

TO THE STUDENT

The completion of your thesis represents the culmination of a rich and rewarding experience for you as a graduate student. In this thesis you demonstrate your ability, under faculty supervision, to make a scholarly statement on a selected topic and to present your investigation and findings in a clear and concise manner, written in the style appropriate to publications in your field. A permanent record of your research attainment is kept on file with the university in the form of microfiche and both bound and electronic copies retained by the library.

Your thesis reflects both your own and the university's standards for quality scholarship. As such, it is important to maintain the highest possible publication standards in your submitted manuscript. This manual is designed to provide you with a uniform guideline for the technical and procedural aspects of thesis submission.

The university has established certain overall requirements for theses in order to secure university-wide consistency of format. You will find these outlined in this manual. This manual itself is formatted to illustrate the formatting requirements of a thesis. For referencing format and other discipline-specific stylistic preferences, you should consult your department's chosen style sheet or manual. If you have unusual technical problems or need answers to questions not covered by this manual, you may call or make an appointment with the thesis consultant in the Division of Graduate Studies, Harold H. Haak Administrative Center; (559) 278-2418.

TABLE OF CONTENTS

	Page
CHAPTER 1: UNIVERSITY REQUIREMENTS AND APPROVAL PROCEDURES	1
Final Submission	1
Publication Copy	2
Final Processing and Fees	3
Deadlines	5
Thesis Approval Process	5
Thesis Committee Structure and Responsibilities.....	5
Human or Animal Subjects Clearance	6
Plagiarism.....	6
Copyright Releases.....	7
Proprietary Rights.....	8
CHAPTER 2: GUIDELINES AND REQUIREMENTS FOR PUBLICATION COPY FORMAT.....	9
Paper Requirements.....	9
Print Requirements	10
Technical Guidelines	11
Chapters or Sections?	14
Centered Heading	15
Footnotes	16
Tables and Figures.....	16
Word Processing.....	19
Formatting with the Thesis Templates	20
Typing Review and Style Instructions	20

CHAPTER 3: STANDARD ELEMENTS OF THE THESIS	22
Abstract	22
Title Page.....	22
Copyright Page	23
Approval Page	24
Authorization Sheet.....	24
APPENDICES	25
APPENDIX A: DEPARTMENTAL STYLE MANUAL GUIDELINES	26
APPENDIX B: THESIS PROBLEM TYPES	29
APPENDIX C: THESIS COMMITTEE GUIDELINES	32

LIST OF FIGURES

	Page
Figure 1. Sample chapter and heading format.....	15
Figure 2. Thesis organization: Chapters or sections?.....	17

CHAPTER 1: UNIVERSITY REQUIREMENTS AND APPROVAL PROCEDURES

The Dissertation/Thesis Office has established a set of procedures leading to acceptance of the final thesis manuscript for binding, microfilming, and placement in the library. All theses submitted to the Dissertation/Thesis Office are reviewed in two steps: (1) the **Final Submission** and (2) the **Publication Copy**.

Final Submission

Beginning in the Spring 2010 semester, all final thesis submissions will be reviewed electronically through the university's Blackboard portal. You must begin the submission process at the Dissertation/Thesis Office Web site, where you will find a link and instructions on how to register your electronic thesis folio (Step 1). Theses are reviewed in the chronological order of their submission.

Prior to uploading your thesis to the Blackboard portal, you must have met the following requirements:

1. The text must be typed with line spacing set at **“Exactly 24 points.”**
2. The thesis must be paginated.
3. The thesis must have an abstract, title page, approval page, table of contents, and lists of tables and figures as appropriate.
4. All thesis committee members must signify their approval of the text, including content, style, and format, by checking the “final submission approval” statement (Step 2 on the DTO web site) once the thesis has been submitted. Theses will not be reviewed until all committee members have provided this approval.
5. All committee member additions or corrections must be incorporated into the final submission.

6. The reference list must be complete and follow the format of a chosen style manual or journal style sheet (see Appendix A for a list of department-specific style manuals and journals).

The thesis consultant will review the final submission in several areas: general format; overall organization and consistency of layout; grammar, syntax, and spelling; correct documentation techniques; bibliographic format (per committee selection); table and figure format; and direct quotation format. If it becomes apparent that there are too many errors in any one of the above areas, you and your committee will be notified via email that your thesis is being returned for correcting before any further processing. The thesis consultant will detail the problems precisely per the University Graduate Committee's policy on thesis "problem types" (see Appendix B).

After a thorough review of your thesis, the thesis consultant will notify you via email that your thesis is ready to be revised in preparation for submission of the publication copy. Normally, you will be asked for changes in the areas of formatting and documentation before resubmission.

Publication Copy

It is your responsibility to make all corrections indicated on the final submission. You are generally given 2 weeks to make requisite changes/corrections before uploading the **publication copy** to your personal Blackboard thesis folio. The publication copy will be checked against the final submission and will be reviewed again to be sure that it meets all publication standards. When all corrections have been made, the thesis consultant will approve the publication copy for laser printing (you can print this on normal copy paper). It is at this point you must secure the signatures of your committee members on the **publication**

copy approval page. The thesis consultant will secure the signature of the graduate dean. It is your responsibility to submit one laser-printed publication copy to the Division of Graduate Studies (Harold H. Haak Administrative Center). You will then be provided with clearance (the “golden ticket”) to pay your copying fees at the Kennel Print and Copy Center, and your binding/ancillary fees at the Cashier’s Window. You will be given clear instructions for payment upon receipt of the publication copy.

Final Processing and Fees

In the interest of appropriate dissemination of knowledge and research findings, the Graduate Committee of the Academic Senate has supported the participation of the California State University, Fresno campus in the abstracting and filming services offered by the ProQuest/University Microfilms International (UMI) in Ann Arbor, Michigan. The thesis consultant will send you instructions for submitting your thesis through ProQuest’s electronic repository, where it will become part of an international researcher-to-researcher database. Publishing your thesis through the repository is free; however, if you elect to register your copyright, there is a cost of \$55. Publishing with ProQuest is not a requirement for you to complete your master’s degree. You are encouraged to discuss the ProQuest option further with the thesis consultant if you have questions or concerns.

Two special requirements stem from participation in ProQuest services: (1) You will be responsible for procuring necessary permission to publish previously copyrighted material in your thesis, using the form available from the Dissertation/Thesis Office Web site; and (2) you will need to limit your abstracts to one page in order to meet publication requirements for the *Masters Abstracts* periodical.

Fees

Required costs for thesis processing, as of this time, will be assessed as follows:

- Two bindings (Madden Library and department*) \$45.66
 *MPH, MSW, and Linguistics have waived the required program copy.
- Microfiche for Madden Library (*Price varies depending on thesis length. Average length [100 pages] = \$17.00.*)

Optional costs for thesis processing include:

- Additional bindings *per copy* for personal/presentation use . \$22.83
- Photocopying fee (13 cents/page at Kennel Bookstore
 Print and Copy Center for B&W, 79 cents/page for color)
- Copyrighting fee (\$55.00)
- Mailing fee (\$6.00 per address)

Please note: Prices are subject to change at any time. The university collects and passes on directly to the service providers all fees for the abstracting, microfilming, and binding services through the Cashier's Window in the Joyal Administration Building. These fees are separate from the photocopying fee. Payment of thesis copying and binding fees is the last step toward thesis clearance following approval of the publication copy by the thesis consultant. Credit cards are accepted for thesis fee payment.

Final Processing and Distribution

The thesis consultant will handle all processing of publication copies, which includes assigning spine titles and arranging for all microfilming, binding, and final distribution of theses to the library, departments, and students. Usually, the entire packaging, binding, and distribution process will not be completed until 4 to 6 weeks following the end of the semester or summer session of the thesis submission date. If you plan to leave the city or the country, you should take care to leave precise instructions for the handling of your personal thesis copies.

Deadlines

Deadlines for the final thesis submission to the Graduate Division are set at least 6 weeks before the last day of scheduled classes in order to guarantee clearance of the your thesis in time for graduation that semester or term. Specific dates are posted on the Dissertation/Thesis Office web site. You should expect deadlines to fall regularly around the last week of March (spring semester), the last week of June (summer session), and the last week of October (fall semester).

Thesis Approval Process

The Graduate Committee of the Academic Senate has approved certain procedural and formatting requirements judged essential to meeting uniform standards for quality graduate-level publication as outlined in the California Title 5 Education Code. These requirements are more fully spelled out in the following pages of this manual. Any deviations should occur only with the explicit permission of the Dean of the Division of Graduate Studies.

Thesis Committee Structure and Responsibilities

The thesis committee normally consists of three members, with the chairperson and at least one other committee member being graduate faculty from your major department. See Appendix C for university guidelines, choice of committee members, and thesis committee responsibilities.

Basic responsibilities for procedural arrangements, content, and organization of the thesis rest with you and your committee. Once the committee has been formed and the committee assignment sheet is on file in the Dissertation/Thesis Office, you should set a timetable for researching and completing the thesis, under the direction of the committee, within the established deadlines for the individual program. In addition to the information included in

this manual, you should select and procure a copy of the department's chosen style sheet or manual (see Appendix A), which will be used for reference and special stylistic instructions. Major style manuals (e.g., APA, MLA, Turabian) also include sections on thesis organization and writing techniques that may prove helpful to you.

While the committee chair has primary responsibility for advisement in the process, careful communication with all three committee members is essential to final committee approval. Clarify at the outset the precise role and responsibilities of each member of the committee. In turn, you and your committee members should be aware that each committee member's signature on the required approval pages represents that member's approval of all aspects of the candidate's thesis: content, methodology, form, style, and mechanics.

Human or Animal Subjects Clearance

If you will be conducting thesis research involving human subjects, you will need to procure written approval from the departmental Human Subjects Committee and, when judged necessary, the University Committee on Protection of Human Subjects (CPHS) before beginning your research. Forms are available from the Policy and Procedures for Research with Human Subjects Web site. You should allow at least 2 weeks for this procedure.

Research being conducted on live animals housed on campus must be approved by the Animal Care and Use Committee.

Plagiarism

According to standards endorsed by the Chancellor's Office, each thesis "must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough

documentation.” “Accurate and thorough documentation” requires the proper acknowledgment of the use of someone else’s ideas or phraseology. Lack of due credit to the original source may lead to the charge of plagiarism, defined by the university as “a specific form of cheating which consists of the misuse of the published and/or unpublished works of another by representing the material so used as one’s own work.”

Specifically, the university has identified the following forms of plagiarism relevant to thesis students:

- failure to use quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
- copying phrases or ideas from a book, magazine, or other source without giving credit to the author;
- turning in a paper or computer program that is the work of another individual.

Penalties for plagiarism are severe, and may result in the assignment of an “F” grade for the thesis and/or dismissal from the university.

Copyright Releases

You are responsible for securing permission to reproduce in the master’s thesis certain kinds of copyrighted material. Normally, this includes any of the following: more than one table, graph, or drawing from the same source; and any material that stands as a unit complete in itself, such as a poem, letter, complete chapter from a book, or a research test or instrument.

Requests for permission should be addressed to the copyright holder and should include full identification of the material to be reproduced, specifying its intended use. The thesis consultant has drawn up a special form, *Request for Permission to Include Copyrighted Material in Master's Thesis*, which is available

from the Dissertation/Thesis Office web site. Since replies often take some time, you should seek permission well in advance of the estimated thesis submission date. Faxed copies of signed permissions forms are acceptable; these forms are not included in the thesis and are used for verification purposes only.

Proprietary Rights

In accordance with established policy, which states that the university's "instruction, research and services will be accomplished openly and without prohibitions on the publication and dissemination of the results of its academic and research activities," no thesis will be accepted that cannot be made public. In certain specified circumstances, a publication delay of 90 days may be allowed. For more information, you should check with the thesis consultant.

CHAPTER 2: GUIDELINES AND REQUIREMENTS FOR PUBLICATION COPY FORMAT

Publication copies of the thesis manuscript must meet the university-wide standards in appearance and format that are outlined in this section. You should follow all requirements set forth in this manual regarding basic format (e.g., paper, font, margins, pagination, spacing, and headings). Departmental style manuals should be consulted for such matters as referencing format, use of figures or words for numbers, layout of figures and tables, and stylistic preferences related to the particular discipline. In the case of a conflict between the university guidelines and the departmental style sheet, the university guidelines will take precedence.

Paper Requirements

The publication copy may be printed on regular copy paper and submitted to the Kennel Print and Copy Center. From there, the thesis will be copied onto acid-free, 20-lb. weight, 25% cotton or rag content laser paper. The cost is 13 cents per black and white page and 79 cents for color pages.

In the past, some students have preferred to make their own copies for binding. If so, the laser paper described in the above paragraph may be found at local office supply stores. These copies should not be made until the thesis consultant has declared the thesis “ready to copy.” However, it is important to note that any flaws in the reproduction (e.g., crooked pages, faded or “banded” print) are your sole responsibility. You are responsible for any costs (e.g., purchase of more paper) to repair such flaws before the archive-quality copies can be sent to the bindery.

Print Requirements

The entire thesis must be typed in one selected font and printed with uniform darkness of tone. Where space demands, however, it is permissible to change point size for tables, figures, and appendix material. Footnotes printed in the default point size (normally, 2 points less than standard point size) are acceptable.

All copies of theses submitted to the Graduate Division must be clean and carefully reproduced; pages that are crooked or that have gray edges, streaks, or spots are not acceptable. Copies made at the Kennel Bookstore Print and Copy Center fully meet all printing requirements.

Quality of Type

All type must be sharp, clear, and unbroken. Visible differences in quality or contrast of print resulting from a faulty or worn printer are unacceptable and will require a reprinting of those portions of the thesis.

Special Markings

Symbols, equations, formulae, and other such detailed markings can be handled by most word processing programs through special fonts, etc. If constructing such markings on your own, you should take care to maintain appearance (size, density, etc.) close to that of the surrounding material.

Italics and Underscoring

Italicized print may be used for such items as book and journal titles and bibliographic elements such as volume numbers, if called for by the departmental style manual, and for foreign language and special terminology. Such use must be consistent throughout the text. Italics may not be substituted for underscoring in headings.

Technical Guidelines

Use the guidelines in this section if you wish to format your own thesis from scratch using MS Word, or if you are using a processing program not compatible with the template (e.g., LaTeX). The technical parameters described below have been written into the template, so should you decide to use it, you will find that things like margins and page numbering have been done for you (see page 21 of this manual for more on the use of a template).

Margins

Margins for the running text should be set at 1.5” on the left and 1” on the right and bottom, throughout the thesis. The top margin for the running text should be set at exactly 24 points below the page number. In Microsoft Word for Windows, the top margin is placed at 1.2” and the header and footer also need to be set at .83” and .5”, respectively.

Chapter or major section title pages are dropped exactly 24 points below the running text. The text should be left justified, and variations should be within, not outside, the margin requirement. Tables, figures, and reductions of all oversized materials must fall within the 6” x 9” text frame margins.

Pages should be filled as much as possible and blank space at the bottom of pages should be kept to a minimum, except at the ends of chapters or sections. Occasionally, single lines or isolated words at the bottom (widows) or top (orphans) of the page will demand that the last line be moved from the preceding page to the top of the following page. Word processing programs usually address this problem through an automatic protective function (widow/orphan control), which is standard in the thesis templates. Shorter pages may also result from the presence of headings at the foot of the page, which must be moved to the next page if not accompanied by a minimum of two lines of text.

Spacing and Indention

Standard line spacing for the thesis is set at exactly 24 points. However, exceptions are made for the following material, which should be single-spaced:

- chapter/section titles
- headings
- footnotes
- table and figure captions
- tabular material as necessary
- reference list/bibliography items
- appendix material as appropriate

Quoted material of over four lines (MLA) or over 40 words (APA) calls for block quote format (others—consult style manual): Indent 1” (MLA) or .5” (APA) from the left margin, carry out to the right margin, and double space. For reference items, double space between entries. Aside from their captions and titles, tables and appendices may be single or double spaced, depending on the length and nature of the material to be presented.

Organization of the Material

Elements of the thesis should be arranged in the following manner:

1. Abstract
2. Guard sheet (blank sheet)
3. Preliminaries
 - a. Title page
 - b. Copyright page (optional)
 - c. Approval page
 - d. Authorization sheet
 - e. Acknowledgments or Preface (optional)

- f. Table of Contents
 - g. List of Tables
 - h. List of Figures
- 4. Text (usually divided into chapters or sections)
 - 5. Reference material
 - a. References or Bibliography (Works Cited, MLA)
 - b. Appendix/ces

Page Numbering

The abstract and guard sheet are not considered a formal part of the thesis, and are neither counted nor numbered. Page count begins with the title page of the thesis. All pages in the thesis are counted. Some, however, will not show a page number. Specific instructions follow.

Number placement. All numbers should be placed in the upper right-hand corner of the page, right aligned at 1” and resting on the 1” line. The following pages, although counted, do not show a page number: title page, approval page, and authorization page; the first pages of the table of contents, lists of tables and figures, bibliography or reference list, and chapters or sections; and half-title sheets.

Number sequence. Formal page counting begins with the title page.

1. For the preliminary matter, use lower case Roman numerals for any pages that will show a number. In most theses, because this section consists mainly of major heading pages, only the second pages of the table of contents and the lists of tables and figures will show a page number.

2. Use Arabic numerals for the remainder of the thesis (text, references, and appendices). The first page to show a number will be the second page (2) of the first chapter or section.

Half-title Pages

A half-title sheet should precede the reference and appendix sections in most theses. Center the title, typed all in capital letters, slightly above the half-page mark. See sample half-title pages throughout these guidelines.

Headings

Headings in the thesis should conform to the format prescribed in these guidelines rather than departmental style manuals or journal style sheet. This includes such matters as order of headings (centered, side, paragraph); style (underscored, indented); or other preferences, such as spacing (see Figure 1).

First Pages of Chapters and Sections

The first page of a chapter or section is dropped exactly 24 points from the normal top line (“running text”) of the manuscript text. Triple space (36 points, two blank lines) from chapter number to title, and from title to text. Paragraphs are indented .5” from the left margin.

Chapters or Sections?

Theses are presented in one of two formats: chapters or sections (see Figure 2). Separate examples of first pages using either chapter or section format can be found in Appendix F.

CHAPTER 2: TITLE IN CAPITALS

It is expected that some text will always intervene between heading levels, including chapter or section titles and the first level of subheading, and between heading levels internally within each chapter. As with most accepted composition practices, paragraphs should consist of a minimum of two sentences.

Centered Heading

Triple space above a centered heading; double space below it to the text. If there is only one level of heading in the chapter, choose this level. For centered headings more than 4" long, use a single-spaced, inverted pyramid format.

Capitalize all major words; underscore.

Side Headings Too Long for One Line Are Placed on Two or More Lines

Triple space above the side heading and double space below it. Align with the left margin, do not exceed a length of 3", and indent all lines but the first .25". Capitalize as in centered headings.

Paragraph heading. Triple space above this third-level heading; indent five spaces and continue text on the same line. Capitalize only the first word and proper nouns as in normal sentence format; end with a period.

Figure 1. Sample chapter and heading format

Footnotes

The footnote numbering system, according to university policy, requires renumbering footnote sequence with each new chapter or section. Additionally, all footnotes appearing on the last page of a chapter or section should be typed at the foot of the page, regardless of the length of this final page.

Tables and Figures

Format for layout and captions of figures and tables should be chosen from among the options offered by the prescribed departmental style manual, and should be followed consistently throughout the thesis. Note stylistic differences in combinations of upper and lower case lettering, Arabic and Roman numerals, and punctuation. All figures and tables, including numbers and captions, should fit within a 6" by 9" area in order to comply with margin regulations. Tables and figures that must be positioned horizontally (landscaped) should face the outer edge of the page, with the widest margin at the top binding edge.

Captions

Captions for figures are placed below the figure. Titles for tables are placed above the table. In both cases, captions/titles must be single-spaced. Normally, captions/titles are placed one double space above the table or below the figure.

Numbering and Placement

Tables and figures appearing in the body of the thesis must be referred to in the text, and should follow as closely as possible the first reference to them. Each table and figure should be separately numbered. Figures should be complete on one page. If spacing permits, more than one table or figure may be placed on a page.

PROGRAM	CHOICE
Animal Science	Sections
Art	Chapters
Biology	Sections
Business Administration	Chapters
Chemistry	Sections
Civil Engineering	Chapters
Communication	Chapters
Communicative Disorders	Chapters
Counseling	Chapters
Creative Writing	Optional
Criminology	Chapters
Education	Chapters
English	Chapters
Family and Consumer Sciences	Chapters
Food and Nutritional Sciences	Chapters
Geology	Sections
History	Chapters
Industrial Technology	Chapters
International Relations	Chapters
Kinesiology	Chapters
Marine Science	Sections
Mass Communication and Journalism	Chapters
Music	Chapters
Nursing	Chapters
Physics	Sections
Plant Science	Sections
Psychology	Chapters
Public Administration	Chapters
Public Health	Chapters
Rehabilitation Counseling	Chapters
Social Work	Chapters
Spanish	Chapters
Special Education	Chapters
Viticulture and Enology	Sections

Figure 2. Thesis organization: Chapters or sections?

Tables or figures less than one half page in length should be included as a part of the running text page wherever possible. In such cases, the figure or table is separated at either end by a triple space from the text.

Tables and figures appearing in the appendix may be labeled according to two options: (1) They may be consecutively numbered from the last table or figure in the text; or (2) they may be separately labeled as Table A1, Table B1, Figure A1, Figure B1, etc. All tables will be listed in the List of Tables. The same rule holds true for figures.

Reductions

Where material for figures and tables is too large to fit within margin requirements, it may be reduced by means available to the word processing programs (reduction of point size in fonts, etc.). In all instances, care must be taken that the final reduction be clear and legible. All material, including the caption, should fit inside a 6" by 9" space.

Illustrations

Technological advances in software programs, color print, and color reproduction capabilities have created new options for thesis work. However, care must be exercised to maintain the highest quality in all areas of final production, and necessary distinctions between areas and surfaces on all types of figures and photographs must be readily discernible. Since the final microfiche process will reproduce only shades of gray, you may do well to choose black and white shading or patterning rather than relying on color alone.

Oversize Illustrations

Occasionally, maps, tables, or charts may be too large to fit within the margin requirements, even after reduction. In special cases, with prior approval of the thesis consultant, such illustrations may be folded vertically, in progressive pleats, with the outer folds at least 1/2" from the edge of the manuscript in order to prevent its being cut during the binding process. Very large oversize figures may be reproduced onto a lightweight vellum paper, folded, and placed in a pocket to be included at the end of the thesis. You should provide these pockets (one for each bound copy of the thesis) by purchasing 8" by 10" manila clasp envelopes and trimming the front, below the clasp, for inserting the material after the envelope has been sewn into the binding.

Word Processing

Printer quality is extremely important. Copy should be dark, and the characters and words should appear as discrete units, with uniform spacing. If you have questions about the acceptability of your printed copy, you should provide the thesis consultant with a sample of your proposed print at some point well before the assigned deadline date for thesis submission.

In order to assure clarity of reproduction, for the publication copy *only laser-printed copy will be acceptable*. Theses submitted ink jet copy will be returned to you for resubmission.

Appearance of publication copies must meet publication quality standards. Acceptable word processing font size is 12-point for all but Times New Roman, for which 13-point is recommended. Acceptable type fonts include Courier, Bookman, Palatino, and Times New Roman.

Further regulations specific to word processing include the following.

1. Only left-hand justification of text is allowed.

2. Text copy is formatted at six lines to the inch, with standard 24-point line spacing.
3. Underscoring in headings and titles as well as lines in headings and tables must appear as solid lines rather than a series of dots, dashes, or broken lines.
4. Page numbers must be printed in the same point size and font as the text of the thesis.
5. Table titles/figure captions should be typed in the same font as the text.
6. Software and printers should be able to produce subscripts and superscripts when called for by the particular required format.
7. Computer-generated graphics (bar graphs, pie charts, etc.) may be included in the thesis, either merged with text or inserted as separate illustrations.

Formatting with the Thesis Templates

The thesis consultant has developed templates for students who want to produce their own publication copies and who are familiar with using Microsoft Word. These templates provide basic formatting setup for theses according to the specific requirements outlined in this manual and are available for download from the Dissertation/Thesis Office web site.

Typing Review and Style Instructions

1. Follow this manual as closely as possible; where discrepancies exist between this and the department's style manual or journal style sheet, the university guidelines will take precedence. *Note: **Do not use previously approved theses as a formatting guideline*** as they may have been approved according to an earlier edition of this publication. In addition, during the binding

process, thesis pages are trimmed; therefore, the margins of a published thesis will not accurately reflect the measurements put forth in this manual.

2. Follow the rules of formal writing. This means a serial comma—the comma should be placed before the conjunction (“and,” “or”) in a series of three or more items (e.g., “. . . bears, bees, and blossoms”). Avoid use of contractions and colloquial expressions.

3. A minimum of two lines of text must follow all paragraph and heading divisions at the end of the page. Do not carry less than one-half line of text onto a new page (use of the template, which has widow and orphan protection activated, will take care of this).

4. Consistency in capitalization, treatment of numbers, spelling, etc., is required. For the sake of uniformity, regardless of what style manual or sheet you are following, adopt the American (as opposed to the British) custom of placing all commas and periods inside quotation marks. “The comma and period go,” say American manuals, “inside every time.” “How about double quotes?” “The answer is, ‘Inside both.’”

5. List or enumeration format takes two forms. Long lists, especially those involving sentences, should be set at “Exactly 24 points,” with the number and the first line indented as in the present list. Shorter phrase or single-word listings may be included in the sentence itself, using either the (1) . . . , (2) . . . format or, for the natural and physical sciences, (a) . . . , (b)

6. The style manual of your department governs specific forms of abbreviations as well as choice of words or numerals to represent numbers.

CHAPTER 3: STANDARD ELEMENTS OF THE THESIS

The preliminary pages of the thesis should be typed according to a standard format. This format is defined in the template and will take precedence over any contradictory format represented in other style manuals. Explanations of the particulars for each item appear below.

Abstract

The abstract should consist of the thesis title, as it appears on the title page, followed by a short statement (no more than one page in length) concerning the purpose, methodology, and findings of the research, or, in creative works, a description of the thematic nature of the text and special techniques employed. Language should be kept as clear and concise as possible. No footnotes or citations should be included, since abstracts frequently stand alone, without accompanying text. The candidate's full registered name, as on the title page, should be typed one triple space directly below the body of the abstract, followed by the month and year of the term.

One extra copy of the abstract must be turned in to the Dissertation/Thesis Office at the time of submitting the final publication copy.

The abstract is the first page in the thesis and is followed by a guard sheet (blank sheet of paper) between it and the title page. It is not included in any page count and is not numbered.

Title Page

The title page should follow exactly the example shown in the template. Wording of the thesis title should be precise and concise. The title should give the essence of the thesis in the first several words; qualifying phrases such as "An

Ethnographic Study of . . .” and limitations as to time period or locality may appear as a subtitle following a colon. Any title or subtitle that mentions a geographic location must give the location in full, including the name of the state or county, if appropriate—for example, “Westside High School, Fresno, California.” Titles that exceed 103 spaces in length (including the writer’s last name and all spaces between words) may need to be cut in order to meet spine title printing limitations.

Note that the inverted pyramid form is followed for the title. Your name should be spelled out in full; no middle initials are permitted, *unless your official name on your university record contains a middle initial*. Observe carefully all punctuation and wording in the degree portion of the page. You should check the University Catalog for the correct name of your college or school and degree. The date is the last month of the semester or term when the thesis was submitted.

Copyright Page

In certain cases, especially those in which patents may result from an invention or a discovery, or cases involving politically sensitive material or creative publication rights, you may wish to protect your work by obtaining statutory copyright through entering a copyright notice on a special copyright page immediately following the title page of the thesis. This procedure gives you statutory copyright when your thesis is published (i.e., shelved in the library). A sample copyright page appears in the template.

Actual enforcement of this copyright (in cases of infringement) demands that you register the copyright with the United States Copyright Office in Washington, DC. If you elect this option, you may wish to use the ProQuest/UMI service for this procedure. In this instance, you will need to pay the \$55 copyright

fee. Students with patentable work must also comply with policies and procedures established by the university. Information regarding the university's policy is available in the Academic Policy Manual, section 540.

Approval Page

Initial acceptance of the final thesis submission is accomplished electronically (see p. 1 of this manual). For the publication copy, signatures are required on the approval page that will be included with the bound version of the thesis. The committee chair must be listed first, with the name typed below the line, followed by the designation "Chair" in parentheses. Do not provide academic titles (i.e., "Dr." or "Ph.D.") before or after committee members' names. The full department name is typed to align with the right margin. Do not include phrases (i.e., "Department of") before the department name. Similarly, do not insert "Department" after the department name. Names of the remaining committee members should be placed in order according to committee preference.

Note that the title page states the *college or school* name, whereas the approval page shows the *department* name. All signatures should be written in black ink to ensure clarity in reproduction. Following approval of the publication copy, the thesis consultant will obtain the graduate dean's signature for you on the publication copy approval page.

Authorization Sheet

According to the best tradition of scholarship, it is important that you allow the widest possible access to your work. This includes interlibrary loan of the thesis, examination of the work in the library, and other appropriate scholarly usage. It is therefore recommended that you select and check the first option on the Authorization Sheet.

APPENDICES

APPENDIX A: DEPARTMENTAL STYLE MANUAL GUIDELINES

DEGREE PROGRAM STYLE MANUAL GUIDELINES

PROGRAM	RECOMMENDED STYLE MANUALS (current edition or issue)
Animal Science	<i>Journal of Animal Science</i>
Art	<i>American Antiquity, Art Bulletin, Art Journal, MLA Handbook*</i>
Biology	<i>Council of Biology Editors Style Manual, Am. J. of Botany, Auk, Analytical Biochemistry, Cell, Evolution, J. of Bacteriology, J. Biological Chemistry, J. Immunology, J. Mammalogy, J. Molecular Endocrinology, J. Wildlife Management, Microbiology, Molecular and Cellular Biology, American Society of Animal Science, Entomological Society of America or other departmental selection</i>
Business Administration	<i>Turabian*, Journal of Finance</i>
Chemistry	<i>Analytical Chemistry, J. of American Chemical Society, Journal of Organic Chemistry</i>
Civil Engineering	<i>American Society of Civil Engineers journals, Journal of the American Concrete Institute,</i>
Communication	<i>APA Publication Manual*; MLA Handbook*; Turabian*</i>
Communicative Disorders	<i>APA Publication Manual*</i>
Counseling	<i>APA Publication Manual*</i>
Creative Writing	<i>MLA Handbook*</i>
Criminology	<i>APA Publication Manual*, Journal of Forensic Science</i>
Education (all programs)	<i>APA Publication Manual*</i>
English	<i>MLA Handbook*</i>
Family and Consumer Sciences	<i>APA Publication Manual*</i>
Food and Nutritional Sciences/Dietetics	<i>Food Technology, Journal of Agriculture and Food Chemistry, Journal of Food Science, Journal of the American Dietetic Association</i>
Geology	<i>USGS Suggestions to Authors</i>
History	<i>Turabian*</i>
Industrial Technology	<i>APA Publication Manual*; Turabian*</i>

PROGRAM	RECOMMENDED STYLE MANUALS (current edition or issue)
International Relations	<i>APA Publication Manual*</i> , <i>MLA Handbook*</i> , <i>Turabian*</i> , <i>Chicago Manual of Style</i>
Kinesiology	<i>APA Publication Manual*</i>
Marine Science	Program selection
Mass Communication and Journalism	<i>APA Publication Manual*</i> ; <i>MLA Handbook*</i>
Music	<i>The Chicago Manual of Style</i> ; <i>MLA Handbook*</i> ; <i>Turabian*</i>
Nursing	<i>APA Publication Manual*</i>
Physics	<i>APS Style Manual</i>
Plant Science	<i>Agronomy Journal</i> , <i>Council of Biology Editors Style Manual</i> , <i>Crop Science</i> , <i>Crop Protection</i> , <i>Journal of Amer. Soc. Hort. Sci.</i> , <i>Entomological society of America</i> , <i>Proceedings Soil Science Society</i> , <i>American Pathological Society</i> , <i>Weed Science Society of America</i>
Psychology	<i>APA Publication Manual*</i>
Public Administration	<i>APA Publication Manual*</i> , <i>MLA Handbook*</i> , <i>Turabian*</i> , <i>Chicago Manual of Style</i>
Public Health	<i>APA Publication Manual*</i>
Rehabilitation Counseling	<i>APA Publication Manual*</i>
Social Work	<i>APA Publication Manual</i> , <i>Turabian*</i>
Spanish	<i>MLA Handbook*</i>
Special Education	<i>APA Publication Manual*</i>
Viticulture and Enology	<i>Am. J. Enology and Viticulture</i>

*The following style manuals should be referred to in their published book format for complete style information (reference format, table and figure layout, special language, abbreviations, etc.).

American Psychological Association, *Publication Manual of the American Psychological Association*, 6th ed. Washington, DC: Author, 2009.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. NY: MLA, 2003.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: Univ. of Chicago Press, 2007:

APPENDIX B: THESIS PROBLEM TYPES

PROCEDURES FOR HANDLING POTENTIAL THESIS PROBLEMS

It is anticipated that only occasional errors may be found in final drafts of theses submitted to the Graduate Office. Minor problems in spelling, punctuation, grammar, usage, and referencing format are usually of a nature that can be addressed directly by the student, and are noted in the text and on the checklist of the thesis which is returned to the student for correction and resubmission as final publication copy. Conferences with the thesis consultant are available for assistance, if requested.

On rare occasions, more serious problems may be identified by the thesis consultant, requiring that the thesis be handled in a slightly different manner, with the student and the committee working together to correct the deficiencies. With the thesis committee's approval and recommendation, after the necessary modifications have been made, the student may resubmit the publication copy of the thesis. In case of disagreements, final appeal rests with the Graduate Committee of the Academic Senate.

Some examples of more serious problems follow.

PROBLEM TYPE I

Extensive spelling, punctuation, grammatical, referencing problems, as noted above. Needed clarification or amplification of text (adding hypotheses, introductory statements, transitions; deleting extraneous or unconnected material; demonstrating relevance of topic to the discipline; etc.)

PROCEDURE

The thesis is returned to the student. Contact is made with the committee chair; conferences are arranged with the student and any additional measures (editing and/or statistical support, etc.) are recommended as needed.

PROBLEM TYPE II

Confused/confusing organization; unclear language usage; a lack of clear purpose and/or critical thinking throughout

Insufficient documentation which either fails to or inadequately supports statements of reference, fact, or inference.

Lack of scholarly orientation which clearly demonstrates inadequate mastery of the subject, methodology, and/or ability to draw defensible conclusions

Internal contradictions within the text (hypotheses and conclusions not matched; methodology which fails to provide reasonable assessment of the hypothesis)

PROCEDURE

Such problems may require extensive revision of the thesis prior to its resubmission as a publication copy. The graduate dean is informed of the status of the thesis; the thesis is returned to the student; and a letter is sent to the committee chair, with copies to the department chair, committee members, and the student. Conferences are arranged with the student and any additional measures (editing and/or statistical support, etc.) are recommended as needed.

PROBLEM TYPE III

Plagiarism

The Dissertation/Thesis Office makes and retains a copy of the original thesis. The final draft is then returned to the thesis committee chair to be handled in accordance with university policy on plagiarism. A letter is sent to the committee chair, with copies to the department chair, the committee members, the student, and the graduate dean.

Approved 4/5/88
Graduate Committee

APPENDIX C: THESIS COMMITTEE GUIDELINES

Thesis Committees

Thesis committees have an established place in the academic world and play a vital role in the guidance and direction of graduate student research. One member of the committee, the chairperson, has a more formal administrative relationship with the student because of the way the university recognizes the chairperson's responsibilities. On occasion, the roles of the chairperson and the committee members require clarification.

1.0 Thesis Committee Structure

1.1 Number of Members

- 1.11 Each master's thesis committee shall be composed of a minimum of three members.
- 1.12. Under extenuating circumstances (e.g., member's death or sudden leave), to be noted by the graduate program coordinator* in a letter to the graduate dean, an individual student in the final stages of the thesis may request to have fewer than three members on the committee.
- 1.13 A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

1.2 Committee Membership

- 1.21 Two of the three required committee members, including the chair, shall be members of the *Master's Graduate Faculty Group* of the student's degree program. Only members of this group are allowed to chair a thesis. In order for a member to chair a thesis, he/she must have previously served as a second or third member of a thesis committee (per APM 226-2, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 3).

The Graduate Group in the program, with the approval of the department, may invite their Faculty Early Retirement Program (FERP) faculty members to participate on thesis committees as second or third readers, with the stipulation that they demonstrate a personal commitment to function in this capacity and that they have been appointed as members of the consultative

*The terms *Program coordinator* and *Program director* are interchangeable in this document.

body. Graduate faculty members whose status has been terminated due to retirement or who are in FERP status may complete outstanding examining committee, thesis committee, and advising assignments as chair if they wish to do so, but they may not accept new assignments to chair such committees (see APM 226-3, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 8). *Note:* In order for the thesis committee to function as required, the program must appoint FERP faculty serving on these committees as adjunct faculty during each of the academic terms in which they have inactive status.

- 1.22 An individual who possesses requisite expertise, but who is not a member of the Graduate Faculty Group in the student's program, may serve as a third reader on a thesis or dissertation committee with the approval of the department chair. This may include part-time and adjunct faculty, retired program faculty, faculty from other programs or universities, and community professionals. In such cases, a curriculum vita of the individual concerned must accompany the submitted Master's Thesis (299) Committee Assignment form.
- 1.23 Each graduate program committee may establish additional procedures for the appointment of thesis committee members. It is recommended that these procedures be published and be made available to incoming graduate students and new faculty members.
- 1.24 The committee chair shall be a faculty member of the graduate faculty from the student's program. A faculty member from another department may assume the role of committee chair only if eligible for and appropriately appointed as program graduate faculty (see APM 226) in the student's degree program.
- 1.25 For the doctorate degree, the committee chair must be a member of the *Doctoral Graduate Faculty Group*, and possess requisite knowledge and experience in discipline-based research theory and methodologies at the doctoral level, knowledge of the requirements for doctoral dissertations in the discipline, and a demonstrated ability to successfully direct others in research activities. The first time an individual is being considered as a chair of a doctoral dissertation committee, supporting documentation must accompany the recommendation through all levels of review (per APM 227-2, III. *Criteria for Membership in a Doctoral Graduate Faculty Group*, par. 6c).
- 1.26 Each graduate program's graduate group should establish a reasonable maximum for the number of theses an individual faculty member may supervise.

- 1.27 The department chair should ensure that work of the thesis or dissertation committee chair is calculated as part of the faculty's required regular workload.