



CSUS GUIDE THESIS/PROJECT FORMAT REQUIREMENTS STANDARD COVER PAGES

The guide is designed to provide graduate students with the formatting requirements for the standard cover pages for all theses and projects. Departments may use other style manuals that do not conflict with the guidelines provided in this document. These style manuals describe rules for manuscript preparation including headings, tables, figures, notes and other matters related to the final production of a written, publishable document. Sample pages for standard cover pages can be found on the Office of Graduate Studies (OGS) website: www.csus.edu/gradstudies.

FORM AND STYLE

The single-sided, double-spaced manuscript is to be arranged as follows:

1. **Blank Page**
2. **Title Page**. The candidate's name must be the same as name listed on thesis/project receipt form.
3. **Copyright Page** (optional)
4. **Approval Page**
5. **Format Approval Page**
6. **Abstract**
7. **Preface, Dedication and/or Acknowledgment Pages** (optional)
8. **Table of Contents with page references**. Individual listing of preliminary pages (Preface, Dedication, Acknowledgments, if included; Individual listing of Tables, Figures, Illustrations, Software Specifications, if included; List of Chapter or Section Headings; Appendices; Bibliography). Do NOT list abstract.
9. **Tables, Figures, Illustrations, and Software Specifications** (separately listed)
10. **Text** (double spaced)
11. **Appendices** (if included)
12. **Bibliography**
13. **Blank Page**

Note: One copy of the thesis/project is required for filing with OGS. We also require an extra copy of signature pages (format approval, approval page and abstract), three copies of **Thesis/Project Receipt Form**, and one paid **Microfilm and Binding Receipt Form**.

Paper: 20 lb (50 or 100 percent cotton); 24 lb. (100 percent cotton); or laser paper with matte finish; 8 ½ x 11 (except for oversize items).

Erasures and Corrections : Not acceptable.

Fonts and Spacing: The preferred font is Times New Roman or a similar font; acceptable font sizes are 10-12; different typefaces (e.g., italics) may be used only to show differences in captions and special text.

Headers : should be consistent throughout; use department's style manual.

Print Quality: laser printers

Margins and Pagination

- Text must be double spaced, except for quoted passages that may be indented and single-spaced for emphasis.
- Bottom and right margins: one inch from edge of paper.

- Top and left margin: one and one-half inch from edge of paper.
- Pages preceding Chapter 1 must have lower case Roman numerals, centered one inch from bottom margin, starting with the approval page that is numbered “ii”. Title page is unnumbered, but is the implied number “i”.
- First page of text uses the Arabic number “1” and pages thereafter carry consecutive Arabic numbers, including the pages in the Appendices and the Bibliography.
- Arabic numbers are positioned in the upper right-hand corner, one inch from the top and one inch in from the right edge of the paper. Double space to the first line of the text.
- All text must be printed on single-sided paper.

Copyright: Theses and projects receive copyright protection when accepted by the University; students do not need to include a copyright page unless they are formally registering the manuscript; those registering must submit a copy of the complete document, with a copyright application to Register of Copyrights, Library of Congress, Washington, D.C. 20559.

ILLUSTRATIVE MATERIALS

Tables and Figures

- Color may be used, however, when it is microfilmed, it will be in black and white.
- If color is used, students must label or number the table or figure so that meaning can be determined in black and white.
- Placement either in the text or in an appendix is at the discretion of the author.
- Captions must match the list of tables and figures listed in the Table of Contents.

Oversized Materials

- Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize pages unfolded. The bindery will fold and insert them.
- All pages must be appropriately numbered if bound in the text.
- If the oversize pages are bulky, the bindery will place them in a special pocket at the back. If a pocket is required, it must be listed in the Table of Contents, but no page numbers are required.
- A duplicate set of all oversized materials must be submitted.

Computer Printouts: treat as oversized materials, or reduce and photocopy on approved paper.

Photographs

- Photographs and captions must be kept within the standard margins.
- If photographs are good quality and not too dark, they may be reproduced and photocopied on 50 percent cotton.

Video Cassettes and CD: ½ inch VHS tape or CD; submitted in duplicate and identified with title, name of student, and semester.

Computer software

- Describe in separate section in prefatory pages (e.g., list of figures and tables).
- State requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.

Works of Art: package to allow access to view and protect them; clearly label and provide analysis of the works as required by creative projects.

Slides: submit in duplicate and identify with student’s name, semester and slide number.