

THESIS FORMAT GUIDELINES FOR THE DEPARTMENT OF BIOLOGICAL SCIENCES

Once the final copy of your thesis has been approved by your Supervisory Committee, you must submit the thesis for formatting approval to the Graduate Coordinator (this may be done by dropping off the thesis to the Graduate Secretary, Laura Zamora). The deadline for submitting the thesis to the Graduate Coordinator for formatting approval is at least one week prior to the Office of Graduate Studies deadline for final submission of the thesis (*Note*: the deadline for final submission of the thesis to the Office of Graduate Studies is posted on the Graduate Studies website, <http://www.csus.edu/gradstudies/index.html>, or the Biological Sciences Graduate Program website, <http://www.csus.edu/bios/graduate.html>).

Please submit the thesis on regular paper for formatting approval. If you are asked to make format revisions, you must print a copy of the re-formatted thesis and submit it on regular paper for final approval along with your original marked-up copy. After your thesis has been approved for format, you must print it on 100% cotton bond paper and submit it to the Graduate Coordinator for final signature approval. After the thesis has been approved for format, you must also submit a final copy (on regular paper and bound using an inexpensive binding is ok) of the thesis to the Graduate Secretary.

The following are thesis format guidelines for the Department of Biological Sciences. For University format guidelines, please refer to the Office of Graduate Studies website at: <http://www.csus.edu/gradstudies/index.html>

Thesis Format Guidelines:

- Use the approved sample cover pages available on the department's graduate program website at: <http://www.csus.edu/bios/graduate.html>. It is strongly recommended that you use the MS Word file posted on the website as a template for their cover pages.
- Make sure that Roman numerals on all cover pages are centered at least 1" from the bottom of the page. *Note*: setting the page margins at 1" in your word processor does not always result in a 1" margin; be sure to check.
- Make sure that all Arabic page numbers in the body of the thesis (i.e., starting with the Introduction) are at least 1" from the top edge and 1" from the right edge of the page. *Note*: setting the page margins at 1" in your word processor does not always result in a 1" margin; be sure to check.
- Primary headings (i.e., Introduction, Methods, etc.) must NOT be **boldfaced** (this is an Office of Graduate Studies requirement).
- Always leave a single line space between your primary heading and the first text line of the section.
- Unless your thesis is written such that it includes multiple and independent publishable manuscripts (each with separate Introduction, Methods, Results, and Discussion sections), DO NOT divide your thesis into Chapters. Simply divide it into the primary headings above.
- Do not list headings below a secondary heading (i.e., below that of Introduction, Methods, etc.) in your Table of Contents.
- In the Table of Contents, List of Tables, and List of Figures, the right margin of headings (for TOC) or legends (for List of Tables or Figures) should be placed at least 1" to the left of the corresponding page number (i.e., 2" from the right edge of the page).

- Legends for tables and figures listed in the List of Tables and List of Figures should only include the first sentence of the legend. Additional legend information provided with the table or figure in the body of the thesis need not be included.
- All tables and figures (including corresponding legends) must be printed on separate pages and immediately follow the text page on which they are first referenced.
- DO NOT format table and figure legends in bold.
- Tables and figures that require a “landscape” layout should be printed such that the top of the table or figure is nearest the left margin of the page (i.e., closest to the spine of the thesis) and the position of the page number matches that in the rest of the thesis (i.e., upper right when viewed in “portrait” layout and with 1” margins).
- Fonts in all tables and figures must be a minimum of 10 pt font.
- No table, figure, illustrations, etc. taken from another published work can be used in the thesis unless you have received written copyright approval from the publisher.
- Use “Literature Cited” as the heading for references cited in your thesis.
- When printing on 100% cotton bond paper, make sure that the watermark is readable from the front side of the page. In other words, the watermark should be right-side up and readable left to right as you look at the page from the front.

Recommended Format for Thesis Headings:

Primary heading: ALL CAPS, no bold, centered

Secondary heading: Lower case, no bold, left justified

Tertiary heading: Lower case, *italics*, body of paragraph

Note: Use of headings below the tertiary level are discouraged.

Example of recommended format for thesis headings:

RESULTS

Experiment 1

Trial 1. Compared to controls, a significant increase in plant growth occurred in the treatment group.