

A GUIDE TO GRADUATE STUDIES

POLICIES, PROCEDURES, & FORMAT

Interim Fall 2011 Edition

California State University, Chico
Office of Graduate Studies

Student Services Center, Room 460
Chico, California 95929-0875
(530) 898-6880

PREFACE

Welcome to California State University, Chico. I am pleased you have selected our campus for your graduate studies. In order to make your time here as uncomplicated as possible, this guide 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.

Although information about the format of the thesis/project is specific and detailed, the information concerning policies and regulations is extracted from other sources and may not be complete. It is the responsibility of every graduate student to be familiar with both University regulations and policies as stated in the *University Catalog* as well as with requirements established by each department.

You should periodically consult with your Graduate Coordinator to ensure timely completion of your degree. If you have further questions about Graduate School requirements or procedures for completion of the master's degree, please check with the Graduate School. It is the goal of our office to assist graduate students with the completion of all necessary paperwork. The more informed you are of policies and procedures, the more likely your graduate education will progress smoothly. Best wishes for a fulfilling and successful graduate experience.

Dr. Eun K. Park, Dean of Graduate Studies
and Vice Provost for Research

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CHAPTER I

FROM ADMISSION TO GRADUATION

Being accepted into a master's program is the first step in the journey through a graduate degree program. Upon entering Graduate School, one is faced with a series of questions about timelines, deadlines, Graduate School procedures, departmental requirements, and university policies. Questions soon surface: How are graduate advisory committees established? How are thesis/project topics chosen? How is a graduate program approved? What are the requirements for a thesis or project? Are there qualified formatters?

This manual has been developed in response to graduate student questions and needs. While it is not possible to address all potential situations, we have attempted to answer the most commonly asked questions. The following pages will help guide the master's student from the point of developing a program to the final submission of the project or thesis.

Acceptance to a Program

Each graduate student receives an acceptance letter which states the level at which the department recommends admission. Individual departments may also include a letter that stipulates any specific conditions of the admission. A graduate student's status falls into one of four categories:

1. Unclassified. This status is reserved for a limited number of applicants who need up to two semesters to meet qualifications to apply to a particular graduate program, or for those CSU employees who qualify for educational benefits under professional development.

2. Conditionally classified. A conditionally classified student has been admitted to the desired master's degree program, but has not been formally approved for master's degree study and is taking steps to meet specific requirements outlined by the university and the department to qualify for "classified" status.

3. Classified. A classified master's degree student has been formally approved by the department and the Graduate School to pursue master's degree study.

4. Candidate. A student is advanced to candidate status (candidacy) only after demonstrating a significant ability and aptitude for the discipline.

General prerequisites for admission to conditionally classified and classified status and for advancement to candidacy are listed in the *University Catalog* in the Graduate Education section. Specific departmental requirements are in each department's master's program listing.

Advancement within the levels occurs once the necessary university and departmental requirements have been met. A change in classification from one level to another is initiated by the student with a request to the departmental graduate coordinator.

Note for International Students

In order to complete their graduate degree, all international graduate students must follow all of the rules and instructions in this guide. However, in order to maintain proper immigration status, international students also have additional (or stricter) restrictions and responsibilities. For this reason, it is very important that international students maintain close contact with the International Student Advisors in Tehama 209.

Beginning the Program

Upon entering the program, become familiar with university and departmental policies and regulations. Are the policies formal or informal? Are the deadlines firm or flexible? Are there guidelines for establishing the graduate advisory committee? Read all departmental brochures and handouts and be sure to spend some time with your departmental graduate coordinator as soon as possible. Above all, read the *University Catalog*. While the university faculty and staff are available for information and assistance, it is ultimately the student's responsibility to meet all academic and administrative deadlines and requirements set by the department and the Graduate School.

Become familiar with the faculty in your department and inspire them to become familiar with you. Establish regular communication with your departmental graduate coordinator. Get to know other students. Their first-hand experiences with instructors and courses may help you avoid some of the pitfalls common to graduate programs.

The Program Plan

Before acquiring 15 units, graduate students should submit a completed Program Plan form to the Graduate School for approval. This form establishes both the members of your graduate advisory committee and the courses comprising the graduate program. The Program Plan is essentially a contract between the graduate student and his or her graduate advisory committee.

Prepare the program plan by developing a schedule of courses and meeting with your departmental graduate coordinator and the graduate advisory committee chair to have the program approved. Be sure to check the *University Catalog* to see that:

1. All major requirements are met.
2. The program meets the university requirements stated in the Graduate Education section of the *University Catalog*.
3. All prerequisites for the courses will be or have been met.
4. Courses will be offered when they are scheduled to be taken.

The Graduate Advisory Committee

Forming a graduate advisory committee is one of the most important decisions to be made in a master's program. Until a committee is selected, the graduate program coordinator should be consulted for information and advice. The graduate coordinator assists in establishing a basic course of study and helping identify academic specialties among the program's faculty. The chair of the graduate advisory committee should be selected as early as possible after consultation with the graduate program coordinator.

The committee chair, with assistance from the graduate advisory committee, directs the graduate student's course of study and oversees the thesis, project, or comprehensive examination. The committee chair will assist in meeting the university style and format requirements for master's theses and projects. Check with your program's graduate coordinator to determine the required number of committee members (some programs require a chair and one member; others require a chair and two members).

Members of the graduate advisory committee, particularly the chair, should have a strong background in the appropriate academic area, be able to communicate and work well with other faculty in the program, and have the time to participate on or chair the committee.

The committee chair must be a tenured or tenure-track faculty member who is from the program. This includes faculty members participating in the early retirement program (if they agree to "volunteer" their time during their off-campus semester).

The second member must have the same qualifications as the committee chair. In some departments, the second member may be:

1. A tenured or tenure-track faculty member associated with a program other than the one granting the degree, or
2. A tenured or tenure-track faculty member who is fully retired from the program but willing to "volunteer" his or her time to serve on the committee.

The graduate coordinator of the program must approve a second committee member who falls into category one or two above.

The third member customarily meets the second member qualifications. An exception may be allowed for a person to serve as the third member in cases where the person does not meet the specific criteria indicated above, but is determined to be otherwise qualified for committee membership due to significant professional achievement in an area related to the subject of the thesis or project. This includes professionals working in the community. In this case, approval is required by the committee chair, graduate coordinator and graduate dean.

Graduate advisory committee membership is prohibited for people with conflicts of interest (e.g., those who are related to the graduate student by blood, marriage, personal relationship, or living arrangement).

Students who select the thesis or project as their culminating activity are urged to complete it during the semester they are enrolled in the designated course (customarily taken during the last semester of the master's program). In cases where the thesis or project is not completed during enrollment in these units, students are allowed a maximum of *three* additional semesters to complete the thesis or project. If the thesis or project is not completed by this deadline (and the program time limit has not run out), members of the committee can chose to withdraw. In the case of a faculty member withdrawing, it is the responsibility of the student to reconstitute the committee.

Exceptions to the policy on Graduate Advisory Committees may be requested by the graduate program coordinator and must be approved by the dean of Graduate Programs.

Regulations Governing Master's Students

The following lists some of the more important regulations that master's students need to know to progress smoothly through their degree programs; the *University Catalog* should be consulted for additional graduate regulations and policies.

While the "Academic Policies and Regulations" section of the *University Catalog* contains information concerning general university policies, both the Graduate School and individual departments have their own specific policies and rules that apply to master's degree candidates. Graduate students should thoroughly review the Graduate Education section and their individual program description in the Academic Programs section to become familiar with all of these policies, procedures, and regulations.

Catalog Year

Master's degree students are governed by the requirements that are in effect at the time of their admission to conditionally classified status in the program. If normal progress is made toward the degree and continuous enrollment is maintained, a graduate student may elect to meet the degree requirements in effect either at the time of admission to conditionally classified status, or in the semester of graduation with the master's degree.

Continuous Enrollment

Students pursuing a master's degree must enroll each semester until the degree is awarded. Both enrollment as a regular student and adjunct enrollment satisfy this continuous enrollment requirement. (Special Session, Extension, and Open University enrollments do not.) Adjunct enrollment consists of registration in GRST 899 through the Center for Regional and Continuing Education, for which an administrative fee is charged.

Registration in GRST 899 must be completed by the end of the fourth week of classes each semester (the university census date). Late fees are charged for non-compliance with this policy. No credit is earned for adjunct enrollment, but it allows you to maintain your status in the master's degree program and to make minimal use of selected campus resources, including the library, laboratories, computer facilities, faculty advisors, and the thesis editor. Adjunct enrollment serves both students who have finished their coursework but have not yet met all degree requirements (e.g., terminal project, incomplete grade, etc.), and those who choose not to enroll in regular classes for a semester. However, it is not to be used to postpone the start of graduate study, and you may not enroll in GRST 899 during the initial semester of admission to the master's degree program. Transcripts will be required of students who have attended another school while on adjunct enrollment at CSU, Chico.

Master's degree students who do not maintain continuous enrollment may be required to reapply to the program that they have interrupted when they wish to return. They may be subject to any new admission requirements and, if readmitted, may be held to any new degree requirements. In addition, they will be required to petition to resume the program and complete late registration in GRST 899 for all semesters that they were out of compliance with the continuous enrollment policy. When students are required to reapply to return, the application fee will be waived upon completion of the GRST 899 late registrations. This policy applies to all master's degree students, including those who have completed all of the courses required for their programs.

Student Health Center privileges at the Student Health Center are available for an additional fee to master's students enrolled in GRST 899.

Graduate Assistants

Students **may not** hold a graduate assistant or teaching associate position while enrolled under adjunct status.

Maintaining Good Academic Standing

As a student admitted to a master's degree program, you must maintain a minimum 3.0 grade point average in each of the following three categories: all coursework taken at any accredited institution subsequent to admission to the master's program; all coursework taken at CSU, Chico subsequent to admission to the program; and, all courses taken in fulfillment of your approved program. Failure to maintain a 3.0 average in any category will result in academic probation in the master's program. Failure to remedy the deficiency within one semester with appropriate courses approved by the program coordinator will result in disqualification from the master's program. Students disqualified from a master's degree program will not be allowed to enroll in any regular session of the university for at least one year, and must reapply and be admitted to a program in order to return to regular enrollment.

If your major department finds that you do not satisfy established criteria in the discipline, you will be terminated in that discipline upon the graduate school's receipt of a letter from the graduate coordinator requesting such termination.

Full-time Status

Except as noted below, full-time graduate students are those who are admitted to a master's degree program and carry at least 8 semester units. For students with appointments as graduate assistants, teaching associates, or part-time faculty, half-time (20 hours/week) employment may be regarded as the equivalent of 4 semester units of graduate coursework in determining full-time status. Appointments for fewer than 20 hours/week are pro-rated in determining full-time status.

Note: For purposes of financial aid eligibility, students may not be allowed to count employment toward their full-time status; please consult a financial aid counselor.

Graduate Courses

While a graduate student may enroll in courses at any level, only courses in the 400, 500, or 600 series may be counted toward a master's degree program. Courses numbered 400-599 are acceptable as credit toward a master's degree unless otherwise noted in the course description. Graduate students enrolled in 400/500-level courses will be held to more rigorous requirements than undergraduates and must earn a grade of C- or better to count them toward their program. Courses numbered 600-699 are open only to master's degree students and at least sixty percent of the total units required for a master's degree program must be in stand-alone 600-level courses (those not cross-listed with 400/500-level courses).

Any course to be counted toward a master's degree program must be acceptable for graduate credit by the discipline offering the course (i.e., a 400/500/600-level course

that is not acceptable for its department's master's degree cannot be counted toward a master's degree in another discipline).

Maximum Course Load

Master's degree students may not register for more than 16 units of work in any semester without the approval of the Graduate School. The typical master's degree requires two years for completion, and it is strongly recommended that master's degree students register for no more than 12 units each semester.

Repeating Courses with Forgiveness

Once the bachelor's degree has been awarded, students may not raise their undergraduate grade point average by repeating a course originally taken as an undergraduate. A master's student may repeat one course with forgiveness if specified requirements are met. To repeat a postbaccalaureate course to raise one's grade point average, a petition for forgiveness must be filed in the Graduate School early in the semester that the course is repeated. The petition, which outlines the requirements of the graduate repeat policy, is available from the Graduate School.

Program Time Limit

Master's candidates must complete all requirements for a master's degree no later than five or seven years from the end of the semester of enrollment in the oldest course on the approved program. Consult the academic program chapter for your discipline in the *University Catalog* to determine which time limit is applicable to your program.

In special circumstances, an extension of the program time limit may be granted to a maximum of no more than two additional years. The extension may require taking

additional coursework and dropping expired courses from the approved program, or validating expired coursework (see “Validation of Expired Coursework”). The approval for the extension and the duration of the extension are determined by the petitioner’s graduate advisory committee, the departmental graduate coordinator, and the Graduate School, in that order.

Validation of Expired Coursework

In conjunction with an approved extension of the time limit for completing a master’s degree, expired courses must be validated by registration, examination, or other appropriate means. Expired courses are those taken five years or more prior to the date of graduating with the master’s degree, **or** seven years or more prior to the date of graduating for those programs under a seven-year limit. A request for an extension and permission to validate credit must be approved by the graduate advisory committee, the departmental graduate coordinator, and the Graduate School (in the order stated) before you begin validation.

Validation by registration requires you to enroll in an expired course as an auditor and complete all assigned work. The instructor of the course will notify the Graduate School of your satisfactory completion of the course requirements. Validation by examination requires the successful completion of a written examination or report covering the essential materials of the course. The instructor will file in the Graduate School the final report or examination together with a written statement that it satisfactorily demonstrates current knowledge of course content. The report or examination will be kept on record in the Graduate School until you receive the master’s degree.

Transfer and Open University Credit

A maximum of 9 semester units of transfer and/or CSU, Chico Open University coursework is acceptable toward meeting master's degree requirements, provided that the courses have not been counted toward any previous degree. If the school granting the credit for transfer is regionally accredited and would accept the work for graduate credit toward its degree programs, it may be considered for inclusion in a CSU, Chico master's program. Transfer or Open University credit must be approved by the program graduate coordinator and/or graduate advisory committee chair for content, and by the Graduate School at the time the Program Plan is developed.

Note: Neither University of California extension coursework nor correspondence coursework of any kind may be applied toward a master's degree.

Graduate Literacy Requirement

California State University policy requires that all students graduating with the master's degree demonstrate their writing competence. Each department has developed a method of assuring that its students have adequate writing skills. Refer to the "Graduate Literacy Requirement" section of individual master's degree programs in the *University Catalog*.

The Culminating Activity

Consult your graduate coordinator and/or the *University Catalog* for more information on your specific departmental requirements.

Master's Thesis and Project (699T/699P Units)

Master's Study (699) is separated into a thesis and supporting research (offered as 699T for 1.0 to 6.0 units) or a project as defined by the individual department (offered as 699P for 1.0 to 6.0 units). Enrollments in 699 courses are supervised by the chair of the student's graduate advisory committee and may not be taken through Extension, Special Session, or Open University.

The completion of a thesis or other terminal project and the supporting research for the topic will receive 1-6 units of Master's Study credit, and enrollment in 699 is required. Normally, enrollment in 699 is limited to classified students and candidates in a master's degree program, although restrictions vary among departments. The units awarded for a thesis or project are determined by the academic department offering the degree. However, in no case may a student enroll in, or receive credit for, more units of 699 than are required for the student's individual program. All 699 enrollments are assigned a grade of RP until all program requirements are completed. A grade of CR is assigned upon successful completion of all requirements for the master's degree.

An RP assigned to a 699 course must be replaced with a CR within the time period allowed for the completion of the master's degree (i.e., as specified by your department, five or seven years from the end of the semester of enrollment in the oldest course on the approved master's degree program). Failure to complete the work within the specified time period will result in a grade of NC.

The Final Semester

It is ultimately the graduate student's responsibility to be aware of all academic requirements and administrative deadlines as outlined in the *University Catalog*. A well-planned course of study and a clear understanding of the requirements and procedures explained in the following sections will help avoid last semester problems and graduation delays.

Applying for Graduation

Candidates must apply for graduation and complete their culminating activity by the published deadlines for the term in which they plan to graduate. All applicable deadlines can be found in the Academic Calendar in both the Class Schedule and the *University Catalog*. Application materials and instructions are available from the Graduate School.

Graduation candidates who finish their programs as adjunct students may be required to complete an application for matriculation purposes to update the information in their graduate record. Candidates should be sure that transcripts of all post secondary schools attended are on file at the time they are cleared for the master's degree. If coursework has been completed elsewhere during the course of your master's degree program at CSU, Chico, official transcripts of this work must be sent directly to the Graduate School. These transcripts are required before final clearance can be given for the degree.

Students who have applied for graduation in a previous semester but did not complete requirements must refile for graduation by the applicable deadline and pay the

refiling fee. Questions concerning graduation requirements and their fulfillment may be directed to the departmental graduate coordinator or the Graduate School.

The Oral Examination/Defense

Students completing a thesis or project are required to complete an oral defense/examination related to their work. Although the protocol varies between departments, the oral examination committee is usually composed of the members of the graduate advisory committee and may include the department graduate coordinator and additional faculty who have a research and/or teaching specialization closely related to the thesis/project topic. Some departments use non-university specialists in the content area as members when appropriate.

The deadline for the oral examination is always the same as that for the submission of the thesis/project. However, orals should be scheduled well in advance of this deadline to allow for last minute content changes that might be required by the committee.

Scheduling the oral examination is initiated by the candidate. The committee chair should first be contacted to verify that the thesis/project has progressed to the point where it may be defended. With most departments, the entire work should be completed. The candidate and/or chair will determine a time and date for the examination agreeable to all members of the graduate advisory committee and will announce this date to the department, college, and the Graduate School at least a week beforehand. It is important that the

Graduate School be notified of the scheduled defense in advance so that a Final Progress Sheet can be prepared.

Participation in the Master's Commencement Ceremony

A commencement ceremony for master's graduates is held once a year at the end of the spring semester. You are eligible to participate in the ceremony if you graduated at the end of the previous summer session or fall semester, or if you will graduate at the completion of the spring semester.

Graduation with Distinction

To graduate with distinction, students must achieve a 3.9 grade point average in all approved program coursework and be recommended by the student's graduate advisory committee. Upon recommendation of the appropriate graduate coordinator, an academic dean may award graduation with distinction to a student in his or her college who has a grade point average below 3.9. Students graduating with distinction are recognized at commencement and receive a special diploma; the notation "with distinction" is posted with the degree on the transcript.

CHAPTER II
POLICIES RELATED TO THE
THESIS OR PROJECT

Academic Honesty

The university is committed to upholding the highest standards of academic honesty. In order to promote a graduate culture that respects the need for academic honesty, professors and graduate coordinators actively discuss with their students the importance of adhering to accepted standards. It is expected that graduate students have knowledge of current practices and policies related to academic honesty and the disciplinary conventions for conducting research and appropriately citing sources. Questions or concerns about these matters should be discussed with the relevant program coordinator.

An important component of graduate education is the development of original research, innovative problem solving, and creative expression. Each student must demonstrate and provide evidence of independent thought. The university will employ various methods of auditing graduate student submissions to ensure that they conform to university standards for academic honesty. These will include reviews by professors, thesis/ project committee members, and graduate school staff as well as technology-assisted audits of submitted works using the latest anti-plagiarism software and services.

Misconduct

Allegations of misconduct in research, coursework, the culminating activity, or any other instructionally related activity will be referred to the relevant program coordinator. In consultation with the appropriate faculty member(s), the coordinator will determine the merits of the allegation and whether to refer the allegation to the Office of Student Judicial Affairs for possible disciplinary action.

Evidence of plagiarism (see below) will be referred to the Office of Student Judicial Affairs, which will act in direct consultation with the student's program coordinator (and thesis or project committee when appropriate). The Office of Student Judicial Affairs will follow university disciplinary policy.

The most likely disciplinary outcome of plagiarism in any completed culminating activity (e.g., thesis, project, comprehensive examination) will be expulsion from the university. Per campus policy, expulsion

results in permanent termination of student status without possibility of readmission. Permanent notation of this action is recorded on the transcript and the student is barred from the CSU, Chico campus. Special conditions deemed appropriate by the Coordinator for Student Judicial Affairs may be added.¹

Evidence of misuse of sources (see below) will be referred to the student's program coordinator. If sources have been misused, in order to receive credit for the work in question, the student will be required to revise until the student's program coordinator and professor(s) are satisfied that all sources are cited and documented appropriately.

¹ Student Judicial Affairs. (1996). *Executive memorandum 96-38: Code of student rights and responsibilities*. Retrieved August 23 from <http://www.csuchico.edu/sjd/discipline/studentRights.html>

Plagiarism Defined

The university, like the Council of Writing Program Administrators, distinguishes between plagiarism and the misuse of sources:

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers.²

Plagiarism includes claiming credit for the artistic or creative work of someone else, such as a map, graph, musical composition, photo, electronic image, painting, drawing, sculpture, design, or computer code. Obtaining unauthorized assistance from another person in the writing of a comprehensive examination is also plagiarism.

Misuse of Sources Defined

[C]arelessly or inadequately citing ideas and words borrowed from another source. [. . .] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student [has] failed to cite and document sources appropriately.¹

Copyright Restrictions

The U.S. copyright law provides federal copyright protection for both published and unpublished works. Therefore, authors who may wish to include quotations, illustrations, charts, graphs, musical arrangements and so forth in their thesis/project should make every effort to be sure that reproduction of the copyrighted material does not exceed

² Council of Writing Program Administrators (WPA). (2003). *Defining and avoiding plagiarism: The WPA statement on best practices*. Retrieved August 28 from <http://www.ilstu.edu/~ddhesse/wpa/positions/WPAplagiarism.pdf>

the doctrine of “fair use,” which considers both the purpose and character of the use of copyrighted material. Unpublished works, as well as works published without valid copyright notice, are eligible for protection. Absence of a copyright symbol (©) does not necessarily mean that a work is in the public domain. Tabular arrangements and compilations are specifically covered under copyright law. Permission to reprint or adapt charts, tables, graphs, tabular arrangements, musical arrangements, and so forth must be sought from the copyright holder.

To obtain current information on the use of copyrighted material, it is recommended that students refer to sites such as the Copyright Crash Course (<http://www.utsystem.edu/ogc/Intellectualproperty/cprtindx.htm>) or <http://fairuse.stanford.edu>. These sites are current, well maintained, and user friendly.

Fair Use

If a work is protected by copyright, permission must be acquired prior to incorporation of that work into a new document. Extracts and quotations may be used to a limited extent for purposes of illustration and criticism. The language of the copyright law is vague as to what constitutes fair use, so when in doubt, seek permission and consult with the thesis editor.

Securing Permission

Efforts to obtain permission to use material from other sources should begin well in advance of a final draft. Candidates are expected to acquire written permission to use the material, and evidence of such permission must be provided with the final copy of the thesis/project. Written permission may either be by a letter or by a fax and must be

accompanied by the signature of the individual granting permission. An e-mail response granting permission is considered similar to acquiring verbal permission over the phone. Neither is considered adequate proof that permission has been secured; therefore, they must be backed up by some means of written permission. A statement of permission must appear below the caption of a figure or at the bottom of a table. The owner of the copyright may request that specific words or phrases be used to indicate that permission was granted. All copyrighted tables and figures must be followed by a complete reference citation (e.g., not the abbreviated format such as author/year) and should state, "Reprinted with permission."

Requests for permission should be directed to the copyright holder or the copyright permissions editor of the publication. When requesting permission to reproduce copyrighted material, be sure to specify that the request is for a one-time, non-profit, educational use.

The university is committed to upholding the highest standards of academic honesty. It is incumbent upon each student to become familiar with current standards and policies. **Culminating activities that do not have appropriate copyright releases for borrowed material will not be approved by the Dean of the Graduate School.**

Limit on Thesis/Project Submissions

Theses and projects may be submitted no more than three times (the original submission, and two resubmissions) for content approval. If none of the submissions pass as acceptable, the student cannot complete the degree with a thesis or project as the culminating activity.

Co-authored Theses/Projects

No co-authored or dual theses/projects are allowed.

Theses/Projects Written in Languages Other than English

Only master's theses and projects submitted by graduate students in the *Teaching International Languages* master's degree program may be written in a language other than English when the area of specialization is Language Studies (Pattern B). This applies specifically and exclusively to graduate students in the Foreign Language Emphasis whose Master's Study 699 units are through Foreign Languages and Literatures. Students submitting theses and projects in a language other than English are required to include an abstract of regular length in the foreign language being studied as well as an extended précis in English of up to 1,500 words.

Human Subjects in Research

The use of human subjects in research at CSU, Chico is governed by Executive Memorandum 93-04 and by the policies of the University Human Subjects in Research Committee, which follow the Code of Federal Regulations for the protection of human subjects. If human subjects are part of your research, these regulations and policies must be complied with and proper procedures followed. **Failure to comply with these regulations jeopardizes not only your own standing, but that of the University as well.**

NOTE: All master's candidates must include 1) a copy of the clearance letter from the Human Subjects in Research Committee approving their research, and 2) the Post Data Collection form within the appendix of their thesis or project.

More information and guidelines on the use of Human Subjects in Research may be found at www.csuchico.edu/sp/policy/hsrc/hsrcreq.htm. To apply for a Human Subjects review, to request an extension for a previously cleared study, to amend a previous approved study, or to complete a Post Data Collection form, go to www.csuchico.edu/sp/form/humsub.shtml. Should you have additional questions or need assistance in completing the forms, please contact the Chair of the Human Subjects in Research Committee in the Graduate School.

Animals in Research

In accordance with university policy, and pursuant to Federal Regulations governing the use of animals in research, such studies are reviewed by the University Animal Care and Use Committee. The Graduate School requires that students planning research involving animals contact the chair of the Animal Care and Use Committee before initiating their work.

Non-print Media Project Policy

Non-print media projects are acceptable as a component of the culminating activity of a Master's program. Such projects may be pursued only where the student has previously demonstrated competence in the medium chosen and the master's proposal has been reviewed and approval by the University's Non-print Media Review Committee. Non-

print projects shall be pursued within the format of graduate-level 699P Master's Project coursework. It is University policy that no co-authored projects are allowed as a culminating activity for the master's degree. (For more information on non-print media projects, see Chapter VI).

CHAPTER III

INTRODUCTION TO THE THESIS/PROJECT

A master's thesis or project is ordinarily the first serious, scholarly, and formal attempt by graduate students to demonstrate their ability to investigate, develop, and synthesize materials pertaining to a topic in their field of interest. Supervision and review by the graduate advisory committee ensures content accuracy while adherence to production guidelines insures physical and technical quality. The complete work thus provides visible and permanent evidence of scholarly achievement. The difference between a thesis and a project is defined in more detail in the following chapters but a thesis usually describes the process and results of using a recognized research methodology to answer a significant question, while the project is typically a creative work or interpretation.

Selecting a Topic for Investigation

The graduate student and her/his committee will need to agree on the research topic for the thesis or project. To garner ideas, thoroughly read the literature published in professional journals in the field and talk to faculty members in the department.

The thesis/project topic should be significant in that it will add to the body of knowledge in the field and potentially fill in important gaps in that knowledge. The problem should be clearly defined and feasible; time, resources, literature related to the

topic will help considerably in clarifying the problem and delineating a method of approach.

One reason for the publication of studies in professional journals is so that they can be repeated by other researchers to test the studies' validity. Thus, total originality is not required, but care should be taken so as not to simply duplicate existing research; in such a case, plagiarism may be involved.

Organizing the Research Proposal

The research proposal is a conceptual statement of a problem that warrants significant study. The graduate student should work with the graduate advisory committee in developing a research proposal and receive approval from the committee before research begins.

Meriam Library Privileges

The following privileges are granted to graduate students:

1. The loan period for graduate students is five weeks (35 days).
2. As a currently enrolled graduate student with a valid ID, you have borrowing privileges at any other California State University library. Mutual library privileges are subject to the regulations of the lending library, and Chico ID cards are honored at the discretion of the lending library.
3. You may reserve one of the lockers that are available in the library for graduate students by making application at the Circulation Desk and by paying a refundable deposit and a service fee.

CHAPTER IV

THE CONTENT OF A THESIS

Introduction

The California State University Education Code (Title V, Section 40510, p. 473) defines a thesis as

. . . the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

While the Code delineates the technical differences between a thesis and a project, at times there is a fine line between the two. A thesis is distinguished by certain elements such as an introduction to the study, a review of the literature, a methodology section, results, summary, and recommendations for further research, while a project may not have these components. There is also a difference between the elements found in a quantitative thesis versus those found in a non-quantitative (qualitative) thesis, thus some sections of this description may not apply, and the format should only be used as a guide and not an unyielding outline.

In general, the introduction should contain one or more hypotheses that establish the purpose(s) of the study and upon which theoretical and organizational plans for the study are based. The literature review should provide empirical evidence

supporting the study and put the study in context with other research in the field. The methodology section explicitly describes how the research was conducted, including any statistical treatment. The results section reports and discusses the findings of the study and recommends areas for future research. The summary section is self-explanatory. A specific format may be found in the style guide appropriate to the academic area in which the thesis is written. Appendices, which include data, maps, and other material too detailed or bulky for inclusion in the body of the text, may be appended at the end.

It should be noted here that a distinction is made between a quantitative thesis, which usually involves the collection and statistical analyses of numerical data, and a non-quantitative thesis which does not. Thus, there are some portions of the thesis outline below which may not apply to all theses. The following explanation is offered as a guide.

Thesis Content

An abstract must be submitted as part of every thesis. The abstract should contain all the essential information about the project and provide the reader with an overview of the study. It should be written in complete sentences and include statements of the problem, procedure or methods, results and conclusions. The abstract should include accomplishments, the most pertinent facts and implications of the study, and a brief explanation of the work, and should not exceed 250 words (approximately 1½ pages in length). Mathematical formulae, citations, diagrams, footnotes, illustrative materials, quotations, and acronyms may *not* be used in the abstract.

The framework of the thesis is built around the sections noted above. Organizing the research material in an outline based on this format will help to clarify thoughts and present information in a logical sequence. The following is offered to elucidate what is to be included in the various sections.

Introduction to the Study

It is the primary function of the Introduction to introduce and give an overview of the study. The following components should be included in the Introduction:

Background. The beginning of the chapter should serve as a carefully organized lead-in to the problem under investigation. This section should include an overview of the historical evolution, the current status, the projected future dimensions of the problem, or all three.

Statement of the Problem. Present the focal point(s) of the research. Introduce the “what” of the present investigation (i.e., clearly state what the study will examine or investigate). State the specific major question(s) and/or hypothesis(es) to be studied or tested. Make a precise statement of all minor questions to be explored.

Purpose of the Study. Justify the study. Why is the present investigation significant? Explain how it supports other studies, differs from previous studies, extends present knowledge and/or examines new issues.

Theoretical Bases and Organization. How does the present research correspond with other studies? What are the underlying theoretical bases upon which the study is constructed? One or more hypotheses should create the solid foundation upon which the conceptual framework is built.

Limitations of the Study. Discuss both content and methodological limitations of the investigation. How will the research work within or around these confines?

Definition of Terms. Define any special terms used in the study and establish abbreviations that will be used throughout the text.

Review of the Literature

There are several ways in which this chapter may be structured: chronologically, categorically, or through related theoretical viewpoints. Emphasis should be placed on the reasons underlying the particular areas, topics, and periods selected for review. The chapter should:

1. Provide evidence supporting the historical, theoretical, and research background for the study.
2. Define how the investigation differs from other studies in the field.
3. Show how the study relates to other research studies in similar areas.

Theoretical foundations, expert opinion, and actual research findings should be included. Primary sources should be used whenever possible.

Methodology

This chapter describes the research design or approach in depth. This should be a detailed and clearly written description which permits a precise replication of the study. Several parts of this chapter apply mainly to a quantitative thesis, but may be appropriate to a non-quantitative thesis as well.

Design of the Investigation. Explain how the study is designed to investigate each question or hypothesis. If appropriate, identify all variables and how they are manipulated.

Population and/or Sample. Describe the principal characteristics of the population selected. If a random sample is used, describe the general population from which the sample was selected and the sampling procedure used.

Treatment. Describe the exact sequence followed to collect and tabulate the data. Describe the instrument(s) used to collect the data and establish the validity of the instrument(s) via studies by other researchers.

Data Analysis Procedures. Describe and explain data analysis procedures and/or statistical treatments used. Include descriptions of tests, formulae, computer programs, and procedures.

Results and Discussion

This section reports on and discusses the findings of the study.

Presentation of the Findings. The results of the investigation are presented in narrative form and may be supplemented with graphics. Whenever appropriate, use tables and figures to present the data.

Discussion of the Findings. The discussion of the results should be well argued in relation to each question or hypothesis. Inferences, projections, and probable explanations of the results may also be included. Discuss the implications of patterns and trends, and include any secondary findings.

Summary, Conclusions, and Recommendations

This concluding section should summarize the entire research effort. A sufficiently comprehensive overview should enable the intended audience to understand the entire study. At this point, it is appropriate to reacquaint the reader with the conceptual framework, the design of the investigation, the methodology, and the results of the study. This section should include the significance of the study and its conclusions, the limitations and weaknesses of the study, implications for future research, and recommendations.

References

Cite references according to the department style guide, and be sure to include every source cited in the study, including material that has been adapted for use in tables and figures.

Appendices

Material too detailed for inclusion in the body of the text, or material that cannot be effectively presented due to its length or size may be included in the appendices. Tables and graphs that have been introduced in the main body of the thesis are required to be included in the text immediately following the first reference. They should not be placed in the appendices. Appendices might include such things as questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, and personal correspondence.

CHAPTER V

THE CONTENT OF A PROJECT

Introduction

In many departments, graduate students have the option of producing a project instead of the traditional research thesis. A project is defined by the California State University Education Code as:

. . . a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. (Title V, Section 40510, p. 473)

Whereas a thesis is an empirical scholarly research study, a project is distinctly more creative in nature. Often, projects will be based on a compilation of comparative analysis of the works done by other researchers. Although such material provides the study with substance, culminating projects must evidence originality, critical thinking, and reflect the scholarly or artistic capability of the candidate. While requirements for various creative projects will vary, there will be certain elements common to each project.

Types of Projects

The type of project is limited only by the creativity, capability, and budget of the graduate student. The graduate advisory committee will be most concerned with the

manner in which the material is researched, organized, developed, and presented. The content and format guidelines are much more flexible for a project than for a thesis. Often, as in cases where the project is a manual or handbook, the project itself is placed in the appendix, while sections in the main body of the text are tailored to introduce, justify, and validate the study or creative effort.

Organization of the Project

An abstract must be submitted as part of every project. The abstract should contain all the essential information about the project and provide the reader with an overview of the study. It should be written in complete sentences and include statements of the problem, procedure or methods, results and conclusions. The abstract should include accomplishments, the most pertinent facts and implications of the study, and a brief explanation of the work, and should not exceed 250 words (approximately 1½ pages in length). Mathematical formulae, citations, diagrams, footnotes, illustrative materials, quotations, and acronyms may *not* be used in the abstract.

Because of the uniqueness of projects, the introductory sections in the main body will vary in number. The following presents some of these sections and their respective elements commonly found in master's projects. This outline is only a recommendation and should be adapted as necessary. As a general rule, however, projects will contain at least some descriptive sections selected from the following.

Introduction to the Project

The primary function of this initial section is to provide a comprehensive overview of the project.

Purpose of the Project. A statement of the purpose of the project explains why the project was attempted. Include personal interest as well as other identified needs that the project will help satisfy. Why is the project significant?

Scope (Description) of the Project. Define what the project is in terms of content and format. Include specific information regarding the subject matter, the intended audience, how the project is to be used, and the results or effects expected.

Significance of the Project. Explain the significance of the project in the field of study. What new dimensions or concepts have been presented? Emphasize the importance of the project in its use of techniques and specify the intended effects. If the project is designed to be informational, persuasive, or instructional, specify the effects in terms of behavioral objectives.

Limitations of the Project. If applicable, present and discuss the content limitations with regard to resources, time, and so forth.

Definition of Terms. Define any special terms and establish standard abbreviations that will be used throughout the text.

Review of Related Literature

This section constitutes the major research effort of the project. It provides the source material for the content and puts the present project in context of existing information in the field. Review and cite related studies and discuss their strengths and

weaknesses pertaining to the purpose of the project. Discuss the theories or techniques examined and their respective implications for the present study. Summarize the review with a synthesis of the literature identifying the various approaches and themes. This section ultimately justifies the need for the project.

Methodology

This chapter describes in depth how every aspect of the project was conducted, compiled, or created. It should be significantly detailed and should describe the format and technique used in presenting the material. Techniques, questionnaires, interviews, study sites, and material used to accomplish the study should be described here.

Results

There may or may not be a results section, depending on the type of project. If there are findings to report, they should be synthesized for inclusion in this section. Material too detailed to be included in the body of the text should be presented in the appendices.

Summary, Conclusions, and Recommendations

Summary. Present an overview of the previous sections and how the final project addresses issues which have been raised. Reacquaint the reader with the conceptual framework and the design of the study. This section summarizes the entire project effort.

Conclusions. Conclusions presented should validate both the need for the study and explain how the present study responded to that need.

Recommendations. Recommendations should include comments regarding content, technique, and the process of creating a master's project of this type.

References

Cite references according to the department style guide, and be sure to include every source cited in the study, including material that has been adapted for use in tables and figures.

Appendices

As a rule, the project itself is placed in Appendix A. This will allow more freedom in the format of the work. In addition, material too detailed for inclusion in the body of the text may be placed in the appendices.

CHAPTER VI

THE NON-PRINT MEDIA PROJECT

Introduction

With the approval of both the Non-print Media Review Committee (NPMRC) and the candidate's advisory committee, graduate students have the option of producing a non-print mediated product instead of the traditional research thesis or project. A written component is also required.

Non-print Media Project Policy

Non-print projects may be pursued only when the student has previously demonstrated technical competence in the medium chosen. For purposes of documentation, students may choose to use the Instructional Media Center, other campus offices, or outside technical services. However, all candidates wishing to pursue non-print mediated projects will be required to obtain project approval from the Non-print Media Review Committee (NPMRC) *prior to commencing the project. Non-print mediated projects that have not been approved by the NPMRC will not be accepted as part of the culminating activity.* Figure 1 outlines the review and approval process for non-print media projects.

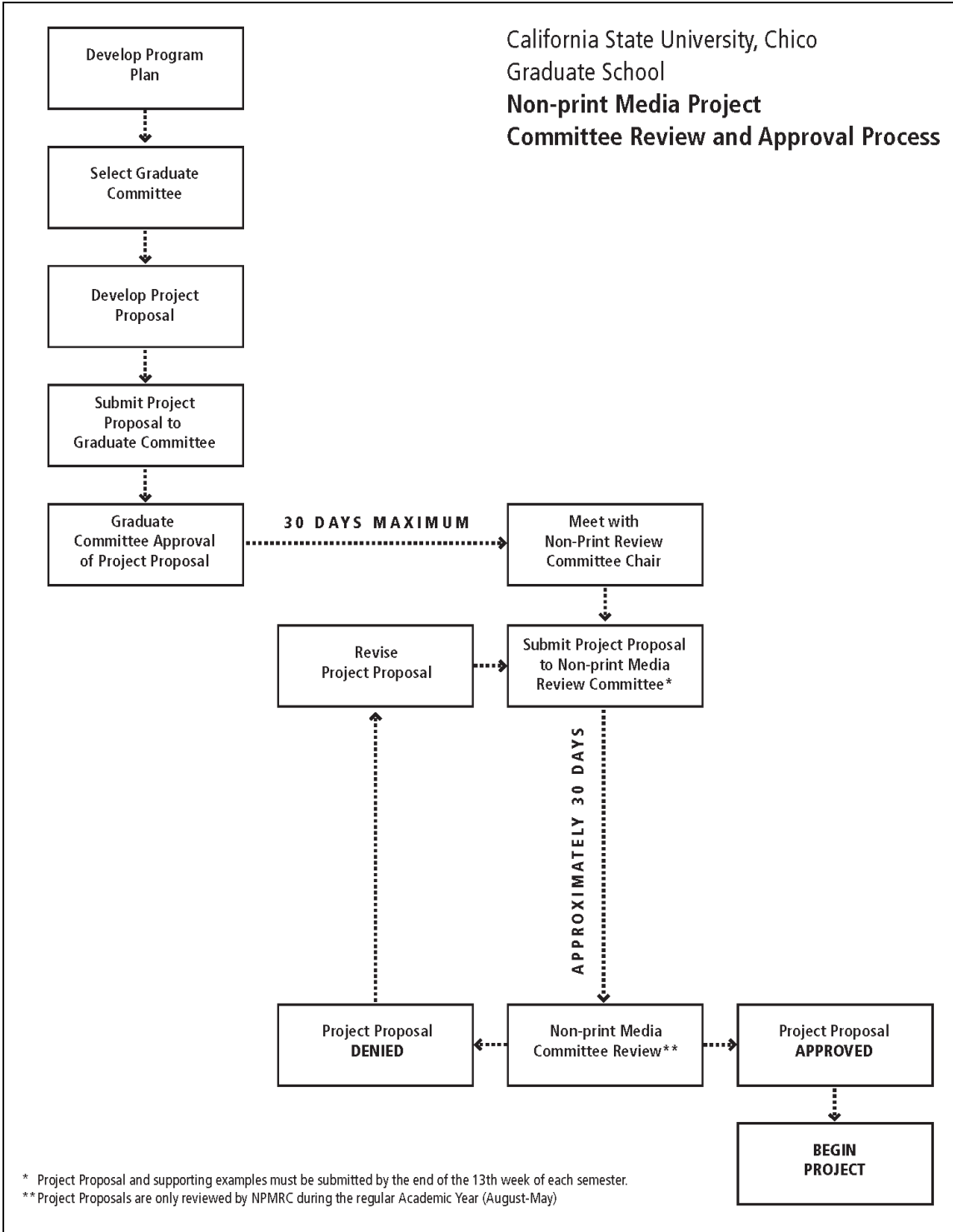


Figure 1. Non-print media project committee review and approval process.

Non-print Media Project Description

Non-print media projects are acceptable as a component of the culminating activity of a Master's program. Such projects may be pursued **only** where the student has previously demonstrated competence in the medium chosen. Non-print projects shall be pursued within the format of graduate-level 699P Master's Project coursework. **It is University policy that no co-authored projects are allowed as a culminating activity for the master's degree.**

The Non-print Media Project Proposal

A project proposal must be approved by the student's Graduate Advisory Committee and submitted to the Non-print Media Review Committee within thirty days of the approval. The proposal should include the following:

1. A statement of the purpose of the proposed project, the need for the project, and the student's personal interest.
2. A statement of the content and format of the project, including specific information regarding the subject matter, the intended audience, how and where the project is to be used, and the anticipated results or effects.
3. A statement of the intended method of production. A detailed written plan should be developed which outlines the major steps to be performed and procedures for the production. This would include such things as required talent resources (dancers, singers, etc.), time required for the various aspects of the project, and an estimate of technical

support necessary for production, including personnel, equipment, and facilities. A production script would be appropriate here.

4. A statement substantiating the need for such a study/project. An extensive review of existing materials and literature should demonstrate that the project does not duplicate the efforts of others. This section should convince the Non-print Media Review Committee of the merit of the project.

Project Approval Process by the Non-print Media Review Committee

Within thirty days of approval of the project proposal by the student's graduate advisory committee, the student must meet with the NPMRC chair. If the chair determines that the student possesses the qualifications to advance with the proposed project, the student will be given a *Request for Non-print Media Proposal Review* application to complete and submit to the NPMRC for their approval. This completed form, the written proposal, and required examples must be submitted to the Graduate School for NPMRC review. The student, the student's graduate advisory committee, and the program's graduate coordinator will be notified of the Non-print Media Review Committee's recommendation. Figure 2 outlines the non-print media project submission process.

Non-print media projects must be significant, evidence originality and independent thinking, and follow appropriate form and organization. They are comprised of the following:

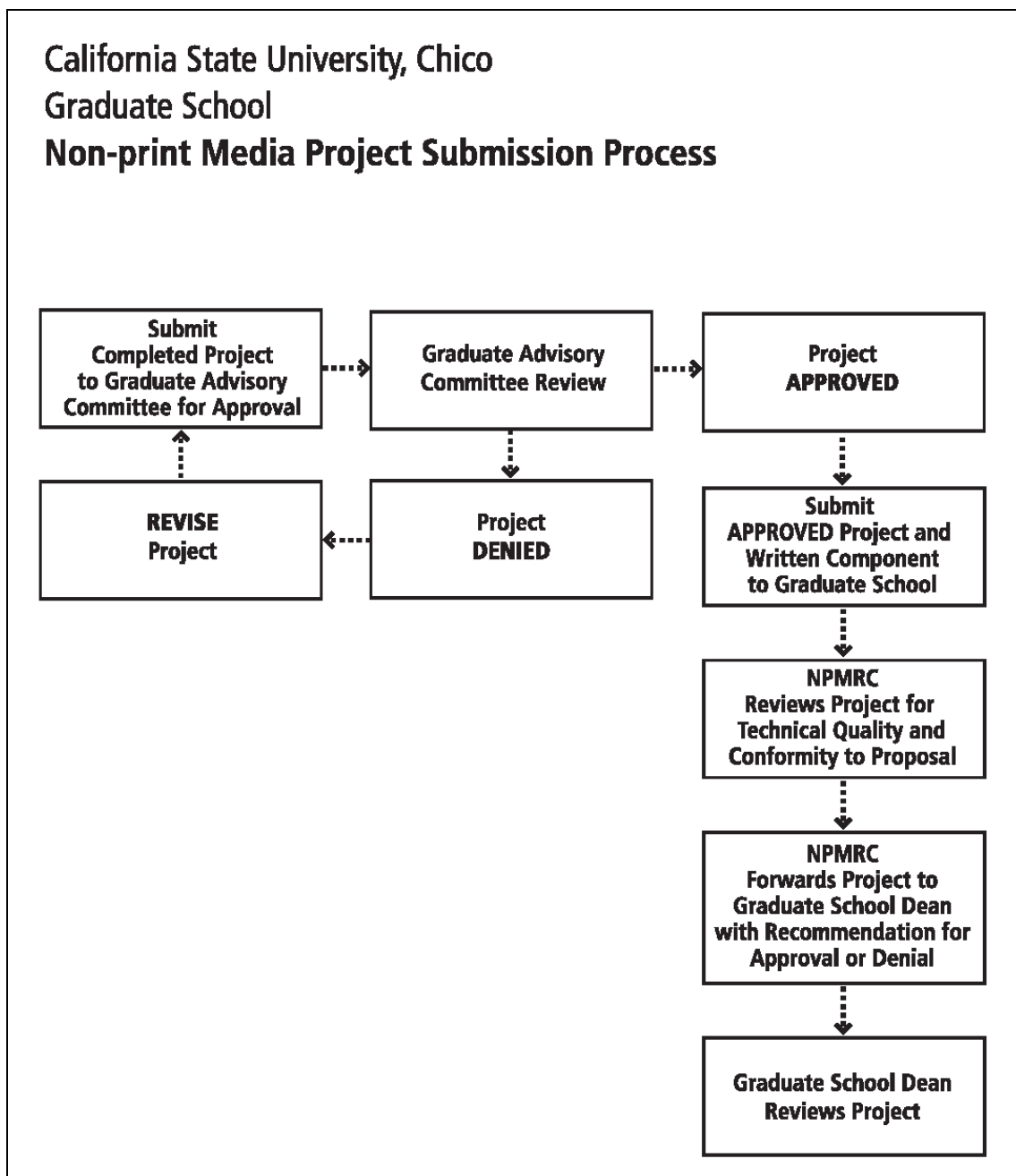


Figure 2. The non-print media project submission process.

1. The Written Component. The written component shall be more than the presentation of a mere outline, plan, depiction, description, or demonstration. The text

should describe the project and summarize the significance and objectives, provide a review of related literature, explain the methodology or treatment, and present conclusions or recommendations.

2. The Non-print Component. The non-print component must conform to the project proposal approved by the Non-print Media Review Committee. It must demonstrate the candidate's proficiency in the proposed media.

The Written Component of the Non-print Media Project

An abstract must be submitted as part of every written component of a non-print media project. The abstract should contain all the essential information about the project and provide the reader with an overview of the study. It should be written in complete sentences and include statements of the problem, procedure or methods, results and conclusions. The abstract should include accomplishments, the most pertinent facts and implications of the study, and a brief explanation of the work, and should not exceed 250 words (approximately 1½ pages in length). Mathematical formulae, citations, diagrams, footnotes, illustrative materials, quotations, and acronyms may *not* be used in the abstract.

All non-print media projects must be accompanied by a written component. It must be more than the presentation of a mere outline, plan, description, or demonstration. The text should describe the project, summarize its significance, objectives, and methodology, and present a conclusion and/or recommendation. This written component should include such things as scripted choreography, text documentation of script writing,

production notes, and/or other appropriate documentation. This component will be bound and shelved in the university library.

While the non-print media presentation demonstrates the creativity and quality of the technical and artistic aspects of the project, the written component should be a significant contribution to others in the field who wish to learn from or expand upon this accomplishment. The following outline is a guide to the written component.

Introduction

The primary function of this initial section is to provide a number of introductory statements regarding the proposed non-media project.

Problem Statement. Briefly indicate what prompted an interest in the project. Include any historical background, current technology, and/or future dimensions in the field of study. The introduction should provide a setting and focus for the project.

Scope of the Project. Explain the project in terms of content and format. Specify the audience to which it is directed and the context in which it is to be presented.

Significance of the Project. Present the purpose of the program and the significance of the project. What new dimensions or techniques are being applied to the media or the subject which make the work unique? Emphasize the importance of the project itself in relation to techniques, support of information, or instructional needs.

Intended Effects. List the expected users of the program and discuss the intended effects of the presentation on its audience. If the project is designed to be informational, persuasive, or instructional, specify the anticipated effects in terms of behavioral objectives.

Limitations of the Project. Discuss any limitations in relation to the content and technical aspects, including resources, time, and abilities.

Review of the Literature

This portion constitutes the major research effort of the project. It provides the source material for the content and defines how the project differs from other media productions in content, format, or techniques. A description of how the work fits in relation to existing media with a similar purpose will provide a rationale for the approach and techniques chosen for the project. Related media productions should be cited and evaluated. Discuss the techniques used and their applicability to the present study.

The review should be summarized with a synthesis of the literature and products. Identify the various approaches and themes as a basis for justifying the treatment selected.

Treatment

This section provides an in-depth description of how each aspect of the project was conducted. The explanation must be sufficiently detailed to permit the writing of a production script, and should be organized in the same manner as the completed production.

If the content of the project is the focus, most graduate advisory committees will be concerned with evaluating the manner in which the research, organization, and development of the subject has been done (i.e., what novel ways have been developed for presenting the context?). This section should contain all the information to be included in the content with a narrative description of the way it is to be mediated. It is not

necessarily presented in script form, but it should describe the format and technique of presentation. If the originality and creativity of the project rests in the manner and quality in which the content is presented, the major emphasis will be on the production quality of the medium chosen. In such cases, the treatment of the content will be the major effect of the study.

Explain how the project will be executed. Specify the techniques and methods which will be used to achieve the anticipated goals of the project. How and/or why will these tools be effective?

The Production Script

This is the blueprint from which the media project is produced. It is detailed, comprehensive, and describes the dialogue, set requirements, props, equipment, etc. The script should follow the standard technical format common to productions using similar media. Post-production work necessary to complete the project should be included.

Summary, Conclusions, and Recommendations

This final section should summarize the entire project. It should be written with the intention of evaluating the entire process of production from concept to final product. The summary should present an overview of the project, reacquainting the reader with the purpose, design, and results of the study. Both negative and positive conclusions found as a result of the study should be discussed. Describe the areas in which the study could have been improved and how problems encountered along the way could have been solved or avoided.

Recommendations should include comments regarding content, technique, and the production process as a whole. This section will provide the reader with valuable information for future media productions.

References

Cite references according to the departmental style guide, and be sure to include every source cited in the study, including material that has been adapted for use in tables and figures.

Appendices

As a general rule, the project itself is placed in Appendix A. This will allow more freedom in the format of the work. Material too detailed for inclusion in the body of the text may also be placed in the appendices.

CHAPTER VII
ORGANIZATION AND FORMAT OF
THE PRE-TEXT PAGES

General

Chapter VIII describes the two formatting options for the final format of all theses and projects. Disciplines may choose one for the body of text (e.g., formatting the chapters and the reference section). ***However, specific University requirements will still apply to the pre-text pages, as well as other format requirements that must be met for the bindery and microfilmers (such as margins and the placement of page numbers).*** The required format of the pre-text pages for all theses/projects is described in this chapter.

A thesis/project consists of four major parts: pre-text pages, text, documentation, and appendices. Some theses and projects may not require use of all four parts, but when used the sequence below should always be followed:

- Title Page
- Approval Page
- Publication Rights (optional)
- Dedication (optional)
- Preface/Acknowledgments (optional)
- Table of Contents

- List of Tables (if used)
- List of Figures (if used)
- List of Symbols or Nomenclature (if used)
- Abstract

Margins for Pre-text Pages

Leave a margin of 1" at the bottom and right side of the page and a margin of 1½" on the left side of the page. The top margin requirement for the first page of all pre-text pages is 1¾" down from the top of the page. The top and bottom margins for the approval page are both 1¾".

Numbering Pre-text Pages

Number the pre-text pages (those through the abstract) in lowercase Roman numerals, without punctuation, at the bottom of the page, centered within the margins, and on the 1" bottom margin.

The title and approval pages are not numbered, so the next page (publication rights, if included) will be numbered with Roman numeral iii. Continue numbering with iv, v, vi, and so on throughout the last page of the abstract.

Format of Pre-text Pages

Title Page

The title page consists of four evenly spaced components, each of which is separated from the next by a division line 1" long. To accommodate binding, each com-

ponent should be centered within the required margins. This page will be counted but not numbered.

The title of the thesis/project, the first component, should be typed in capital letters 1 $\frac{3}{4}$ " down from the top of the page following the double-spaced inverted pyramid format as shown in Appendix C. Each line of the title is limited to 5" in length. Binding fees are determined by the length of the title: for every additional line over the two-line maximum, an additional charge per line, per copy will be added.

The second, third, and fourth components should follow the exact format as shown in Appendix C, keeping the following in mind:

1. The second component denotes whether the culminating work being presented to California State University, Chico, is a thesis or project. Art candidates should consult with the thesis editor for specific format requirements as this component reflects the area of emphasis.
2. The third component indicates the degree and the discipline for which the thesis/project has been prepared.
3. The fourth component presents the full name of the author and the semester and year in which the degree will be granted. If the author plans on copyrighting his or her work, a c-world (©) should be typed before the author's name with the year of copyright following the name. The bottom margin for the title page is 1 $\frac{1}{2}$ ", therefore, the semester and year will fall on this bottom margin.

Approval Page

The approval page is counted but neither numbered nor listed in the table of contents. Unlike the other pages in the work, both the top and bottom margins for this page are 1¾". The right margin of 1" is measured from the end of the line on which the signatures of the graduate advisory committee are to appear.

Beginning 1¾" down from the top of the page, type the title of the thesis/project, and four lines below this signify whether this is a thesis or project. The next three lines in this component are double-spaced and designate the name of the author and the semester and year of graduation (see Appendix C).

All members of the graduate advisory committee, including the graduate coordinator (if required), may list their highest academic degree after their name. Only one academic degree may be listed; therefore, it is important that you check with each member of your advisory committee and inquire how each individual would like his or her name presented.

Unlike the title for the graduate coordinator, which falls below the name, the title for the graduate advisory committee chair falls on the same line, after the name of the individual. A line for the graduate coordinator's signature is only inserted if the department style guide chart (Appendix A) indicates that it is required. The approval page accompanying the library's copy must contain *original signatures in indelible black ink*. *All signatures must be those of the actual committee member and coordinator; proxy signatures are unacceptable.*

All theses and projects must be approved and signed by the Dean of the School of Graduate, International, and Interdisciplinary Studies. The thesis editor will acquire the Dean's signature after the thesis/project has been edited for format and approved by the Dean for content.

Publication Rights Page

This page is used whenever the work is to be copyrighted (see Appendix C). If used, the pagination for all pre-text pages begins with this page as iii. The top margin for this page is (1 $\frac{3}{4}$ "). The wording should reflect whether the work is a project or thesis and a corresponding c-world (©) must be used before the author's name on both the title page and abstract page, and the year of copyright should follow the name (see Appendix C).

Dedication Page

This is an optional page with a brief inscription dedicating the thesis/project to someone or something very special to you.

Preface/Acknowledgments Page

Although the body of the thesis is usually written in the third person, this section, if included, is usually written in the first person. Here you may wish to explain certain features of the thesis. It is also customary to recognize the assistance of the Graduate Coordinator and/or members of the graduate advisory committee. Specific contributions by other persons or institutions should be acknowledged, especially if financial support was received. The top margin for this page is also 1 $\frac{3}{4}$ " (see Appendix C).

Table of Contents

The heading "TABLE OF CONTENTS" should appear in capital letters 1¾" down from the top of the page. Second and subsequent pages, if any, begin 1¼" down from the top of the page and maintain the headings of "CHAPTER" and "PAGE" on the left and right margins respectively. If the table of contents requires a full page, double space between the last line of type and the page number at the bottom of the page.

The word "PAGE" should appear in capital letters three lines below the heading on the right margin. Two lines below this, and flush with the left-hand margin, list the pre-text pages, double spacing between each entry. Beginning with the publication rights page, if used, list all pre-text pages through the abstract. Two lines below the abstract listing, and again on the left margin, type the word "CHAPTER" in capital letters. Number each chapter with consecutive Roman numerals and align the chapter number by the period following the number. If the chapter title is too long, divide it and single space the carry-over line directly below the first letter in the first line of the title. The leader dots (series of dots) leading to the page numbers should line up vertically and should stop before the "P" in the word "PAGE."

Below chapter titles, only centered headings need be listed. Double space between the chapter titles and headings, and single space between headings. Capitalize the first letters of all words, except articles, conjunctions, and prepositions of fewer than four letters. Indent headings ¾" from the beginning of the chapter titles. Single space headings longer than one line in length and indent the carry-over line ¼". If second-level headings

are listed, indent them $\frac{3}{8}$ " from the beginning of the first-level headings and indent carry-over lines $\frac{1}{4}$ ".

List of Tables

The list of tables follows the table of contents on a new page. The title falls $1\frac{3}{4}$ " down from the top of the page and the page is formatted as shown in Appendix C.

Sequentially number the tables with Arabic numerals (e.g., Table 1) in the order in which the tables appear in the thesis/project. Indent single digit table numbers $\frac{1}{8}$ " from the left margin. Single space titles too long for one line and indent carry-over lines $\frac{1}{4}$ ".

Double space between titles and align the table numbers by the period following the number. Be sure the list of tables contains titles and page numbers identical to those used in the text. Narrative which follows a table title should not be included with the title.

Appendix tables are not included in this list.

List of Figures

The list of figures follows the list of tables on a new page. The title falls $1\frac{3}{4}$ " down from the top of the page and the page is formatted as shown in Appendix C. The remainder of the instructions pertaining to the list of figures is identical to that for the list of tables.

List of Symbols or Nomenclature

A list of symbols (sometimes called "Nomenclature") can be a valuable aid. This list follows the list of figures on a new page and should follow the same format as the lists of tables and figures.

Abstract

An abstract must be submitted as part of the thesis/project. Two copies are required, one to be numbered and placed in the thesis/project as the last item in the pretext pages and the second copy, unpaginated, will be bound into a volume of university thesis/project abstracts and shelved in the Library with the theses and projects.

The format for the abstract should follow the specifications prescribed in this graduate guide (see Appendix C). Type the word "ABSTRACT" in capitals 1¾" down from the top, centered within the required margins. Triple space and type the complete title of the thesis/project in capitals. Be sure that the title is identical to the one that appears on the title page and the approval page. Double space and type "by" followed by the author's name, degree for which the thesis/project is being prepared, the University's name, and date of graduation, each on a separate line. If a copyright is to be involved, a c-world (©) should be typed before the author's name, and the year of copyright should follow the name. Triple space and begin the text.

The abstract should contain all the essential information about the thesis/ project and provide the reader with an overview of the study. It should be written in complete sentences and include statements of the problem, procedure or methods, results and conclusions. The abstract should include accomplishments, the most pertinent facts and implications of the study, and a brief explanation of the work, and should not exceed 250 words (approximately 1½ pages in length). Mathematical formulae, citations, diagrams, footnotes, illustrative materials, quotations, and acronyms may *not* be used in the abstract.

CHAPTER VIII

UNIVERSITY FORMAT INSTRUCTIONS FOR THESES AND PROJECTS

Final Formatting Options

The final format of all theses and projects may follow two options:

Option 1—Disciplines may follow the existing University format as specified in this Guide. The Graduate School will provide preliminary edits and approve the final format of each document submitted by graduate students in these disciplines. Each discipline choosing this option will continue to select their department style guide that students use to format their in-text citations, all tables, the captions for figures and tables, and the list of references at the end of the chapters.

Option 2—Disciplines may choose to select a format consistent with professional publications in their area for the body of text (e.g., formatting the chapters and the reference section). **However, specific University requirements will still apply to the pre-text pages, as well as other format requirements that must be met for the bindery and microfilmers (such as margins and the placement of page numbers).** The Graduate School will only provide formatting guidance on the required format sections of a thesis/project for students in disciplines choosing this option. Faculty will guide and approve the format of theses/projects following discipline-specific format.

Departmental Style Guides

Each candidate selects the appropriate departmental style guide (see Appendix A) and must follow the specifications in that guide. Each department selects its own style guide, which in turn determines the format for the:

1. Referencing system throughout the thesis/project.
2. List of references at the end of the work.
3. Formatting and captioning of all tables.
4. Format of captions for all figures.

Anyone wishing to follow a manual other than that approved by the department must provide the thesis editor with a written memo signed by all committee members approving the change, and a copy of the alternative style manual.

University Format

The Guide to Graduate Studies is intended to provide format guidance on the style and format of the finished product. It is the student's responsibility to become familiar with this guide and the specific style guides and to see that all requirements are met satisfactorily. DO NOT attempt to follow the format of previously completed theses as the guidelines may have changed in the interim.

The thesis/project following Option 1 should follow the organization and format presented in this chapter; additionally, reference should be made to the department's approved style guide for guidance and technical requirements for referencing systems, bibliographic styles, tables, figures, and charts (see Appendix A).

All other format requirements that are set forth in this manual take precedence over any departmental style guide.

Fonts

Theses/projects should be typed double-spaced on one side of the page, in a standard font, using 12-point characters. Variances in fonts may occasionally be approved by the thesis editor for graphs and figures. With the exception of these special cases, the entire manuscript, including figure captions, must be set in the same size and style of type.

Spacing

Double space the text or body of the thesis. Double space means one full blank line between all typed lines. Make full use of each page without infringing upon the required margins.

Margins

Leave a margin of 1" at the bottom and right side of the page and a margin of 1½" on the left side of the page. The top margin requirement for the first page of each chapter, the first page of the reference section, and the first page of all pre-text pages is 1¾" down from the top of the page. The top and bottom margins for the approval page are both 1¾". For all other pages, the top margin is two lines (a double-space) down from the page number in the upper right-hand corner, or 1¼" down from the top of the page (see Appendix B).

For purposes of binding, all material should be set within the margins as noted above. Additionally, headings, figures, tables, and page numbers that fall at the bottom of the page should be centered to these adjusted margins.

Paragraph Indentations and Block Quotations

All paragraphs throughout the entire work are indented $\frac{6}{8}$ " from the left margin. Direct quotations that are four or more lines in length are presented as block quotations. Block quotations are single spaced and indented $\frac{3}{8}$ " from the left margin. If the quotation is a full paragraph, indent the first line $\frac{6}{8}$ " from the original left margin, and all succeeding lines $\frac{3}{8}$ " from the left-hand margin. If the quoted material begins mid-sentence, a series of three ellipsis points, each separated by one blank space, should precede the material (for example: “. . . that the entire system is failing”). Do not use quotation marks around block quotations as the process of blocking indicates that the material is a direct quotation. Unlike in-text quotations, all reference citation material falls outside of the closing punctuation for block quotations, not within the punctuation.

Epigraphs

When used as the heads of chapters, epigraphs are blocked on the right half or two-thirds of the page, and they are not enclosed in the quotation marks. The author/s of the quotation and the title of its source are given below the epigraph, flush right.

Listings

All listings, numbered or otherwise presented, are indented $\frac{3}{8}$ " from the left-hand margin for the first lines of text and any carry-over lines should return to the original margin. Listings may be preceded by numbers, dashes, bullets, or other embellishments. Second-level listings (e.g., listings within listings) are indented $\frac{6}{8}$ " for the first line, with all carry-over lines wrapping back to a $\frac{3}{8}$ " indentation.

Chapter Titles and Headings

Titles

Begin each chapter on a new page. Place the chapter number 1¾" from the top of the page and the chapter title three lines below this. Chapters are always numbered in upper case Roman numerals, and chapter titles are always fully capitalized. These should both be centered over the body of the text. If the title exceeds the 3" limit, double space and center all additional lines in an inverted pyramid style. Triple space between the chapter title and the text or centered heading, if one is being used (see Appendix D).

Headings

Headings vary according to the number of levels required to present the material most effectively. The three most commonly used levels of headings are the centered heading, the flush-left heading (or free-standing sidehead), and the paragraph heading (or paragraph sidehead). In some works, the number of levels of headings required may vary from chapter to chapter, but each chapter must begin with the same level of heading. Except for the paragraph heading, headings are set on a line separate from the text, the differentiation between the levels being indicated by placement and punctuation (see Appendix D). **NOTE:** Abbreviations and acronyms should not be used in headings.

Centered Heading. The first heading (the most general one) is centered within the margins, 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. The length of a title on any given line should not exceed 3"; if the title is lengthy, divide the title into the appropriate number of lines and type the lines single spaced in the

inverted pyramid style. A centered heading should be centered over the body of the text and must be followed by at least two lines of text on the page where it first appears.

Flush-left Heading. The second heading, called a flush-left heading (or a free-standing sidehead), is set flush with the left margin, underlined, and only the first letter of each major word is capitalized. Double space before and after all flush-left headings, even those that immediately follow a centered heading. If the title exceeds the 3" limit, divide the title into the appropriate number of lines. All carry-over lines should be single-spaced and indented ¼" from the left-hand margin. Once again, all flush-left headings should be followed by at least two lines of text on the page where they first appear.

Paragraph Heading. The third level of headings is called a paragraph heading (or a paragraph sidehead). This heading is indented the same as a paragraph (⁶/₈"), is underlined, and ends with a period. The first letter of each major word in the heading is capitalized.

Pagination

All pages of the thesis from the title page to the last page of the appendices are counted but not necessarily numbered. Some pages, such as the title page, approval page, and all half-title pages are counted but do not bear page numbers. (Half-title pages precede reference sections, endnotes, bibliographies, and appendices.)

Number the pages of the body of the thesis with Arabic numerals, beginning with the first page of the first chapter as page number 1. The first page of each chapter, the documentation section, and the appendices is paginated at the bottom of the page. Type the

numerals on the 1" bottom margin, centered with the body of the text. Subsequent pages for each of these sections are paginated in the top right hand corner, 1" from the top edge and 1" from the right edge of the sheet, without punctuation or other embellishment. Double space after the page number and begin typing the text.

NOTE: All pages must be filled to the bottom 1" margin whenever there is text available. Do not leave pages partially filled with sections of white space.

Body of Text

The body of the text explains, illustrates, argues for, and in some cases proves by organizing in a coherent manner the evidence gathered from various sources. The thesis/project will usually be divided into several chapters, some or all of which may be prescribed by the department. The text should be clear, accurate, and written in an academic, scholarly style. The presentation of the thesis/project is as important as the research; take time to edit and proofread the final copy of the work carefully.

When typing the body of the text, there are two important requirements:

1. There should always be at least two lines of a paragraph on any given page.

This is of concern when the paragraph begins at the bottom or ends at the top of a page.

2. Do not divide the last word on a page.

Documentation

The form of documentation to be used in a thesis/project will be determined by the appropriate departmental style guide.

Reference Section

The reference section should be preceded by a half-title page that is counted but not numbered. The title of this section (for example, “Bibliography” or “References Cited”) is determined by the departmental style guide and should be typed in capital letters and centered on the half-title page. The same title is repeated 1 ¾" down from the top of the first page of the reference section. Triple space between the title and the first entry in the list of references.

Appendices

An appendix contains material too detailed for inclusion in the body of the work. When diverse materials are included, create an appendix for each group of data (e.g., computer printouts, questionnaires, correspondence, and certain figures). Each appendix is preceded by a half-title page bearing only its label (e.g., APPENDIX A, APPENDIX B). This half-title page is counted but not numbered and is used when referring to the appendix in the table of contents.

Appendices are paginated just as the chapters are. Place the page number for the first page at the bottom of the page, and all subsequent page numbers in the upper right corner. Appendices will vary in format, and a certain degree of freedom is allowable. Spacing (single or double) is determined by the content; the decision to include the information is based on readability and overall appearance.

Tables

Department Style Guide Requirements

Numerical results of research are frequently presented in tabular form. All tables must follow the format shown in the style guide required by the candidate's department (see Appendix A for the current listing of style guides).

Placement Within Text

Tables must be introduced by their number prior to being inserted in the text. If space is not adequate, separate sheets or fold-out pages may be used if the table is large enough to fill the entire page. The order in which the tables are mentioned in the text determines their sequential numbering. All tables are numbered in Arabic numerals, and all references should be by this number [e.g., (see Table 5)]. Each table should be placed as close to the first reference to it as possible. If there is not enough space remaining on the page where the table is introduced, continue filling the page with text and start the table at the top of the next page. If the table is placed on the page following the original reference, it is placed at the top of the page either by itself or, if space remains, with text filling in the balance of the page. Triple space (leave two blank lines) above and below each table to offset it from the rest of the text. The title for each table appears at the top and all source material and/or notes are placed on the bottom. If there is not enough room for both the table and the reference material on the same page, continue the text and insert the table and any corresponding reference material together on the next page. ***If necessary, the font used in tables may be reduced to 10 point.*** Eight to ten blank lines should be left between two consecutive tables whenever they appear on the same page without intervening text.

NOTE: If the material has been reproduced with permission or adapted from another source, a full reference citation, exactly as appears in the list of references at the end of the work, must fall on the same page below the table. Do not use abbreviated forms for source citations. Letters of permission to use copyrighted material must accompany the document when it is submitted to the Office of Graduate and International Programs for final approval. Specific wording or “credit lines” must be used if requested by the copyright holder.

Figures

All figures, illustrations, photographs, maps, diagrams, and similar presentations must be professional quality. Graphs and diagrams may be created through computer graphics programs, or by using pressure sensitive tape (adhesive acetate strips).

Department Style Guide Requirements

Check the department’s style guide as listed in Appendix A for the format of captions below all figures. ***Figures are labeled at the bottom with the caption not exceeding the width of the figure.*** Figures which are too large to fit within the required margins may be placed on an 11" x 17" fold-out page.

NOTE: If the material has been reproduced with permission or adapted from another source, a full reference citation (not an abbreviated reference), identical to the one in the list of references at the end of the work, must fall on the same page below the figure caption. Letters of permission to use copyrighted material must accompany the document when it is submitted to the Office of Graduate and International Programs for final

approval. Specific wording or “credit lines” must be used if requested by the copyright holder.

Placement Within Text

Figures, illustrations, graphs and the like must be inserted as close to the first reference as possible and numbered in Arabic numbers in the sequence in which they appear in the text. Figures are to be placed in the text, or, if space is insufficient at the top of the following page, on separate sheets by themselves. If space remains after the first reference or below the figure itself, fill in the balance of the page to the 1" bottom margin. Triple space above and below figures, graphs, and so forth, when inserting this material in the text. Eight to ten blank lines should be left between two consecutive figures whenever they appear on the same page without intervening text.

Color Figures

Color figures (e.g., pictures, graphs, charts, and so forth) are acceptable for inclusion in a thesis or project. The final copies of all color material must be printed on a laser printer or with a “durable” or permanent ink.

Oversized Material

Material that is too large to be presented in the conventional manner can be reduced to fit within the required 6" x 9" margins. Letters and numbers will fill themselves in if reduced too small, often resulting in darkened characters and illegible words. Thus, reductions should not be less than a 10-point font. Page numbers for all reduced pages

should be added after the reduction so that they will be the same size as the other page numbers.

Tables and figures that are too large to be reduced and remain legible can be placed on 11" x 17" paper and inserted as a fold-out page. The margin requirements for fold-out pages are the same as the balance of the text. For binding purposes, fold-out pages must be folded back 1" from the right-hand edge of the paper to allow for cropping.

CHAPTER IX

SUBMISSION OF THE THESIS/PROJECT

Preliminary Reviews

Preliminary edits are offered until approximately four weeks prior to each semester deadline. At that time, the thesis editor must focus on clearing final approved and formatted documents and will no longer accept preliminary reviews. Candidates who choose to format their own documents are strongly encouraged to take advantage of the preliminary edits early in the semester to avoid problems with the final format clearance. Theses/projects submitted for preliminary reviews need not be approved for content by the graduate advisory committees; however, they should be reflective of your best effort to comply with all aspects of the university and departmental format requirements. Documents may be submitted in small sections or in their entirety, and may be submitted for more than one preliminary review as long as preliminary edits are still being accepted. Candidates who opt to hire a formatter do not need to submit their documents for the preliminary edits. Formatters work directly with the Graduate School on special formatting issues or unusual material.

Final Submission of Thesis/Project

To meet the semester thesis/project submission deadline, you must submit a final formatted thesis/project with all committee signatures in place to the Graduate

School by the published semester deadline. All signatures, in indelible black ink, must be those of the actual committee members; no proxy signatures can be accepted.

An extra copy of the abstract without page numbers, and a PDF copy of the thesis/project on a CD, must accompany the submitted thesis/project. Semester deadlines for the final submission of theses/projects to the Graduate School are established two years in advance. All deadlines are published on the CSU, Chico website. These deadlines are absolute.

The final clearance of a master's thesis/project by the Graduate School requires that specific university and departmental format criteria be met. To meet the submission deadline date, all theses/projects must follow the specific guidelines established in this guide. Additionally, the written component must comply with the department style guide requirements for the reference system used in the text, the list of references at the end of the work, the format for all tables, and the format for the captions beneath figures (see Appendix A for department style guide requirements). Upon submission, the final document must have the signatures of all members of the graduate advisory committee (proxy signatures are not acceptable) and, if required, the signature of the department's graduate coordinator.

Due to the number of students graduating each semester, the Graduate School will only allow for *one final edit* of each thesis/project. While preliminary edits are offered throughout the early part of each semester, documents received for final approval which are not in compliance with all aspects of both the University format and the departmental style guide requirements will not be accepted. Candidates for graduation will not be cleared

under these circumstances and will be required to reapply for graduation for a subsequent semester.

Final Submission of the Thesis or Project

For the final review and approval of a master's thesis or project, by the semester deadline candidates are required to submit:

- **One** printed copy of the thesis or project.
- **Two** original approval pages signed by all committee members, as well as the Graduate Coordinator if required by your department. (For a list of departments requiring the Graduate Coordinator's signature, see Appendix A.) One copy of the approval page will be retained by the Graduate School and one copy will be returned to the candidate with the approved thesis or project.
- **One** CD containing an identical PDF of the final approved thesis/project. The CD will be retained by the Graduate School.

Candidates will be notified via e-mail or phone when their master's thesis/project is ready to pick up from the Graduate School.

Graduate Advisory Committee Verification Sheet

All theses and projects submitted to the Graduate School must be accompanied by a check-sheet signed by all members of the candidate's graduate advisory committee. This check sheet serves as the committee's verification to the Graduate School that the thesis/project complies with the following Graduate School requirements:

- 1. Copyright releases for all borrowed material have been acquired.**
- 2. Human Subjects in Research clearance procedures have been followed.**
- 3. No plagiarism issues exist in the document via a Turnitin report or other comparable program.**
- 4. The Non-Print Media Review Committee has reviewed and approved the submission of a non-print media project to accompany the final written master's project.**
- 5. Option 1—The Thesis/Project final format follows the University's format as explained in *The Guide to Graduate Studies: Policies, Procedures, and Format*.**
- 6. Option 2—The Thesis/Project final format follows a format consistent with a professional publication in the candidate's field of study.**

Copies of the verification sheet are available from each Graduate Coordinator, the Graduate School, or a copy can be downloaded from the Graduate School's website: http://www.csuchico.edu/gisp/gs/student_forms/faculty_forms/Final_Formatting_Checksheet.doc

Thesis/Project Clearance

Once the thesis/project is reviewed and approved by the Dean of the Graduate School, candidates will be contacted to pick up the document. If a formatter or another representative will be responsible for picking up the document, the Graduate School must be provided with the individual's name, phone number and/or e-mail address at the time the thesis/project is submitted for clearance.

Copies of all theses and projects submitted become the property of the university (including films, tapes, slides, etc.), and the requirements for the degree have not been fulfilled until these have been received and approved by the thesis editor.

Photocopies and Paper Requirements

Be certain that photo-reduction of oversized pages leaves the type legible.

Non-print Media Projects

Non-print material should be submitted to the thesis editor in a form of acceptable technical quality and suitable for library handling. Upon submission, the project must be accompanied by a signed copy of the media checklist. Two copies of all non-print material are required. One copy is kept in the Instructional Media Center and the other is made available for circulation by the library.

CHAPTER X

WORKING WITH A FORMATTER

Some candidates choose to type the final copy of their thesis or project but most prefer to leave the specifics of the technical format requirements to a professional formatter. The Office of Graduate and International Programs can provide a list of formatters but it is the student's responsibility to determine if the individual has the necessary qualifications for the work involved. Formatters' fees vary, so rates need to be discussed and agreed upon prior to making any final arrangements.

A clear understanding of responsibilities of the formatter and the student will avoid problems, time delays, and excessive costs. The Office of Graduate and International Programs recommends the use of contracts to delineate responsibilities and cost of the final product. The following are common guidelines followed by many formatters and students.

Thesis or Project Content

Student Responsibilities

It is usually the responsibility of the student to:

1. Use the appropriate departmental referencing system.
2. List the references completely and in proper sequence at the end of the work.
3. Use proper spelling, punctuation, and capitalization.

4. Show formulae, equations, and symbols legibly, with all sub- and superscripts clearly indicated.

Formatter Responsibilities

The majority of formatters will contract to:

1. Produce an exact copy of the draft submitted.
2. Correct typographical errors at no additional cost in the final copy.

Changes in content made by either the committee members or the student are beyond the scope of the usual agreement; charges for retyping due to content changes will generally be negotiated separately.

Thesis or Project Format

Student Responsibilities

It is anticipated that each student will:

1. Structure the document as closely as possible to the university format as possible.
2. Clearly and consistently indicate all sections and headings throughout the work.
3. Follow the format dictated by the departmental style guide for all tables and figures.
4. Follow the departmental style guide for content and format for all references.

Formatter Responsibilities

The majority of formatters will:

1. Assure that the final thesis/project adheres to the university format and the departmental style guide.
2. Apply standard mechanics of neatness and professional appearance to the university guidelines for margins, spacing, paragraph indentation, and other specific requirements.
3. Assure that proper word divisions are used for all hyphenated words.

Delivery

Student Responsibilities

Deliver the material on time and keep the formatter informed of any schedule changes.

Formatter Responsibilities

Complete the formatting assignment within the agreed-upon time frame; if unable to do so, notify the student so that other arrangements can be made.

General

Questions Candidates Might Ask Formatters

All candidates should develop a list of questions to ask a prospective formatter in order to find someone who best suits the candidate's needs. Some questions to ask are:

- Do you guarantee that your work will meet both the university and the departmental style guide requirements?
- What computer programs and which platform do you use?

- What type of equipment do you have?
- Will you provide a printed out copy as well as a disk or CD with the final formatted document for my use?
- Have you done work for other students in my particular discipline?
- Do you have the departmental style guide and the most recent edition of *A Guide to Graduate Studies*?
- How long will it take to complete the formatting of my document?
- When must my document be to you to guarantee submission by the semester deadline?
- What are your rates and how are they calculated?
- Can you provide references from previous master's candidates?
- Do you use a written contract?

Once a formatter is selected, book the approximate block of time and stick to your delivery date of the approved thesis.

Questions Formatters Might Ask Candidates

A formatter would be wise to see a candidate's thesis/project material before agreeing to type it. Asking the prospective client some or all of the following questions might help avoid taking on too difficult theses/projects:

- Approximately how many pages is the thesis/project?
- What form is the material currently in (handwritten, typed, etc.)?

- Is this a final copy, approved by all members of the graduate advisory committee?
- Have you applied for graduation in the Graduate School?
- Have you followed the required department style guide?
- Do you have special typing requirements such as tables, figures, charts, foreign language, or math?
- When will the material be submitted for final formatting and will all of it be submitted at once?
- Do your expectations of the formatter include editing or checking grammar or spelling? If so, is your committee aware of this?

Final Suggestions

The key to success in any graduate program is organization. Taking notes of deadlines and managing one's time within these confines results in a positive graduate experience. While some problems may not be of one's own making, they are more often due to poor planning. The messages from previous students, faculty advisers, and the Office of Graduate and International Programs remain the same year after year:

- ***Plan ahead.*** Keep a list of all deadlines in a convenient place and review them regularly. Remember, some of the steps required to meet a deadline take time. Committee members and graduate coordinators have other commitments and will not always be available when needed. Reviewing a thesis/project may take two or more weeks.

- ***Keep informed.*** Ask questions of graduate advisory committee members, the graduate coordinator, and the Office of Graduate and International Programs. Read this graduate guide and the *University Catalog* regularly to review deadlines and requirements.
- ***Remain in control.*** Remember, this is your graduate work; you are involved in an advanced level of study in which initiative and originality is expected. Discuss concerns with graduate advisory committee members and with their input, resolve problems.

APPENDIX A

REQUIRED DEPARTMENTAL
STYLE GUIDES

| Department | Degree | Departmental Style Guide ^a | Graduate Coordinator Signs Thesis or Project ^b |
|-------------------------------------|-------------------|--|---|
| Anthropology | M.A. | Consult with the graduate coordinator for current department style guide | No |
| Art | M.A. or MFA | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) (See the graduate coordinator for special formatting of master's thesis or project) | Yes |
| Biological Sciences/ Botany | M.S. | <i>Council of Biology Editors (CBE Style Manual</i> , latest edition) OR A current peer-reviewed journal in Biological Sciences | No |
| Business Administration | MBA | Consult with the graduate coordinator for current department style guide | Yes |
| Communication Science and Disorders | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Communication Studies | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) OR <i>MLA Handbook for Writers of Research Papers</i> (latest edition) | Yes |

| Department | Degree | Departmental Style Guide^a | Graduate Coordinator Signs Thesis or Project^b |
|------------------------|---------------|---|---|
| Computer Science | M.S. | Refer to the Computer Science Department's website for style guide | Yes |
| Education | M.A. | Publication Manual of the American Psychological Association (latest edition) | Yes |
| Electrical Engineering | M.S. | Consult with ECE graduate coordinator to obtain a sample IEEE publication for use as a style guide | Yes |
| English | M.A. | <i>MLA Handbook for Writers of Research Papers</i> (latest edition) | No |
| Environmental Science | M.S. | <i>Geological Society of America</i> (GSA) or <i>American Geophysical Union</i> (AGU) | No |
| Geography | M.A. | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) | Yes |
| Geosciences | M.S. | <i>Geological Society of America</i> (GSA) or <i>American Geophysical Union</i> (AGU) | No |
| History | M.A. | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) | No |

| Department | Degree | Departmental Style Guide^a | Graduate Coordinator Signs Thesis or Project^b |
|---|--------------------|--|---|
| Interdisciplinary Studies | M.A. or M.S. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Interdisciplinary Studies: (with established degree options as listed below in bolded italics) | | | |
| <i>Mathematics Education K-8</i> | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| <i>Science Teaching</i> | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Kinesiology | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Mathematics Education | M.S. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Music ^c | M.A. | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) | No |
| Nursing | M.S. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Nutritional Science | M.S. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Political Science | M.A. | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) | Yes |

| Department | Degree | Departmental Style Guide^a | Graduate Coordinator Signs Thesis or Project^b |
|----------------------------------|--------------------|--|---|
| Psychology | M.A. or M.S. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | No |
| Public Administration | MPA | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) | Yes |
| Recreation Administration | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Social Science | M.A. | Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) or <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Social Work | MSW | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |
| Teaching International Languages | M.A. | <i>Publication Manual of the American Psychological Association</i> (latest edition) | Yes |

^a To be used for the format of references, tables, and figure captions.

^b The graduate coordinator must (1) read and have input on the content of the thesis/project; and (2) approve of the content and sign off on the final copy of the thesis/ project approval page.

^c Although the graduate coordinator does not sign the approval page, a note from him or her must be submitted with the final copy of the thesis/project.

APPENDIX B

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X

1"

(First line of text)

1 3/4"

Chapter titles, the first page of each section in the pre-text pages, and the first page of the reference/bibliography section fall 1 3/4" down from the top of the page

1 1/2"

1"

APPENDIX C

BACKPACKING TOURS IN MONTANA AND WYOMING
THAT PROMOTE WILDLIFE EDUCATION

A Thesis
Presented
to the Faculty of
California State University, Chico

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts
in
Recreation Administration

by
© John F. Dulles 2009

Summer 2009

BACKPACKING TOURS IN MONTANA AND WYOMING
THAT PROMOTE WILDLIFE EDUCATION

A Thesis

by

John F. Dulles

Summer 2009

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

Eun K. Park, Ph.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

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ABSTRACT

BACKPACKING TOURS IN MONTANA AND WYOMING
THAT PROMOTE WILDLIFE EDUCATION

by

© John F. Dulles 2009

Master of Arts in Recreation Administration

California State University, Chico

Summer 2009

An abstract must be submitted as part of the thesis/project. Two copies are required, one to be numbered and placed in the thesis/project as the last item in the pretext pages and the second copy, unpaginated and on 20 lb, 25% cotton paper, will be bound into a volume of University thesis/project abstracts and shelved in the Library with the theses and projects.

The format for the abstract should follow the specifications prescribed in this graduate guide. Type the word "ABSTRACT" in capitals 1 $\frac{3}{4}$ " inches down from the top, centered within the required margins. Triple space and type the complete title of the thesis/project in capitals. On separate double spaced lines type "by," the author's name, degree for which the thesis/project is being prepared, the University's name, and date of graduation. If a copyright is involved, a c-world (©) should be typed before the author's name, and the year of copyright should follow the name. Triple space and begin the text.

APPENDIX D

CHAPTER I

CHAPTER TITLE

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 $\frac{6}{8}$ ", 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. If the title exceeds the 3" limit, divide it into the appropriate number of lines and type the line, single-spaced in the inverted pyramid style. Remember, all chapters must begin with the same level of heading. When using headings within a chapter, there must always be a minimum of two headings of the same level (e.g., two centered headings, two flush-left heading, or two paragraph headings).

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