

Submission Process and Formatting Rules

A Guide for CSULB Graduate Students

Thesis and Dissertation Office

Role of the Thesis Office

- The Thesis and Dissertation Office helps graduate students prepare their theses and dissertations for online publication and is often the final step before graduation.
- Once your committee has signed off on the content of your manuscript, the Thesis and Dissertation Office reviews your manuscript for adherence to the CSULB Format Manual rules and appropriate citation format.

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I. Electronic Signature Page

Preparing to Submit

- Signature page indicates that your content has been approved and begins the process with us.
- Plan ahead with your advisor on a good timeline to complete your thesis and signature page by our office's deadline.
 - Ask about any departmental deadlines.
- Be sure to create a signature page well before the deadline to give your committee time to sign.
- Contact your committee members to make sure they will be expecting the email from DocuSign.

Planning for Deadlines

- Deadlines posted on website are for signature page to be completed by
 - Summer: July 16th
 - Fall: November 5th
- Final deadline to complete revisions is about 1 month after end of semester

Creating the Signature Page

- Students can now create electronic signature pages to be signed and emailed by DocuSign.
- Find the link to the DocuSign PowerForm on the Thesis and Dissertation Office website.
- Fill out the PowerForm with committee members' names and email addresses.
- Fill in information to create a signature page PDF.

PowerForm Signer Information

Please include your full name and official CSULB email address in all parts of this form. You are required to fill in the name and CSULB email for your committee chair, committee members, and college designee. You may use any valid email address for off-campus committee members. Most committees only have three members. The additional committee member spaces are to be used only for those candidates who have more than three committee members.

Please enter your name and email to begin the signing process.

Your Role:

Student *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Thesis Chair *

Name:

Email:

Role:

Thesis Committee Member 1 *

Name:

Email:

CALIFORNIA STATE UNIVERSITY
LONG BEACH

THESIS/PROJECT REPORT/DISSERTATION
APPROVAL FORM

Student Information

Name:

Student ID Number:

Email Address:

Phone Number:

Document Information:

THESIS

PROJECT REPORT

DISSERTATION

Title:

Submitted to the Department or College of:

Last Month of Semester:

Year:

Signatures

The Undersigned Committee Members Have Approved This Document

Thesis Chair:

Department:

(Signature)

Committee Member:

Department:

(Signature)

Committee Member:

Department:

(Signature)

Note: Most candidates have only three committee members. The additional signature spaces are to be used only for those candidates who have more than three committee members.

Committee Member:

Department:

(Signature)

Committee Member:

Department:

(Signature)

Accepted and Approved on Behalf of the University

College Designee:

Department/College/School:

(Signature)

Sending Your Electronic Signature Page to the Committee

- Once you complete the first part of the signature page PDF, you will submit it to the committee to sign.
- When the last committee member signs, a request will automatically go to the college designee to sign and complete.

Thesis Office Receives Your Signature Page

- When your signature page has been completed, DocuSign will notify both you and the Thesis Office.
- The Thesis Office will send you an email with instructions and a link to the ProQuest website, where you will upload a PDF of your thesis.

II. Submitting to ProQuest

Creating Your ProQuest Account

Remember to:

- Be consistent in your name and thesis title.
- Double check details for accuracy.
- Use CSULB email address and personal email.
- Pay \$95 to ProQuest.

Uploading Your PDF to ProQuest

- When you receive the confirmation email from the Thesis Office (after submitting your signature page), you have **1 week** to upload your PDF.
- At this point, it's also a good idea to have any supplemental materials ready to upload.

III. Revision Process

Revision Process

- 1) After your initial upload, you will wait for the Thesis Office to upload a PDF with notes for corrections that are needed.
 - 2) You will use these notes to make corrections to your document (e.g., in MS Word), and then upload a corrected PDF to ProQuest.
 - 3) The Thesis Office will review the corrected PDF and give notes on any corrections that are still needed.
- ❖ This process often takes about 2-3 rounds of editing.

Questions/assistance during the Revision Process

- The Thesis and Dissertation Office is always available for questions via phone, email, or Zoom.
- If you're having trouble making a correction, let us know and we'll be happy to help.

Thesis Clearance

- When the Thesis Office reviews your document and finds that no more edits are needed, they will clear your thesis for publication and send out your clearance letter email.
- The clearance letter email goes out to you, your chair, your advisor, and Enrollment Services.
- Enrollment Services will then begin the process of updating your transcript and issuing your diploma.

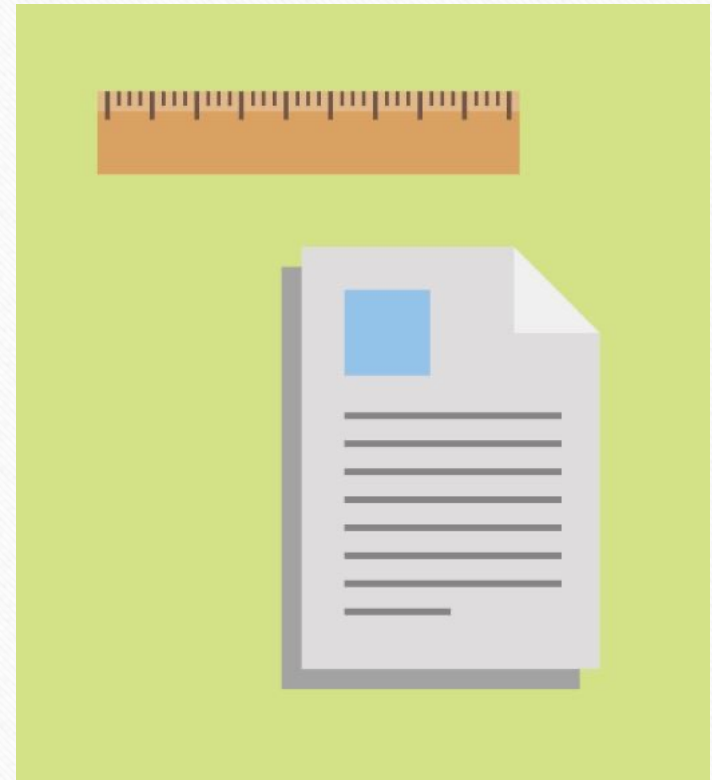
IV. Basic Formatting Rules

CSULB Format vs. Departmental Style

- The formatting rules in the CSULB Format Manual (available on the Thesis Office website) always take precedence over the style/format guidelines (APA, Chicago, MLA, IEEE, etc.) required by your department.
 - However, they will usually not conflict.

CSULB Formatting Rules: Page and Paragraph Basics

- 1-inch margins throughout.
- Times New Roman 12-point font throughout.
 - Exceptions: Within tables (as small as 10-point font is OK), in figures (any size as long as it's legible), or in appendices (any size, as long as it's legible).
- Double line spacing for paragraph text.



Order of Elements

1. Title Page
2. Copyright Page (optional)
3. Abstract Page
4. Acknowledgments Page (optional)
5. Table of Contents
6. List of Tables, List of Figures, List of Abbreviations (as needed)
7. Chapters
8. Appendices (optional)
9. References list or Bibliography

Title Page

- The title page is the first page of the manuscript.
- Title is in inverted pyramid format.
- Blocks of text are spread evenly across the page.

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID

FORMAT: USE ALL CAPS AND BOLD FONT

A THESIS

Presented to the Department of Metallurgy

California State University, Long Beach

In Partial Fulfillment

of the Requirements for the Degree

Master of Science in Metallurgical Sciences

Committee Members:

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

Jack D. Smith, Ph.D.

Jill D. Smith, M.A.

College Designee:

Jean D. Smith, Ph.D.

By Firstname M. Lastname

B.S., 2004, University of California, Irvine

May 2019

Table of Contents

- List the major sections of the document in the Table of Contents using all uppercase letters for the section titles.
- Include the title of each chapter beginning with a number, and list each appendix beginning with a letter.
- Use dot leaders at the end of each item leading to the page numbers aligned along the right margin.
- DON'T list chapter subheadings.

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Titles and Subheadings

- Use **bold font** and **ALL CAPS** for all chapter titles (and the thesis title on the title page).
- Subheadings vary in format to denote their place in the hierarchy.
- Subheadings should follow the hierarchy throughout.
 - For example, do not have a third-level subheading immediately after a first-level subheading.

Formatting of First-Level Subheadings and Lower Level Subheadings

First-level subheadings are centered on a line separate from text, and they are in bold font and use headline style capitalization. For headline style capitalization, the first word and all significant words are capitalized. The definition of *significant word* varies between style guides. Figure 1 lists the types of words that are not capitalized in headline style caps.

Line Spacing for Long First-Level or Second-Level Subheadings That Take up More Than One Line

If a first-level subheading or a second-level subheading uses more than one line, keep double line spacing within the subheading. Fill the first line of the subheading with text before continuing to a new line.

Second-Level Subheadings and Lower Level Subheadings

Second-level subheadings begin at the left margin on a line separate from text, and they are in bold font and use headline style capitalization.

Third-level subheadings. Third-level subheadings are very different from first- and second-level subheadings. Third-level subheadings are in bold font like the other levels of subheadings. However, third-level subheadings are placed on the same line as text. Third-level subheadings are indented and end with a period before beginning the first sentence of the text. Third-level subheadings use sentence style capitalization in which the first word is capitalized as well as any word or words that would be capitalized in a sentence in the text. Table 2 has examples of sentence style caps. If a third-level subheading fills more than one line, use double line spacing.

Fourth-level subheadings. Fourth-level subheadings are similar to third-level subheadings in that they begin on the same line as the paragraph text, are indented, and end with

More on Subheadings

First-Level Subheadings Are Centered and Bold

Second-Level Subheadings Begin at Left Margin

Paragraph text begins on the next line so that subheading is set apart. Second-level subheadings should always follow a first-level subheading.

Third-level subheadings are indented. They also begin on the same line as paragraph text. Notice the different capitalization used for these subheadings.

Fourth-level subheadings use bold font and italics. Fourth-level subheadings should always follow third-level subheadings.

More on Subheadings

Nonhierarchical subheadings: Sometimes you want to set text/sections apart, but don't want them to form part of the hierarchy of subheadings. These are good for those cases--often used for definitions. Notice the colon used at the end, not a period.

Types of Capitalization

- ALL CAPS
 - Thesis title
 - Preliminary section/chapter titles
 - Table of Contents listings
 - Title pages
- Headline Style Caps Capitalize Every Significant Word (Ex. Sample Participants in Los Angeles)
 - First- and second-level subheadings
 - Table titles
- Sentence style caps in which you only capitalize words you'd capitalize in a sentence. (Ex: Participants in European sample.)
 - Third- and fourth-level subheadings and nonhierarchical subheadings
 - Figure titles

Citations

- No matter what your citation style is, it's important to make sure that what is in your text matches with your References list or Bibliography.
 - Author names
 - Year
- If you're not sure what your citation style is, ask your professor and check our website.

Connect with Us!

- Our website has more formatting resources and more information on the thesis submission process.
- For questions/assistance, contact us and we'll be happy to help!

Available Monday-Friday

9:00am-5:00pm

email: thesis@csulb.edu

web: www.csulb.edu/thesis