Format Your Master’s Thesis or Project

It Can Be Done!

- University Format Specifics
- Departmental Style Guide Requirements
- Presenting Figures and Tables

Office of Graduate Studies
Presented by Carson Medley
Thesis Advisor/Editor
To Format A Thesis/Project Follow the Graduate Guide


Guide to Graduate Studies

A Guide To Graduate Studies: Policies, Procedures, and Format (pdf) has been developed to provide you with important information that will facilitate your progress to the master's degree. It includes an overview of rules, regulations, and policies, helpful information and hints about how to quickly progress through your graduate program, and information necessary for the preparation and submission of the final copy of your thesis or terminal project. It is essential that all students review this document carefully.
All Department Style Guides are listed in *Appendix A* of “A Guide to Graduate Studies”

Each style guide covers the following *four* elements:

- Reference citations within the text
- The format/design of all tables
- The format of figure captions
- The List of References at the end of the chapters
CAUTION!

Do *not* attempt to follow another student’s thesis for *either* your departmental style guide requirements, *or* for the University formatting requirements.
Format Basics

Set Margins
- 1” top margin
- 1” right margin
- 1” bottom margin
- 1.5” left margin

Choose Font
- Use 12 point font
- Standard typeface

Set Indentations & Spacing
- Set 6/8” tab to indent paragraphs
- Set 3/8” tab for listings and block quotes
- Double space body of text
Sequence of Pretext Pages

i. Title Page (not numbered)

ii. Approval Page (not numbered)

iii. Publication Rights Page (begin page numbering)

iv. Dedication (optional)

v. Acknowledgements (optional)

vi. Table of Contents

vii. List of Tables

viii. List of Figures

ix. Abstract
Chapters I – IV

I. Introduction

II. Literature Review

III. Methodology

IV. Summary, Conclusions, and Recommendations

Reference section
- section is preceded by a half-title page

Appendices
- section is preceded by a half-title page
- the sections are labeled A - Z
The Graduate Coordinator does **not** sign off in every department. (See the listing in Appendix A of the “Graduate Guide”)

The Dean signs off **after** the thesis or project has been submitted and reviewed by the Graduate Studies Office.

```
APPROVED BY THE DEAN OF GRADUATE STUDIES AND VICE PROVOST FOR RESEARCH:

Katie Milo, Ed.D.

APPROVED BY THE GRADUATE ADVISORY COMMITTEE:

Graduate coordinator’s name, degree
Graduate Coordinator

Committee chair’s name, degree, Chair

Committee member’s name, degree

Committee member’s name, degree
```
Set **Tabs** for all pages

Use the **leader tab** to align leader dots

In the pre-text pages, use a right justified tab to align the following:

-- Chapter Numbers in the Table of Contents align by the period

-- All leader dots *stop* before the “P” in the word “PAGE”

-- All page numbers align against the right 1” margin.
Special Pretext Page Requirements

- Paginate all pretext pages in lowercase Roman numerals on the 1” bottom margin

- Title and Approval pages are counted but not numbered

- The Abstract requires the CSU, Chico heading
Subtitles in the Chapters

The following sub-headings may be used in your text:

Centered Heading

Flush-left Heading

Double space before and after all flush-left headings (free-standing sideheads). If the title exceeds the 3" limit, divide the title into the appropriate number of lines. All carry-over lines are single spaced and indented two spaces from the left margin. Capitalize the first letter of each major word in the title. Double space under the title, indent the paragraph $6/8"$, and begin the text.

Paragraph heading. This heading is placed at the beginning of a new paragraph. The heading is followed by a period with new text beginning on the same line immediately after the heading.

Second Centered Heading

This heading is centered, not underlined, and only the first letter of each major word is capitalized. Triple space before all centered headings and double space between the heading and the text.
Placing Figures in the Text

- Figures are numbered as they are introduced in the text, and begin with Arabic number 1. *Example*: “See Figure 1.”

- Insert each figure as close to the first reference as possible.

- Follow your Department Style Guide for formatting the caption below the figure.

- Use a full reference citation below the figure caption for any borrowed material.
Placing Tables in the Text

- Tables are numbered as they are introduced in the text, beginning with Arabic number 1.

- Tables are formatted following the department style guide.

- Guidelines include the table title, the spanner headings, column headings, stub headings, and the lines within the table.

- Use a full reference citation below the table (not the abbreviated form of referencing used in the text).

- Include “Reprinted with permission” whenever copyright permission has been granted.
Questions to direct to your graduate advisory committee include:
- Department Style Guide Issues
- Grammar and spelling
- Human Subjects Clearances
- Content issues
- Discipline-specific questions

Questions for the Thesis Editor include:
- Clarification on Copyright requirements
- University Format assistance
- Non-print Mediated Projects
- Copyright Concerns
Graduate Evaluators Clear the Degree and Order the Diplomas.

Gwen Rust clears graduates with last names beginning with C and L – Z

Phyllis Yamashita clears graduates with last names beginning with A - K