

How to Format Thesis or Directed Project before Submission

*After you submit your thesis/directed project (DP), the Library will provide you with corrections you **MUST** make. Taking the time to correctly format your thesis will help to reduce the number of edits and get your thesis/DP approved quicker! You cannot graduate or take the RD exam until your final thesis/DP is approved. Below are some steps to help you appropriately format your work.*

Look over the Graduate Student Handbook to understand basic procedures and deadlines before starting & submitting thesis/DP

https://www.csulb.edu/sites/default/files/u76086/graduate_student_handbook_april_2020.pdf

Go to CSULB Thesis Formatting Requirements on the CSULB library site to learn how to properly format your thesis/DP as you write and review it:

<https://www.csulb.edu/thesis-and-dissertation-office/thesis-and-dissertation-office/submissions/formatting-resources-1>

Complete a pre-submission consultation with Library Thesis and Dissertation Office to review and edit your thesis/DP before submission:

<https://www.csulb.edu/thesis-and-dissertation-office/thesis-and-dissertation-office/consultations>

A pre-submission consultation gives you a preview of the formatting revisions that will be required for your manuscript before your official submission. You can send your entire manuscript or just parts of it. Generally, people send their preliminary pages, their introductory chapter and literature review chapter, some tables or figures, and the references list or bibliography. It does not have to be the final version, but it should be formatted to the best of your ability with a chapter structure. Your manuscript will be returned to you with comments about formatting rules and revisions. **Have specific formatting questions ready!**

Dates: Fall 2020 – September 25, 2020 to October 16, 2020

Other Helpful Resources for Guidance on Formatting:

OWL PURDUE

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_articles_in_periodicals.html

APA STYLE

<https://apastyle.apa.org/blog/coronavirus-response>