# *[Thesis/Project Collaborative (same department) Title Page]* [THE FIRST LINE OF YOUR TITLE GOES HERE]               [THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

*[Type title in ALL CAPS]*

*[Double space the title if multiple lines]**[Use 10-12 Point Font]  
[Font Times New Roman]*  
  
  
                      A Thesis or Project *[upper and lower case]*

Presented to the faculty of the Department of *[department name]*

California State University, Sacramento

                         Submitted in partial satisfaction of *[single space]*                         the requirements for the degree of *[single space]*  
  
  
MASTER OF [ARTS OR SCIENCE IF APPLICABLE]  
  
  
in  
  
  
 Your Major *[upper and lower case]*

(Your Concentration, if approved) *[upper and lower case]*

by  
  
Jonathon James Doe

Jane Jennifer Doe

                    SPRING   *[all caps]*                           2022    *[single space]Sample Copyright page  
[optional]*  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
© 2022

Jonathon James Doe

Jane Jennifer Doe

ALL RIGHTS RESERVED*[Thesis/Project Approval Page]*

[THE FIRST LINE OF YOUR TITLE GOES HERE]  
  
              [THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

A Thesis or Project

by  
  
  
Jonathon James Doe

Jane Jennifer 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 faulty. List after Second Reader]*

*[Thesis/Project Format Approval Page]*

Students: Jonathon James Doe

       Jane Jennifer Doe

I certify that these students have met the requirements for format contained in the University format manual, and this thesis [or project] is suitable for electronic submission to the library and credit is to be awarded for the thesis [or project].

                                                    , Graduate Coordinator

[Type Name Beneath Signature] *or* Department Chair Date

[list only one title]

Department of [Name of your Department]

*[Thesis/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

[THE FIRST LINE OF YOUR TITLE GOES HERE]  
  
                 [THE SECOND LINE OF YOUR TITLE GOES HERE] *if needed*

by  
  
Jonathon James Doe

Jane Jennifer Doe

*[Headings are optional or according to department style.]*

### Statement of Problem

### Sources of Data

### Conclusions Reached

                                               , Committee Chair

[Type Name Beneath Signature]

Date

## ACKNOWLEDGEMENTS

Insert your acknowledgements here.*[This Table of Contents covers many possible headings. Pages vi thru ix are optional.*

*Use only the headings that apply to your thesis/project.][Do not add Abstract to Table of Contents]*

## TABLE OF CONTENTS

Page

Preface #

Dedication #

Acknowledgements #

List of Tables #

List of Figures #

Illustrations #

Software Specifications #

Chapter

1. INTRODUCTION [in all CAPS] ……………………………………………………….. #

Statement of Collaboration #

Purpose #

Problem #

2. BACKGROUND OF THE STUDY #

Review of Research #

Agency Setting #

3. ANALYSIS OF THE DATA #

4. FINDINGS AND INTERPRETATIONS #

Appendix A. [title] #

Appendix B. [title] #

Bibliography/References/Works Cited [according to your department’s writing style] #

## LIST OF TABLES

Tables Page

1. [title]………………………………… .………………………………. #
2. [title]……………………………….… ……………………………. #
3. [title]…………………… ………….…………………………………. #
4. [title]……………………………….……… …………………………. #

# 

## LIST OF FIGURES

Figures Page

1. [title]………………………………… .………………………………. #
2. [title]……………………………….… ……………………………. #
3. [title]…………………… ………….…………………………………. #
4. [title]……………………………….……… …………………………. #

## Guidelines for Chapter Pages

Please note margins specifications:  
  
Left and Top 1.5” from edge of the paper  
Right and Bottom 1” from edge of the paper  
Arabic numbers 1” down from Top and 1” in from the Right edge.

Format specifications: chapters and appendices according to your departments writing style. (Exception: font, point size and no running heads)

* Use the Styles elements to assign content types, including headings (Chapters begin at heading level 2, sub-chapter sections assign heading level 3, 4 and so on). Select the **modify** option to update the font, size, etc.

Font: Times New Roman

Point Size: 10, 11 or 12; choose a point size and be consistent through entire manuscript (Exception: tables and figures)

Add alternate text to figures, tables, and formulas/equations.

Begin each chapter, appendices and references on a new page.

*Note:* The University Library requires all submissions to Sac State Scholars to be 508 compliant/accessible for persons with disabilities. Please view the [Library’s LibGuide](https://csus.libguides.com/c.php?g=1112842&p=8118137) for more detailed information on creating accessible word documents, or email   
[lib-508Accessibility@csus.edu](mailto:lib-508Accessibility@csus.edu?subject=Multi-author%20ETD%20template%20(same%20dept)%20-%20Accessibility%20question).