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***A GUIDE TO GRADUATE STUDIES  
POLICIES, PROCEDURES, & FORMAT***

*AY 2021-2022*

**California State University, Chico  
Office of Graduate Studies**

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## 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 Office of Graduate Studies requirements or procedures for completion of the master's degree, please check with the Office of Graduate Studies. 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. Sharon Barrios, Dean of Graduate Studies

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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 Office of Graduate Studies, one is faced with a series of questions about timelines, deadlines, Office of Graduate Studies 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. 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.

2. Classified. A classified master's degree student has been formally approved by the department and the Office of Graduate Studies to pursue master's degree study.

3. 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*. 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 Student Services Center 449.

### **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 Office of Graduate Studies.

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 Master's Degree Program Plan**

During the first year, graduate students should submit a completed Program Plan form to the Office of Graduate Studies 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.

### **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 choose 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 Studies.

### **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.

**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. The following section is taken from the university catalog for your convenience. Your program may have additional requirements that you should also familiarize yourself with immediately.

While the “Academic Policies and Regulations” section of the *University Catalog* contains information concerning general university policies, both the Office of Graduate Studies 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. Official 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 Office of Graduate Studies' 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 Office of Graduate Studies. 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

A master's student may repeat one course with forgiveness if specified requirements are met. To repeat a post baccalaureate course to raise one's grade point average, a petition for forgiveness must be filed in the Office of Graduate Studies early in the semester that the course is repeated. The petition, which outlines the requirements of the graduate repeat policy, is available from the Office of Graduate Studies.

#### 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 Office of Graduate Studies, 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 Office of Graduate Studies (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 Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies at the time the Master's Degree 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 (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 is 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.

### **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 Office of Graduate Studies.

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 Office of Graduate Studies. 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 Office of Graduate Studies.

### **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 Office of Graduate Studies at least a week beforehand. It is important that the Office of Graduate Studies 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 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. Professors and graduate coordinators must actively discuss with their students the importance of adhering to accepted standards. Graduate students are expected to have knowledge of current practices and policies related to academic honesty and the disciplinary conventions for conducting research and appropriately citing sources. Graduate students should have a working knowledge and fluency of the style guide specific to their discipline(s). Questions or concerns about these matters should be discussed with the relevant program coordinator or the thesis editor and advisor.

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 they conform to university standards for academic honesty. These will include reviews by professors, thesis/ project committee members, and the thesis editor/advisor, as well as technology-assisted audits of submitted works using Turnitin.

### **Misconduct**

Allegations of misconduct in research, coursework, the culminating activity, or any other instructionally related activity will be referred to the relevant program coordinator and the Dean of Graduate Studies. In consultation with the appropriate faculty member(s), the graduate 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 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 the 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.<sup>1</sup>

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<sup>1</sup> 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, similar to the Council of Writing Program Administrators, distinguishes between plagiarism and the misuse of sources as follows:

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.<sup>2</sup>

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, website, blog, design, or computer code. Obtaining unauthorized assistance from another person in the writing of a comprehensive examination is also plagiarism. Students must take caution not to carelessly or inadequately cite ideas and words borrowed from another source. You must make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of your discipline and your discipline's style guide. 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. Rather the student has failed to cite and document sources appropriately, which will result in the thesis or project not being cleared by the Office of Graduate studies and returned to the student and the student's committee notified.

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<sup>2</sup> Council of Writing Program Administrators (WPA). (2018). *Defining and avoiding plagiarism: The WPA statement on best practices*. Retrieved November 2018 from <http://wpacouncil.org/positions/WPAplagiarism.pdf>

### **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 the doctrine of “fair use,” which considers both the purpose and character of the use of copyrighted material. Creative Commons is an emerging area, and issues dealing with Creative Commons works should be addressed in concert with the Office of Graduate Studies. Unpublished works, as well as works published without valid copyright notice, are eligible for protection. The absence of a c-world (©) 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.

#### 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, and will be reproduced on the World Wide Web.***

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 Office of Graduate Studies.**

### **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.***

For more information and guidelines please reference the use of Human Subjects in Research. All required forms are accessible at the previous link. Should you have additional questions or need assistance in completing the forms, please contact Sharon Cain at [530-898-3145](tel:530-898-3145) or [irb@csuchico.edu](mailto:irb@csuchico.edu).

### **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 Office of Graduate Studies requires that students planning research involving animals contact the chair of the Animal Care and Use Committee before initiating their work.

### **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 on the second floor of the library by applying at the Circulation Desk and 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.

Organizing the research material in an outline based on this format—with five chapters in mind—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.

## **Abstract**

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.

## **Chapter I: 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.

## **Chapter II: Survey and 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:

- Provide evidence supporting the historical, theoretical, and research background for the study.
- Define how the investigation differs from other studies in the field.
- 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.

### **Chapter III: 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.

## **Chapter IV: 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.

## **Chapter V: 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.

### **Abstract**

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.

### **Chapter I: 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.

## **Chapter II: Survey and 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.

Please visit the website for the thesis editor's workshop on the Literature Survey and Review.

### **Chapter III: 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.

### **Chapter IV: 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.

### **Chapter V: 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 VII

### FORMATTING

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

Please visit our website under the Formatting heading for sample template of the pre-text pages, and a detailed visual explanation of how to format your thesis. Note: Use this template as an aid. You are entirely responsible for meeting the formatting requirements outlined here and on the website. <https://www.csuchico.edu/graduatestudies/current-students/thesis-project/formatting.shtml>

#### 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 the *Guide to Graduate Studies*. Thesis editor will provide preliminary edits and advice while approving the final format of document submitted by graduate students in their respective disciplines, and then meet with the Dean for final approval and his signature. Each discipline choosing this option will continue to select their department style guide that students use to format their in-text citations, all tables, captions for figures and tables, and the reference list at the close of each chapter.

**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 reference section”. However, specific University format requirements must still apply to the pre-text pages, as well as other format requirements that must be met per the *Office of Graduate Studies* requirements.

**Chico ScholarWorks**

Chico ScholarWorks ([scholarworks@csuchico.edu](mailto:scholarworks@csuchico.edu)) is a shared institutional repository that collects, preserves, and provides access to scholarship by research communities at California State University campuses. Collections include CSU faculty publications, student dissertations and theses, datasets, and teaching materials. Chico ScholarWorks is the local institutional repository for Chico State. It is a digital collection of materials created by the Chico State community. These materials include, but are not limited to: student theses, faculty publications and reports, research datasets, and open educational resources. It is one central location for Open Access content created by our campus community.

Every thesis and project that has been approved by the Office of Graduate Studies since fall 2009 is available here.

ScholarWorks will present working examples—excellent models— of how to structure your thesis per the University format guidelines. ScholarWorks is also an excellent resource to help you find other committee members who have the same interests as you and might be willing to serve on your committee. You can also see what kind of scholarship your peers have produced, and what kind of writing you will be expected to produce.

**Warning:** Do not attempt to follow the exact format of previously completed theses and projects on ScholarWorks: guidelines are always changing. Further, not all theses and projects have the same structure. The University format should remain consistent and uniform for all disciplines.

### **Departmental Style Guides**

Each candidate selects the appropriate departmental style guide 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.

Please speak with your Graduate Coordinator to find out style guide your department uses:

<http://www.csuchico.edu/graduatestudies/about-us/programs-coordinators.shtml>

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.

### **Links for Style Guides: APA, MLA, Chicago, Turabian, CSI, and ECE**

<http://www.apastyle.org/>

[http://www.chicagomanualofstyle.org/CMS\\_FAQ/new/new\\_questions01.html](http://www.chicagomanualofstyle.org/CMS_FAQ/new/new_questions01.html)

[http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)

<http://www.mla.org>

<http://www.lib.washington.edu/help/guides/42CBE.pdf>

<http://www.nwmissouri.edu/library/citing/Chicago.htm>

<http://writing.wisc.edu/Handbook/DocCBE.html>

<http://csci.ecst.csuchico.edu/programs/ms-csci/style>

<http://www.geosociety.org/pubs/geoguid5.htm>

### **University Format**

Please keep in mind the two options listed below. Remember: However, specific University requirements will still apply to the pre-text pages. 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.

### **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 the *Guide to Graduate Studies*. Thesis editor will provide preliminary edits and advice while approving the final format of document submitted by graduate students in their respective disciplines, and then meet with the Dean for final approval and his signature. Each discipline choosing this option will continue to select their department style guide that students use to format their in-text citations, all tables, captions for figures and tables, and the reference list at the close of each chapter.

**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 reference section). However, specific University format requirements must still apply to the pre-text pages, as well as other format requirements that must be met per the *Office of Graduate Studies* requirements.

**Departmental Style Guides**

Each candidate selects the appropriate departmental style guide 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.

Please speak with your Graduate Coordinator to find out style guide your department uses.

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.

### **Links for Style Guides: APA, MLA, Chicago, Turabian, CSI, and ECE**

- [http://www.chicagomanualofstyle.org/CMS\\_FAQ/new/new\\_questions01.html](http://www.chicagomanualofstyle.org/CMS_FAQ/new/new_questions01.html)
- [http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)
- <https://www.mla.org/>(opens in new window)
- <http://guides.lib.uw.edu/research/citations>(opens in new window)
- <http://www.chicagomanualofstyle.org/home.htm>(opens in new window)
- <https://writing.wisc.edu/handbook/>(opens in new window)
- <http://www.csuchico.edu/csci/programs/ms-compsci/style-guide.shtml>(opens in new window)
- <http://www.apastyle.org/>

### **Length**

Although the Office of Graduate Studies does not have a page limit or page maximum, we do suggest that the graduate student strive for a thesis or project that ranges between 50 and 70 pages.

### **Page Size**

The standard for a document's page size is 8.5 x 11 inches. If compelling reasons exist to use a larger paper size, please contact the Thesis Editor and Advisor for approval.

### **Appearance and Typeface**

- Basic manuscript text must be a non-italic type font and at a size of 12-point or larger. Whatever typeface and size you choose for the basic text, use it consistently throughout your entire manuscript. Fonts may vary per thesis editor approval for graphs and figures. For footnotes, figures, captions, tables, charts, and graphs, a font size of 8-point or larger is to be used.
- You may include color in your thesis, but your basic manuscript text must be black.

- For quotations, words in a foreign language, occasional emphasis, book titles, captions, and footnotes, you may use italics. A font different from that used for your basic manuscript may be used for appendices, charts, drawings, graphs, and tables.
- Entire manuscript, including figure captions, must be set in same font size and style—except where indicated above.
- Theses/Projects must be double-spaced and on one side of the page.

### **Pagination**

- Your manuscript is composed of pre-text pages (Title, Approval, Dedication, Publication Rights, Preface/Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Symbols or Nomenclature, Abstract) and the main body of text and references.
- 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.
- Page numbers must be positioned either in the upper right corner or the bottom center and must be 1" from the edges. Make sure the positioning of your page numbers is accurate and uniform throughout the entire document.
- **Note:** As you review other theses and projects throughout the CDR, you will see that at the beginning of each chapter, the candidate has typed the numerals on the 1" bottom margin, centered with the body of the text, and subsequent pages for each of these sections are paginated in the top right hand corner. However, as of Fall 2014, the position of the page numbers has changed to accommodate more students and expand their formatting options.

## **Margins**

- All margins must be at least 1” from the edge of paper.
- Page numbers must be ¾” from the edge.

## **Spacing**

- Double Space
- Use entire page without infringing upon margins.
- Whenever text is available, all pages must be filled to the bottom 1” margin: do not leave pages partially filled with sections of white space.

## **Paragraph and Block Quotations**

- All paragraphs are indented 6/8” from left margin.
- Block quotations (direct quotations exceeding four lines) indented 3/8” from left margin and single-spaced.
- Introduce a block quote with a colon.
- Do not use quotation marks around block quotations; this will mistakenly make the material look like a direct quotation.
- If the quoted material begins mid-sentence, indicate this with an ellipsis (. . .). For example:  
“. . . the entire nature of man will soon change” )

## **Tables, Charts, and Graphs**

- Number in Arabic numerals; all references will be by this number (see Table 5).
- Introduce by their number prior to insertion in text.
- If space is limited, separate sheets or fold-out pages may be used in the table.
- Table order determined by sequential numbering.
- Place each table close to first reference.

- If space is inadequate, continue filling the page with text and start the table at top of next page or by itself; if space remains, fill the balance of the page with text.
- Triple space (leave two blank lines) above and below each table to offset from rest of text.
- Title appears at top; all source material and/or notes placed at bottom.
- If space is limited, reduce font to 10 point.
- Leave eight to ten lines between two consecutive tables when they appear on same page sans intervening text.

### **Tables Reproduced**

- Full reference section for tables reproduced with permission or adapted from another source.
- Reference section must fall below table and be presented exactly as it appears in the list of references at work's end.
- Do not use abbreviated forms for source citations.
- Copyrighted material must have letters of permission per final approval submission to Office of Graduate Studies and International Programs.
- Specific wording or "credit lines" must be used if requested by copyright holder.

### **Figures, Tables, Charts, and Graphs**

- Figures, color figures (pictures, graphs, charts) illustrations, photographs, maps, diagrams, and similar presentations must adhere to professional quality.
- Label at the bottom with caption not exceeding width of figure.
- Place in text; place at top of following page, on separate sheets individually, if space is insufficient.
- If space remains after first reference or below figure, fill balance of page to the 1" bottom margin.

- Triple space above and below figures when inserting material in text.
- Color figures final copies must be printed from a laser printer or with permanent ink.
- Reduce large material too large to be presented in the conventional manner.

### **Paragraph indentions and Block Quotations**

- All paragraphs are indented 3/4" from left margin.
- Block quotations (direct quotations exceeding four lines) indented 1/2" from left margin and single-spaced.
- Introduce a block quote with a colon.
- Do not use quotation marks around block quotations; this will mistakenly make the material look like a direct quotation.
- If the quoted material begins mid-sentence, indicate this with an ellipsis (. . .). For example: ". . . the entire nature of man will soon change").

### **Epigraphs**

- When used as chapter heads do not enclose in quotation marks.
- Block on the right half or two-thirds of the page.
- Author/s and title of quotation are presented flush right and below the epigraph.

### **Listings**

- All listings are indented 3/8" from left-hand margin for first lines of text.
- Carry over lines must return to original margin.
- Numbers, dashes, bullets, etc. may precede listings.

### **Titles**

- Each chapter begins on new page.
- Place chapter number 1" from top page; chapter title follows three lines (spaces) below this.
- Capitalize chapter titles and center over body of text.

- Triple space between the chapter title and text or centered heading (see Appendix D).
- If title exceeds the 3” limit, double-space and center all additional lines in an inverted pyramid.

## **Headings**

- Headings are the key to writing with precision and presenting material clearly.
- Headings are organized and presented by levels (meaning a top-down progression based on their level of importance).
- Headings vary and should be chosen with clarity in mind: strive to be clear, precise, and logical.
- Three most common headings: Centered Heading; Flush-Left Heading; and the Paragraph Heading.
- Each chapter must begin with the same level of heading.
- All headings except the paragraph heading are set on a line separate from the text; placement and punctuation differentiate the levels being indicated (see Appendix D).
- Do not use abbreviations and acronyms.

## **Centered Heading**

- The first and most general one.
- Must be centered over the text; two lines of text must follow on the same page for this heading and all others.
- Do not underline.
- Center within margins.
- Capitalize only the first letter of each major word.
- Triple space before all centered headings; double space between heading and text.
- Length of title on any line must not exceed 3”.

- If title is lengthy, divide it into the appropriate number of lines and single space the lines in the inverted pyramid style.

### **Flush-Left Heading**

- Second heading also called free-standing sidehead.
- Underline and set flush with left margin; capitalize only the first letter of each major word.
- Double space before and after all flush-headings.
- If title exceeds the 3” limit, divide it into the appropriate number of lines.
- All carry-over lines must be single-spaced and indented ¼” from left-hand margin.

### **Paragraph Heading**

- Third level of heading also called paragraph sidehead.
- Underline and indent at 6/8”; end with period.

### **Reference Section**

- Should be preceded by a half-title page that is counted not numbered.
- Typed in capital letters and centered on half-title page.
- Title of this section (“Bibliography” or “Reference Cited”) is determined by the style guide (MLA, APA, etc.) of the department.

### **Appendices**

- Pagination is the same as chapters: page number for the first page at the bottom of the page, and all subsequent pages in the upper right corner.
- Each appendix is preceded by a half-title page bearing only its label (e.g., APPENDIX A, APPENDIX B).
- Half-title page is counted but not numbered: use when referring to the appendix in the table of contents.

## CHAPTER VIII

### FINAL SUBMISSION OF THE THESIS/PROJECT

#### Preliminary Review

- Thesis/Project may be submitted as a Word Document for preliminary review to: [submission@csuchico.edu](mailto:submission@csuchico.edu) Be sure to include your:
  - First and Last Name
  - Student ID Number
  - Address
  - Phone Number
  - Semester of Graduation
  - Thesis or Project/Non-Print Media
  - Title of Thesis or Project

#### Please adhere to the following:

- Call or email Thesis Editor in advance to schedule an appointment.
- The deadline for preliminary edits is two weeks before the final submission deadline.
- The draft MUST reflect your best effort to meet university and departmental format requirements.
- Drafts may be submitted for more than one preliminary review per deadline.
- Documents submitted to the Thesis Editor will be returned either via email with Track Changes.

#### Student's Final Submission of Thesis/Project

Please review the instructions for the [final submission \(PDF\)](#) . **Fall 2021 semester and Spring 2022** we will not be requiring "wet" signatures for the thesis/project [Approval Page](#); this is in response to COVID-19. The student will be responsible for generating the signed

Approval page, and once all the signatures are obtained, it will be emailed automatically to [submission@csuchico.edu](mailto:submission@csuchico.edu). The student must also submit the following to [submission@csuchico.edu](mailto:submission@csuchico.edu) (all forms but the Approval page must be downloaded to fill and sign):

- PDF of the Thesis/Project (save as T/P, Last Name, First Name).
- PDF of the Master's Candidate's Agreement form (PDF)(found on page 2 of the final submission instructions)
- PDF of the Chairs Verification Sheet, which can also be submitted directly by the Chair.

#### **Final Clearance by Office of Graduate Studies**

- Thesis/Project received for final approval will not be accepted if any of these documents are missing: Approval Pages, Chair's Verification Sheet, Master's Candidate's Agreement Form, Final Progress Sheet, and Thesis/Project Submission Form.
- All theses/projects must follow the specific guidelines established by the Office of Graduate Studies per Guide to Graduate Studies and Procedures.
- The Office of Graduate Studies will allow one final edit of each Thesis/Project if the revisions are cosmetic and not content related
- Thesis/Project not in compliance with all aspects of both the University format and departmental style guide requirements will be rejected. Note: Candidates for graduation will not be cleared if not in compliance and will be required to reapply for graduation for a subsequent semester.
- The Office of Graduate Studies will not allow for any extensions to the submission deadline. Rare exceptions deemed an emergency will be reviewed by the Dean.

#### **Degree Evaluations**

The student's academic record will be reviewed before clearance of the master's degree by Academic Evaluators Sarah Lehner and Rosanne Kenoyer to confirm that all degree

requirements have been met. Contact the evaluators with any questions or concerns regarding your graduation check and degree clearance.

- [Sarah Lehner \(opens in new window\)](#), Master's Degree Evaluator for students with last names beginning with A-Z

APPENDIX A

REQUIRED DEPARTMENTAL  
STYLE GUIDES

Master's Program	Degree	Departmental Style Guide <sup>a</sup>	Graduate Coordinator Signature Required <sup>b</sup>
Anthropology	M.A.	A current journal article from <i>American Antiquity</i> or <i>American Anthropological Association</i>	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 Science Editors (CSE 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

<b>Master's Program</b>	<b>Degree</b>	<b>Departmental Style Guide<sup>a</sup></b>	<b>Graduate Coordinator Signature Required<sup>b</sup></b>
Communication Studies	M.A.	<i>Publication Manual of the American Psychological Association</i> (latest edition) <b>or</b> <i>MLA Handbook for Writers of Research Papers</i> (latest edition)	Yes
Education	M.A.	<i>Publication Manual of the American Psychological Association</i> (latest edition)	Yes
English	M.A.	<i>MLA Handbook for Writers of Research Papers</i> (latest edition)	No

<b>Master's Program</b>	<b>Degree</b>	<b>Departmental Style Guide<sup>a</sup></b>	<b>Graduate Coordinator Signature Required<sup>b</sup></b>
Environmental Science	M.S.	<i>American Geophysical Union (AGU)</i> <a href="http://www.agu.org/pubs/authors/manuscript_to_ols/journals/pdf/AGU_author_guide.pdf">http://www.agu.org/pubs/authors/manuscript_to_ols/journals/pdf/AGU_author_guide.pdf</a>	No
Geosciences	M.S.	<i>Geological Society of America (GSA)</i> See Graduate Coordinator for a copy of the department style guide	No
History	M.A.	Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition)	No
Interdisciplinary Studies	M.A. or M.S.	<i>Publication Manual of the American Psychological Association</i> (latest edition)	Yes

<b>Master's Program</b>	<b>Degree</b>	<b>Departmental Style Guide<sup>a</sup></b>	<b>Graduate Coordinator Signature Required<sup>b</sup></b>
Kinesiology	M.A.	<i>Publication Manual of the American Psychological Association</i> (latest edition) <b>or</b> <i>A current peer reviewed journal approved by committee chair</i>	Yes
Mathematics Education	M.S.	<i>Publication Manual of the American Psychological Association</i> (latest edition)	Yes
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
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

Master's Program	Degree	Departmental Style Guide <sup>a</sup>	Graduate Coordinator Signature Required <sup>b</sup>
Social Science	M.A.	Kate Turabian. <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> (latest edition) <b>or</b> <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