. Repayment Schedule.

• Amount Borrowed	Monthly Payment	Total Principal and Interest Paid
\$ 20,000	\$ 245.31	\$ 29,437.20
\$ 40,000	\$ 490.61	\$ 58,873.20
\$ 80,000	\$ 981.22	\$ 117,746.40

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<sup>1</sup> Daniel A. Weiss, *Oedipus in Nottingham: D.H. Lawrence* (Seattle: University of Washington Press, 1962), 62.

Table titles usually go above the table; figure titles usually go below. You can use Insert, Reference, Caption to number all of your tables and figures accurately.



Fig 13. NCAA Advertisement. Reprinted with permission from Joe Dokes, *The History of Sport* (Chicago: University of Chicago Press, 1988), 98.

This is a Secondary Heading or a Sub-Heading

This represents a sub-section of the primary heading. All headings should be worded in the Table of Contents exactly as they are in the text. The text starts in the line one double space below the secondary heading and is indented.

This is a Tertiary Heading. This level of sub-heading is a sub-section of a secondary heading, but the tertiary heading does not need to be included in the TOC. Both secondary and tertiary sub-headings are subparts of the primary heading, just like in an outline.

TITLE IS SINGLE SPACE, IN CALL CAPS AND  
IN AN INVERTED PYRAMIND STYLE

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A Thesis

Presented to the

Faculty of

California State University, Fullerton

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In Partial Fulfillment

of the Requirements for the Degree

Master of (Arts or Science)

in

Proper Degree Name

---

By

Student Name

Approved by:

---

Name, Committee Chair  
Department of

---

Date

---

Name, Member  
Department of

---

Date

---

Name, Member  
Department of

---

Date

## ABSTRACT

Type your Abstract here, no more than 250 words. All titles should be two inches from the top of the page. You can line it up with the vertical ruler on the left of the screen or on the info line at the bottom. The page numbers are set with a one-inch footer at the center bottom of the page. Do not include footnotes or your name as author.

## TABLE OF CONTENTS

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Secondary Heading .....	x
Primary Heading .....	x
APPENDIX .....	x
1. Title .....	x
2. Title .....	x
BIBLIOGRAPHY (or REFERENCES, etc.) .....	x

LIST OF FIGURES (2” from top)

<u>Table</u>	<u>Page</u>
1. Title.....	x
2. Title.....	x
3. Title.....	x

You can copy and paste this list if you need entries for additional figures.

With thanks to  
Patricia Ducey,  
Gladys Fleckles  
and  
Jeanie Weir  
for their contributions to this handbook.