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## CHAPTER 1

### REGULATIONS GOVERNING THE MASTER'S DEGREE FOR THESES AND PROJECT REPORTS

#### Definition and Regulations for Graduate Theses and Projects<sup>2</sup>

##### Introduction

Theses and projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions quoted from the amendment to Section 40510, Title 5.

A thesis is the written product of the 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 product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis will be required.

A project is 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 a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

Students shall be held responsible for understanding the definition of a graduate thesis or project as outlined above and must follow the format guidelines prescribed by the department in which the thesis or project is completed.

Students, acting in accordance with prevailing college and department policies, shall be responsible for selecting a suitable thesis or project advisor.

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<sup>2</sup> This academic policy was recommended by the Academic Senate on May 11, 1995, and received the concurrence of the President on May 31, 1995. This policy statement supersedes PS 83-06.

Each student preparing a thesis or project proposal shall prepare it in accordance with prevailing college and department guidelines.

The preparation and acceptance of graduate theses and projects shall be governed by the processes, procedures, duties, and responsibilities outlined below.

## Colleges and Programs

Each college shall be accountable for the quality of graduate theses and projects completed through each of its departments.

Each college dean shall ensure that procedures exist for the establishment of thesis and project committees and for the guidance of thesis and project students consistent with this policy statement.

College deans shall ensure that all theses and project reports have been properly reviewed by the thesis or project committee and the University thesis reviewer and that required corrections and changes are made before theses or project reports are submitted for placement in the University Library.

## Departments

Each department shall prepare procedures for the establishment of thesis or project committees and for the guidance of thesis or project students consistent with those established by their college and consistent with this policy statement.

Prior to approval, departments should determine that a thesis or project proposal is consistent with the available space, equipment, facilities, and qualified faculty. The University does not assume responsibility for supplying everything that a student might need in order to complete a thesis or project.

Departments in which theses or projects are required shall establish procedures to ensure that all students develop as a part of their graduate education the requisite research skills and knowledge appropriate to the completion of acceptable theses or project.

Each department shall develop a procedure to monitor thesis or project progress each semester following student enrollment in Thesis or Project 698.

Departments shall be responsive to any extraordinary circumstance that may develop during the thesis or project effort over which the student, thesis or project committee, or the department have no control such as reduction in funding, equipment failures, unobtainable supplies, departure of qualified faculty, denial of access to needed data, et cetera. In most cases, an amended graduate program, a

redesigned thesis or project proposal, or a reassignment of faculty to the thesis or project committee will be sufficient to alleviate the circumstances.

## Thesis or Project Committees

A student's thesis or project committee shall consist of at least three members qualified in the areas relating to the thesis or project. At least two shall be full-time faculty members at CSULB, one of whom must be tenured or tenure track. The chair of the thesis or project committee, including the chair of a committee for a special major, must be tenured or tenure-track from a department authorized to offer a graduate degree. The thesis committee must be approved by the appropriate department graduate advisor and college dean or director of graduate studies. Normally the chair of the committee also serves as thesis or project director, but this is not necessarily so. The thesis or project director must be a person qualified in the specific area of the thesis or project, but need not be a tenured or tenure-track faculty member. When the thesis or project committee includes a thesis or project director who is not the chair of the committee, this person may be identified on the thesis or project report approval page as Thesis Director or Project Director.

The committee shall be responsible for the guidance of the student throughout the thesis or project effort. Any change in the composition of the committee requires justification and must be approved by the appropriate department graduate advisor and college dean or director of graduate studies.

If the college or department offering the degree funds the workload credit generated by the thesis director or committee chair, prior approval of such workload by the college dean or department chair is required. In the absence of such prior approval, the thesis director or committee chair will not be reimbursed for the workload generated in connection with the thesis or project.

Before agreeing to serve on a thesis or project committee, the prospective members shall review the thesis or project topic and determine that they possess the requisite expertise to serve on such a committee, and that sufficient resources and materials exist and are reasonably available to the student to support such a study.

Thesis or project committee members shall review the research competence of the thesis or project student before approving a thesis or project proposal.

Thesis or project committee members shall advise and direct students in their thesis or project work and ensure that the thesis or project meets the standards and definition of a thesis or project specified in the first section.

Thesis or project committee members shall determine the grade to be awarded for completion of the thesis or project; and by signing the thesis or project report signature page, thesis or project committee members certify that they have determined that the thesis or project meets required standards of scholarship, format, and style of the discipline.

## Thesis or Project Committee Chairs

Thesis or project committee chairs shall determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed thesis or project.

In departments where this function is not carried out by graduate advisors, thesis or project committee chairs shall advise the student in the selection of other members for the thesis or project committee, ensuring that the other members are appropriate to the proposed thesis or project effort.

Thesis or project committee chairs shall be the major contact point with the student and shall oversee the other committee members' work with the student.

Thesis or project committee chairs shall assure that the editorial and format standards appropriate to the mechanical preparation of a thesis or project are followed.

Thesis or project committee chairs shall establish guidelines for the student and timetables to be followed to ensure completion of the thesis or project in a reasonable time.

Thesis or project committee chairs shall arrange for the oral defense of the thesis or project when required.

The thesis or project committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members. After the approval page has been signed by the committee and by the dean, and the completed thesis or project report has been reviewed by the University thesis reviewer for conformance with prescribed format criteria, the final grade shall be submitted.

## Thesis Reviewer<sup>3</sup>

Students shall consult the University thesis reviewer for information, advice, and assistance on the mechanics of preparing a completed thesis or project report. The University thesis reviewer shall verify that each thesis or project report meets the format criteria prescribed by the department or program and by the University, and that it meets all procedural requirements for theses and project reports imposed by the University.

All theses and project reports must be acceptable for deposit in the University Library.

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<sup>3</sup> At California State University, Long Beach, this position has been named “Thesis and Dissertation Format Evaluator.” The Evaluator offers general process information, candidate format consultations (by appointment), and workshops upon departmental request.

CHAPTER 2

REGULATIONS GOVERNING THE DOCTORAL DISSERTATION

Executive Order 991: Doctor of Education Degree Programs<sup>4</sup>

This executive order is issued in conformity with Sections 66040 through 66040.7 of the California Education Code and Sections 40050.1, 40100, 40511, and 40512 of Title 5 of the California Code of Regulations. This executive order establishes minimum requirements, policies, and procedures that shall apply to all Doctor of Education degree programs offered solely by the California State University (CSU). This executive order does not address requirements of Doctor of Education programs offered jointly with other institutions. Campuses may establish policies in addition to those stated herein.

Article 1. Authorization

In accordance with Education Code Section 66040.3 and Title 5 of the California Code of Regulations Section 40050.1, the California State University is authorized to award the Doctor of Education (Ed.D.) degree in Educational Leadership. The degree shall be offered only in the discipline of education and shall focus on the knowledge and skills needed by administrative leaders for possible service in either California public elementary and secondary school (P-12) or community college settings.

Article 2. Partnerships

CSU Ed.D. degree programs shall be offered through partnerships in which representatives from California public elementary and secondary schools and community colleges, as appropriate, shall participate substantively in program design, candidate recruitment and admissions, teaching, dissertation development, and program assessment and evaluation.

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<sup>4</sup> Office of the Chancellor's Executive Order 991: Doctor of Education Degree Programs. Effective September 27, 2006. Supersedes No Prior Executive Order.

## Article 7. Ed.D. Program Student Examinations and Dissertation

7.1 Ed.D. degree conferral shall require successful completion of three major examinations and a dissertation. Students shall be required to pass each major examination within two attempts.

7.1.1 The qualifying examination shall include a rigorous written assessment of student knowledge; the examination must be passed prior to the student's advancement to candidacy. Policy governing qualifying examinations appears in Article 7.2.

7.1.2 The dissertation proposal examination shall evaluate the candidate's readiness to proceed with the dissertation research. Passing this examination shall constitute formal approval for the candidate to proceed with the proposed dissertation research, subject to Institutional Review Board approval as necessary. Policies governing dissertation proposals and dissertation proposal examinations appear in Articles 7.3.4 and 7.3.5.

7.1.3 The dissertation shall be the written product of systematic, rigorous research on a significant educational issue. Policy governing dissertations appears in Article 7.3.

7.1.4 The final examination shall be an oral defense of the candidate's dissertation.

## 7.2 Qualifying Examination

### 7.2.1 Content

The content of the qualifying examination shall be determined by the members of the Ed.D. program faculty.

### 7.2.2 Timing

The qualifying examination shall be administered at a time in the program sequence when the student's mastery of essential elements of the core leadership and methodological concepts can be fairly evaluated and when the student is considered ready to begin formal dissertation research.

### 7.2.3 Function of the Qualifying Examination Committee

A qualifying examination committee shall evaluate student performance on the examination. Unanimous agreement of the qualifying examination committee is required for the candidate to pass the examination.

## 7.2.4 Membership of the Qualifying Examination Committee

The qualifying examination committee shall have a minimum of three members, including the chair. The qualifying examination committee chair shall be a tenured or tenure-track faculty member of the campus administering the Ed.D. program and except in special cases shall be a member of the Ed.D. program faculty. Special cases shall be reviewed and decided by the core doctoral faculty. At least two members of the committee shall be members of the Ed.D. program faculty whose primary affiliation is with the CSU campus administering the Ed.D. program, at least one of whom shall be a member of the core doctoral faculty as defined in Article 12. The committee may include a member who holds an appropriate professional position in a P-12 institution, a community college, or another postsecondary educational institution.

## 7.3 Dissertation Proposal Examination, Dissertation, and Final Examination

### 7.3.1 Dissertation Requirements

In accordance with Section 40511 of Title 5 of the California Code of Regulations, CSU Ed.D. programs shall require the completion of a dissertation conforming to the following minimum criteria:

- a. The dissertation shall be the written product of systematic, rigorous research on a significant educational issue and in accordance with a proposal that has been approved pursuant to Articles 7.3.4 and 7.3.5. The dissertation is expected to contribute to an improvement in public P-12 or community college professional practices or policy, generally or in the context of a particular educational institution. It shall evidence originality, critical and independent thinking, appropriate form and organization, and a rationale for the research problem examined.
- b. The dissertation shall identify the research problem and question(s), state the major theoretical perspectives, explain the significance of the undertaking, relate it to the relevant scholarly and professional literature, set forth the appropriate sources for and methods of gathering and analyzing the data, and offer a conclusion or recommendation. It shall include a written abstract that summarizes the significance of the work, objectives, methodology, and a conclusion or recommendation.
- c. Opportunities for students to complete work in support of the dissertation shall be embedded throughout the Ed.D. curriculum.

## 7.3.2 Dissertation Committee

### 7.3.2.1 Function of the Dissertation Committee

The dissertation committee shall provide guidance and supervision for development and completion of the dissertation.

### 7.3.2.2 Membership of the Dissertation Committee

The dissertation committee shall have a minimum of three voting members, including the chair, and all committee members shall have appropriate expertise in educational practice or policy. The committee shall include at least two tenured or tenure-track faculty members of the CSU campus administering the Ed.D. program, and at least one member who is primarily affiliated with a California P-12 institution or community college. The tenured or tenure-track faculty members shall be drawn from the core doctoral faculty or affiliated doctoral faculty, as defined in Article 12.1, or shall meet the standards of Article 12.2.1. The campus program director may approve an exception to the membership criteria stated above, pursuant to Article 12.2.2 or Article 12.2.3, if the individual nominated has expertise particularly relevant to the candidate's dissertation research.

### 7.3.2.3 Dissertation Committee Chair

The dissertation committee chair shall provide primary supervision for dissertation research. The chair shall be a tenured or tenure-track faculty member on the campus administering the Ed.D. program, and in most cases shall be a member of the core doctoral faculty, as defined in Article 12.1.1. Special circumstances may arise in which a tenured or tenure-track faculty member who is from the campus but who is not a member of the core doctoral faculty may serve as the dissertation committee chair if such service is approved by the core doctoral faculty in accordance with program procedures.

### 7.3.2.4 Appointment of Dissertation Committee

The student and advisor together shall propose the membership of the student's dissertation committee. The proposed membership shall be forwarded to and determined by the campus official authorized to approve composition of the committee.

The Ed.D. program director may allow the replacement of a committee member, based on the evaluation of a rationale provided by the student or committee member making the request.

### 7.3.3 Institutional Review Board Approval

Appropriate Institutional Review Board (IRB) approval shall be obtained to conduct any research involving human subjects. Failure to obtain required IRB approval prior to collection of data on human subjects may disqualify a student from further use of those data. The dissertation committee chair shall advise the student regarding human subjects review requirements and compliance with IRB regulations.

### 7.3.4 Dissertation Proposal

A student shall submit a dissertation proposal for approval, following the procedures and format established by the Ed.D. program faculty and the campus. The dissertation proposal shall contain, at a minimum, a description of the problem, a review of the relevant literature, a statement of the research question, and a description of the research methodology. The proposal shall contain either:

- a. human subjects research documents that have been submitted to the Institutional Review Board regarding the proposed dissertation research or
- b. required materials pertaining to human subjects research that have been completed but not yet submitted to the Institutional Review Board.

### 7.3.5 Dissertation Proposal Examination

#### 7.3.5.1 Function and Membership of the Dissertation Proposal Committee

The dissertation proposal examination shall be conducted by a three-member dissertation proposal committee, all of whom shall have appropriate expertise in educational practice or policy. The membership shall include two tenured or tenure-track faculty members from the CSU campus administering the Ed.D. program and at least one member who is primarily affiliated with a California P-12 institution or community college. The dissertation proposal committee shall review the dissertation proposal. The committee may require that the student present the proposal orally to the committee and respond to committee members' questions about the proposal.

#### 7.3.5.2 Decision of the Dissertation Proposal Committee

The dissertation proposal committee shall communicate formally its decision in writing to the student, indicating approval, approval with modifications, or lack of approval. In order for the student to proceed with the formal conduct of the dissertation research, the student shall have received written approval of the

proposal by the dissertation proposal committee and written Institutional Review Board notification that human subjects review requirements have been met.

### 7.3.5.3 Resubmission of a Dissertation Proposal

If the dissertation proposal committee decision is “approval with modifications” or “lack of approval,” the committee shall communicate to the student in writing the process and expectations for resubmission. The committee shall review the revised and resubmitted proposal and communicate to the student in writing the committee’s decision.

### 7.3.6 Final Examination: Oral Defense of Dissertation

The final examination shall be an oral defense of the dissertation, administered by the dissertation committee. Approval of the dissertation and recommendation that the Ed.D. degree be conferred shall require unanimous agreement of the dissertation committee. In the event that the committee requires substantive changes to the dissertation, the final vote of the committee will be postponed until the changes are completed.

### 7.3.7 Submission of the Approved Dissertation

The student shall be required, after successful completion of the final examination and approval of the dissertation, to submit the approved dissertation to the appropriate campus entity in conformity with campus policy. The dissertation format shall conform to campus requirements for dissertation manuscripts. For the degree to be conferred in a particular term, the dissertation shall be submitted by the deadline specified by the program and campus.

CHAPTER 3

GENERAL PROCEDURES AND PUBLISHING REQUIREMENTS FOR  
SUBMITTING MANUSCRIPTS

The committee and departmental graduate adviser approve the content of theses, project reports, or dissertations. The Thesis and Dissertation Office examines the thesis, project report, or dissertation for the following elements:

1. University Style and Format (contains ProQuest/UMI publishing regulations and University regulations for a unified look across all colleges);
2. Departmental Style and Format;
3. Minor grammatical consistencies;

however, the candidate and the committee are responsible for presenting to the Thesis and Dissertation Office a manuscript that meets all Departmental and University regulations.

Requirements for the Master's or Doctoral degree are not fulfilled until the thesis, project report, or dissertation has been approved by the committee members and the college designee, and the manuscript has been cleared for deposit in the University Library. The thesis, project report, or dissertation requirement, for the degree, is not complete until (1) the manuscript and supplemental multimedia materials have been received by the Thesis and Dissertation Office by 5 p.m. on the date of the submission period deadline (dates are specified on the Thesis and Dissertation Office website); (2) all

format and style revisions have been approved by the Thesis and Dissertation Office; and (3) verification (the 4-digit receipt number) has been returned to the Thesis and Dissertation Office signifying that all fees (duplication, bindery, microfilming, and publishing) have been paid at the Campus Copy Center, Bookstore.

## Deadlines

The deadlines for submission of a master's thesis, project report, or the doctoral dissertation to departmental committees can be obtained from the department committee and/or graduate adviser.

Deadlines for submission to the Thesis and Dissertation Office can be obtained by consulting the Thesis and Dissertation Office Web page (available at: <http://www.csulb.edu/library/guide/serv/>), or by contacting the Thesis and Dissertation Office directly.

Thesis and Dissertation Office deadlines are strictly enforced. It is the responsibility of the candidate to allow enough time for the following: (1) the Oral Examination, Defense, Presentation, or Final Reading; (2) obtaining all committee member signatures and the college designee signature (Dean/Associate Dean or Department Chair/Director); (3) Graduate Advisor or Departmental Approval Memo/Letter; and (4) turning the Print Copy of the manuscript in to the Thesis and Dissertation Office by 5 p.m. on the deadline date.

## Time Commitment and Personal Deadlines

The candidate should note the time commitment involved in submitting his/her manuscript to the Thesis and Dissertation Office. The entire evaluation and corrections process can take 2-3 months. If a salary raise, job offer, or doctoral program, et cetera, is

contingent upon having the transcript posted by the end of the term, it is the responsibility of the candidate to ensure all requirements are met in a timely manner.

Manuscripts are evaluated in the order received. The Thesis and Dissertation Office makes every effort to adhere to our 4-week turnaround for the initial evaluation of each manuscript and the 1-week turnaround for corrections evaluation.

### Oral Examination, Defense, Presentation, or Final Reading

The oral examination, defense, presentation, or final reading should be scheduled at least 1-2 weeks prior to the final deadline date for submission to the Thesis and Dissertation Office. This will allow candidates time to make any necessary final adjustments to the manuscript, to obtain committee and college designee signatures on the signature/approval page, and to obtain any necessary departmental releases. Candidates should be aware that the College Designee (Dean/Associate Dean or Department Chair/Director) may have a 24- to 48-hour (or longer) turnaround time for reviewing the final copy of the thesis, project report, or dissertation before signing the signature/approval page.

### Committee and College Designee Signatures

Candidates must obtain the original signatures of all the committee members and the college designee (Dean/Associate Dean or Department Chair/Director) on the signature/approval page of the thesis, project report, or dissertation prior to submitting the final and complete manuscript to the Thesis and Dissertation Office.

All signatures on the signature/approval page must be original signatures; committee members cannot designate someone else to sign or initial for them.

## Department Release Form

After the committee members and the college designee (Dean/Associate Dean or Department Chair/Director) have signed the signature/approval page, the candidate may need to obtain a signed Department Release form (if such a form is required by his/her department or college) before submitting the thesis, project report, or dissertation to the Thesis and Dissertation Office.

## Submission of Thesis, Project Report, or Dissertation

To submit a thesis, project report, or dissertation, the candidate must present: the original signed signature/approval page, the print manuscript of the thesis, project report, or dissertation, signed departmental release form (if required), and all supplemental multimedia materials (if applicable).

Supplemental multimedia materials (i.e., slides, CDs, DVDs, music scores, etc.), if required, must accompany the submission of the thesis, project report, or dissertation. Slides must be individually labeled with the following information: (1) the candidate's name; (2) the title of the work and corresponding number from the List of Slides or List of Works; and (3) the end month and year of the term for which the manuscript is submitted.

CDs and DVDs must be submitted in individual hard cases (such as a jewel case). Soft paper holders are not permitted. The CDs and DVDs must have the following information written on the disk (labeled or permanent pen): (1) the candidate's name; (2) the title of the thesis, project report, or dissertation; (3) the end month and year of the term for which the manuscript is submitted.

Submit the manuscript in a box (suitable boxes have been made available for purchase at the University Bookstore). Manuscripts will not be accepted for submission unless all of these steps have been completed.

## Online Author Login

Candidates no longer submit a print copy of the Candidate Information. This information is now filled out online through the Author Login which can be located through the Thesis and Dissertation Office main Web page.

Candidates (Authors) must fill in and submit the Author Information form, Manuscript Information form, and Designee Agreement form online through the Author Login.

A candidate may submit or update his/her “Author” information at any time. However, the online system will only allow candidates to submit “Manuscript Information” and “Designee” agreements for the current term (one term at a time, future terms will not be posted as an option). Any needed Manuscript Information or Designee Agreement changes or updates may be done by contacting a staff member in the Thesis and Dissertation Office.

## Rejection of the Manuscript

All submitted theses, project reports, and dissertations must meet the following standards: (1) University Regulations; (2) Departmental Regulations; and (3) Graduate level grammatical considerations. The Thesis and Dissertation Office will notify the candidate, on behalf of Academic Affairs, of his/her failure to meet the Thesis, Project, or Dissertation Requirement for that semester.

Manuscripts with formatting errors so numerous that the manuscript does not meet even minimum standards will result in the manuscript being rejected for that submission period and a denial of graduation for that term. Candidates would not have the opportunity to make format and style revisions for that same term. Candidates would be required to submit the manuscript during a future submission period. In addition, this may require re-filing any necessary enrollment and graduation paperwork with Enrollment Services. Please check with the departmental graduate advisor or Enrollment Services for more information at that time.

### Completing Format and Style Corrections

The initial evaluation of the manuscript's format and style may take up to 4 weeks from the day on which the manuscript was submitted (or from the 1st day of the submission period if the manuscript was submitted earlier than the 1st day). Provided the candidate passes the initial evaluation, the candidate will have 2 weeks from the day he/she collects his/her manuscript from the Thesis and Dissertation Office to make the corrections and return the manuscript. The Evaluator takes 1 week to evaluate the corrections. If all corrections were made throughout the manuscript and nothing was altered incorrectly, the manuscript will be 'cleared' to be picked-up by the candidate (or designee) and delivered to the Campus Copy Center, Bookstore, for payment of fees.

Candidates are afforded only two revision attempts. If numerous format and style revisions are still incomplete after the second revision attempt, the manuscript will be rejected and the candidate will be required to submit his/her manuscript for a future submission period. This may require re-filing any necessary enrollment and graduation

paperwork with Enrollment Services. Please check with the departmental graduate advisor or Enrollment Services for more information at that time.

## Thesis, Project Report, and Dissertation Content Research Advisement

The candidate must consult regularly with his/her committee during the period of manuscript preparation. The committee chair is responsible for advising the candidate on matters, such as, protection of human and animal rights, and the use of nonsexist language. Questions regarding the protection of the rights of humans (Institutional Review Board [IRB]), animal subjects (Institutional Animal Care & Use Committee [IACUC]), bio-safety, and/or technology (Transfer/Patents and Copyrights) should be directed to the Office of University Research.

## Format and Style Advisement

It is the responsibility of the candidate to ensure that all format and style regulations for the department and the university have been followed.

In addition to the *University Style and Format Guidelines for Theses, Project Reports, and Dissertations* (also referred to as the University Guidelines Manual), each department has a required style manual or journal citation method. The Thesis and Dissertation Office staff can inform the candidate which style manual or journal citation method has been required for manuscript preparation by his/her department. The Thesis and Dissertation Format Evaluator can provide clarification and the standard interpretation of the formatting rules found within these styles, with the final approval falling on the committee chair.

## Pre-Submission Consultations

Pre-Submission Consultations are reserved for candidates who will be submitting for the current term. These appointments generally begin 1-2 weeks before a submission period and end 2-3 weeks into a submission period.

Appointments are scheduled by contacting the Thesis and Dissertation Office. These appointments generally run about 30 minutes. The candidate is asked to bring a print copy of his/her manuscript (electronic copies are not acceptable), the style manual or journal citation method used, and specific questions to the appointment.

## General Software and Hardware Requirements

### Computer Graphics Software

Many computer graphics packages and printers give satisfactory results for producing figures for the thesis, project report, or dissertation. If the candidate is uncertain whether or not his/her graphics package or printer is satisfactory, the candidate may consult the Thesis and Dissertation Format Evaluator for approval prior to preparing the illustration for inclusion in the original manuscript.

### Printers

Candidates preparing a thesis, project report, or dissertation must use either true-letter quality ink jet or laser printers. Solid black ink text is required.

## Paper Requirements for Submission

### Original

The final manuscript must be submitted on standard 20 lb. white copy/printer paper, available from any office supply store.

## Duplication, Binding, Microfilming, and Publishing Requirements

### General Fees

Candidates must pay for duplication, binding, microfilming, and publishing of all required University Library and departmental copies of the thesis, project report, or dissertation. Fees for these services must be paid when the order is placed at the Campus Copy Center in the University Bookstore. The candidate may also order and pay for additional personal copies at this time.

### Duplication Requirements

Final duplication for bound manuscripts must be done by the Campus Copy Center located in the University Bookstore to insure consistency, quality of reproduction, and retention of an original for future accessibility.

The cost of photocopying a manuscript is a separate charge which is paid for by the candidate at the time the original is left at the Campus Copy Center, Bookstore. One complete duplication of the manuscript is required for the publisher's copy (ProQuest/UMI). If either (or both) the Thesis, Project, or Dissertation Committee Chair, or, the Department require(s) a bound copy of the manuscript, these duplication charges will be added to the final cost.

### Bindery Requirements

Each candidate is required to purchase the following bound copies if required by his/her Department: (1) Thesis, Project, or Dissertation Committee Chair; and (2) the degree awarding Department.

The University Library no longer receives a bound copy of each candidate's thesis, project report, or dissertation. However, a microfilm copy of each manuscript is still required for the University Library, Archives. In addition, a copy of all theses, project reports, or dissertations is submitted to ProQuest/UMI for microfilming and publication of each candidate's abstract in Masters Abstracts International or Dissertation Abstracts International and in the ProQuest Digital Dissertations database. An approved copy of the thesis, project report, or dissertation may also be required by the candidate's academic department and/or chair as part of the requirements for graduation.

Binding charges include the cost of binding and shipping any personal copies (including the return of the original manuscript) to the candidate via United Parcel Service (UPS) after completion of all microfilming and binding. If purchasing personal copies, the candidate may request that the original manuscript to be bound to save on duplication charges.

Charges may be added for manuscripts that contain photographs, foldout pages, music scores, or plates that will be placed in a pocket on the inside back cover. These additional charges must be paid prior to shipment of the original and the personal copies of the thesis, project report, or dissertation.

The Thesis and Dissertation Office retains the signature/approval page prior to duplication, binding, and publishing of the manuscript.

### Microfilming and Publishing Requirements

The microfilm and publishing fees include the cost of microfilming the thesis, project report, or dissertation, plus the publication of the manuscript as well as the

publication of the abstract in Masters Abstracts International or Dissertation Abstract International.

It is required that the *Dissertation/Master's Thesis Submission Form* (ProQuest/UMI's publishing and microfilm agreement) is completed by the candidate when the thesis, project report, or dissertation is submitted for publication. This form is provided by the Campus Copy Center, Bookstore, at the time of fee payment.

### Microfilm/Publishing Agreement Form for Master or Doctoral Candidates

Each Master or Doctoral candidate submitting a thesis, project report, or dissertation must complete the *Dissertation/Master's Thesis Submission Form* (ProQuest/UMI's publishing and microfilm agreement) before the manuscript can be submitted to ProQuest/UMI for publication. All manuscripts accepted by the University will be published and microfilmed. This agreement form gives ProQuest/UMI permission to make and sell copies of the thesis, project report, or dissertation to any institution or individual who requests a copy. The author of the manuscript retains all copyright or publishing rights to the manuscript, except the right to sell copies of the thesis, project report, or dissertation, which is reserved by ProQuest/UMI.

Copies of the *Dissertation/Master's Thesis Submission Form* are available at the Campus Copy Center, Bookstore, at the time of fee payment. All payments will be made at the Campus Copy Center.

If the candidate knows in advance that he/she will not be present for the fee payment process, he/she should make certain with the Campus Copy Center of all

payment options and obtain a copy of the agreement form before he/she leaves the area. This will help to avoid a delay in having his/her manuscript published.

Please ensure that the publishing agreement form is SIGNED AND DATED or the manuscript will be returned by the publisher.

### Open Access Publishing

The University requires that all Master and Doctoral candidates publish via ProQuest/UMI's "Open Access" publishing method. No exceptions are allowed. Embargoes are only accepted by Letter of Permission from the candidate's Committee Chair (to be given to the Campus Copy Center at the time of fee payment).

### Registering Your Claim of Copyright

Copyright privileges reside with the author ('you') immediately upon creation of the work. If the author wishes to register his/her copyright, but prefers not to handle the details on his/her own, ProQuest/UMI will act as the agent with the Library of Congress Copyright Office for a fee. If this option is chosen, please fill out and SIGN AND DATE the *Copyright Registration Form* (provided by the Campus Copy Center). Please submit a cashier's check or money order made out to PQIL to the Campus Copy Center, in the Bookstore at the time of fee payment (duplicating, binding, microfilm, and publishing; if needed, please contact the Campus Copy Center in the Bookstore for an estimate).

### Payment of Duplication, Bindery, Microfilming, and Publication Fees

It is the candidates' responsibility to make certain before delivering the manuscript to the Campus Copy Center for duplicating, the following details: (1) all pages are present and in the correct order; (2) all facing pages are turned up for copying

purposes; (3) all sets of color pages are present for hand insertion by the copy center (if applicable). The Campus Copy Center will not do this for the candidate!

IMPORTANT: The candidate must contact the Thesis and Dissertation Office with the receipt number following payment of the duplicating, bindery, microfilming, and publishing fees. Without this receipt number, the Clearance Letter will not be issued and the candidate's Thesis, Project Report, or Dissertation Requirement will remain incomplete.

### Distribution of Completed Theses, Project Reports, or Dissertations

After the thesis, project report, or dissertation has been duplicated, the Campus Copy Center, Bookstore, will check, sort, and distribute the copies for binding and microfilming. The Campus Copy Center will distribute the following bound copies: (1) Departmental, and/or (2) Thesis Committee Chair, if required. They will send the original and any personal copies ordered to the candidate via United Parcel Service (UPS).

The candidate is responsible for keeping the Thesis and Dissertation Office and the Campus Copy Center informed of his/her current delivery address (a street location is required by UPS—they will not deliver to a post office box).

If errors in binding are found, or if the number of bound copies ordered is incorrect, the candidate must notify the Campus Copy Center. The Thesis and Dissertation Office does not handle these business details and, therefore, cannot assist the candidate in these matters.

## Hiring a Typist, Formatter, or Editor

Each candidate is ultimately responsible for the proper format preparation, submission, and correction of his/her own thesis, project report, or dissertation. If a candidate has hired a typist, formatter, or editor, the University is not a partner in contracts/agreements negotiated between the candidate and the typist, and has no liability for any conditions that may result from such agreements.

CHAPTER 4

COPYRIGHT COMPLIANCE

Use of Copyrighted Material in a Thesis, Project Report, or Dissertation

Federal copyright law reserves certain rights, including the right to modify or reproduce original materials, exclusively to the author, whether or not such material is published. A candidate who plans to modify and/or reproduce in a thesis, project report, or dissertation any copyrighted material, published or unpublished, must obtain written permission to do so from the originator, or copyright holder, and submit two copies of each release obtained to the Thesis and Dissertation Office. The candidate should keep the original.

The “educational use” clause does not apply to materials reproduced in the thesis, project report, or dissertation because copies of the manuscript will be published (Open Access publishing) and microfilmed by ProQuest/UMI with copies (both electronic and print) sold on demand by the publisher. Manuscripts may be distributed through the University’s Inter-Library Loan program, as well. Examples of materials requiring permission to amend, modify, or reproduce are:

1. Tables, figures, or illustrations.
2. Line drawings.
3. Cartoons.
4. Masterpieces (images of master works either digital or in print).

5. Photographs.
6. Any part or adaptation of a published or unpublished test, scale, or survey.
7. Chapter from a book, play, or a poem.
8. Some reproductions of computer screens or other software applications.
9. Some clip art.
10. Redrawing graphs or figures for inclusion in the thesis, project report, or dissertation is not copyright compliant.
11. A candidate may find something on an internet website, but he/she has not personally been granted the right to include that image, song lyric, musical composition, et cetera, in his/her manuscript. The website creator may not even own copyright or have been given permission to post that image.
12. Pictures, music scores/lyrics, et cetera, for which copyright is held by a friend or associate must have copyright permission forms.

To reproduce or modify copyrighted material without permission of the copyright holder in any form is illegal. Verbal permission is not permissible. Specific wording is required on permission forms to provide legal protection for the Candidate, the University, and the microfilm/publishing company (review the Thesis and Dissertation Office website for further information and the specific wording the candidate should include in his/her letter requesting permission). ProQuest/UMI will not reproduce or microfilm items without copyright permission, therefore, copies of the thesis, project report, or dissertation duplicated from the microfilm (including the copy for our University Library, Archives) will be incomplete. If permission to reproduce and/or

modify published or unpublished materials is denied, the items must be removed from the manuscript and the text revised accordingly.

Prepare to start early when obtaining permissions. It can take weeks to obtain some permissions with some content costing several hundreds of dollars. The candidate must be aware that permission to use the item is not the same as permission to reproduce and sell copies. Therefore, the candidate should read the letter he/she receives back from the copyright holder carefully. They may deny the permission to use or reproduce their work, or they may grant only limited usage. Read up on copyright compliance carefully and make decisions on whether or not one may include that content in his/her manuscript. A simple citation to direct one's reader on where to obtain and visual example may be sufficient.

When permission to reproduce and/or modify the material has been obtained, a statement to that effect must be added below the item being reproduced. If the copyright holder does not specify wording for the permission statement, the following bibliographic information must be displayed in the format prescribed in the style manual designated by the candidate's department:

Author, title, edition number, city of publication, publisher, date of publication, volume number, page numbers on which the materials appear, and the statement "Reproduced with permission."

The author's name must be listed on any material being reproduced, whether or not that material is copyrighted, the copyright has been registered, or a copyright noticed has been included. This applies to materials created by the candidate as well as to materials used from published or unpublished sources.

## The Responsibility of the Thesis and Dissertation Office

The Thesis and Dissertation Office staff and the Format Evaluator cannot advise candidates in copyright matters. It is solely the responsibility of the candidate to pay careful attention when researching the information available on copyright so that he/she may make an informed decision. Candidates should read through the *Fundamentals of Copyright and Fair Use* presented by the Office of General Counsel for the California State University, July 2007 (located through our website or through the CSULB main website). Candidates should also research the United States Copyright Office website (<http://www.copyright.gov/>) for guidance on whether or not permission must be sought to use copyrighted material in his/her published manuscript.

CHAPTER 5

REQUIREMENTS FOR ALL MANUSCRIPTS

Candidate's Name

Throughout the thesis, project report, or dissertation, the candidate must use his/her full legal name as it appears on his/her official university records.

Thesis, Project Report, or Dissertation Date

The date on the preliminary pages—the Abstract, Title and Signature/Approval pages—is the end month and year of the semester/session for which the thesis, project report, or dissertation is accepted (e.g., Winter = January; Spring = May; Summer = August; Fall = December).

Abstract

The Abstract consists of the complete thesis, project report, or dissertation Title, the Date (see the subsection entitled *Thesis, Project Report, or Dissertation Date*), and the candidate's legal Name on the top of the first page, followed by an abstract of either 150 words (or less) for Master Candidates or 350 words (or less) for Doctoral Candidates (not to exceed two pages; see Appendix A for visual examples). Abstracts exceeding the prescribed word limit will be shortened by ProQuest/UMI editors.

The title, as it appears on the Abstract, must be identical in formatting to the title on the Title and Signature/Approval pages—verbatim—and formatted in an inverted pyramid. Direct quotations or reference citations may not be used in the Abstract.

## Title and Signature/Approval Pages

The Title and Signature/Approval pages must appear as illustrated in Appendices B and C of this manual. The title, as it appears on the Title and Signature/Approval pages, must be identical to that on the Abstract (line-for-line and word-for-word). The official name of the degree must be listed on the Title Page (refer to the CSULB catalog). If the department offers more than one degree, then the complete name of the disciplinary option needs to be included.

## Short Title (Required on the Online Manuscript Information Form)

While completing the online Manuscript Information form (located within the Author Login website) the candidate will be required to provide a shortened version of his/her formal Thesis, Project Report, or Dissertation Title (complete title of the manuscript), this is called the Short Title.

The candidate must include a shortened title which does not exceed 50 characters (including the spaces in between words and the special characters used) on the online Manuscript Information form. If the complete title will fit within the 50 character limit, please copy and paste, or type this title in the field provided for the Short Title. This shortened title will appear on the spine of all hard-bound copies. Although abbreviations are not acceptable, initialisms and acronyms recognized in the candidate's field of study may be used. Completing this field is crucial to the timely processing of the bound manuscript.

## Committee Signature/Approval Page

Spaces must be available for the signature of each of the committee members and that of the college designee (Dean/Associate Dean or Department Chair/Director).

The candidate must be certain that each member's legal name, the department, and only his/her highest degree (licenses, certificates, etc., are not included unless that is his/her highest credential) are correctly typed below the signature line (see Appendix C for visual examples).

The thesis, project report, or dissertation submitted to the Thesis and Dissertation Office must bear the original signatures. Committee members or college designees cannot designate someone else to sign or initial for them. All signatures must be signed in black ink (e.g., roller ball, felt, nylon tip, or ball-point pens are sufficient). If corrections necessitate redoing this page, new original signatures must be obtained.

NOTE: Candidates should prepare the signature/approval page early so that faculty who may be absent on the deadline date (planned or unplanned) can sign the Signature/Approval Page before he/she leaves. Failure to do so may result in the Candidate's graduation being delayed until the next semester.

## Acknowledgements and Dedications

Dedications are permitted within the Acknowledgement section. CSULB theses, project reports, or dissertations do not contain a separate dedication page.

## Guard Sheets

Every manuscript must contain two blank pages called “Guard Sheets.” These are neither counted nor numbered. One guard sheet is placed between the Abstract and Title Page, and the other is placed at the end of the manuscript.

## Half-Sheet Title Pages

Half-Sheet Title pages are used to introduce the Appendices section as a whole, each individual Appendix, and the Bibliography or References section. The title is typed half-way down the page (approximately 5.5 inches), in BLOCK LETTERS (All Caps). The pages are numbered in sequence with the main text. These are the page numbers which are recorded on the Table of Contents. (See the Appendix Half-Sheet Title Pages within this manual and within the Mini Manuscript [located on our website] for further visual examples.)

## Page Count and Numbering

The candidate must distinguish between counting and numbering, for in some instances a page (e.g., facing, Title, and Approval pages) may be counted, but not physically numbered on the page. Page numbers must be sequential and cannot be omitted, duplicated, or designated with letters (e.g., 12, 12a, 13, etc.) when extra pages are inserted.

## Order of Elements

Following is the required order for thesis, project report, or dissertation elements and instructions for numbering each of the two pagination systems (lowercase Roman numerals [i, ii, iii] or Arabic numerals [1, 2, 3]) within the manuscript:

**ABSTRACT (required):** This is separate from the thesis, project report, or dissertation. The Abstract is not numbered if it is only one page. If the Abstract is more than one page, number the pages using Arabic numerals (“ 1 ” and “ 2 ”).

**GUARD SHEET (required):** Not counted in sequence; not numbered on the page.

**TITLE PAGE (required):** Counted in sequence as “ i ” but not numbered on the page.

**SIGNATURE/APPROVAL PAGE (required):** Counted in sequence as “ ii ” but not numbered on the page.

**COPYRIGHT PAGE (if included):** Not counted in sequence; not numbered on the page.

**ACKNOWLEDGEMENTS (if included):** If included, it must be the first listing in the Table of Contents and is numbered “ iii ” in lower case Roman numerals.

**TABLE OF CONTENTS (required for all candidates; College of the Arts candidates should consult his/her additional departmental project report guidelines for further information):** Numbered in lower case Roman numeral “ iii ” if there is not an Acknowledgements page.

**LIST OF TABLES (required if tables are included within in the main text or appendices):** Counted and numbered in lower case Roman numerals.

**LIST OF FIGURES (required if figures are included within in the main text or appendices):** Counted and numbered in lower case Roman numerals.

**LIST OF ABBREVIATIONS or NOMENCLATURE (if included):** Counted and numbered in lower case Roman numerals.

LIST OF SLIDES (required if slides are included with the manuscript submission): Counted and numbered in lower case Roman numerals.

LIST OF WORKS (required if images are included on CDs with the manuscript submission): Counted and numbered in lower case Roman numerals.

PREFACE (if included): Counted and numbered in lower case Roman numerals.

CHAPTERS IN ORDER (required; numbered in Arabic numerals [1, 2, 3 . . .]); College of the Arts candidates should consult his/her additional departmental project report guidelines for further information): Begin numbering of first chapter with Arabic numeral “ 1 ” and number every page consecutively up to the last page of the references/bibliography section. Note that if there are figure captions on facing pages, count but do not number these facing pages.

APPENDIX or APPENDICES HALF-SHEET TITLE PAGES (if included; numbered in sequence with the main text in Arabic numerals; list these page numbers on the Table of Contents). Designated A, B, C, and so forth, in order, with half-sheet title pages preceding each individual Appendix.

BIBLIOGRAPHY or REFERENCES HALF-SHEET TITLE PAGE (required [except specific majors]; list this page number on the Table of Contents): Counted and numbered in sequence with the main text.

BIBLIOGRAPHY or REFERENCES (required [except specific majors]): Counted and numbered in sequence with the main text.

GUARD SHEET (required): Not counted in sequence; not numbered on the page.

## Reductions

Tables, figures, and/or appendix materials that are too large to fit within the prescribed margins can be handled in two ways: (1) Print the material using a smaller size font in the same style as the main text (the smallest legible font size in Times New Roman is 10 point; the smallest legible font size in Courier is 8 point); or, (2) use a photocopier to reduce the material, then cut, paste, and photocopy onto appropriately numbered standard 20 lb. white copy/printer paper. Note: If the content is reduced to fit, the Table number, title, and notes and/or figure captions must remain in 12pt (point) font size.

## Line Drawings

Because microfilming is a photographic process, the use of black-and-white line symbols and cross-hatching is preferred to shading or coloration for distinction among components. Line drawings for figures, graphs, maps, and diagrams, must be drawn/printed on white paper in black ink, and may be photocopied onto standard 20 lb. copy/printer paper. Transparent overlays are not allowed. All drawings must adhere to required margins (including page numbers).

## Photographs/Prints

Photographs and prints may also be used, provided they will copy properly for microfilm purposes. Black-and-white photographs that do not have excessive contrast are preferred for microfilming. The print must be clean and of high quality. Photographs and prints, whether black-and-white or color, may be copied onto photo quality paper, or may be computer-generated onto appropriately numbered standard 20 lb. white

copy/printer paper. The same typeface and printer used for the body of the manuscript must be used for labeling and page numbering.

### Large Illustrations

Oversized illustrations must be reproduced, not in taped sections, but on a single sheet of lightweight vellum paper. Illustrations larger than the page requirements (8½ by 11 inches) will be folded. Such illustrations should be reduced as much as possible to minimize the number of folds. Page numbers for reduced items must be added after the material has been reduced so that all page numbers throughout the manuscript will be the same size (12pt).

### Color in Theses, Project Reports, and Dissertations

The University policy conforms to that of the publisher, ProQuest/UMI, which utilizes black-and-white reproduction. However, if a candidate wants color pages in his/her manuscript, then after any format/style corrections have been made, he/she must provide the appropriate number of complete sets of colored pages to the Campus Copy Center, Bookstore, for hand insertion before binding.

### Hard Copy of Computer Programs

A candidate submitting a computer program as part of his/her thesis, project report, or dissertation must submit a complete printed text of the program (as an appendix) since only printed material is reproduced by ProQuest/UMI. However, the candidate may also submit the program on disk (one complete set) if he/she wishes to have an electronic copy of the program included.

CHAPTER 6

FORMAT REQUIREMENTS: THESES

For answers to any question of format, style, grammar, or mechanics not answered in the departmental style manual, or journal citation method required by the department, or in the University Guidelines Manual, the candidate should consult his/her thesis adviser, departmental graduate adviser, or the Thesis and Dissertation Format Evaluator.

Order of Precedence for Combining Manuals and Department Format Guidelines

1. University Guidelines Manual (*University Style and Format Guidelines for Theses, Project Reports, and Dissertations*).
2. Department required Style Manual or Journal Citation Method.
3. Complimentary Style Manual to the Departmental required Journal Citation Method (e.g., APA, Chicago, et cetera).

Departments specify the style manual or journal citation method to be used for basic formatting and style, proper citations, and the use of technical terminology (if applicable) for the thesis. The University Guidelines Manual is used for the following items:

1. Acceptable font and formatting of chapter headings and subheadings.
2. Spacing of text, titles, and subheadings.

3. Table titles and figure captions (both style and format); bibliographic and content footnotes (basic format); appendix materials (basic page format); and bibliography or references (basic format).

4. Margins, pagination (style and format).

5. Typing and format of the following: Appendices and References (or Bibliography) half-sheet title pages; facing pages, all preliminary pages (i.e., Acknowledgements, Table of Contents, List of Tables, List of Figures, Nomenclature, etc.); and any items not covered by the chosen departmental style manual or journal citation method.

## Line Spacing Defined

*Single-Line Spacing:* There are no empty line spaces between lines of typed text (no Before or After Spacing).

*Double-Line Spacing:* There is one empty line space between each line of typed text (no Before or After Spacing).

*Quadruple-Line Spacing:* There are three empty line spaces between each line of typed text (no Before or After Spacing). For example, if the format is set to Double-Line Spacing, hit the enter key twice and insert the table or figure. This will leave three empty line spaces between the text and the table or figure. Quadruple-Line Spacing is only used between text and tables or text and figures (or between tables and figures). It is never used between titles and text paragraphs or between two text paragraphs.

## Line Spacing Between Text Paragraphs and Between Titles

Standard Double-Line Spacing is used throughout the chapter text of the thesis. No additional line spacing separates titles and text paragraphs or between two text paragraphs.

Simply set the word-processing program to Double-Line Space and start typing. Remember to set the Before and After spacing of the paragraphs to 0pt. Anything else will add additional space between text lines and will no longer be Double-Line Spaced.

## Chapter Headings

Each chapter must begin on a new page. On the first text line the word CHAPTER and its Arabic chapter number (1, 2, 3) appears Centered, All Caps (i.e., BLOCKLETTERS) and begins 2.0 inches from the top edge of the page.

The chapter title follows on the next text line (i.e., Double-Line Spacing; see the subsection *Line Spacing Defined* for an explanation of Double-Line Spacing). It is also Centered, and appears in All Caps. Multiple-line chapter titles must fill the entire line before wrapping to the next text line. Multiple-line chapter titles remain Double-Line Spaced. All chapter titles must be listed in the Table of Contents.

## Chapter Subheadings

Every major subdivision of a thesis must have a heading. Subheading organization must be consistent throughout the manuscript. Various combinations of subheading levels may be used, but selections must be formatted and arranged in a descending order of importance as indicated below, starting with first level subheads through third level subheads.

All first level subheads must be listed in the Table of Contents. Listing of second and third level subheadings in the Table of Contents is optional. However, if the choice was made to list second level subheadings, all second and third level subheads for all chapters must be listed.

Multiple-line subhead titles are Single-Line Spaced, and must fill the entire text line before wrapping to the next text line (with the exception of third level subhead titles which remain double-line spaced and in paragraph style).

### First Level Subhead

First level subheads are Centered, Underlined, and formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Space).

### Second Level Subhead

Second level subheads are formatted at the 1.5 inch Left Margin, Left Justified, Underlined, using Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Spacing).

Third level subhead. Third level subheads are indented at the beginning of the paragraph, Underlined, using Sentence Style Capitalization (e.g., The cat in the hat.). The subhead title is followed by a period and two spaces; the first sentence of that paragraph follows immediately.

## Multiple-Lined First Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined first level subhead titles are Centered, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Multiple-Lined Second Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined second level subhead titles are Left Justified at the 1.5 inch Left Margin, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Contractions

Contractions may not be used in the text of the thesis except when they are included in a direct quotation.

## Ditto Marks

Ditto marks may not be used in the text of the thesis, nor are they used within the body of tables, when intended to denote repetition of information.

## Margins and Footer

The margins must not be stapled, punched, or perforated in any way. All typing, including page numbers, footnotes, graphs, tables, figures, and appendices must be clear of the prescribed margins.

The Left, Right, and Bottom Margins and the Footer never change:

*Left:* 1.5 inches

*Right:* 1.0 inch

*Bottom:* 1.0 inch

*Footer:* 1.0 inch

Top Margin. The Top Margin changes from 1.0 inch to 2.0 inches on the first page of the following sections:

Abstract, Acknowledgements, Table of Contents, List of Tables (Figures, Abbreviations, Nomenclature, Slides, or Works), Preface, each New Chapter, and References/Bibliography.

The Top Margin reverts back to the standard 1.0 inch margin for all subsequent pages within each section and chapter.

### Formatting the Page Numbers and the Bibliographic or Content Footnotes

Page numbers must be Centered at the Bottom of the Page and must not intrude into the clear 1.0 inch bottom margin. All Bibliographic and/or Content Footnotes must not intrude into the clear 1.0 inch bottom margin. (Go to the Page Setup dialog box and choose the Layout tab. Then increase the Footer to be 1.0 inch from the edge.)

Using a printer for the body of the thesis, and then typing page numbers or correcting errors with a typewriter, is not acceptable.

### Tables and Figures: Format and Style Regulations

1. Tables and figures may be placed solely with the main text or solely within the appendices; or they may be placed within both the main text and appendices.

2. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text (regardless of actual placement); the Arabic numeral “ 1 ” begins the count. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, or 1a., 1b., 1c., etc.) is not permitted.

3. If a table or figure is inserted between two text paragraphs, Quadruple-Line Spacing must be used (see subsection *Line Spacing Defined* for definition). This means that there must be three empty line spaces between the beginning/end of a text paragraph and the table or figure. The table or figure will begin on the fourth line space (since the program is set to Double-Line Spacing, hitting the enter key twice and beginning the table or figure will be sufficient).

4. More than one table or figure may be placed on a page if carefully spaced and labeled. Table titles (and table notes) or figure captions must not be confused with those of another table or figure.

5. If a table or figure is placed on a page without text paragraphs, it must be optically centered as a unit. The same holds true for two or more tables (and/or figures) on a page without text paragraphs, which do not fill the entire page. (It is sufficient to place the cursor before the table or figure then hit enter until the table[s] or figure[s], as a whole, appears to be centered on the page.)

6. If a table must be continued onto a second page, the beginning of the table must start at the top of a new page, with no text paragraphs. The header, TABLE and its number, followed by a period and two spaces, along with the word ‘Continued’ must appear at the top of each page upon which a table is continued

(e.g., TABLE 1. Continued). All table column and row headers must also be repeated on each page. Do not place a closing Table Line until the actual end of the table.

7. IMPORTANT: If a Table or Figure was moved to begin on the next page the candidate may not leave empty space on the previous page. It is required that text paragraphs be shifted up to fill in this space, regardless (even if these text paragraphs are part of another subheading). The candidate may want to type a directional statement, within parentheses, for his/her reader such as either of these examples (see Table 1) or (see Figure 1).

8. Although tables may be continued onto subsequent pages, figures and their captions must be complete on one page (facing pages are allowed).

9. Tables and Figures may be in Portrait or Landscape orientation. However, if the Landscape orientation is used: the “top” edge of the table or figure is positioned at the ‘old’ 1.5 inch Left Margin; page numbers must still be read in the same direction and location as all other text pages.

10. Each table or figure must have a title or caption, and a number (see item 2 under the subsection *Tables and Figures*).

11. Table titles (and table notes) and Figure captions must be in 12pt font size and in the same font style as the main text. The data within a table may be Single- or Double-Line Spaced and reduced to 10pt for Times Roman font styles, or 8pt for Courier font styles.

12. Table titles are placed above the table and are formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The title is not followed by any end punctuation mark.

13. Figure captions are placed below the figure and are formatted in Sentence Style Capitalization (e.g., The cat in the hat.). The caption is followed by a period. If the figure caption is several lines, it may be more efficient to create a short phrase “caption” to go before the long caption. This will decrease the amount of typing needed and number of pages required for the List of Figures.

14. Titles and captions on text pages must be identical in wording, punctuation, and capitalization as those listed within the List of Tables and List of Figures.

15. Multiple-line titles, captions, or notes are Single-Line Spaced. Titles, captions, or notes should fill the line with text before wrapping to the next text line.

16. If sufficient space is not available for the caption, legend, and explanation on the same page as the figure, this information can be placed on a facing page (a separate page immediately preceding the page on which the illustration appears). If a caption is placed on a facing page, it must be optically centered and read in the same direction as the figure (portrait/landscape). Facing pages are counted in the numeric sequence, but are not numbered on the page.

17. Table Lines: A line is placed below the Table Title and below any Column Headers. A Closing Table Line will be placed at the end of the table. Notes to the table are placed below this closing line. Table Lines should span the entire length of the Table and Title. Table Lines should not appear ‘bold,’ therefore, use as thin a line as possible

(¼ pt thickness is acceptable if using Border Lines for this purpose). Do not box in Tables.

18. Table Titles and Figure Captions are Left Justified.

### Reference or Bibliographical Format and Style

Reference lists should contain only those sources cited in the main text; bibliographies may contain sources other than those cited within the main text. Both reference lists and bibliographies should be prepared with a hanging-indent format (i.e., first text line begins at the 1.5 inch Left Margin, subsequent lines of text are indented) using Single-Line Spacing within each individual citation, and one empty line space between each new entry.

### Bracket, Numbered, or Superscript Citations

For those using a Bracket or Numbered citation method, citations are assigned a number in sequence (1, 2, 3, . . .) in the order of appearance within the body of your manuscript. They then retain that number throughout your entire text. You do not create and number your Reference List first. Bracketed citations [1] or Numbered citations in parentheses (1) are placed inside the end punctuation.

Citations do not serve a grammatical function. Your sentence must be grammatically correct without regard to the reference. For example, do not write either of the following: “[2] tested and proved that the hypothesis did not work” or, “In [2], it was tested and proved that the hypothesis did not work.” Rather, write the following: “In the Smith 2007 study, they tested and proved that the hypothesis did not work [2].”

Footnote Marks or Superscript Note Marks are placed outside of grammatical marks and final sentence punctuation. There should not be a space between a grammatical mark or a final sentence punctuation and the Footnote Mark or Superscript Note Mark.

## Bibliographic and Content Footnotes

Footnotes are allowed within a thesis as prescribed by the candidate's departmentally required style manual or journal citation method. The departmental style manual or journal citation method will govern the style and necessary information to create a footnote citation. The University Guidelines Manual will prescribe the general format:

1. Endnotes or chapter endnotes are not allowed;
2. Footnotes and their numbers must be in 12pt font size and in the same font style as the main text;
3. The first line, including the footnote number, of each footnote is indented the same amount as the first line of the text paragraphs;
4. Footnote entries are Single-Line Spaced within the entry with one empty line space between each new entry.
5. Footnotes must begin on the page which the footnote mark is referenced.

However, a footnote may continue on to the following page.

## Text Preparation and Word Processing Rules

The following word processing rules must be observed when preparing theses:

1. Text in a thesis must be 12pt font size. The candidate may choose from one of the following fonts: Times Roman, Times New Roman, Courier, or Courier New font.

The manuscript must be printed in one size and one style of type font throughout.

2. The Text for the Acknowledgements, Preface, and all Chapters is Double-Line Spaced. (Please review the subsections *Line Spacing Defined* and *Line Spacing Between Text Paragraphs and Between Titles* for further information.)

3. Two spaces are required after all end punctuations and colons ( . ? ! : ).

4. Widows and Orphans: Single lines of text left at the top or bottom of a page are not allowed. A subhead title appearing at the bottom of the page must be followed by a minimum of two lines of text. The text must be shifted to keep at least two lines of text together. This may leave two-three empty line spaces at the bottom of a page and it is allowable to do so when avoiding Widows and Orphans. One full line of text and one word on the next text line is considered sufficient for “two lines” of text.

5. Hyphenated words are divided only at the hyphen.

6. Fill each line of text as much as possible, before allowing the text line to wrap to the next text line, or to the next text line on the following page. This includes text lines, titles, captions, citations, and internet addresses (URLs).

7. URLs (internet addresses) within the reference/bibliography citations: When a URL is part of a reference/bibliography citation, it must fill the entire line with text before breaking to the next text line. It is acceptable to break the URL before a period or

after a slash. If this is not possible, then break the URL at the next most appropriate point.

8. All text pages, excluding appendix material, must be full except under the following conditions:

a. To avoid separating a bibliographic or content footnote from the page on which the note indicator appears. However, very long footnotes may continue onto the next page;

b. To avoid breaking an equation or a chemical structure or formula at an inappropriate place;

c. To avoid placing a heading as the last line on the page;

d. To avoid placing the last line of text on a page by itself when typing the List of Tables (Figures, Abbreviations, Nomenclature, Slides, Works);

e. To avoid placing only a chapter title (no subheadings) at the bottom of the page when typing the Table of Contents.

9. Block quotes may be either Single- or Double-Line Spaced. Be consistent with this choice throughout the manuscript.

10. Tables and Figures, whether placed within both the main text and/or the appendices should be formatted according to University Guidelines Manual to avoid confusing the reader.

11. Bold, Bullet Points, Shadowing, Listings, and Outlines are not allowed within the main text of the thesis.

12. Bold within the main text is acceptable only within Mathematical or Chemical Equations.
13. Enumeration (Numbered Lists) or Outlines are acceptable if formatted as ‘mini’ paragraphs (as illustrated here and throughout the University Guidelines Manual). The first text line is indented the normal paragraph indent, and the continuing text lines wrap back to the 1.5 inch Left Margin. Each enumeration needs a final punctuation mark.
14. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a type font style as similar to the basic text as possible.
15. Within Appendix Material, Bold, Bullets, and non-regulation formatting is acceptable. However, all material must fit within the 1.5 inch Left Margin and 1.0 inch Top, Right, and Bottom Margins. This also applies to Tables and Figures placed within the Appendices.
16. The use of borders or boxes around text or tables are not acceptable except for occasional use around figures or illustrations.
17. Theses are prepared using only Left Justification (ragged right margin, as illustrated throughout this manual). Exceptions are chapter titles and first level subheadings which require Center Justification.
18. Reference/Bibliography citations are formatted Single-Line Spaced with an hanging indent. Leave one empty line space between each new entry. Do not split a citation between two pages.

19. Use hyphens, Em Lines (Dashes), and En Lines correctly (consult the departmental style manual for style specific usage).

*Hyphen:* -

Hyphens are used to connect a compound word/adjective or to break a word at the end of a text line.

*Em Line (Dash):* — or --

The Em Line or Dash is often used to set off a word or phrase—to add emphasis! The Em Line is formatted as a solid line or a double hyphen (no spaces).

*En Line:* –

The En Line is used in between numerical ranges. For example, pp. 560–590.

There are no spaces between Em Lines (solid or double-hyphen format) and text or En Lines and text, as illustrated above.

20. Italic fonts may be used conservatively and consistently to replace underlining in bibliographies, genus and species names, and statistical symbols.

21. Block Quotes may be either Single- or Double-Line Spaced, be consistent. The quote must be Left Justified with the entire left side indented the same as the chosen paragraph indent (for MLA: Indent the entire left side 1.0 inch).

### Correcting Typographical Errors

Typographical errors must be corrected in such a way that copies of the manuscript indicate no visible evidence of correction.

Cut and paste, mock-ups, or hand-inked corrections are not acceptable at any time. If corrections must be made, and particularly if changes must be inserted, the entire

page must be reprinted. If necessary, all subsequent pages must be reprinted until pagination is correctly blended into the remaining document.

## Requirements for Accompanying Supplementary Multimedia

### Music Compositions

The music composition shall be prepared with margins customary to musical compositions. The overall paper size may not exceed 11 by 17 inches. Exceptions to this requirement must be cleared in advance with the graduate adviser of the Bob Cole Conservatory of Music.

The music composition must include the standard Title Page (for theses, project reports, and dissertations) formatted according to the University Guidelines Manual specifications (see section *Title and Signature/Approval Pages*), but in proportion to the paper size being used for the music composition. This title page will appear as the first page of the composition, before any additional preliminary pages the candidate may wish to include within the composition.

The music composition and manuscript will be bound separately. Music compositions may be printed double-sided (the manuscript will remain single-sided) for departmental and personal bound copies. The publisher, ProQuest/UMI, will receive a single-sided copy of the music composition.

### Supplemental Multimedia: Slides, CDs, and DVDs

Any candidate who produces supplemental multimedia material (i.e., slides, CDs, DVDs, etc.) as part of the project work must submit one complete and individually labeled set of those materials when the manuscript is submitted to the Thesis and

Dissertation Office. Supplemental multimedia format may consist of CDs, CD-ROMs, photographs, slides, or DVDs.

1. The Bob Cole Conservatory of Music's multimedia requirements are CDs or DVDs only.
2. Photographs may be either black-and-white or color. A three-dimensional project must be depicted from several angles.
3. Slides must be 2 by 2 inches and submitted in a slide box. Plastic sheets are not acceptable. Slides must be individually labeled with the following information:  
(a) the candidate's name; (b) the title of the work and corresponding number from the List of Slides or List of Works; and (c) the end month and year of the term in which the manuscript is submitted.
4. CDs, CD-ROMs, and DVDs must be submitted in individual hard cases (i.e., jewel case). Soft paper holders are not permitted. Whether it is written on a CD/DVD label or in permanent ink; the CDs and/or DVDs must have the following information written on the disk: (a) the candidate's name; (b) the title of the thesis; (c) the month and year of the term in which the manuscript is submitted.

### List of Slides or Works

All manuscripts, for which slides or images on CD are submitted, must contain a List of Slides or a List of Works as one of the preliminary pages. The List of Slides or List of Works must include titles for all slides or CD images submitted as part of the project work.

At the bottom of the List of Slides or List of Works, type the following sentence in footnote format (above the 1.0 inch margin; include the footnote separator line as shown):

Example 1,

---

Slides of these works are archived in the University Library at California State University, Long Beach.

or, Example 2,

---

CD Images of these works are archived in the University Library at California State University, Long Beach.

or, Example 3,

---

A DVD of this work is archived in the University Library at California State University, Long Beach.

## CHAPTER 7

### FORMAT REQUIREMENTS: PROJECT REPORTS

In order for the University Library to have a record of projects, the following regulations have been prepared for those candidates submitting creative or applied works.

For answers to any question of format, style, grammar, or mechanics not answered in the departmental style manual, or journal citation method required by the department, or in the University Guidelines Manual, the candidate should consult his/her project adviser, departmental graduate adviser, or the Thesis and Dissertation Format Evaluator.

#### Format for the Manuscript

A descriptive essay outlining the problem and its solution must be prepared in regular thesis, project report, and dissertation format as outlined in these regulations. All format requirements set forth in preceding chapters of these regulations will apply.

#### Order of Precedence for Combining Manuals and Department Format Guidelines

1. University Guidelines Manual (*University Style and Format Guidelines for Theses, Project Reports, or Dissertations*).
2. Department required Style Manual or Journal Citation Method.
3. Complimentary Style Manual to the Departmental required Journal Citation Method (e.g., APA, Chicago, et cetera).

Departments specify the style manual or journal citation method to be used for basic formatting and style, proper citations, and the use of technical terminology (if applicable) for the project report. The University Guidelines Manual is used for the following items:

1. Acceptable font and formatting of chapter headings and subheadings.
2. Spacing of text, titles, and subheadings.
3. Table titles and figure captions (both style and format); bibliographic and content footnotes (basic format); appendix materials (basic page format); and bibliography or references (basic format).
4. Margins, pagination (style and format).
5. Typing and format of the following: Appendices and References (or Bibliography) half-sheet title pages; facing pages, all preliminary pages (i.e., Acknowledgements, Table of Contents, List of Tables, List of Figures, Nomenclature, etc.); and any items not covered by the chosen departmental style manual or journal citation method.

## Requirements for Accompanying Supplementary Multimedia

### Music Compositions

The music composition shall be prepared with margins customary to musical compositions. The overall paper size may not exceed 11 by 17 inches. Exceptions to this requirement must be cleared in advance with the graduate adviser of the Bob Cole Conservatory of Music.

The music composition must include the standard Title Page (for theses, project reports, and dissertations) formatted according to the University Guidelines Manual specifications (please review the subsection *Title and Signature/Approval Pages* for details), but in proportion to the paper size being used for the music composition. This title page will appear as the first page of the composition, before any additional preliminary pages the candidate may wish to include within the composition.

The music composition and manuscript will be bound separately. Music compositions may be printed double-sided (the manuscript will remain single-sided) for departmental and personal bound copies. The publisher, ProQuest/UMI, will receive a single-sided copy of the music composition.

### Supplemental Multimedia: Slides, CDs, and DVDs

Any candidate who produces supplemental multimedia material (i.e., slides, CDs, DVDs, etc.) as part of the project work must submit one complete and individually labeled set of those materials when the manuscript is submitted to the Thesis and Dissertation Office. Supplemental multimedia format may consist of CDs, CD-ROMs, photographs, slides, or DVDs.

1. The Bob Cole Conservatory of Music's multimedia requirements are CDs or DVDs only.
2. Photographs may be either black-and-white or color. A three-dimensional project must be depicted from several angles.
3. Slides must be 2 by 2 inches and submitted in a slide box. Plastic sheets are not acceptable. Slides must be individually labeled with the following information:

(a) the candidate's name; (b) the title of the work and corresponding number from the List of Slides or List of Works; and (c) the end month and year of the term in which the manuscript is submitted.

4. CDs, CD-ROMs, and DVDs must be submitted in individual hard cases (i.e., jewel case). Soft paper holders are not permitted. Whether it is written on a CD/DVD label or in permanent ink; the CDs and/or DVDs must have the following information written on the disk: (a) the candidate's name; (b) the title of the thesis; (c) the month and year of the term in which the manuscript is submitted.

### List of Slides or Works

All manuscripts, for which slides or images on CD are submitted, must contain a List of Slides or a List of Works as one of the preliminary pages. The List of Slides or List of Works must include titles for all slides or CD images submitted as part of the project work.

At the bottom of the List of Slides or List of Works, type the following sentence in footnote format (above the 1.0 inch margin; include the footnote separator line as shown):

Example 1,

---

Slides of these works are archived in the University Library at California State University, Long Beach.

or, Example 2,

---

CD Images of these works are archived in the University Library at California State University, Long Beach.

or, Example 3,

---

A DVD of this work is archived in the University Library at California State University, Long Beach.

### Project Reports in the College of the Arts

The reporting of creative projects in the College of the Arts must be prepared in accordance with the regulations outlined by the respective departments. Candidates may obtain copies of these additional departmental guides from the graduate adviser of his/her respective department.

### Visual Representation Requirements

Candidates must submit one set of Slides, CD, CD-ROM, or DVD for the University Library and one set of Slides or, one CD/CD-ROM/DVD to the Department. Audio or video representations, that are to be accepted by the College of the Arts, must conform to the existing departmental supplemental multimedia format requirements. A copy of these format requirements are available from the candidates' respective departments.

### Line Spacing Defined

*Single-Line Spacing:* There are no empty line spaces between lines of typed text (no Before or After Spacing).

*Double-Line Spacing:* There is one empty line space between each line of typed text (no Before or After Spacing).

*Quadruple-Line Spacing:* There are three empty line spaces between each line of typed text (no Before or After Spacing). For example, if the format is set to Double-Line Spacing, hit the enter key twice and insert the table or figure. This will leave three empty line spaces between the text and the table or figure. Quadruple-Line Spacing is only used between text and tables or text and figures (or between tables and figures). It is never used between titles and text paragraphs or between two text paragraphs.

## Line Spacing Between Text Paragraphs and Between Titles

Standard Double-Line Spacing is used throughout the chapter text of the project report. No additional line spacing separates titles and text paragraphs or between two text paragraphs.

Simply set the word-processing program to Double-Line Space and start typing. Remember to set the Before and After spacing of the paragraphs to Opt. Anything else will add additional space between text lines and will no longer be Double-Line Spaced.

## Chapter Headings

Candidates completing a project report for the College of the Arts should consult his/her additional departmental project report guidelines (obtained from his/her respective graduate advisor) for any exceptions to the standard Chapter and Subdivision format required for all other departmental project reports.

Each chapter must begin on a new page. On the first text line the word CHAPTER and its Arabic chapter number (1, 2, 3) appears Centered, All Caps (i.e., BLOCKLETTERS) and begins 2.0 inches from the top edge of the page.

The chapter title follows on the next text line (i.e., Double-Line Spacing; see the subsection *Line Spacing Defined* for an explanation of Double-Line Spacing). It is also Centered, and appears in All Caps. Multiple-line chapter titles must fill the entire line before wrapping to the next text line. Multiple-line chapter titles remain Double-Line Spaced. All chapter titles must be listed in the Table of Contents.

## Chapter Subheadings

Every major subdivision of a project report must have a heading. Subheading organization must be consistent throughout the manuscript. Various combinations of subheading levels may be used, but selections must be formatted and arranged in a descending order of importance as indicated below, starting with first level subheads through third level subheads.

All first level subheads must be listed in the Table of Contents. Listing of second and third level subheadings in the Table of Contents is optional. However, if the choice was made to list second level subheadings, all second and third level subheads for all chapters must be listed.

Multiple-line subhead titles are Single-Line Spaced, and must fill the entire text line before wrapping to the next text line (with the exception of third level subhead titles which remain double-line spaced and in paragraph style).

### First Level Subhead

First level subheads are Centered, Underlined, and formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Space).

## Second Level Subhead

Second level subheads are formatted at the 1.5 inch Left Margin, Left Justified, Underlined, using Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Spacing).

Third level subhead. Third level subheads are indented at the beginning of the paragraph, Underlined, using Sentence Style Capitalization (e.g., The cat in the hat.). The subhead title is followed by a period and two spaces; the first sentence of that paragraph follows immediately.

## Multiple-Lined First Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined first level subhead titles are Centered, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Multiple-Lined Second Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined second level subhead titles are Left Justified at the 1.5 inch Left Margin, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Contractions

Contractions may not be used in the text of the project report except when they are included in a direct quotation.

## Ditto Marks

Ditto marks may not be used in the text of the project report, nor are they used within the body of tables, when intended to denote repetition of information.

## Margins and Footer

The margins must not be stapled, punched, or perforated in any way. All typing, including page numbers, footnotes, graphs, tables, figures, and appendices must be clear of the prescribed margins.

The Left, Right, and Bottom Margins and the Footer never change:

*Left:* 1.5 inches

*Right:* 1.0 inch

*Bottom:* 1.0 inch

*Footer:* 1.0 inch

Top Margin. The Top Margin changes from 1.0 inch to 2.0 inches on the first page of the following sections:

Abstract, Acknowledgements, Table of Contents, List of Tables (Figures, Abbreviations, Nomenclature, Slides, or Works), Preface, each New Chapter, and References/Bibliography.

The Top Margin reverts back to the standard 1.0 inch margin for all subsequent pages within each section and chapter.

## Formatting the Page Numbers and the Bibliographic or Content Footnotes

Page numbers must be Centered at the Bottom of the Page and must not intrude into the clear 1.0 inch bottom margin. All Bibliographic and/or Content Footnotes must

not intrude into the clear 1.0 inch bottom margin. (Go to the Page Setup dialog box and choose the Layout tab. Then increase the Footer to be 1.0 inch from the edge.)

Using a printer for the body of the project report, and then typing page numbers or correcting errors with a typewriter, is not acceptable.

## Tables and Figures: Format and Style Regulations

1. Tables and figures may be placed solely with the main text or solely within the appendices; or they may be placed within both the main text and appendices.

2. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text (regardless of actual placement); the Arabic numeral “ 1 ” begins the count. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, or 1a., 1b., 1c., etc.) is not permitted.

3. If a table or figure is inserted between two text paragraphs, Quadruple-Line Spacing must be used (see subsection *Line Spacing Defined* for definition). This means that there must be three empty line spaces between the beginning/end of a text paragraph and the table or figure. The table or figure will begin on the fourth line space (since the program is set to Double-Line Spacing, hitting the enter key twice and beginning the table or figure will be sufficient).

4. More than one table or figure may be placed on a page if carefully spaced and labeled. Table titles (and table notes) or figure captions must not be confused with those of another table or figure.

5. If a table or figure is placed on a page without text paragraphs, it must be optically centered as a unit. The same holds true for two or more tables (and/or figures)

on a page without text paragraphs, which do not fill the entire page. (It is sufficient to place the cursor before the table or figure then hit enter until the table[s] or figure[s], as a whole, appears to be centered on the page.)

6. If a table must be continued onto a second page, the beginning of the table must start at the top of a new page, with no text paragraphs. The header, TABLE and its number, followed by a period and two spaces, along with the word 'Continued' must appear at the top of each page upon which a table is continued (e.g., TABLE 1. Continued). All table column and row headers must also be repeated on each page. Do not place a closing Table Line until the actual end of the table.

7. IMPORTANT: If a Table or Figure was moved to begin on the next page the candidate may not leave empty space on the previous page. It is required that text paragraphs be shifted up to fill in this space, regardless (even if these text paragraphs are part of another subheading). The candidate may want to type a directional statement, within parentheses, for his/her reader such as either of these examples (see Table 1) or (see Figure 1).

8. Although tables may be continued onto subsequent pages, figures and their captions must be complete on one page (facing pages are allowed).

9. Tables and Figures may be in Portrait or Landscape orientation. However, if the Landscape orientation is used: the "top" edge of the table or figure is positioned at the 'old' 1.5 inch Left Margin; page numbers must still be read in the same direction and location as all other text pages.

10. Each table or figure must have a title or caption, and a number (see item 2 under the subsection *Tables and Figures*).

11. Table titles (and table notes) and Figure captions must be in 12pt font size and in the same font style as the main text. The data within a table may be Single- or Double-Line Spaced and reduced to 10pt for Times Roman font styles, or 8pt for Courier font styles.

12. Table titles are placed above the table and are formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The title is not followed by any end punctuation mark.

13. Figure captions are placed below the figure and are formatted in Sentence Style Capitalization (e.g., The cat in the hat.). The caption is followed by a period. If the figure caption is several lines, it may be more efficient to create a short phrase “caption” to go before the long caption. This will decrease the amount of typing needed and number of pages required for the List of Figures.

14. Titles and captions on text pages must be identical in wording, punctuation, and capitalization as those listed within the List of Tables and List of Figures.

15. Multiple-line titles, captions, or notes are Single-Line Spaced. Titles, captions, or notes should fill the line with text before wrapping to the next text line.

16. If sufficient space is not available for the caption, legend, and explanation on the same page as the figure, this information can be placed on a facing page (a separate page immediately preceding the page on which the illustration appears). If a caption is placed on a facing page, it must be optically centered and read in the same direction as

the figure (portrait/landscape). Facing pages are counted in the numeric sequence, but are not numbered on the page.

17. Table Lines: A line is placed below the Table Title and below any Column Headers. A Closing Table Line will be placed at the end of the table. Notes to the table are placed below this closing line. Table Lines should span the entire length of the Table and Title. Table Lines should not appear ‘bold,’ therefore, use as thin a line as possible ( $\frac{1}{4}$  pt thickness is acceptable if using Border Lines for this purpose). Do not box in tables.

18. Table Titles and Figure Captions are Left Justified.

### Reference or Bibliographical Format and Style

Reference lists should contain only those sources cited in the main text; bibliographies may contain sources other than those cited within the main text. Both reference lists and bibliographies should be prepared with a hanging-indent format (i.e., first text line begins at the 1.5 inch Left Margin, subsequent lines of text are indented) using Single-Line Spacing within each individual citation, and one empty line space between each new entry.

### Bibliographic and Content Footnotes

Footnotes are allowed within a project report as prescribed by the candidate’s departmentally required style manual or journal citation method. The departmental style manual or journal citation method will govern the style and necessary information to create a footnote citation. The University Guidelines Manual will prescribe the general format:

1. Endnotes or chapter endnotes are not allowed;
2. Footnotes and their numbers must be in 12pt font size and in the same font style as the main text;
3. The first line, including the footnote number, of each footnote is indented the same amount as the first line of the text paragraphs;
4. Footnote entries are Single-Line Spaced within the entry with one empty line space between each new entry.
5. Footnotes must begin on the page which the footnote mark is referenced.

However, a footnote may continue on to the following page.

### Text Preparation and Word Processing Rules

The following word processing rules must be observed when preparing project reports:

1. Text in a project report must be 12pt font size. The candidate may choose from one of the following fonts: Times Roman, Times New Roman, Courier, or Courier New font. The manuscript must be printed in one size and one style of type font throughout.
2. The Text for the Acknowledgements, Preface, and all Chapters is Double-Line Spaced. (Please review the subsections *Line Spacing Defined* and *Line Spacing Between Text Paragraphs and Between Titles* for further information.)
3. Two spaces are required after all end punctuations and colons ( . ? ! : ).
4. Widows and Orphans: Single lines of text left at the top or bottom of a page are not allowed. A subhead title appearing at the bottom of the page must be followed by

a minimum of two lines of text. The text must be shifted to keep at least two lines of text together. This may leave two-three empty line spaces at the bottom of a page and it is allowable to do so when avoiding Widows and Orphans. One full line of text and one word on the next text line is considered sufficient for “two lines” of text.

5. Hyphenated words are divided only at the hyphen.

6. Fill each line of text as much as possible, before allowing the text line to wrap to the next text line, or to the next text line on the following page. This includes text lines, titles, captions, citations, and internet addresses (URLs).

7. URLs (internet addresses) within the reference/bibliography citations: When a URL is part of a reference/bibliography citation, it must fill the entire line with text before breaking to the next text line. It is acceptable to break the URL before a period or after a slash. If this is not possible, then break the URL at the next most appropriate point.

8. All text pages, excluding appendix material, must be full except under the following conditions:

a. To avoid separating a bibliographic or content footnote from the page on which the note indicator appears. However, very long footnotes may continue onto the next page;

b. To avoid breaking an equation or a chemical structure or formula at an inappropriate place;

c. To avoid placing a heading as the last line on the page;

d. To avoid placing the last line of text on a page by itself when typing the List of Tables (Figures, Abbreviations, Nomenclature, Slides, Works);

e. To avoid placing only a chapter title (no subheadings) at the bottom of the page when typing the Table of Contents.

9. Block quotes may be either Single- or Double-Line Spaced. Be consistent with this choice throughout the manuscript.

10. Tables and Figures, whether placed within both the main text and/or the appendices should be formatted according to University Guidelines Manual to avoid confusing the reader.

11. Bold, Bullet Points, Shadowing, Listings, and Outlines are not allowed within the main text of the project report.

12. Bold within the main text is acceptable only within Mathematical or Chemical Equations.

13. Enumeration (Numbered Lists) or Outlines are acceptable if formatted as ‘mini’ paragraphs (as illustrated here and throughout the University Guidelines Manual). The first text line is indented the normal paragraph indent, and the continuing text lines wrap back to the 1.5 inch Left Margin. Each enumeration needs a final punctuation mark.

14. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a type font style as similar to the basic text as possible.

15. Within Appendix Material, Bold, Bullets, and non-regulation formatting is acceptable. However, all material must fit within the 1.5 inch Left Margin and 1.0 inch Top, Right, and Bottom Margins. This also applies to Tables and Figures placed within the Appendices.

16. The use of borders or boxes around text or tables are not acceptable except for occasional use around figures or illustrations.

17. Project reports are prepared using only Left Justification (ragged right margin, as illustrated throughout this manual). Exceptions are chapter titles and first level subheadings which require Center Justification.

18. Reference/Bibliography citations are formatted Single-Line Spaced with an hanging indent. Leave one empty line space between each new entry. Do not split a citation between two pages.

19. Use hyphens, Em Lines (Dashes), and En Lines correctly (consult the departmental style manual for style specific usage).

*Hyphen:* -

Hyphens are used to connect a compound word/adjective or to break a word at the end of a text line.

*Em Line (Dash):* — or --

The Em Line or Dash is often used to set off a word or phrase—to add emphasis! The Em Line is formatted as a solid line or a double hyphen (no spaces).

*En Line:* –

The En Line is used in between numerical ranges. For example, pp. 560–590.

There are no spaces between Em Lines (solid or double-hyphen format) and text or En Lines and text, as illustrated above.

20. Italic fonts may be used conservatively and consistently to replace underlining in bibliographies, genus and species names, and statistical symbols.

21. Block Quotes may be either Single- or Double-Line Spaced, be consistent. The quote must be Left Justified with the entire left side indented the same as the chosen paragraph indent (for MLA: Indent the entire left side 1.0 inch).

### Correcting Typographical Errors

Typographical errors must be corrected in such a way that copies of the manuscript indicate no visible evidence of correction.

Cut and paste, mock-ups, or hand-inked corrections are not acceptable at any time. If corrections must be made, and particularly if changes must be inserted, the entire page must be reprinted. If necessary, all subsequent pages must be reprinted until pagination is correctly blended into the remaining document.

## CHAPTER 8

### FORMAT REQUIREMENTS: DISSERTATIONS

For answers to any question of format, style, grammar, or mechanics not answered in the departmental style manual, or journal citation method required by the department, or in the University Guidelines Manual, the candidate should consult his/her thesis adviser, departmental graduate adviser, or the Thesis and Dissertation Format Evaluator.

#### Order of Precedence for Combining Manuals and Department Format Guidelines

1. University Guidelines Manual (*University Style and Format Guidelines for Theses, Project Reports, and Dissertations*).
2. Department required Style Manual or Journal Citation Method.
3. Complimentary Style Manual to the Departmental required Journal Citation Method (e.g., APA, Chicago, et cetera).

Departments specify the style manual or journal citation method to be used for basic formatting and style, proper citations, and the use of technical terminology (if applicable) for the dissertation. The University Guidelines Manual is used for the following items:

1. Acceptable font and formatting of chapter headings and subheadings.
2. Spacing of text, titles, and subheadings.

3. Table titles and figure captions (both style and format); bibliographic and content footnotes (basic format); appendix materials (basic page format); and bibliography or references (basic format).

4. Margins, pagination (style and format).

5. Typing and format of the following: Appendices and References (or Bibliography) half-sheet title pages; facing pages, all Preliminary pages (i.e., Acknowledgements, Table of Contents, List of Tables, List of Figures, Nomenclature, etc.); and any items not covered by the chosen departmental style manual or journal citation method.

## Line Spacing Defined

*Single-Line Spacing:* There are no empty line spaces between lines of typed text (no Before or After Spacing).

*Double-Line Spacing:* There is one empty line space between each line of typed text (no Before or After Spacing).

*Quadruple-Line Spacing:* There are three empty line spaces between each line of typed text (no Before or After Spacing). For example, if the format is set to Double-Line Spacing, hit the enter key twice and insert the table or figure. This will leave three empty line spaces between the text and the table or figure. Quadruple-Line Spacing is only used between text and tables or text and figures (or between tables and figures). It is never used between titles and text paragraphs or between two text paragraphs.

## Line Spacing Between Text Paragraphs and Between Titles

Standard Double-Line Spacing is used throughout the chapter text of the dissertation. No additional line spacing separates titles and text paragraphs or between two text paragraphs.

Simply set the word-processing program to Double-Line Space and start typing. Remember to set the Before and After spacing of the paragraphs to 0pt. Anything else will add additional space between text lines and will no longer be Double-Line Spaced.

## Chapter Headings

Each chapter must begin on a new page. On the first text line the word CHAPTER and its Arabic chapter number (1, 2, 3) appears Centered, All Caps (i.e., BLOCKLETTERS) and begins 2.0 inches from the top edge of the page.

The chapter title follows on the next text line (i.e., Double-Line Spacing; see the subsection *Line Spacing Defined* for an explanation of Double-Line Spacing). It is also Centered, and appears in All Caps. Multiple-line chapter titles must fill the entire line before wrapping to the next text line. Multiple-line chapter titles remain Double-Line Spaced. All chapter titles must be listed in the Table of Contents.

## Chapter Subheadings

Every major subdivision of a dissertation must have a heading. Subheading organization must be consistent throughout the manuscript. Various combinations of subheading levels may be used, but selections must be formatted and arranged in a descending order of importance as indicated below, starting with first level subheads through third level subheads.

All first level subheads must be listed in the Table of Contents. Listing of second and third level subheadings in the Table of Contents is optional. However, if the choice was made to list second level subheadings, all second and third level subheads for all chapters must be listed.

Multiple-line subhead titles are Single-Line Spaced, and must fill the entire text line before wrapping to the next text line (with the exception of third level subhead titles which remain double-line spaced and in paragraph style).

### First Level Subhead

First level subheads are Centered, Underlined, and formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Space).

### Second Level Subhead

Second level subheads are formatted at the 1.5 inch Left Margin, Left Justified, Underlined, using Headline Style Capitalization (e.g., The Cat in the Hat). The first line of text is indented and begins on the next text line below the subhead (Double-Line Spacing).

Third level subhead. Third level subheads are indented at the beginning of the paragraph, Underlined, using Sentence Style Capitalization (e.g., The cat in the hat.). The subhead title is followed by a period and two spaces; the first sentence of that paragraph follows immediately.

## Multiple-Lined First Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined first level subhead titles are Centered, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Multiple-Lined Second Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-Lined second level subhead titles are Left Justified at the 1.5 inch Left Margin, formatted in Headline Style Capitalization, and use Single-Line Spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

## Contractions

Contractions may not be used in the text of the dissertation except when they are included in a direct quotation.

## Ditto Marks

Ditto marks may not be used in the text of the dissertation, nor are they used within the body of tables, when intended to denote repetition of information.

## Margins and Footer

The margins must not be stapled, punched, or perforated in any way. All typing, including page numbers, footnotes, graphs, tables, figures, and appendices must be clear of the prescribed margins.

The Left, Right, and Bottom Margins and the Footer never change:

*Left:* 1.5 inches

*Right:* 1.0 inch

*Bottom:* 1.0 inch

*Footer:* 1.0 inch

Top Margin. The Top Margin changes from 1.0 inch to 2.0 inches on the first page of the following sections:

Abstract, Acknowledgements, Table of Contents, List of Tables (Figures, Abbreviations, Nomenclature, Slides, or Works), Preface, each New Chapter, and References/Bibliography.

The Top Margin reverts back to the standard 1.0 inch margin for all subsequent pages within each section and chapter.

### Formatting the Page Numbers and the Bibliographic or Content Footnotes

Page numbers must be Centered at the Bottom of the Page and must not intrude into the clear 1.0 inch bottom margin. All Bibliographic and/or Content Footnotes must not intrude into the clear 1.0 inch bottom margin. (Go to the Page Setup dialog box and choose the Layout tab. Then increase the Footer to be 1.0 inch from the edge.)

Using a printer for the body of the dissertation, and then typing page numbers or correcting errors with a typewriter, is not acceptable.

### Tables and Figures: Format and Style Regulations

1. Tables and figures may be placed solely with the main text or solely within the appendices; or they may be placed within both the main text and appendices.

2. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text (regardless of actual placement); the Arabic numeral “ 1 ” begins the count. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, or 1a., 1b., 1c., etc.) is not permitted.

3. If a table or figure is inserted between two text paragraphs, Quadruple-Line Spacing must be used (see subsection *Line Spacing Defined* for definition). This means that there must be three empty line spaces between the beginning/end of a text paragraph and the table or figure. The table or figure will begin on the fourth line space (since the program is set to Double-Line Spacing, hitting the enter key twice and beginning the table or figure will be sufficient).

4. More than one table or figure may be placed on a page if carefully spaced and labeled. Table titles (and table notes) or figure captions must not be confused with those of another table or figure.

5. If a table or figure is placed on a page without text paragraphs, it must be optically centered as a unit. The same holds true for two or more tables (and/or figures) on a page without text paragraphs, which do not fill the entire page. (It is sufficient to place the cursor before the table or figure then hit enter until the table[s] or figure[s], as a whole, appears to be centered on the page.)

6. If a table must be continued onto a second page, the beginning of the table must start at the top of a new page, with no text paragraphs. The header, TABLE and its number, followed by a period and two spaces, along with the word ‘Continued’ must appear at the top of each page upon which a table is continued

(e.g., TABLE 1. Continued). All table column and row headers must also be repeated on each page. Do not place a closing Table Line until the actual end of the table.

7. IMPORTANT: If a Table or Figure was moved to begin on the next page the candidate may not leave empty space on the previous page. It is required that text paragraphs be shifted up to fill in this space, regardless (even if these text paragraphs are part of another subheading). The candidate may want to type a directional statement, within parentheses, for his/her reader such as either of these examples (see Table 1) or (see Figure 1).

8. Although tables may be continued onto subsequent pages, figures and their captions must be complete on one page (facing pages are allowed).

9. Tables and Figures may be in Portrait or Landscape orientation. However, if the Landscape orientation is used: the “top” edge of the table or figure is positioned at the ‘old’ 1.5 inch Left Margin; page numbers must still be read in the same direction and location as all other text pages.

10. Each table or figure must have a title or caption, and a number (see item 2 under the subsection *Tables and Figures*).

11. Table titles (and table notes) and Figure captions must be in 12pt font size and in the same font style as the main text. The data within a table may be Single- or Double-Line Spaced and reduced to 10pt for Times Roman font styles, or 8pt for Courier font styles.

12. Table titles are placed above the table and are formatted in Headline Style Capitalization (e.g., The Cat in the Hat). The title is not followed by any end punctuation mark.

13. Figure captions are placed below the figure and are formatted in Sentence Style Capitalization (e.g., The cat in the hat.). The caption is followed by a period. If the figure caption is several lines, it may be more efficient to create a short phrase “caption” to go before the long caption. This will decrease the amount of typing needed and number of pages required for the List of Figures.

14. Titles and captions on text pages must be identical in wording, punctuation, and capitalization as those listed within the List of Tables and List of Figures.

15. Multiple-line titles, captions, or notes are Single-Line Spaced. Titles, captions, or notes should fill the line with text before wrapping to the next text line.

16. If sufficient space is not available for the caption, legend, and explanation on the same page as the figure, this information can be placed on a facing page (a separate page immediately preceding the page on which the illustration appears). If a caption is placed on a facing page, it must be optically centered and read in the same direction as the figure (portrait/landscape). Facing pages are counted in the numeric sequence, but are not numbered on the page.

17. Table Lines: A line is placed below the Table Title and below any Column Headers. A Closing Table Line will be placed at the end of the table. Notes to the table are placed below this closing line. Table Lines should span the entire length of the Table and Title. Table Lines should not appear ‘bold,’ therefore, use as thin a line as possible

(¼ pt thickness is acceptable if using Border Lines for this purpose). Do not box in Tables.

18. Table Titles and Figure Captions are Left Justified.

### Reference or Bibliographical Format and Style

Reference lists should contain only those sources cited in the main text; bibliographies may contain sources other than those cited within the main text. Both reference lists and bibliographies should be prepared with a hanging-indent format (i.e., first text line begins at the 1.5 inch Left Margin, subsequent lines of text are indented) using Single-Line Spacing within each individual citation, and one empty line space between each new entry.

### Bibliographic and Content Footnotes

Footnotes are allowed within a dissertation as prescribed by the candidate's departmentally required style manual or journal citation method. The departmental style manual or journal citation method will govern the style and necessary information to create a footnote citation. The University Guidelines Manual will prescribe the general format:

1. Endnotes or chapter endnotes are not allowed;
2. Footnotes and their numbers must be in 12pt font size and in the same font style as the main text;
3. The first line, including the footnote number, of each footnote is indented the same amount as the first line of the text paragraphs;

4. Footnote entries are Single-Line Spaced within the entry with one empty line space between each new entry.

5. Footnotes must begin on the page which the footnote mark is referenced.

However, a footnote may continue on to the following page.

## Text Preparation and Word Processing Rules

The following word processing rules must be observed when preparing dissertations:

1. Text in a dissertation must be 12pt font size. The candidate may choose from one of the following fonts: Times Roman, Times New Roman, Courier, or Courier New font. The manuscript must be printed in one size and one style of type font throughout.

2. The Text for the Acknowledgements, Preface, and all Chapters is Double-Line Spaced. (Please review the subsections *Line Spacing Defined* and *Line Spacing Between Text Paragraphs and Between Titles* for further information.)

3. Two spaces are required after all end punctuations and colons ( . ? ! : ).

4. Widows and Orphans: Single lines of text left at the top or bottom of a page are not allowed. A subhead title appearing at the bottom of the page must be followed by a minimum of two lines of text. The text must be shifted to keep at least two lines of text together. This may leave two-three empty line spaces at the bottom of a page and it is allowable to do so when avoiding Widows and Orphans. One full line of text and one word on the next text line is considered sufficient for “two lines” of text.

5. Hyphenated words are divided only at the hyphen.

6. Fill each line of text as much as possible, before allowing the text line to wrap to the next text line, or to the next text line on the following page. This includes text lines, titles, captions, citations, and internet addresses (URLs).

7. URLs (internet addresses) within the reference/bibliography citations: When a URL is part of a reference/bibliography citation, it must fill the entire line with text before breaking to the next text line. It is acceptable to break the URL before a period or after a slash. If this is not possible, then break the URL at the next most appropriate point.

8. All text pages, excluding appendix material, must be full except under the following conditions:

a. To avoid separating a bibliographic or content footnote from the page on which the note indicator appears. However, very long footnotes may continue onto the next page;

b. To avoid breaking an equation or a chemical structure or formula at an inappropriate place;

c. To avoid placing a heading as the last line on the page;

d. To avoid placing the last line of a table or figure caption on a page by itself when typing the List of Tables (Figures, Abbreviations, Nomenclature, Slides, Works);

e. To avoid placing only a chapter title (no subheadings) at the bottom of the page when typing the Table of Contents.

9. Block quotes may be either Single- or Double-Line Spaced. Be consistent with this choice throughout the manuscript.

10. Tables and Figures whether placed within both the main text and/or the appendices should be formatted according to University Guidelines Manual to avoid confusing the reader.

11. Bold, Bullet Points, Shadowing, Listings, and Outlines are not allowed within the main text of the dissertation.

12. Bold within the main text is acceptable only within Mathematical or Chemical Equations.

13. Enumeration (Numbered Lists) or Outlines are acceptable if formatted as ‘mini’ paragraphs (as illustrated here and throughout the University Guidelines Manual). The first text line is indented the normal paragraph indent, and the continuing text lines wrap back to the 1.5 inch Left Margin. Each enumeration needs a final punctuation mark.

14. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a type font style as similar to the basic text as possible.

15. Within Appendix Material, Bold, Bullets, and non-regulation formatting is acceptable. However, all material must fit within the 1.5 inch Left Margin and 1.0 inch Top, Right, and Bottom Margins. This also applies to Tables and Figures placed within the Appendices.

16. The use of borders or boxes around text or tables are not acceptable except for occasional use around figures or illustrations.

17. Dissertations are prepared using only Left Justification (ragged right margin, as illustrated throughout this manual). Exceptions are chapter titles and first level subheadings which require Center Justification.

18. Reference/Bibliography citations are formatted Single-Line Spaced with an hanging indent. Leave one empty line space between each new entry. Do not split a citation between two pages.

19. Use hyphens, Em Lines (Dashes), and En Lines correctly (consult the departmental style manual for style specific usage).

*Hyphen:* -

Hyphens are used to connect a compound word/adjective or to break a word at the end of a text line.

*Em Line (Dash):* — or --

The Em Line or Dash is often used to set off a word or phrase—to add emphasis! The Em Line is formatted as a solid line or a double hyphen (no spaces).

*En Line:* –

The En Line is used in between numerical ranges. For example, pp. 560–590.

There are no spaces between Em Lines (solid or double-hyphen format) and text or En Lines and text, as illustrated above.

20. Italic fonts may be used conservatively and consistently to replace underlining in bibliographies, genus and species names, and statistical symbols.

21. Block Quotes may be either Single- or Double-Line Spaced, be consistent.

The quote must be Left Justified with the entire left side indented the same as the chosen paragraph indent (for MLA: Indent the entire left side 1.0 inch).

### Correcting Typographical Errors

Typographical errors must be corrected in such a way that copies of the manuscript indicate no visible evidence of correction.

Cut and paste, mock-ups, or hand-inked corrections are not acceptable at any time. If corrections must be made, and particularly if changes must be inserted, the entire page must be reprinted. If necessary, all subsequent pages must be reprinted until pagination is correctly blended into the remaining document.

### Requirements for Accompanying Supplementary Multimedia

#### Supplemental Multimedia: CDs and DVDs

Any candidate who produces supplementary multimedia material (i.e., CDs, DVDs) as part of the project work must submit one complete and individually labeled set of those materials when the manuscript is submitted to the Thesis and Dissertation Office. Supplemental multimedia format may consist of CDs, CD-ROMs, or DVDs.

4. CDs, CD-ROMs, and DVDs must be submitted in individual hard cases (i.e., jewel case). Soft paper holders are not permitted. Whether it is written on a CD/DVD label or in permanent ink; the CDs and/or DVDs must have the following information written on the disk: (a) the candidate's name; (b) the title of the dissertation; (c) the month and year of the term in which the manuscript is submitted.

























WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,  
HAVE APPROVED THIS PROJECT REPORT

THE TITLE OF YOUR THESIS, PROJECT, OR DISSERTATION  
WILL GO HERE IN AN INVERTED PYRAMID

By  
Jane D. Smith

COMMITTEE MEMBERS

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John D. Smith, Ph.D. (Chair) Art

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ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

\_\_\_\_\_  
Jean D. Smith, Ph.D.  
Department Chair, Department of Art

California State University, Long Beach  
January 2010

This is an example of a Project Report Signature/Approval Page (this includes Projects, Directed Projects, etc.).



WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,  
HAVE APPROVED THIS DISSERTATION

THE TITLE OF YOUR THESIS, PROJECT, OR DISSERTATION  
WILL GO HERE IN AN INVERTED PYRAMID

By  
Jane D. Smith

COMMITTEE MEMBERS

John D. Smith, Ph.D. (Chair)	Advanced Studies in Education and Counseling
Jimmy D. Smith, Ph.D.	Advanced Studies in Education and Counseling
James D. Smith, Ph.D.	Advanced Studies in Education and Counseling

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

Jean D. Smith, Ph.D.  
Dean, College of Education

California State University, Long Beach  
January 2010

This is an example of a Dissertation Signature/Approval Page.

APPENDIX D  
SAMPLE TABLES AND FIGURES

TABLE 1. Sample of a Table ( $N = 156$ )

Participants	Male	Female	$n$
Caucasian	23	34	57
African American	21	33	54
Hispanic	20	25	45

Note: Table numbers and titles are placed at the top of the table and are formatted in headline style capitalization. Table Lines are placed below the table title, below the column headers, and a closing Table Line is placed at the end of a table (before any Notes). Notes to the table follow the closing Table Line (below the table). Numerical data within all tables must be aligned on the decimal or assumed decimal point. Do not box in Tables.

The main text of the manuscript will begin here with three empty line spaces between the end of the table and the text (see subsection *Line Spacing Defined* for the definition of Quadruple-Line Spacing). Table 1 is an example of a free-floating table, this means that the table was created using tabs not by inserting a table.

TABLE 2. Sample of a Table ( $N = 156$ )

Participants	Male	Female	$n$
Caucasian	23	34	57
African American	21	33	54
Hispanic	20	25	45

Note: Table 2 was created by inserting a table. Notice that the table is not boxed.

**Notice that all Tables and Text fit within the prescribed margins**

TABLE 1. Sample of a Table (N= 156)

Participants	Male	Female	n
Caucasian	23	34	57
African-American	21	33	54
Hispanic	20	25	45

Note: Table numbers and titles are placed at the top of the table and are formatted in headline style capitalization. Table Lines are placed below the table title, below the column headers, and a closing Table Line is placed at the end of a table (before any Notes). Notes to the table follow the closing Table Line (below the table). Numerical data within all tables must be aligned on the decimal or assumed decimal point. Do not box in Tables.

The main text of the manuscript will begin here with 3 empty line spaces between the end of the table and the text (see subsection *Line Spacing Defined* for the definition of Quadruple-Line Spacing). Table 1 is an example of a free-floating table, this means that the table was created using tabs not by inserting a table.

TABLE 2. Sample of a Table (N= 156)

Participants	Male	Female	n
Caucasian	23	34	57
African-American	21	33	54
Hispanic	20	25	45

Note: Table 2 was created by inserting a table. Notice that the table is not boxed.

**No text paragraphs will fit here at the bottom of the page because you would need 3 empty lines between the table and the text paragraph**

**3 empty lines**

This example illustrates the necessary three empty lines between tables/figures and text and that all tables or figures must fit within the prescribed margins.



FIGURE 1. Thesis and project report submissions for 2008. This figure illustrates how a figure should be formatted.

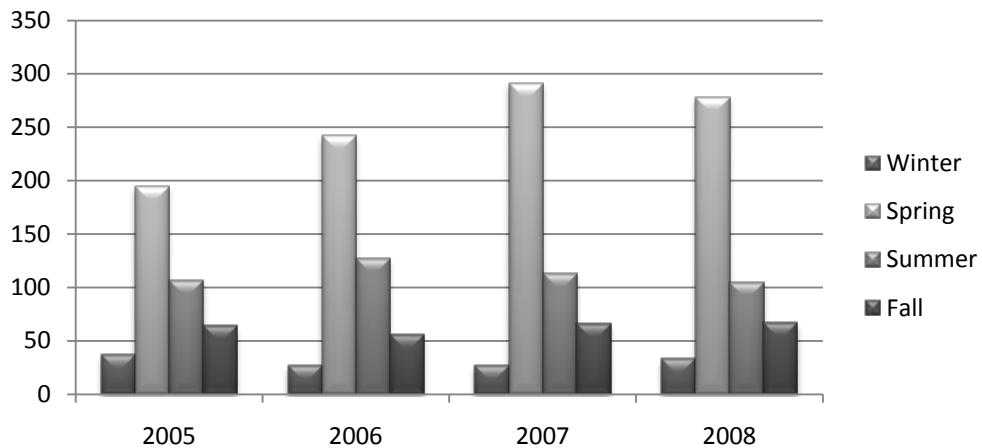
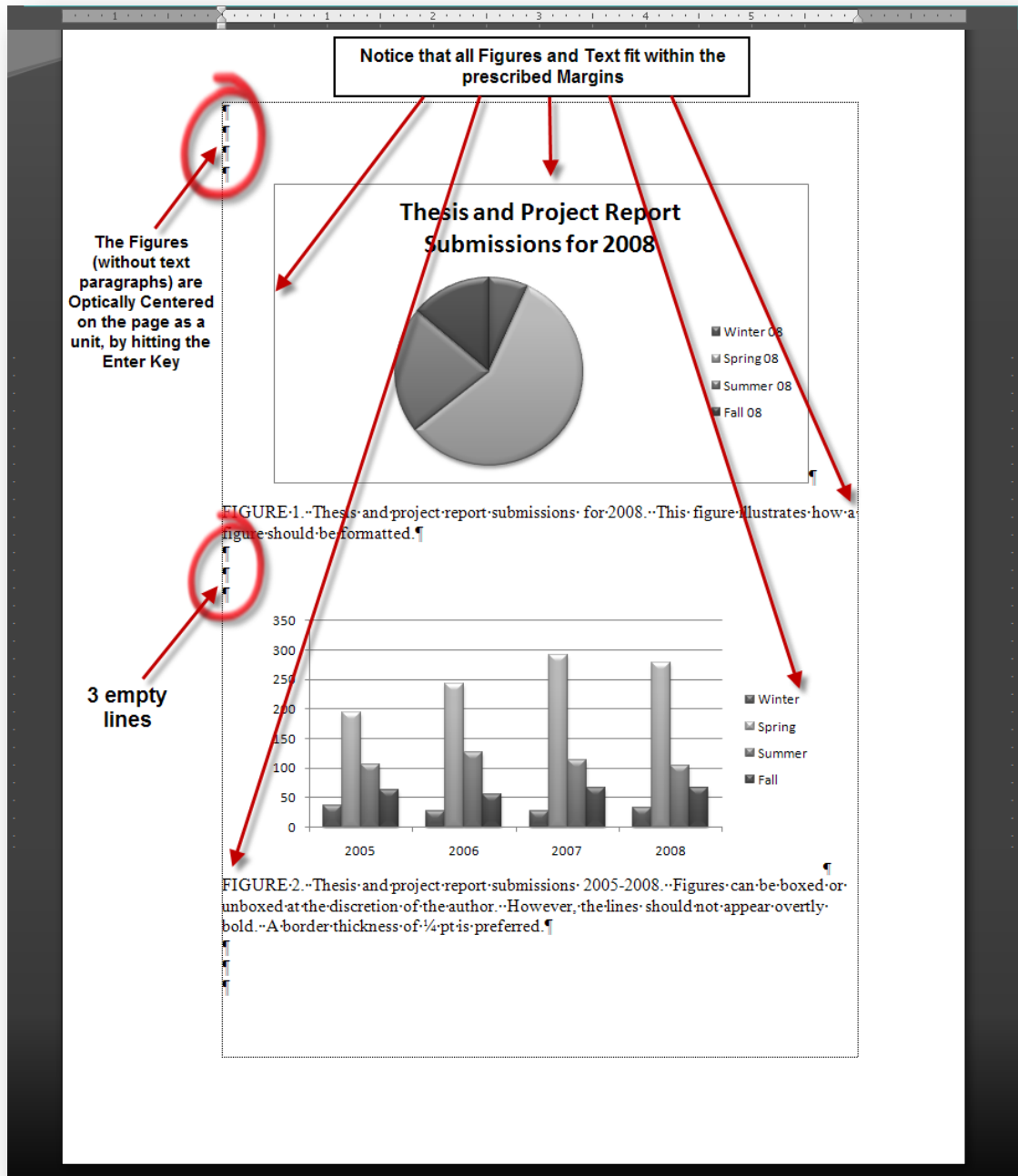


FIGURE 2. Thesis and project report submissions 2005-2008. Figures can be boxed or unboxed at the discretion of the author. However, the lines should not appear overtly bold. A border thickness of ¼ pt is preferred.



This example illustrates the following: (1) the three empty lines between tables/figures; (2) the text and all tables/figures fit within the prescribed margins; and (3) that tables/figures without text paragraphs are optically centered as a unit on the page (by using the Enter Key).

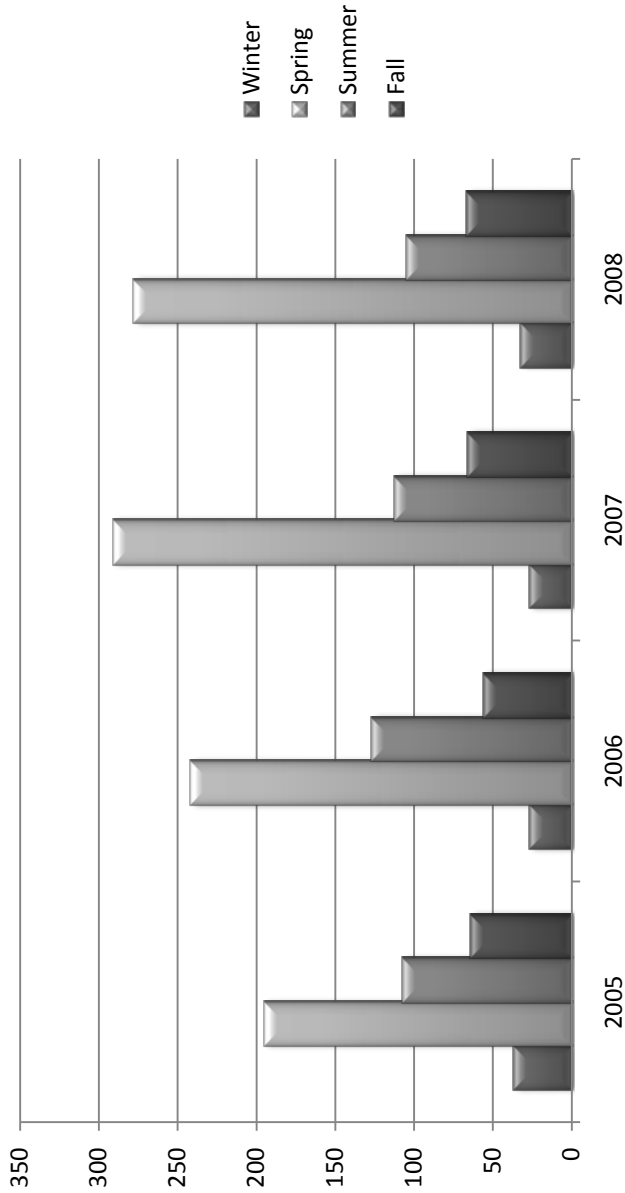
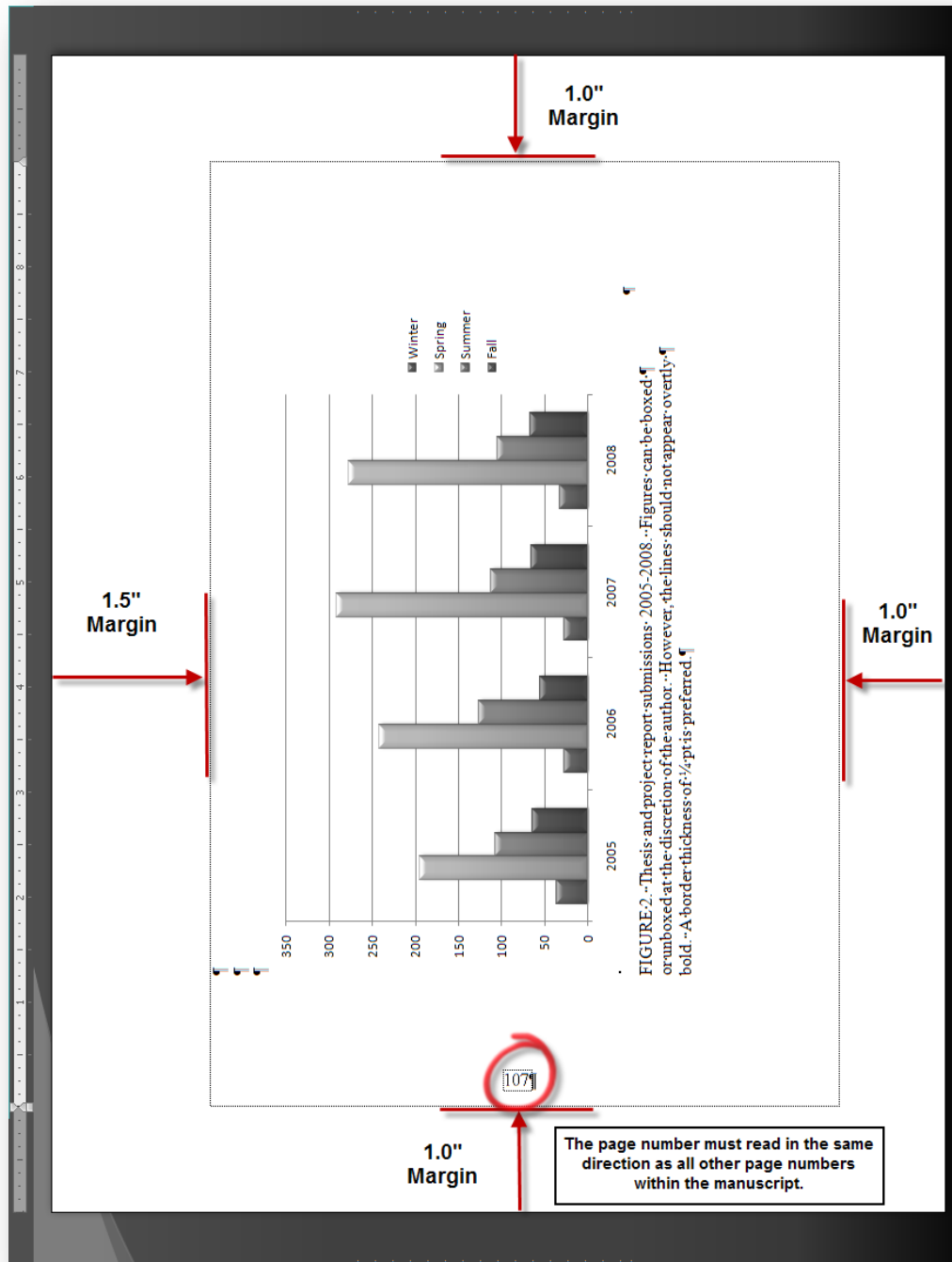


FIGURE 2. Thesis and project report submissions 2005-2008. Figures can be boxed or unboxed at the discretion of the author. However, the lines should not appear overtly bold. A border thickness of 1/4 pt is preferred.

This is an Example of a Landscape Figure (Tables will read in the same direction). Review the following page for a visual example of how the Figure and Page number should look (**Do not include the University Guidelines Manual headers and footers**).



This is an example of a Landscape table or figure. The “top” edge of the table or figure is positioned at the ‘old’ 1.5 inch Left Margin; page numbers must still be read in the same direction and location as all other text pages. The candidate will need to use MS Word Help to learn how to **Insert Text Boxes**, **Change Text Direction**, and Unlink the headers and footers (Turn off/on **Link to Previous**).