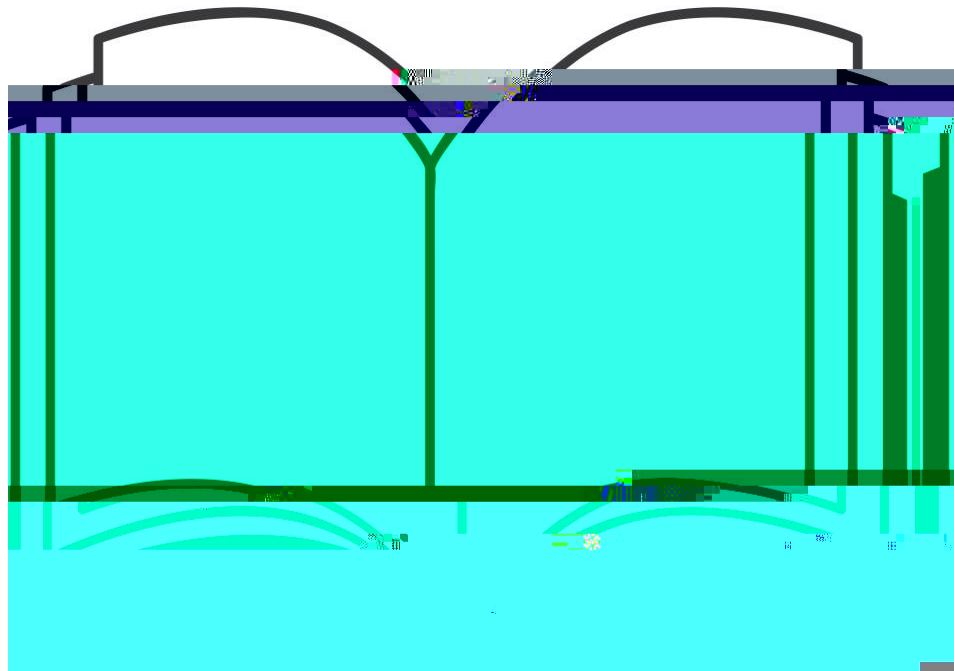




# UniversityThesisWriting Guide





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is a formal presentation of an objective, critical investigation. It is to be written in a formal, scholarly manner in standard English. The quality of both the presentation and content of the finished thesis is a major consideration in its acceptance by the University.

The University Thesis demonstrates originality, clear purpose, appropriate organization, critical analysis, independent thinking, and accurate and complete documentation. Style, language, and punctuation must be consistent. Description, cataloging, co Tw 4nd(T)w 4nd(5)00c 080c 0w 4nd(3)7s)500c 0w 4nd(Tj-0c 00

IBM (PC) Windows

MS Word  
WordPerfect  
MSWorks

Macintosh

MS Word  
WordPerfect  
AppleWorks  
FrameMaker

As a reference for general rules of American usage for such things as sentence structure, word form, pronoun usage, grammatical consistency and punctuation, students should refer to a grammar handbook such as *The Bedford Handbook for Writers* by Diana Hacker, the *Keys for Writing* by Ann Raimos, or the *Prentice Hall Reference Guide to Grammar and Usage* by Muriel Harris. These guides are currently recommended by the writing skills staff of our English Department.

In general, students should follow the stylebook for their field.

Note: For your thesis, all specific guidelines (such as those pertaining to margins, font style, block quotes, etc.) should be followed as stated in the stylebook. If you have any questions, please contact the writing center.



Each page in the thesis (except the title page) should have a page number.

Roman Numerals: Use lower case Roman numerals for the preliminary pages, beginning with "i" for the page following the Title Page.

Arabic Numbers: Use Arabic numbers for the balance of the thesis, beginning with number "1" for the first page of text. *From here on, the entire thesis should use Arabic numerals.*



Blockquotation format is normally used for quotations of four or more lines

University Theses of unusual size or shape, or those that include special information (for example, tape recordings, musical scores, lengthy music manuscripts) must have format approval from the Academic Programs and Graduate Studies office. Large maps (pre-folded by the student) or CD's can be inserted in sturdy pockets built by the bindery inside the back cover. One complete set of folded material must go to the bindery with the multiple copies so that they can build a pocket of the correct size.

The rule for charts, figures, graphs, tables, etc. is that they must be consistent with each other in style and have the same general look. All photocopies and digital images must be clean and sharp. They should use the same font and point size as the text of the thesis if possible.

#### Exceptions

If it is not possible to use the same font and point size as the text of the thesis (i.e., there is not enough room, or the item has been generated on another computer which does not have the same fonts), it is allowable to use a different font or a smaller/larger point size, as long as all the charts, figures, graphs, tables, etc. in the thesis use the same variations consistently. For example, if a thesis has five maps with legends, the type sizes of the legends should match each other.

Charts, figures, graphs, tables may also be placed horizontally on the page if they will not fit vertically. The page, however,

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When the bound copies are returned by the bindery, you will tear away the main portion of the perforated stubbing sheet (leaving only the left edge in the spine to provide for the thickness of the plate/photograph) and will then mount the photo on the captioned sheet. It is suggested that you use an adhesive spray to mount your photo such as "Photo-Mount" manufactured by 3M and available at OfficeMax. Using tape to attach the photo or plate to the page is not acceptable.

You can save whatever size pages you want as PDFs and include them in your thesis for upload to the Institutional Repository. Page size doesn't matter in regards to depositing in the repository, since all of it is the same file type (PDF).

You can save a single PDF with multiple page sizes, orientations, etc. However, if you are unsure of how to do that, you can send the oversized pages as separate PDFs that the Library Repository can combine with the text of the thesis into the final PDF for deposit.

If you can keep to one standard size of oversized page (i.e. legal, ledger, tabloid, etc.) it would make it easier for reading the final thesis. However, while preferred, it is not necessary.

If you want bound copies of your thesis, please follow the instructions on p. 10.

ONLY the following types of printers are approved for theses (use "best quality" mode for your final draft).

Acceptable Printers	Unacceptable Printers
Laser printers (preferred) Ink Jet printers Letter Quality dot matrix	Line printers Dot matrix printers (not letter quality) Any printer with visible and/or unconnected dots forming a letter

Theses must contain the four sections that are listed below in bold-faced type. Additional sections as listed below and marked by asterisks (\*) are optional. Sections must be assembled in the following order:

- I. **Title Page**
- II. **Copyright Page\***
- III. **Abstract\***
- IV. **Signature Page**
- V. **Acknowledgments\***
- VI. **Table of Contents**
- VII. **List of Figures, Graphs, Photos, Plates, Maps and Tables\***
- VIII. **Preface\***
- IX. **Page 1. First page of thesis text**
- X. **Endnotes if not in text or at end of chapters\***
- XI.

If the Copyright Page is included, center (vertically and horizontally) your name and the year of the publication as follows:

Copyright © Year by Your Name

or

Your Name © Year

If you do not have a font that includes the copyright symbol, e.g., "©", you can type the "c" and draw a circle around it in permanent black ink.

The otn © fc"l.2 (r)2.1 (t)]we0 Tw 1.831 0 Td 2.30j -0.003 Tc 0.003 9w 0.169 9 Td [(C)-4.1 (o)9c.1 ( 0 as 2.9 6









Incorrect and/or inconsistent placement of page numbers or footnotes.

All in-text citations must be included in the bibliography, and all bibliography references must be cited in the text.

Inconsistent presentation of graphs, charts, illustrations, etc.

Blurred or messy photocopies of graphs, charts, illustrations, etc.

Low resolution digital images not suitable for printing.

Onion-skin paper or other textured or non-standard paper.

The following pages are full page templates of the Master's Thesis Title Page and Signature Page and the Dissertation Title Page and Signature Page.

THESISTITLE (ALL -Tj 0.0014Tc -0.004 Tw 7.30.4 (nd)]WTLE .

THESIS TITLE (ALL -CAPS)\*

1 \*\*

CONTINUATION OF TWO-LINE TITLE

1  
2  
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10

By

1

Author's Full Name

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7  
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Approved:

Date:

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2

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\*Titles must match on the Title Page and on the Signature Page. \*\* Numbers indicate vertical spacing only; do not type double text and center between margins (1½" left, 1" right). "Signature" lines should be 2½" in length. "Date" lines should begin 5½" from left edge ("0") of page and should be 2" in length. If your department only requires two signatures, type only two names. This template was prepared using Times Roman and Microsoft Word (Center proper Roman numeral page number in center of page). When lining up, template may not match exactly.

1\*

2

3

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DISSERTATION TITLE (ALL CAPS)

1

CONTINUATION OF TWO-LINE TITLE

1

2

3

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5

6

7

8

By

Author's Full Name

B.A. (Full name of school) year

M.A. (Full name of school) year

1

2

3

4

5

6

7

8

A Dissertation

1

Submitted in Partial Fulfillment of the Requirement for the Degree

1

Doctorate in Education

1

2

3

Doctoral Program in Educational Leadership for Social Justice

1

California State University, East Bay

1

\*\* Date

\* Numbers indicate vertical spacing only; do not type. The three underlines are each 1½" long. Double space text and center between margins (1½" left, 1" right). This template was prepared using Times New Roman and Microsoft Word. **When lining up, template may not match exactly.** \*\* Use the end of semester month/year your degree is awarded for the date.

