



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Thesis Formatting Workshop

Presented by  
Joanne Small  
Office of Graduate Studies



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Form and Style

- Check with your department for specific form and style used in your department (e.g. MLA. )
- Adhere to University formatting rules that govern ALL theses and projects



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Text and Margins

- All text must be printed on single-sided paper
- Text must be double spaced except when using quotes – follow dept. style
- Right and bottom margins: One inch from edge of paper
- Left and top margin : One and one-half inch (1.5) from edge of paper



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Paper and Fonts

- Printed on 20 lb or 24 lb. (50% or 100% cotton) (prefer 24lb. cotton) – white
- 8½ x 11
- Preferred font is Times New Roman
- Acceptable point sizes are 10-12
- Different typefaces may be used only to show differences in captions and special text (e.g., italics)
- Printed on laser or ink jet printers
- Theses/Projects will not be accepted in which erasures have been made or opaque correction fluid used



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Pagination

- Preliminary pages preceding Chapter 1 are **lowercase Roman numerals**
  - Centered at the bottom margin 1 inch from the bottom
  - Title page is unnumbered on your manuscript but is implied to be “i”
  - Start printing roman numerals on Approval Page or Copyright page (if being used) with “ii”
  - Remaining pages until you reach Chapter 1 will follow this consecutive order using lowercase Roman numerals



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Pagination (cont)

- Beginning with Chapter 1 and the body of your manuscript use the **Arabic** number “1”
  - Positioned in upper right hand corner
  - One inch from the top
  - One inch in from right edge of paper
  - Double space to first line of **text (1.5 inches from top of page)**
  - Applies to materials in appendices and bibliography



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Order

- Blank page
- Title Page
- Copyright Page (optional)
- Approval Page
- Format Approval Page
- Abstract
- Preface, Dedication and/or Acknowledgements (optional)
- Table of Contents
- Tables, Figures, Illustrations, Software Specifications (separately listed if included)
- Text (Chapters)
- Appendices (if included)
- Bibliography
- Blank page



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Title Page

*[Thesis Title Page]*

**NAPOLEON III AND THE ANNEXATION OF SAVOY**

*[Single space the title]*

**Jonathon James Doe**

**B.S., California State University, Sacramento, 1979**

*[If more than one earned degree, list chronologically - no AA degrees]*

*[Do not list current Masters degree]*

**THESIS**

Submitted in partial satisfaction of  
the requirements for the degree of

**MASTER OF [ARTS OR SCIENCE IF APPLICABLE]**

in

**YOUR MAJOR***[all caps]*

**(Your Concentration, if approved)***[regular type]*

at

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

**\*FALL***[all caps]*

**1999**

*[\*Semester of graduation]*



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Copyright Page

*Sample Copyright page  
[optional]*

© 1999

Jonathon James Doe  
ALL RIGHTS RESERVED



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Thesis/Project Approval Page

*[Thesis Approval Page]*

**NAPOLEON III AND THE ANNEXATION OF SAVOY**

A Thesis

by

**Jonathon James Doe**

Approved by:

\_\_\_\_\_, Committee Chair  
[Type Name Beneath Signature]

\_\_\_\_\_, Second Reader  
[Type Name Beneath Signature]

|  
\_\_\_\_\_  
Date

*[Optional Third Reader may be an expert in the field - not faculty. List after Second Reader]*

*[Project Approval Page]*

**NAPOLEON III AND THE ANNEXATION OF SAVOY**

A Project

by

**Jonathon James Doe**

Approved by:

\_\_\_\_\_, Committee Chair  
[Type Name Beneath Signature]

\_\_\_\_\_  
Date

*[Optional Second Reader may be an expert in the field - not faculty. List after Second Reader]*



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Thesis/Project Format Approval Page

*[Thesis Format Approval Page]*

Student: Jonathon James Doe

I certify that this student has met the requirements for format contained in the University format manual, and that this thesis is suitable for shelving in the Library and credit is to be awarded for the thesis.

\_\_\_\_\_, Graduate Coordinator \_\_\_\_\_  
[Type Name Beneath Signature] Date  
-OR- [Type Name],[Department Chair]

Department of [Name of your Department]

*[Project Format Approval Page]*

Student: Jonathon James Doe

I certify that this student has met the requirements for format contained in the University format manual, and that this project is suitable for shelving in the Library and credit is to be awarded for the Project.

\_\_\_\_\_, Graduate Coordinator \_\_\_\_\_  
[Type Name Beneath Signature] Date  
-OR- [Type Name],[Department Chair]

Department of [Name of your Department]



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Thesis/Project Abstract Page

*[Thesis Abstract Form]*

*[Every thesis or project must have an abstract. Abstracts for some creative works such as in art or creative writing may vary somewhat, check with your Dept. Advisor.]*

Abstract

of

**NAPOLEON III AND THE ANNEXATION OF SAVOY**

by

**Jonathon James Doe**

*[Use of the next three headings is optional as long as the content is supplied.]*

*Statement of Problem*  
*[type in italics]*

*Sources of Data*  
*[type in italics]*

*Conclusions Reached*  
*[type in italics]*

\_\_\_\_\_, Committee Chair  
**[Type Name Beneath Signature]**

\_\_\_\_\_  
Date

*[Project Abstract Form]*

*[Every thesis or project must have an abstract. Abstracts for some creative works such as in art or creative writing may vary somewhat. Check with your Dept. Advisor.]*

Abstract

of

**NAPOLEON III AND THE ANNEXATION OF SAVOY**

by

**Jonathon James Doe**

*[Use of the next three headings is optional as long as the content is supplied.]*

*Statement of Problem*  
*[type in italics]*

*Sources of Data*  
*[type in italics]*

*Conclusions Reached*  
*[type in italics]*

\_\_\_\_\_, Committee Chair  
**[Type Name Beneath Signature]**

\_\_\_\_\_  
Date



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Exceptions

- Special Majors
- Collaborative projects
  - Margins and pagination same however additional information and signatures required



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

- Title appears in “ALL CAPS”
- List elements of project/thesis
- Double spaced
- Page numbers aligned down the page

*[This Table of Contents covers many possible headings. Pages v thru xii are optional. Use only the headings that apply to your thesis/project.]*

## TABLE OF CONTENTS

	Page
Preface.....	#
Dedication.....	#
Acknowledgments.....	#
List of Tables.....	#
List of Figures.....	#
Illustrations.....	#
Software Specifications.....	#
Chapter	
<u>1. INTRODUCTION [in all CAPS]</u> .....	#
Statement of Collaboration.....	#
Purpose.....	#
Problem.....	#
2. BACKGROUND OF THE STUDY.....	#
Review of Research.....	#
Agency Setting.....	#
3. ANALYSIS OF THE DATA.....	#
4. FINDINGS AND INTERPRETATIONS.....	#
<u>Appendix A. Sample Schedule</u> .....	#
<u>Appendix B. Sample Guide</u> .....	#
Bibliography/References/Work Cited [according to your department].....	#



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## LIST OF TABLES

LIST OF TABLES		Page
1.	Table 1 title.....	#
2.	Table 2 title.....	#
3.	Table 3 title.....	#
4.	Table 4 title.....	#



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## LIST OF FIGURES

LIST OF FIGURES		Page
1.	Figure 1 title.....	#
2.	Figure 2 title.....	#
3.	Figure 3 title.....	#
4.	Figure 4 title.....	#



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Illustrative Materials

- **Tables and Figures**
  - Color can be used but need labeling for microfilm use when color will not appear
  - Located in text or appendix at discretion of author and department following pagination rules
  - Captions should match the list of tables or figures listed in the Table of Contents
  - **No bold print**
- **Graphs**
  - Follow tables and figures rules
  - If oversized it can be placed in a pocket at end of project and should be listed in Table of Contents
  - If not located within thesis/project should be unfolded and two copies must be submitted



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Illustrative Material (cont)

- **Photographs**
  - Neatly mounted on standard-sized page
    - Dry mount process or white glue
  - Photographs and captions within margins
  - Duplicate set of photos required
- **Video Cassettes**
  - CD-rom, DVD
  - Duplicate set required with title, name and semester
- **Works of Art**
  - Packaged to provide the works necessary protection
  - Clearly labeled and accompanied by analysis of works



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Illustrative Materials (cont)

- **Computer Software**
  - Duplicate set required
  - Should include following as a separate section among prefatory pages (list of figures, tables etc.)
    - Required hardware
    - Required software
    - Screen resolution
    - Size and type of disk drive
    - Any other information necessary for viewing



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Chapters

1

Chapter 1

INTRODUCTION

Purpose of the Study

Include text here.

SAMPLE

2

Chapter 2

Include text here.



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Appendices

APPENDICES

6

APPENDIX A

7

(Note: If you have more than 1 appendix, label them APPENDIX A, B, etc. Don't forget to DELETE THESE INSTRUCTIONS.)

|



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Bibliography

8

### BIBLIOGRAPHY

[Insert your source documentation according to your departmental style guide].



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Submission Documents

- One unbound thesis/project printed on cotton paper with original signatures
- One extra set of all signature pages
  - Photocopies acceptable
- Paid microfilming and binding receipt
- Three copies of thesis/project receipt form
- Paid application for graduation (if not already on file with OGS)
- Website: [www.csus.edu/gradstudies](http://www.csus.edu/gradstudies)



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## Deadlines

- **Fall 2008 – December 5, 2008** (*Evaluators will be available December 1-4 from 10:00am-6:00pm and December 5 from 9:00am-3:00pm to review and check-in thesis/project.*)
- **Spring 2009 – May 8, 2009** (*Evaluators will be available April 27 – 30 and May 4 -7 from 9:30am – 5:30pm and May 1 and May 8 from 9:00am – 3:00pm to review and check-in thesis/project.*)
- **Summer 2009 – August 14, 2009** (*Evaluators will be available August 10 -14 from 8:30am – 3:00pm to review and check-in thesis/projects.*)

**Must be in Office of Graduate Studies before 3:00 pm on these days to submit thesis/project**

**Riverfront Center: Room 206**



# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

## **Certificate of Workshop Completion**

- Please complete, print and sign the certificate.  
The certificate needs to be turned in with your thesis.
- By printing and signing the certificate you are acknowledging that you are aware of the required thesis formatting.

[http://www.csus.edu/gradstudies/forms/workshop\\_Certificate.pdf](http://www.csus.edu/gradstudies/forms/workshop_Certificate.pdf)