

Dissertation and Thesis Manual: Policies, Procedures, and Format

Edition 11.1

Linda Kilroy, Editor

A detailed listing of specific formatting changes
introduced in this 11th edition is available at:

<http://gra.sdsu.edu/Graduate/Thesis/changes.htm>

Interim updates to this edition will also be posted at this web site.

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CHAPTER 1

INTRODUCTION

The doctoral dissertation, master's thesis, or master's project¹ demonstrates a graduate student's ability to investigate, develop, and organize materials relating to a specific problem within a field of study. You must exhibit an ability to pursue research systematically and present the results in an extended scholarly statement in clear, concise English. The university shelves the approved dissertation, thesis, or project in the university library, thus making the work available to other students, to faculty, and outside researchers.

The term *thesis* as used throughout this manual refers to doctoral dissertations, master's theses, and master's projects. Because not all doctoral programs use this manual's guidelines, doctoral candidates should contact their faculty advisers for information about applicable policies, procedures, and formatting guidelines.

1.1 UNIFORM STYLE

Style encompasses professional requirements as well as an author's preferences. The Graduate Council of the university has adopted regulations and criteria that establish uniformity in style for the physical format of dissertations, theses, and projects submitted in fulfillment of advanced degree requirements. These regulations and criteria are contained in this manual and in the style guides approved by the faculty of the particular degree programs (see Sec. 2.2.4 and 2.2.5). The departmental style guides provide specific instruction regarding source documentation (references), preparation of tables and illustrations, and writing style specific to the discipline.

1.2 FORMATTING

To ensure that SDSU theses comply with required style conventions and formatting, the Dissertation and Thesis Reviewer (hereafter,

Thesis Reviewer) will pay particular attention to the following aspects of formatting, that are discussed in detail in Chapters 4 and 5. (See also Section 6.5 for the thesis review process.)

- Overall Appearance
- Structural Format
- Page Layout
- Text Formatting
- Headings
- Illustrative Materials
- Preliminary Page Formatting
- End-Matter Formatting:
 - ◆ Source Documentation
 - ◆ Appendices
 - ◆ Abstract

The Thesis Reviewer does not read theses for content and does not perform proofreading services. The faculty thesis committee approves content; proofreading is your responsibility.

1.3 COMPLIANCE WITH MANUAL

Theses submitted for review should comply with this manual as well as your departmental style guide (see Sec. 2.2.4). Depending on the degree of compliance on submittal (see Sec. 6.5.1 regarding thesis intake procedures), theses will receive either an expedited review or a full review. Theses found unacceptable will be rejected—an action that could have monetary and academic consequences for you (see Sec. 1.4 below).

NOTE—If the departmental style guide conflicts with this manual, this manual will have precedence. For a problem that cannot be resolved by referring to the designated manuals, or to discuss exceptions to these requirements, consult the Thesis Reviewer.

¹Master's projects discussed in this manual are those prepared by students following Plan A, Thesis, as opposed to course projects for students following Plan B (the Comprehensive Exam option). The Style and format requirements outlined in this manual apply to dissertations, theses, and projects. Special, less stringent formatting may be applicable to some projects, however, and these are discussed in Chapter 3.

NOTE WELL—Do not use previously approved theses as a formatting guideline for the following reasons:

1. The thesis, or theses, may have been approved according to the requirements of an earlier edition of this manual.
2. Manuscripts are altered: During the binding process, pages are trimmed; therefore, the margins of a bound thesis will not reflect the measurements stipulated in this manual.
3. Rules and conventions governing the application of specific formatting styles are not always easy to infer by looking at a published thesis.
4. Some departments have only one approved style guide. Others use recognized, refereed journals and may have several possible style guides. In the latter case, the Thesis Reviewer checks for compliance with the published guidelines of the journal selected by individual students and approved by their faculty committees.

Manuscripts deemed unready for submission, as determined by the Dissertation and Thesis Reviewer, will be rejected and returned to the student.

1.4 CONDITIONS FOR REJECTION

Manuscripts are considered not ready for submission when:

1. They are not in compliance with departmental guidelines as described in Sec. 1.4.1 below.
2. They are not in compliance with the university's guidelines as stated in this manual (that is, there are gross deficiencies of format or presentation; see Sec. 1.4.2)².

3. They are incomplete.

1.4.1 Departmental Guidelines

Although the signatures of your faculty committee on the signature page of your manuscript certify that your thesis conforms to the department's academic standards as well as to its approved style guide, the Dissertation and Thesis Reviewer will check for compliance with departmental requirements in the following areas (numbers following the entries refer to relevant sections in this manual):

- **Structural Format:** Proper use of Chapter, Section, or Technical format (Sec. 4.6; Table 2.3, p.16).
- **Illustrative Materials:** Excluding titles, captions, and spacing, departmental format for tables, figures, and other illustrative materials (Table 2.3, p. 16).
- **Source Documentation:** Departmental formatting for footnotes, notes, citations in text, references, bibliography as well as complete bibliographic entries (Sec. 5.2; Table 2.3, p. 16).

If the Thesis Reviewer determines during the intake and pre-screening procedure that the above **departmental** formatting requirements have not been met, the thesis will be rejected and returned to you.

1.4.2 University Guidelines

Gross deficiencies of format (or noncompliance with the *SDSU Dissertation and Thesis Manual*) occur when a majority of the categories listed below do not comply with the requirements stated in this manual. Numbers following the entries refer to relevant sections in this manual.

- **Preliminary Pages:** Correct format for Title and Signature pages, Abstract, Table of Contents, List of Tables, List of Figures, Acknowledgments, etc. (Sec. 5.1).

²To view this policy in its entirety, refer to the San Diego State University *Bulletin of the Graduate Division* section on Basic Requirements for the Master's Degrees: Submission of Theses.

- **Page Layout:** Pagination, margins, placement and format of titles on starting pages for each part of the thesis (e.g., Abstract, Table of Contents, Acknowledgments page, Chapter title pages, References), inclusion of and format for any applicable cover pages (Sec. 4.3, 4.4, 4.7).
- **Text Formatting:** Fonts, line spacing, paragraph indentation, block quotations, enumeration, line and page breaks, etc. (Sec. 4.2, 4.5, 4.6, 4.9).
- **Headings:** Proper application and formatting of headings and subheadings (Sec.4.8).
- **Illustrative Materials:** SDSU format for table titles and figure captions, their identification and placement in text, and spacing requirements when integrated with text (Sec. 4.10).
- **Appendices:** Formatting of oversized materials, pagination, neat and clean copy (Sec. 5.2.2).
- **Overall Appearance:** Accuracy, consistency, and neatness throughout the manuscript (Sec. 4.1).
- **Incomplete:** The Abstract, or another component, is not included.

If your thesis is rejected, you must bring the thesis into compliance and resubmit it to the Graduate Division. If you cannot accomplish this within the same semester (that is, by the submission deadline for the term in which you originally submitted the thesis), you will be required to reenroll in Thesis 799A (or Dissertation 899) and to reapply for graduation. Therefore, you are encouraged to contact the Thesis Reviewer as early as possible if you need clarification of, or assistance with, any formatting requirements.

Thesis templates available!

Assistance with formatting is available as follows:

- M.S. Word template (hereafter referred to as the *SDSU Template*) is available at <http://gra.sdsu.edu/Graduate/Thesis/index.htm>. Training in the use of the template is also available (see <http://www-rohan.ssu.edu/~bats>). Get training as early as possible so you can start using the template when you start writing your proposal. The template contains all of the mandatory preliminary and post-text pages, as well as styles that can be applied to text, chapter title pages, cover pages, headings, block quotations, footnotes, table titles, figure captions, and lists.
- LaTeX template available from the Math Department web site (http://www.math.sdsu.edu/dept_resources.htm).
- Professional formatting services. A list of available formatters may be obtained from the Graduate Division Office or from the Dissertation and Thesis web site (<http://gra.sdsu.edu/Graduate/Thesis/formatters.htm>). These professionals do not perform research, write, or significantly rewrite theses. Depending on the contract between the formatter and student, these professionals may offer editing services for minor grammar, spelling, and punctuation errors and may note areas where language could be improved. Although the list of formatters available from the Graduate Division contains those professionals who have demonstrated competence in formatting SDSU theses, SDSU policy prohibits individual recommendations and does **not** guarantee the quality of work of any of the formatters on the list.

If you pay for the services of a professional typist or formatter, it is your responsibility to proofread the finished document to ensure that it is error free.

1.5 ORGANIZATION OF THIS MANUAL

The remainder of this manual presents the information you need to plan thesis research, write your thesis, format your thesis and, finally, complete the thesis process. Chapter 2 deals with questions such as:

- Which university policies and procedures apply to thesis preparation?
- What forms are required to formally appoint your thesis committee and obtain Graduate Dean approval of that committee?
- What paperwork must be on file in the Graduate Division before you can register for Thesis 799A?
- What style guides does each program require?
- Before beginning research for the literature review, what bibliographic formatting requirements do you need to be aware of?

Chapter 3 discusses the difference between theses and projects; presents the general structure of a thesis and a project, and the type of information each typically includes.

Chapter 4 deals with preparation of the manuscript and presents the university's formatting requirements for page layout, text formatting, and presentation of tables and illustrations. It also explains when the departmental style guides listed in Chapter 2 must be followed in combination with the university requirements specified in chapters 4 and 5.

Chapter 5 explains the process of creating and formatting the pre- and post-text sections of the thesis (that is, the parts of the thesis that come before and follow the text).

Chapter 6 describes printing and paper requirements necessary for creating your final copy. It also guides you through the procedure for submitting the thesis to the Graduate Division for format review. Lastly, this chapter explains what you can expect from the Thesis Review

Service, your responsibilities during the review process, and how to arrange for the processing of your thesis in order to meet the departmental and university requirements for hardbound and microfiche copies.

CHAPTER 2

BEGINNING THESIS RESEARCH: POLICIES, PROCEDURES, AND PLANNING CONSIDERATIONS

This chapter outlines the policies and procedures that apply to theses (i.e. dissertations, theses, and projects) and their preparation. It also discusses (1) your responsibilities before beginning thesis research and (2) planning of thesis research. Departments may have additional standards or procedures for you to follow. This chapter deals only with the rules that apply to all graduate students at San Diego State University. If questions arise regarding policies or procedures that are not addressed in this manual, you should contact your thesis chair or graduate adviser.

2.1 POLICIES

The policies discussed in this section apply to dissertations, theses, and projects at SDSU completed in partial fulfillment of the requirements for an advanced degree. You should read these carefully and, as applicable, adhere to the conditions stipulated by each policy.

2.1.1 Animals in Research

The Institutional Animal Care and Use Committee (IACUC) has been established in accord with federal law to ensure the humane care and use of laboratory animals used in research, testing, and/or training activities sponsored by the university. Therefore, if you plan to conduct research that involves vertebrate animals as subjects, you must receive approval for your research from the IACUC **before beginning research activities**. Information and application procedures for IACUC review of research involving animals may be obtained at SDSU through the Office of Laboratory Animal Care (OLAC) at (619) 594-5421.

The protocol (application) you will need to submit to the IACUC must be approved and signed by your thesis chair as well as the chair of your academic department. The IACUC usually meets

once per month. Therefore, submit your protocol to the IACUC at least six weeks in advance of your registration deadline.

If you are a master's student, verification of IACUC approval for your research must be documented on the Appointment of Thesis/Project Committee Form. That means you must obtain the signature of the Chair of the IACUC in the space provided on the Thesis Committee Form before submitting that form to the Graduate Division (see Sec. 2.2.3 regarding Thesis 799A). If you are a doctoral student, check with your program adviser.

Students enrolled in a joint-doctoral program must submit a protocol through SDSU's IRB or IACUC in addition to meeting review requirements of the cooperating institution.

2.1.2 Human Subjects in Research

The Institutional Review Board (IRB) is a standing committee of the University Research Council established to ensure that research complies with federal regulations. The IRB serves to protect the rights and ensure the safety of people involved as subjects in research sponsored by the university and to assist the investigator in complying with federal and state regulations. All research activities that involve humans or human tissues, records, or samples where results are intended for:

- publication (including dissertations, theses or projects)
- distribution
- use outside of the specific instructional setting

are considered to be research and require review by the IRB in advance of initiation of that research.

Also included as research are investigations that

occur within the campus instructional setting when persons affiliated with SDSU may use the data collected for research purposes.

Therefore, if you plan to conduct research that involves human subjects, a protocol and supporting documents must be submitted to the IRB for approval. The IRB does not provide retroactive approval for research that has been completed. Because of this, the university may not be able to accept a completed thesis or dissertation that included research involving human subjects if there was no prior approval.

2.1.2.1. RESEARCH DEFINED

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (45 CFR 46.102(d)). As described in the Belmont Report, "...the term 'research' designates an activity designed to test an hypothesis, permit conclusions to be drawn, and thereby to develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships). Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective."¹

2.1.2.2 HUMAN SUBJECT DEFINED

A human subject is a living individual about whom an investigator (whether professional or student) conducting research obtains:

1. data through intervention or interaction with the individual, or
2. identifiable private information.

2.1.2.3 ENROLLMENT IN 799A OR 899

Before enrolling in 799A, master's students will need to submit a completed Appointment of Thesis/Project Committee Form to the Graduate Division to obtain a schedule number (see Sec. 2.2.1 & 2.2.3 regarding this procedure). If

your thesis or project proposal includes research that involves human subjects, you must obtain IRB approval before you will be given the schedule number. Submit your protocol to the IRB at least six weeks in advance of the registration deadline. Once you receive a letter from the IRB stating that your research has been approved, you may attach a copy of the IRB letter to your completed Appointment of Thesis/Project Committee Form. The protocol approval letter must be addressed to you, individually, and the study title must be identical to your thesis title.

Doctoral students should check with their program advisor for the regulations applicable to registration in Dissertation 899 at SDSU or Dissertation 695 at the host institution.

2.1.2.4 REVIEW PROCEDURES

To obtain guidance, information or review application forms, contact the IRB via its web site (<http://gra.sdsu.edu/irb>), by phone (619-594-6622) or by email (irb@mail.sdsu.edu). The IRB office is located in AD-222.

2.1.3 Copyright Restrictions and Copyright of Dissertations and Theses

Proper citation of sources is necessary to avoid plagiarism (see Sec. 2.1.6), but it is not always enough to protect you from infringing on someone's copyright. The U.S. copyright law provides federal copyright protection for both published and unpublished works. The absence of a copyright symbol (©) does not necessarily mean that a work is in the public domain. To read more about what is covered by copyright law, the "fair use" doctrine, and how to secure permission to use copyrighted material, see Appendix A.

Ownership of your thesis begins at the moment the manuscript or "object" is created, and the copyright law automatically provides federal protection to your unpublished work. (For information regarding ownership of the data

¹National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. The Belmont Report. U.S. Department of Health, Education and Welfare Publication No. (OS) 78-0013 and No. (OS) 78-0014. (Washington, D. C.: GPO, 1979), Part A.

upon which your manuscript is based, see Sec. 2.1.4.) Copyright law is complex and often requires advice of legal experts. What follows is a generalized description only. It should not be taken by the reader as a substitute for expert opinion.

Notice of copyright is given by including a copyright page in the manuscript as described in Chapter 5. This notice does not establish any copyright privileges, but it does signal acknowledgment of a legal right and copyright ownership. Although no further act on your part is required (registration with the U.S. Copyright Office is optional), there are some advantages in giving notice and registration of a copyright. Registration provides a record of the work, the fact of copyright, and the author's name and address. If, in the future, any dispute over copyright infringement should arise, prior registration with the Copyright Office could prove to be important. For more information concerning copyrights, see Appendix A.

2.1.4 Rights to Thesis Data and Publication Authorship

From time to time on university campuses disputes arise between faculty advisers and graduate students involving copyright issues for theses and dissertations, and the authorship of any publications that may result. These conflicts sometimes occur because of a misunderstanding of academic traditions that can vary from discipline to discipline. More frequently, there is confusion between the ownership of data, which may reside with the faculty member, and the use of such data in a thesis or dissertation, the text of which normally is owned by the student. Students receiving financial support for performing specific research on a project where the major professor is the project director may be doing "work for hire." This can limit the rights of a student, including in some instances the surrender of all copyright interest.

In an effort to avoid such conflicts, the Graduate Council has established a policy that requires the student and faculty chair of the thesis or disser-

tation committee to come to an agreement on a number of copyright issues prior to the formal appointment of the thesis or dissertation committee. For master's students, the policy appears on the second page of the Appointment of Thesis/Project Committee Form. It needs to be completed by the student and the thesis chair (see Sec. 2.2.1). Doctoral students should check with the members of their dissertation committee to establish rights to data that may involve both institutions.

2.1.5 Restricted Use of Master's Theses

You may request that the SDSU university library restrict access to your thesis providing that request is recommended by your thesis chair and approved by the Graduate Dean. Restricted use may be for a period of one year with the possibility of extending the restriction for one additional year in special circumstances. The purpose of restriction is to protect your right to publish or otherwise exploit the new knowledge before making it available to others. Restricted use is not intended to allow a third party (publisher, for example) to publish or otherwise exploit the new knowledge or product for profit, and such use will not be approved. See Appendix B for instructions on requesting restricted access to a thesis.

This option is not available for dissertations.

2.1.6 Plagiarism

Plagiarism is representing the work or ideas of another as one's own. Alexander Lindey's 1952 definition (*Plagiarism and Originality*) states:

Work shall be deemed plagiarism:

1. when prior work of another has been demonstrated as the accessible source;
2. when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and

3. when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces.

In short, if one purports to present an original piece but copies ideas from other sources, either word for word or by paraphrase, those sources must be properly referenced in the text.

(As cited in the SDSU *Bulletin of the Graduate Division*)

For example, plagiarism includes:

- Failure to give credit for ideas, concepts, statements, phrases, or conclusions derived by another.
- Failure to use quotation marks (or setting off a long quote with a block indent) when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.
- Claiming credit for artistic work done by someone else.
- Submitting a thesis purchased from a “research,” “thesis,” or “term paper” service.
- Retyping/reformatting another’s paper or thesis and submitting it as your own.
- Assembling parts from various works (including other theses currently in progress) and submitting the synthesis as your work (either in part or in whole).

Theses must be individual not collaborative works. It is possible to have two or three students working on theses with essentially the same subject but each with a different focus. For example, students using the same set of data but looking at the effects of different variables; students testing different brands of similar equipment to determine the validity of their results in measuring something or in enhancing some aspect of human performance. Nonetheless, every student must write his or her entire thesis individually; no part of the thesis may be written in collaboration with another person(s).

NOTE WELL – Students working collaboratively (e.g., when reviewing the literature or when collecting or analyzing the same or similar sets of data) should be especially careful in this regard.

WARNING – Any suspicion of plagiarism will be thoroughly investigated. As stated in the *Bulletin of the Graduate Division*, any student known to have plagiarized “...must be liable to an appropriate penalty, even severance from the university and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one’s general competence or accomplishments.”

2.1.7 Master's Theses in Foreign Languages

As presentations of original research to the academic community, theses are ordinarily prepared for the university in the English language. The thesis, written in English, also fulfills the university’s writing competency requirement. In certain cases, however, a thesis in the history or literary analysis of non-English languages and literatures may be presented in the subject language. When the departmental graduate adviser and the members of the proposed thesis committee agree that use of a language other than English is academically appropriate for the specific research topic, they may recommend such a proposal for the approval of the Graduate Dean. Approval shall be based in part on the provisions that:

1. An abstract of the thesis will be presented in English;
2. All members of the thesis committee shall be fluent in the subject language; and
3. The student has demonstrated competency in standard written English as determined by the department.

At the time the Thesis/Project Committee Form is submitted to the Graduate Division (see Sec. 2.2.1), the departmental graduate adviser will notify the Graduate Dean of the means by which the faculty has verified the competency of the student in standard written English. This notification may be in the form of a letter or memorandum attached to the Thesis Committee Form.

2.2 PROCEDURES

Students presenting a thesis or a project must follow the procedures discussed below. Many of these also apply to doctoral students (see your adviser for information specific to your program). The procedures are presented in the order to be accomplished, although some procedures may be handled concurrently.

2.2.1 Establishment of the Faculty Committee

Forming your faculty dissertation or thesis committee and the relationship you establish with those faculty members is important for a successful thesis experience. See Appendix C for the regulations governing the composition of the doctoral and master's thesis committees. For tips on selecting your committee members, visit the thesis web site (see <http://gra.sdsu.edu/Graduate/Thesis.commcare.htm>).

For doctoral students, see your program adviser for eligibility requirements and procedures.

For master's students to be eligible to formally establish a faculty committee you must have:

1. attained classified graduate standing,
2. submitted and received approval of your official program of study [3-6 weeks],
3. attained advancement to candidacy [1-2 weeks], and
4. met any specific departmental requirements or prerequisites.

If you have questions about any of these steps, contact Graduate Division staff at (619) 594-5213.

Once you are eligible to form your Master's Thesis committee, you may obtain the Appointment of Thesis/Project Committee Form in the Graduate Division. It is your responsibility to make sure both pages of the two-part form are completed. This includes:

- any research clearances (see Sec. 2.1.1 and 2.1.2)
- any additional forms/recommendations for adjunct, emeritus, faculty in the early retirement program (FERP), or lecturers serving on your committee (see Appendix C)
- the signatures of your committee members and graduate adviser on page 1
- the written agreement regarding rights to data prepared and signed by you and your thesis chair on page 2.

After the Graduate Division has approved your committee [up to 1 week if the form is complete when submitted] you will be eligible to enroll in Thesis 799A (see Sec. 2.2.3 for detailed enrollment information).

NOTE – The Graduate Dean must approve the faculty committee that you are proposing; the graduate adviser's approval is not sufficient to guarantee that the committee has met all eligibility requirements. It is important, therefore, that you formalize your committee as early as possible.

2.2.1.1 RESEARCH CLEARANCES

When a clearance for human or animal subjects is required [it can be a 6 to 8-week process], verification of an approved protocol must be presented to the Graduate Division when the Thesis Committee Form is submitted. For the human subjects clearance, a copy of the IRB approval letter or written confirmation of receipt of the protocol must be submitted. For animal subjects, the chair of the IACUC must sign the committee form in the designated area. (See Sec. 2.1.1 and 2.1.2.)

2.2.1.2 ORDER OF SIGNATURES

The order of the faculty committee's signatures on page 1 of the Thesis Committee Form is prescribed as follows:

First position: The chair of your thesis committee. This is the faculty member from your major department who, in most cases, will work most closely with you on your research.

Second position: The second faculty member should come from your major department.

Third position: The third SDSU faculty member should come from a department other than your major department.

Fourth position: If the need for a fourth committee member arises, whether this person will act as a co-chair or simply as an expert in the field, that person must be listed in fourth position. The designation "co-chair" may be used, if appropriate, after the person's name (see Appendix C).

2.2.1.3 INTERDISCIPLINARY DEGREE PROGRAMS

The composition of committees for students pursuing advanced degrees offered by interdisciplinary programs (see Table 2.1, p. 15) may be organized somewhat differently. In these programs, the second member need not come from the same department as your thesis chair but should be a member of the faculty officially participating in the interdisciplinary program as listed in the Graduate Bulletin. The third member must be from a department other than that of your thesis chair.

2.2.2 Approval of Topic

Before beginning formal research, you should have the approval of all members of your faculty committee and, in some cases, the approval of the departmental faculty in general. (For departmental policy, check with your graduate adviser.) Remember, if you intend to conduct research involving human or animal subjects, you are

required by federal law and university policy to obtain institutional clearance before beginning such research (see Sec. 2.1.1 and 2.1.2).

2.2.3 Registration in Thesis 799

As noted in Section 2.2.1, you will be eligible to enroll in Thesis 799A when an approved Appointment of Thesis/Project Committee Form is on file in the Graduate Division.

SDSU Students must enroll in Thesis 799 or Dissertation 899 by the 15th day of the semester. Classes cannot be added after the university add/drop deadline.

To ensure that you will be eligible to enroll in Thesis 799A by the beginning of the registration period for any semester, plan to initiate the steps outlined in Section 2.2.1 *no later than* the beginning of the previous semester. Keep in mind that the time needed to complete these steps could take as long as:

- 4 months (1 semester) for theses involving research with human or animal subjects, **or**
- 2 months (or longer) for all other theses/projects.

For detailed instructions on this procedure, contact the Graduate Division at (619) 594-5213.

Doctoral students should contact their program advisor for corresponding procedures and deadlines.

2.2.3.1 MASTER'S THESES NOT COMPLETED DURING 799A ENROLLMENT

If you register for 799A but do not complete the thesis or project by the end of the term in which you registered, you will receive a grade of RD (report delayed). This grade symbol will remain on your record until the thesis is completed. Because a second registration in course 799A is expressly prohibited, you must enroll in Thesis

Extension, 799B, to complete your thesis. At a minimum, you must enroll in 799B when either of the following two conditions exist:

- During any semester or term in which you use university facilities and resources (including the faculty thesis committee),
or
- When you submit the completed and signed thesis to the Graduate Division for format review.

NOTE WELL— This does not mean that these are the only times you need to be registered.

According to university regulations, you must maintain continuing student status (see the *Bulletin of the Graduate Division* section on Leaves of Absence). Regarding your thesis, this means that if you have been absent from the university for *more than five semesters* (i.e., the 1-semester stopout plus 4 semesters with *approved leaves of absence*) and you have not enrolled in Thesis 799A or B either through the university or Extended Studies, you will be required to apply for readmission to the university and the department in order to enroll in thesis through the university (vs. Extended Studies). You must also apply for readmission (and provide a transcript of courses taken) if you have attended another institution during any period of absence.

2.2.3.2 REGISTRATION IN 799B

Enrollment in Thesis Extension 799B can be through either the university (DEPT 799B) or through the College of Extended Studies (INT S 799B). Registration fees through Extended Studies are somewhat lower than through the university. However, students who are receiving financial aid or who need to maintain health insurance must register through the university.

2.2.3.3 FULL-TIME/PART-TIME STATUS

Thesis 799A carries 3 units but is considered full time. Thesis Extension, 799B, carries 0 units (because it is only an *extension* of 799A). Full- or part-time status in that course is dependent on

the nature of your research.

If you are enrolled in Thesis Extension 799B, the Graduate Division can provide a letter verifying your full- or part-time status for deferment of a student loan. To obtain the letter, you must submit a memo from your thesis chair addressed to the Associate Dean of the Graduate Division verifying that the nature of your research constitutes either a full- or part-time course load. You should also provide any enrollment verification forms from the loan agency or bank.

2.2.4 Use of Departmental Style Guides

The Departmental guidelines stipulate the departmental style guide that should be used for theses. These guides should be used as follows:

1. to deal with formatting issues not addressed in the *SDSU Dissertation and Thesis Manual*,
and
2. when specifically directed to do so by the *SDSU Dissertation and Thesis Manual*. Consequently, you will be combining instructions from both sources. When there are conflicts, the *SDSU Dissertation and Thesis Manual* will have precedence.

Do not use a previously approved thesis as an example of style or format.

It is common for faculty to recommend that students look at previous theses for examples of content and organization, but you should not consider previous theses as examples of format for the reasons discussed in Section 1.4, “Conditions for Rejection of Theses.”

The subsections that follow provide most of the departmental information you will require. They introduce Table 2.1 (major departments for interdisciplinary degrees) and Table 2.2 (style guide acronyms). Information from both of these tables is used in Table 2.3; the Departmental Information table.

2.2.4.1 "MAJOR DEPARTMENT" FOR INTERDISCIPLINARY DEGREES

The university offers eight interdisciplinary degree programs; these are listed in Table 2.1, p. 15. When preparing theses for any of these programs, "Major Department" refers to the department of the thesis chair. The possible major departments for SDSU's interdisciplinary degrees (other than "Interdisciplinary Studies") are listed in Table 2.1. Once you determine which department is your major department, check Table 2.3 (p. 16) to determine the departmental style guide to use.

2.2.4.2 STYLE GUIDE ACRONYMS

Several published style manuals are referred to in Table 2.3 by their acronyms or by the author's last name. Table 2.2 (p. 15) lists these acronyms with their full names, authors' names, most recent edition available at the time this manual went to print, and web sites, when available. Consult your thesis chair or departmental graduate adviser to obtain all style sheets, guides, or other departmental instructions regarding the preparation and submission of theses. Make sure these materials are up to date. The format review will be based on the most recent edition of your departmental style guide at the time your thesis is submitted for official review.

EXCEPTIONS – The academic departments for the Master of Arts (MA) and Master of Science (MS) programs in Interdisciplinary Studies are determined at the time the degrees are developed with the student (see the *Bulletin of the Graduate Division* alphabetical section on Courses and Curricula). Therefore, they cannot be listed in Table 2.1. However, the same rule applies: The departmental formatting requirement in effect for the department to which the thesis chair belongs is normally used. Questions regarding formatting for interdisciplinary degree theses should be directed to the Thesis Reviewer.

2.2.4.3 DEPARTMENTAL INFORMATION

Table 2.3 (p. 16) identifies the following:

- The approved degrees offered by each

department as of August 2004. In most cases, this is the degree name that will appear on the title page of your thesis. If a degree name has been changed since you began the master's program, however, certain rules apply as to which degree you will earn. (See your evaluator in the Graduate Division if this applies to you.)

- The currently recognized departmentally approved style guides by department or program, i.e., the format you must follow for references, tables, figures, and formatting requirements that are not specified in this manual.
- The type of text formatting styles that are allowed by each department. (See Sec. 4.6 for an explanation and examples of the three possible formatting styles.)
- The departmental requirements for bound thesis copies (in addition to the university-required hardbound and microfiche copies for the library, discussed in Chapter 6).

2.3 PLANNING CONSIDERATIONS

Preparing a thesis takes advance planning because you must manage your time, expenses, and external resources, as well as collaborate in a timely manner with faculty and others who will need to be involved.

2.3.1 Timeline

Following are several questions to consider as you plan to prepare your thesis and attempt to establish a timeline for its completion.

- What steps need to be completed before I can enroll in Thesis 799 and what is the registration deadline? (See Sec. 2.2.1 and 2.2.3.)
- What other university deadlines do I need to know about and when do they occur? (See Sec. 2.3.3.)
- Do I need to plan for human or animal

subjects research clearances? (See Sec. 2.1.1 and 2.1.2.)

- At what point will the full committee be involved in reading my thesis, i.e., will my prospective thesis chair want to approve a next-to-final draft before allowing it to go to the rest of the committee?
- If your department requires an oral defense (or presentation), when is it normally scheduled?
- Will the committee members be available when I anticipate that I will need them?

To answer the last question, you might prepare a timeline, share it with all committee members, and ask if they will be available when you think you will be nearing completion of your thesis. If you expect to complete a thesis or project during the summer session, it is especially important to make sure that your committee members will be available. Remember, if it becomes necessary to appoint a substitute member, your graduate adviser and the Associate Dean of the Graduate Division must give prior approval for that change. Finally, ask your committee members how often they would like to be updated on your progress.

2.3.2 Time Considerations for Formatting

There are three time-intensive activities connected with thesis formatting if you plan to format the thesis yourself. Depending on your prior knowledge, competence with computer software and the structural complexity of your thesis, plan to spend a minimum of 40 hours but up to 100 hours or more bringing your thesis into compliance with the SDSU and departmental formatting requirements.

1. Learn and apply departmental formatting requirements. Normally, students must follow these requirements in their classes while in the master's degree program. If this has not been the case, plan accordingly. Also, see Sec. 5.2.1. for SDSU requirements regarding source documentation.

Know what information you will need to include in your in-text citations and bibliography BEFORE you begin your literature review.

2. Learn and apply the formatting requirements specified in this manual. Read through this manual once before you prepare your timeline so that you will have an idea of what is involved. If you plan to use the *SDSU Template*, you must also download and use the ReadMe file.
-

Thesis templates (in MS Word and LaTeX) are available for download at:
<http://gra.sdsu.edu/Graduate/Thesis/index.htm>

3. Formatting the thesis. It is better to format as you write rather than waiting until the thesis is finished. In either case, this part can take longer than you might think. The Graduate Division supplies a list of professionals (also available on the Dissertation and Thesis Review web site) who offer their services to help with thesis formatting.
-

Sign up for free BATS workshops for Intermediate Word and Using the SDSU Template at:
<http://www-rohan.sdsu.edu/~bats>

2.3.3 Deadlines

The responsibility for meeting deadlines rests with you, not the faculty. Check for the deadline dates you will need to meet as you prepare your timeline. These dates are posted in the Graduate Bulletin, Class Schedule, and the Dissertation & Thesis Review web site (see <http://gra.sdsu.edu/Graduate/Thesis/deadline.htm>).

- **Enrollment in Dissertation 899 or Thesis 799A:** You must enroll in Thesis 799A by the 15th day of the semester (the add/drop deadline). See Section 2.2.3 for details.
- **Application for graduation:** You must apply for graduation; it is not automatic upon completion of requirements. Because the deadline falls very early in each semester, you may consider submitting your application the term prior to your anticipated graduation.
- **Without-risk deadline for Master's thesis submittal:** This is the date by which you should submit your thesis if you plan to graduate during the current semester. This deadline does not guarantee that your thesis will be reviewed in time for you to meet the Montezuma Publishing deadline for graduation. Rather, it guarantees that your thesis will be reviewed at least one week prior to that deadline. This deadline was established to give you some indication of the time the Thesis Reviewer typically needs to process the large number of manuscripts submitted each semester. For more detail about this process and turn-around time for review, see Sec. 6.5. Doctoral students, see Sec. 6.4.1 and your program coordinator for applicable dates.
- **Last day to submit:** You must submit your manuscript to the Graduate Division for format review by this date. This date is different for doctoral students (see Sec. 6.4.1). Masters students should refer to the SDSU Class Schedule and Graduate Bulletin for the ending date of the at-risk period. If you miss this deadline you must re-enroll in Dissertation/Thesis in a subsequent term before your completed manuscript will be accepted for the format review process.
- **Montezuma Publishing deadline for graduation.** Doctoral students should refer to the SDSU-USD academic calen-

dar for the joint doctoral program for this date. Master's students should refer to the SDSU academic calendar for the "Final Day for depositing approved thesis at Montezuma Publishing" (noon) deadline. For both doctoral and master's students, this deadline must be met in order for you to graduate during the current semester. To meet this deadline, you must have received final approval from the Dissertation and Thesis Reviewer and have paid fees for the university library hardbound and microfiche copies as well as any required departmental copies. Refer to Section 6.4 – 6.6 for information regarding format review procedures and manuscript processing. Doctoral students should also obtain related information from their program coordinator.

2.3.4 Costs Related to the Thesis Process

Expenses for which you are responsible include registration fees and fees associated with providing the university library with the required hardbound and microfiche copies (see Sec. 6.6) as well as any departmentally required copies (see Table 2.3, p. 16). Note that provision of the library and departmental copies is a graduation requirement. Finally, depending on the nature of your thesis, there may also be costs associated with conducting your research.

Table 2.1. Major Departments for Interdisciplinary Programs

Interdisciplinary Degree Programs	Major Departments
Asian Studies (MA)	Asia Pac. Stud.; Anth.; Art, Design, & Art Hist.; Bus. Admin.; Comm. Dis.; Econ.; Educ.; Engl.; Geog.; Hist.; Ling.; Music; Phil.; Poli. Sci.; Public Admin. & Urban Studies; Public Health; Socio.; Span, & Port..
Bioengineering (MS)	Normally, the chair will be from either Mec. Engin, or Elec. Engin., the 2nd from any of the four Engin. departments, and the 3rd from a department outside the College of Engineering. Discuss committee composition with the Graduate advisor.
Child Development (MS)	Normally, Child & Fam. Development. On an ad hoc basis: Geron., Chicana/o Stud., Econ., Geog., Psych., Public Admin. & Urban Studies, Public Health, Social Work, Socio., Spec. Ed., Women's Studies.
Comp. Sci. (MS)	Biol., Chem., Comp. Sci., Engin., Geological Sciences, Math & Stats., Phys.
Criminal Justice and Criminology (MS)	Public Admin. & Urban Studies, Socio.
Gerontology (MS)	To be decided by the Gerontology Program and its Steering Committee.
Interdisciplinary Studies (MA and MS)	Determined individually (see Sec. 2.2.5.1), but selected department must offer an advanced degree.
Latin American Studies (MA)	Anth.; Art, Design, & Art Hist.; Bus. Admin.; Comm. Dis.; Econ.; Geog.; Hist.; Poli. Science; Public Admin.; Socio.; Span. & Portuguese.
Liberal Arts and Sciences (MA)	Determined individually (see Sec. 2.2.5.1), but selected department must offer an advanced degree.

NOTE: These are the Major Departments in effect as of fall 2004.

Table 2.2. Style Manuals

ACS	American Chemical Society (ACS) Style Guide: A Manual for Authors and Editors, 2nd ed. Edited by J.S. Dodd. Washington, DC: ACS, 1997. ACS web site: www.ChemCenter.org
AIP	American Institute of Physics (AIP) Style Manual, 4th ed. New York: AIP, 1990. AIP web site: www.aip.org
APA	Publication Manual of the American Psychological Association (APA), 5th ed. Washington, DC: APA, 2001. APA web site: www.apa.org
APSA	American Political Science Association (APSA), Style Manual for Political Science; rev. ed. Washington, D.C.: APSA, 2001 APSA web site: www.apsanet.org
ASA	American Sociological Association (ASA) Style Guide, 2nd ed. Washington, DC: ASA, 1997. ASA web site: www.asanet.org
MLA	MLA Handbook for Writers of Research Papers, 6th ed. New York: MLA, 2003. MLA web site: www.mla.org
LaTeX	Specialized text formatting program (sciences). A "sample thesis" with the departmental style instructions, as well as a LaTeX template for SDSU thesis formatting, is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources . Be aware that you may need to modify the template depending on the contents of your thesis.
LSA	Language, Journal of the Linguistic Society of America (LSA). The LSA style sheet is available from: www.lsadc.org/language/langstyl.html
Slade	Slade, Carole. Form & Style: Research Papers, Reports, Theses, 12th ed. Boston, New York: Houghton Mifflin Company, 2002.
Turabian	Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed. Chicago, London: University of Chicago Press, 1996.
Department	See Table 2.3 for specific references to departmental style guides not listed here. Check with the departmental graduate adviser or departmental secretary for any supplemental style sheets.

NOTE: Students should check relevant web sites for up-to-date information and use the most current guidelines.

Table 2.3. Departmental Information – Degrees Offered, Acceptable Text Formats, Style Guides, and Copy Requirements

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Aerospace Engineering and Engineering Mechanics	•Master of Science in Aerospace Engineering	C - T*	Slade (references ⁴) or AIAA Journal ²	O
Anthropology	•Master of Arts in Anthropology	C* - S - T	Slade (references ^{5,2}), American Anthropologist, ² American Journal of Physical Anthropologists ²	None
Art, Design and Art History	•Master of Arts in Art •Master of Fine Arts in Art	C* - S - T	Art History: Turabian MFA & Studio Arts Projects: Slade (references ⁴)	None
Asia Pacific Studies	•Master of Arts in Asian Studies	C* - T	Turabian or See Section 2.2.5.1 and Table 2.1 for style of Major Department	DL/VV
Astronomy	•Master of Science in Astronomy	C - S - T	Slade (references ⁴) or Astrophysical Journal ²	DL/E
Bioengineering	•Master of Science in Bioengineering	C - S - T	Slade ⁴ or Department ⁸	DL/HB
Biomedical Quality Systems	•Master of Science in Biomedical Quality Systems	C - S - T*	APA, MLA, or Slade	DL/HB
Biology	•Master of Arts in Biology •Master of Science in Biology •Master of Science in Microbiology	C - S* - T	Department ⁷ and ⁸	None
Business Administration, College of (all departments.)	•Master of Science in Accountancy •Master of Science in Business Administration •Master of Business Administration (MBA) •MBA and MA in Latin American Studies ⁹ •MBA and Juris Doctor ⁹	C* - S - T	Department ⁷ and APA (Alternative=Slade ⁵)	None
Chemistry	•Master of Arts in Chemistry •Master of Science in Chemistry	C* - T	Department ⁷ and either ACS ² or Department ¹	B/HB
Child & Family Dev.	•Master of Science in Child Development	C* - S	APA	O
Civil & Environ Engineering	•Master of Science in Civil Engineering	C - T	Slade (references ⁴ with square [] brackets)	None
Communication	•Master of Arts in Communication	C - S - T	APA	4 copies/HB
Communicative Disorders: See Speech, Language, & Hearing Sciences				

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Computational Science	•Master of Science in Computational Science	C* - T	See Section 2.2.5.1 and Table 2.1 for style of Major Department	O
Computer Science	•Master of Science in Computer Science	C - T*	LAT _E X ⁶	O
Counseling and School Psychology	•Master of Science in Counseling	C - S*	APA	None
Creative Writing	See English & Comparative Literature			
Economics	•Master of Arts in Economics	C	Slade	None
Education (all departments, except Counseling)	•Master of Arts in Education •Doctor of Education ¹¹	C	APA (exceptions to APA for the Ed.D. must be approved by the dissertation chair.)	None
Electrical and Computer Engineering	•Master of Science in Electrical Engineering	C - T*	Any IEEE Journal ² (alternative = Slade)	O
English and Comparative Literature	•Master of Arts in English •Master of Fine Arts in Creative Writing	C* - S	MLA	None
Exercise and Nutritional Sciences	•Master of Arts in Kinesiology •Master of Science in Exercise Physiology •Master of Science in Nutritional Science •Master of Science in Nutritional Science and Master of Science in Exercise Physiology ⁹	C - S	APA or Department ⁸	DL/E* CH/E* *HB preferred but either is acceptable
European Studies	•Master of Arts in French	C* - T	MLA	O
Geography	•Master of Arts in Geography •Master of Science in Geography	C* - T	Department ⁸	DL/HB
Geological Sciences	•Master of Science in Geological Sciences	C	GSA journals ² , AAPG Bulletin ² , Department ⁸ or Slade ⁵	B/COMBO-1
Gerontology	•Master of Science in Gerontology	C* - T	APA	O
History	•Master of Arts in History	C	Turabian	O
Homeland Security (M.S.)	See Interdisciplinary Studies			

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Interdisciplinary Studies	<ul style="list-style-type: none"> •Master of Arts in Interdisciplinary Studies: [Insert Specific Title] •Master of Science in Interdisciplinary Studies: [Insert Specific Title] 	See Section 2.2.5.1 and Table 2.1 for style of Major Department	See Section 2.2.5.1 and Table 2.1 for style of Major Department	0
Latin American Studies	<ul style="list-style-type: none"> •Master of Arts in Latin American Studies •Master of Business Administration and Master of Arts in Latin American Studies⁹ 	See Section 2.2.5.1 and Table 2.1 for style of Major Department C * - S - T	See Section 2.2.5.1 and Table 2.1 for style of Major Department BA department ⁷ and APA (preferred), or BA department and Slade ³	0
Liberal Arts and Sciences	<ul style="list-style-type: none"> •Master of Arts in Liberal Arts and Sciences 	C - S - T	See Section 2.2.5.1 and Table 2.1 for style of Major Department	0
Linguistics and Oriental Languages	<ul style="list-style-type: none"> •Master of Arts in Linguistics 	C - S - T	APA or LSA	0
Mathematics and Statistics	<ul style="list-style-type: none"> •Master of Arts in Mathematics •Master of Science in Statistics •Master of Science in Applied Mathematics 	C - T* C - T*	APA or LAT _E X ⁶ LAT _E X ⁶	DL/HB ¹² DL/HB ¹²
Mechanical Engineering	<ul style="list-style-type: none"> •Master of Science in Mechanical Engineering •Master of Engineering in Manufacturing and Design 	C - T	Slade ⁴	0
Microbiology	See Biology			
Music and Dance	<ul style="list-style-type: none"> •Master of Arts in Music •Master of Music 	C	Turabian	0
Nursing	<ul style="list-style-type: none"> •Master of Science in Nursing 	C	APA (Turabian for historical theses)	B/COMBO-2
Nutritional Sciences	See Exercise and Nutritional Sciences			
Philosophy	<ul style="list-style-type: none"> •Master of Arts in Philosophy 	C - S - T	Slade (references ⁵ or 10)	None
Phys Ed/Kinesiology	See Exercise and Nutritional Sciences			

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Physics	<ul style="list-style-type: none"> •Master of Arts in Physics •Master of Science in Physics •Master of Science in Radiological Health Physics 	C	Department ⁷ or AIP	DL/HB
Political Science	<ul style="list-style-type: none"> •Master of Arts in Political Science 	C	<i>APSA Style Manual for Political Science</i>	O
Psychology	<ul style="list-style-type: none"> •Master of Arts in Psychology •Master of Science in Psychology 	C - S	APA	None
Public Administration and Urban Studies	<ul style="list-style-type: none"> •Master of City Planning •Master of Public Administration 	C	APA or MLA	O
Public Health	<ul style="list-style-type: none"> •Master of Science in Criminal Justice and Criminology 	C	APA or ASA	DL/HB
Public Health	<ul style="list-style-type: none"> •Master of Science in Public Health •Master of Public Health •Master of Public Health and Master of Social Work⁹ 	C* - T	APA	O
Regulatory Affairs	<ul style="list-style-type: none"> •Master of Science in Regulatory Affairs 	T	APA, MLA, or Slade	DL/HB
Rhetoric and Writing Studies	<ul style="list-style-type: none"> •Master of Arts in Rhetoric and Writing Studies 	C	MLA or APA	CH/VV
Social Work	<ul style="list-style-type: none"> •Master of Social Work •Master of Social Work and Juris Doctor⁹ 	C* - T	APA	O
Sociology	<ul style="list-style-type: none"> •Master of Arts in Sociology •Master of Science in Criminal Justice and Criminology 	C* - T	ASA or Slade using APA or Chicago for references	DL/E
Spanish	<ul style="list-style-type: none"> •Master of Arts in Spanish 	C	APA or ASA	DL/E
Speech, Language and Hearing Sciences	<ul style="list-style-type: none"> •Master of Arts in Spanish •Master of Arts in Communicative Disorders 	C	MLA or Turabian	O
Speech, Language and Hearing Sciences	<ul style="list-style-type: none"> •Master of Arts in Communicative Disorders 	C	APA	None

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Statistics	See Mathematics and Statistics			
Theatre, Television and Film	<ul style="list-style-type: none"> •Master of Arts in Theatre Arts •Master of Fine Arts in Theatre Arts 	C* - T	Turabian	DL/HB
Women's Studies	<ul style="list-style-type: none"> •Master of Arts in Television, Film, and New Media Production •Master of Arts in Women's Studies 	C - S - T	MLA	DL/HB plus DVD
		C* - S	APA or MLA	DL/E

¹ Key: C = Chapter, S = Section, T = Technical. The asterisk (*) designates the *preferred format* but you may choose the style that works best for your thesis as long as your thesis chair concurs. If all of the formats listed are equally acceptable, there will be no asterisk. See Chapter 4, Section 4.7 for descriptions of these formatting styles.

² Some departments offer students a choice between formal style guides (e.g., Slade) and the use of journals as style guides. When you have these options, select and use *only one* guide. If there is a style question not addressed by your chosen guide or the *SDSU Dissertation and Thesis Manual*, the other style guide could be used as an alternate source.

³ Key to copies required: **DL** = Departmental Thesis Library **B** = Both DL & CH
CH = Thesis Chair **O** = Other: Check with your thesis chair

Key to binding requirements: **HB** = Hardbound, exactly like SDSU library copy **VV** = Vinyl Velobind **E** = Either binding is acceptable
COMBO-1 = E for departmental library and ask thesis chair for preference
COMBO-2 = HB for departmental library and ask thesis chair for preference

⁴ Author-number system of referencing. (With **Slade**, refer to Appendix C of the 11th ed., Since the most recent version of the Slade manual no longer contains this appendix, it is available on the Thesis Review web site under *Guidance/Handouts and Other Resources* (<http://gra.sdsu.edu/Graduate/Thesis/index.htm>).

⁵ Author-year system of referencing. (In Slade, this is APA style.)

⁶ The style guide contained in the pdf file, "Sample Thesis," is downloadable from the Dept. of Mathematics & Statistics' web page under *Dept. Resources*. There is also a thesis template (programmed in LaTeX) from that site. Be aware that you may need to modify the template depending on the contents of your thesis. Some faculty prefer that students use the LaTeX program (vs. M.S. Word, e.g.); check with your thesis chair.

⁷ Departmental style sheet, sometimes called "Instructions for Master's Theses"—Obtain from graduate adviser, department secretary, or thesis reviewer.

⁸ Relevant refereed journal approved by your thesis chair. (A copy of the journal's Notes to Authors and a published article must be submitted with the thesis.)

⁹ Concurrent Degree. In the case of the concurrent MSW/Juris Doctor degree program, the Juris Doctor will be awarded by California Western School of Law.

¹⁰ Standard Footnote System. (In Slade, this is Chicago style.)

¹¹ Doctoral degree granted jointly with the University of San Diego.

¹² This is a preference; the department will reimburse students for the cost.

CHAPTER 3

DISSERTATIONS, MASTER'S THESES AND PROJECTS

Dissertations, theses and thesis projects have a similar overall structure. How information is arranged and presented may differ depending on the discipline, the subject, and the requirements of specific programs. The beginning of this chapter focuses on the differences between *master's theses and projects* as defined in Title 5 of the California Code of Regulations. Next, a general framework is presented for dissertations and theses (Sec. 3.2) and for projects (Sec. 3.3)¹. Chapters 4 and 5 are devoted to the formatting requirements for dissertations, theses, and projects.

3.1 TITLE 5 DEFINITIONS

The regulations adopted by the Board of Trustees of the California State University System define a thesis and a project as follows:

A **thesis** is 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 product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A **project** is 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. An oral defense of the project may be required.

To help in distinguishing between a thesis and a project, it may be useful to think in terms of their differences in *purpose*. At the most basic level, the purpose of a thesis is to study a problem, *not* to create a product. A unique model or methodology may be a by-product of the study, but not its main objective. On the other hand, the purpose of a project, *is* to produce a product. Research on methodology, best practices, and problem solving is undertaken in support of product development. Theses and projects are compared and discussed in more detail in Sec. 3.2 and 3.3.

3.2 THE DISSERTATION AND THESIS

Most dissertations and theses are distinguished by certain elements found in the text, such as an introduction to the study, review of the literature, methodology and results sections, a summary, and recommendations for further research. However, there may be structural differences between quantitative and qualitative theses, and departmental requirements differ across the university. Therefore, the following framework and explanation is offered as a general guide only.² Students should consult with their dissertation/thesis chair or program adviser for departmental requirements.

NOTE: If proposals for dissertations, theses or projects include research involving animal or human subjects they are subject to review and approval by the university animal or human subjects committees (see Sec. 2.1.1 and 2.1.2).

3.2.1 Preliminary Pages

This pre-text segment contains the title, signature, and copyright pages, abstract, table of contents and other lists, acknowledgments (except for Department of Biology, see Chapter 5), and all other prefacing information.

¹ Special thanks to the Thesis Editor at CSU, Chico, who allowed us to adapt much of this information from their *Guide to Graduate Studies*, 1997 edition. This framework is included as a general guide only. Students should obtain specific information regarding departmental requirements for the organization of dissertations, theses, and projects from their major adviser.

²Ibid.

The **abstract**, written in narrative style, is a brief, comprehensive summary of the contents of the thesis. Abstracts normally should be 500 words or less. The abstract allows readers to survey the contents of the manuscript quickly. Like a title, it is used by abstracting and information services to index and retrieve the manuscript. The abstract should never present the main points of the manuscript in a list or other serial form and it should not contain source documentation (citations).

Most people will have their first contact with your thesis while reading the abstract as part of a literature search. The abstract needs to be succinct, quickly comprehensible, accurate, and informative. See Sec. 5.1.6 for formatting.

3.2.2 Introduction to the Study

The Introduction begins the text section of the thesis. The primary function of the Introduction is to give an overview of the study, whether it is a chapter by itself or combined with the literature review. It normally contains one or more hypotheses that establish the purpose(s) of the study and upon which theoretical and organizational plans for the study are based. The components usually include the following:

3.2.2.1 BACKGROUND

The beginning of this section should serve as an organized lead-in to the problem under investigation. This section should include an overview of the historical evolution of the problem and its current status. It may also include projected future considerations.

3.2.2.2 STATEMENT OF THE PROBLEM

In this section, present the focal point(s) of your research. Introduce the “what” of the present investigation by clearly stating what the study will examine or investigate. State the specific major questions(s) or hypothesis(es) to be studied or tested. Make a precise statement of all the minor questions to be explored.

3.2.2.3 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 or examines new issues.

3.2.2.4 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.

3.2.2.5 LIMITATIONS OF THE STUDY

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

3.2.2.6 DEFINITION OF TERMS

As appropriate, define any special terms used in the study and establish abbreviations that will be used consistently throughout the text. If you will be using a large number of abbreviations or acronyms, you might consider including a list of abbreviations/acronyms in the preliminary pages.

3.2.3 Review of the Literature

The literature review should provide empirical evidence supporting the study and put the study in context with other research in the field. There are several ways in which this chapter may be structured: chronologically, categorically, through related theoretical viewpoints, or by a combination of the above. Emphasis should be placed on the reasons underlying the particular areas, topics, and periods of time selected for review. The literature review 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.

3.2.4 Methodology

This section explicitly describes how the research was conducted, including any statistical analysis. It includes a detailed discussion of the research design or approach. This should be a clearly written description that permits a precise replication of the study. Several parts of this chapter (as listed below) apply mainly to a quantitative thesis, but may be appropriate to a qualitative thesis as well.

3.2.4.1 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.

3.2.4.2 POPULATION OR SAMPLE

In this demographics section, 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.

3.2.4.3 TREATMENT

Describe the exact sequence you 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.

3.2.4.4 DATA ANALYSIS PROCEDURES

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

3.2.5 Results and Discussion

This section reports on and discusses the findings of the study. The results and subsequent discussion can be presented individually in separate sections.

3.2.5.1 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.

3.2.5.2 DISCUSSION OF THE FINDINGS

In this section, the results you have just presented should be discussed 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.

3.2.6 Summary, Conclusions, and Recommendations

This concluding element in the text 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 any recommendations resulting from the findings of the research.

3.2.7 End Matter

This post-text segment, discussed below, contains the references (or bibliography) and appendices (if any). For formatting requirements, see Chapter 5.

3.2.7.1 REFERENCES

The reference list, called References, Work Cited, Literature Cited, or Bibliography depending on which departmental style guide is used, directly follows the last text chapter. An exception is made for biology theses, where it follows the Acknowledgments section in the end matter. This section lists all references cited in the text either directly or indirectly and must include sources from which material has been adapted for use in tables and figures. This list may also include additional relevant sources as discussed in Section 5.2.1.

3.2.7.2 APPENDICES

Material too detailed for inclusion in the body of the text or that cannot be effectively presented due to its length/size may be included in the appendices. Tables and graphs that have been introduced in the main body of the text are normally included immediately following their first reference. They should not be placed in the appendices unless specifically approved by the student's thesis committee. Appendix examples include questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, human/animal subjects research approvals, or personal correspondence. When extraordinarily long (e.g. 30+ pages of computer code), appendices may be placed on electronic media. In that case, the following statement must be included in the text of the thesis and in the abstract: "The DVD (or CD-ROM, etc.), an appendix to the thesis, is available for viewing at the Media Center of Love Library." For instructions on how to label the media (same as oversized materials), see Sec. 4.10.2.3, and for Table of Contents information, see Fig. 5.11 on p. 72. Media which will be placed in Love Library must be included with the thesis when it is officially submitted to the Thesis Reviewer.

3.3 THE PROJECT

Based on the Title 5 definition of projects (see Sec. 3.1), the Graduate Council of San Diego State University has approved projects for some

disciplines as an alternative to the thesis. It further defined a project as a freestanding creation of the student that is complete in itself, but stipulated that the project be presented in an academic context (the "abstract" mentioned in Title 5). Therefore, the student must also submit a written report approved by the faculty committee and presented in a format suitable for shelving in the university library (see Sec. 3.4 and Chapters 4 and 5). The intent is to provide the student with an opportunity to demonstrate how the project represents the culmination of an advanced course of study that warrants the award of a master's degree. In this context, the Graduate Council is concerned with the manner in which the material is researched, organized, developed, and presented. The written report must address the project's significance, objectives, and methodology at a minimum. Most project reports will also include a conclusion or recommendation.

NOTE: Some projects may include a research component. If such research involves animal or human subjects, the project may be subject to review by the appropriate university committees (see Sec. 2.1.1 and 2.1.2).

3.3.1 Types of Projects

Projects can be classified in two different ways:

- as creative or applied art, depending on whether they originate from one of the fine or performing arts (Sec. 3.3.1.1) or one of the professional fields (Sec. 3.3.1.2, respectively, or
- as print or media projects.

Formatting of the written report is guided by the project's form as either a print or media project as discussed below.

3.3.1.1 FINE AND PERFORMING ARTS

The most obvious examples in these fields are creative works: A series of paintings or sculptures, a musical composition, a novel or collection of short stories or poems, the production of a film or stage play.

3.3.1.2 PROFESSIONAL FIELDS

Examples of projects in professional fields would be the production of a technical manual, business plan, curriculum plan, software program, multimedia program, or web-based or other instructional program.

3.3.1.3 PRINT AND MEDIA PROJECTS

A print project (that is, text based, such as a musical composition, novel, play script, or business plan)—even though not an empirical research study—*may* contain most of the same elements as a traditional thesis. One difference, however, is that the results of the project are limited more by the creativity, capability, and budget of the graduate student rather than by the data collected. Another difference from the traditional thesis is that the print project does not usually include a section on recommendations for future *research*. Rather, it may include recommendations for future efforts regarding production or implementation, when appropriate. A culminating print project must evidence originality, critical thinking, and reflect the scholarly, and often artistic, capability of the candidate. Academically, the Graduate Council is concerned with the manner in which the material is researched, organized, developed, and presented.

The rationale for a media project (such as film, painting, sculpture, software program, or multimedia program) is to stimulate creativity and broaden the expression of ideas. Thus, the content guidelines are somewhat broader than those for either a traditional thesis or print project. A culminating media project must evidence originality and independent thinking. It must also demonstrate appropriate form, organization, and rationale, as well as reflect the technical or artistic capability of the candidate. Documentation of all media projects must include the following:

1. A written report (see Sec. 3.3.2) that includes ample descriptive material so that a reader of the manuscript can reach a good understanding of the project without having to see the completed creation.

2. Adequate non-print documentation. If the project is not captured on DVD, CD-ROM or other electronic medium, comprehensive photographs or printouts of computer screen displays, for example, should be included in the written report (usually in an appendix, see Sec. 3.3.9). When using photographs of original artwork, if the dimensions of the actual creation are unclear, they should be indicated either within parentheses as part of the photographic caption or as part of the text that refers to the illustration and the original work.

3.3.2 Organization of the Project

Each project—whether creative or applied, print or media—requires a written report. The written report usually contains: (1) preliminary pages, (2) text, and (3) end matter. At a minimum, the project manuscript *must* contain the following six components (except for Creative Writing, see #4):

1. Title page (on which the word “Project” is substituted for “Thesis”)
2. Signature page (on which the word “Project” is substituted for “Thesis”)
3. Table of Contents
4. Abstract (Sec. 3.3.3; Sec. 5.1.6 for formatting). The Creative Writing abstract serves also as the Introductory Statement and, therefore, must contain *at least* 500 words (see Sec. 3.4.2)
5. Introductory Statement (see Sec. 3.3.4; not required for Creative Writing projects), and
6. Library Abstract (see Sec. 5.1.6 for formatting)

There will be structural differences in the written reports for the various types of projects. In addition, departmental requirements differ across the university. Therefore, the framework outlined below is offered as a general guide only

and should be adapted as necessary.³ Students should consult with their project chair or graduate adviser for departmental requirements.

3.3.3 Preliminary Pages

This pre-text segment contains the title, signature, and copyright pages, dedication, abstract, table of contents and other lists, acknowledgments, and all other prefacing information.

The **abstract** should be written in narrative style, and should be a brief, comprehensive summary of the contents of the thesis. Abstracts, preferably, should be 500 words or less except for Creative Writing projects (see Sec. 3.4.2). The abstract allows readers to survey the contents of the manuscript quickly and, like a title, is used by abstracting and information services to index and retrieve the manuscript. The abstract should never present the main points of the manuscript in a list or other serial form and it should not contain source documentation (citations).

Most people will have their first contact with your project while reading the abstract as part of a literature search. The abstract needs to be succinct, quickly comprehensible, accurate, and informative. See Sec. 5.1.6 for formatting.

3.3.4 Introduction to the Project or Introductory Statement

The general function of the Introductory Statement is to place the project in its academic context as discussed at the beginning of Sec. 3.3. In some project reports, it is sufficient to combine the information described in Sections 3.3.4–3.3.7 into one chapter that discusses the relevant issues. In other cases, each of these sections is included as a separate chapter in the project report. When handled as a separate chapter, the purpose of the introduction, whether a chapter by itself or combined with a literature review, is to provide a comprehensive overview of the project.

3.3.4.1 PURPOSE OF THE PROJECT OR PROBLEM STATEMENT

This subsection answers the “why” or “what for” questions. For example:

- **Print project:** Explain why you chose to attempt this project. Include personal interest as well as other identified needs that the project will help satisfy. Why is the project significant?
- **Media project:** Explain what prompted your interest in the project. Include any historical background, current technology, and/or future dimensions in the field of study. Provide a setting and focus for the project.

3.3.4.2 SCOPE OF THE PROJECT

Explain the project in terms of content and format. For example:

- **Print project:** Include specific information regarding the subject matter, the intended audience, how the project is to be used, and the results or effects expected.
- **Media project:** Specify the audience to which it is directed and the context in which it is to be presented.

3.3.4.3 SIGNIFICANCE OF THE PROJECT

What new dimensions, concepts, or techniques are being presented or applied to the media or subject that makes the work unique? Emphasize the importance of the project in relation to techniques, support of information, or instructional needs. Specify its intended effects. If designed to be informational, persuasive, or instructional, specify the effects in terms of behavioral objectives.

3.3.4.4 LIMITATIONS OF THE PROJECT

If applicable, discuss any limitations in relation to the content and technical aspects, including

³ Ibid

external conditions, resources, time, and your abilities.

3.3.4.5 DEFINITION OF TERMS

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

3.3.5 Review of Related Literature

This section constitutes the major research effort of the project. It provides an assessment of the place the project occupies within the academic discipline. It also provides the source material for the content. Ultimately, it justifies the need for the project, the treatment selected, or both. This section should end with a summary of the review synthesizing the literature and identifying the various approaches and themes or products produced.

- **Print project:** The literature review for a print project puts the project in the context of existing information in the field. Therefore, you should review and cite related sources and discuss their strengths and weaknesses pertaining to the purpose of the project. Also discuss the theories or techniques examined and their respective implications for the study.
- **Media project:** This review also defines how the project differs from other media productions in content, format, or techniques. Your description of how the work is related to existing media with a similar purpose will provide a rationale for the approach and techniques chosen for the project. Related media productions should be cited and evaluated. Discuss the techniques used and their applicability to the present study.

3.3.6 Methodology or Treatment

This section describes in depth how every aspect of the project was conducted, compiled, created, or executed. It should be significantly detailed and should describe the format and technique

used in presenting the material. Techniques, questionnaires, interviews, study sites, tools, and materials used to accomplish the project should be described here. In the theatre arts, for example, this may include but must not be limited to a day-to-day journal. When applicable, discuss the effectiveness of the techniques, tools, or materials selected.

3.3.7 Summary, Conclusions, and Recommendations

As discussed in previous sections, the summary of the project will take slightly different forms depending on the type of project developed.

- **Print project:** In the summary, present an overview of the previous sections and explain how the final project addresses issues that have been raised. If conclusions are presented, they should validate both the need for the study and explain how the present study responded to that need. Any recommendations should include comments regarding content, technique, and the process of creating a project of this type.
- **Media project:** As with print projects, present a summary and overview of the project. This section should evaluate the process of production from concept to final product. Both positive and negative conclusions found as a result of the study should be discussed. Describe the areas in which the study might have been improved and how problems were addressed. Recommendations, if any, should include comments regarding content, technique, and the production process as a whole. They should provide the reader with information for future media productions of a similar kind.

3.3.8 References

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

important thing is to give due acknowledgment to those artists, authors, or professional practitioners who had an influence on the work presented in the project.

3.3.9 Appendices

Usually, a print project is placed in the Appendix. If exceedingly large, that appendix may be treated as a separate volume. In this case, reference to it must be included in the text of the report and the abstract, and it must be listed in the Table of Contents as Volume II. When the appendix is on electronic media or on slides, the following type of statement must be included in the text of the report and in the abstract: "The DVD or CD-ROM, etc., an appendix to the project, is available for viewing at the Media Center of Love Library." For instructions on how to label the media (same as oversized materials), see Sec. 4.10.2.3, and for Table of Contents information, see Fig. 5.11 on p. 72. Media which will be placed in Love Library must be included with the thesis when it is officially submitted to Thesis Reviewer.

3.4 FORMATTING FOR PROJECTS

The written report of the project should follow the prescribed format for theses as described in Chapter 2 (departmental style guides), Chapter 4 (general formatting), and Chapter 5 (preliminary pages and end matter). However, the form and presentation of projects tend to vary broadly and, therefore, the additional format guidelines for project reports discussed below are more flexible. Students should consult their faculty committees or the Thesis Reviewer for a determination as to the acceptability of any particularly unique format.

3.4.1 Print Projects

In cases where the project is a manual, handbook, play script, musical composition, instructional guide or business plan, for example, the project itself is placed in an appendix or separate

volume. It is subject only to meeting: (a) minimum margin settings, (b) page numbering, and (c) reproduction requirements as described in Sec. 4.1, 6.1, and 6.2. The remaining sections of the written report are then tailored to introduce, justify, and validate the study or creative effort. This portion is subject to meeting *all* of the formatting guidelines required for theses.

3.4.2 Creative Writing Projects

A creative writing project, whether in fiction or poetry, is a significant undertaking appropriate to the fine and applied arts. It evidences originality and independent thinking, appropriate form and organization. The project should be described and summarized in a written abstract of at least 500 words, which includes the project's significance, objectives and methodology. The abstract must present the project in an academic context, demonstrating how the project represents the culmination of an advanced course of study that warrants the award of a master's degree.

Normally, poems, short stories, and novels are presented in the main body of the text and not in an appendix. Although the formatting of the preliminary pages and end matter must still comply with the formatting requirements specified in Chapter 5, formatting of the student's creative work must be allowed to reflect the student's creativity. Therefore, the creative writing project, although included in the main body of the text, is subject only to meeting the same minimum margin, page numbering, and reproduction requirements as described in Sec. 3.4.1. Also, when there is no conflict with the student's desired presentation, each new work (i.e., poem, short story, or novel—if more than one) should start on a new page with the title consistently formatted either as:

- a new section (centered, bold, all caps, 1½" from the top of the page),
- a first- or second-level heading (Heading 1 or 2), or
- a third- or fourth-level heading (Heading 3 or 4).

For short stories or poetic works organized by themes, a cover page preceding each story or theme section may be used. The cover page must be numbered and the title, in all caps and bold, should be centered vertically and horizontally on the page.

It is also acceptable to organize your project into parts (e.g., a novel separated into three parts representing major turning points or life events). In this case, cover sheets must be used to separate each part. On the cover sheet, the Part number (Arabic numeral) should be bold and centered vertically and horizontally on the page preceding the work in that section. If the Parts have separate titles, those titles would be included on the cover pages as well and formatted in the same manner as appendix cover pages (see Sec. 5.2.2). Cover pages must be counted and numbered and included in the Table of Contents.

Creative writing students may also be somewhat creative in their use of font styles. Many styles will be allowed as long as they will reproduce legibly on microfiche. This does exclude most font sizes under 10 points and any style that does not produce a consistent line width. For example, unacceptable fonts would include:

Bodoni: AaBbCcDdEeFfGgHh

Caslon: AaBbCcDdEeFfGgHh

Garamond: AaBbCcDdEeFfGgHh

Depending on the student's printer quality, the "thicker/thinner" lines of these typefaces can make photocopies (and, therefore, microfiche) difficult to read. When deciding about using different fonts and selecting styles, be sure to check with the Thesis Reviewer in advance and obtain approval for anything out of the ordinary.

Finally, the **Tables of Contents** for some creative writing projects are rather unique in that they may be extremely short. Figure 3.1, on p. 31 presents examples of possible Tables of Contents depending on the type of work created (see Section 5.1.7 for detailed formatting instructions). When in doubt, consult with the Thesis Reviewer.

3.4.3 Art Projects

The artwork created by MA and MFA students for their projects (paintings, sculptures, jewelry, architectural models, etc.) is typically exhibited in a show that is open to the public. Slides are taken of the exhibit and are housed in the School of Art, Design, and Art History. **The following statement must be included in the text of the report and the abstract:** "*Slides of this project are available for viewing at the Slide Library in the School of Art, Design, and Art History.*" The slides are also reproduced as plates for the report. See Section 3.3.1.3, #2, about stating the dimensions of the work shown in a plate.

In the chapter of the report reserved for discussion of their individual works of art (Works Chapter), students are required to display a large number of the plates made from the slides of the exhibit. These plates are presented either in an appendix or integrated into the text. **When plates are placed in an appendix**, the Works Chapter must follow the same thesis formatting requirements that govern all other theses. **When plates are integrated within the text**, students have two options for the Works Chapter: (1) to follow standard thesis formatting requirements regarding text flow and placement of figures in text (see Sec. 4.10 and 4.10.4), or (2) to begin discussion of each work on a new page.

3.4.3.1 TEXT FORMATTING

When a student chooses to *integrate plates within the text and maintain normal text flow*, the Works Chapter should follow standard thesis formatting as detailed in Chapter 4. This means that text fills each page from the top to the bottom margins and headings may occur anywhere on the page except at the very bottom. Each plate should be presented on the page following its *first* reference in text.

When a student chooses to *begin discussion of each work on a new page*, the heading for each new work (usually the title of the work) must be placed at the top margin and formatted as a first-

level heading (Heading 1, Fig. 4.3).

Students may then choose to: (1) present each plate following its first reference in text or (2) present the entire discussion of each work followed its respective plates. In either case, the last page of text describing each work may not be filled to the bottom margin (i.e., it would be similar to the last page of a chapter).

3.4.3.2. PLATE FORMATTING

By convention, the representations of a *student's* work are labeled as *plates*. If an art student is also including examples of other artists' work or other types of illustrations, these materials should be labeled as *figures*. In this case, the thesis would include a separate List of Figures and List of Plates in the preliminary pages.

Plates are to be titled at the top and formatted according to the departmental style guide. They should be numbered with Arabic numerals. Dimensions of the actual creation must be specified at least once, either within parentheses under the title or included as part of the text that refers to the work. See your departmental style guide for additional instruction.

Like creative writing projects, the **Table of Contents** for art projects will differ depending on whether the work is presented in text or in an appendix. Figure 3.2 presents examples of possible Tables of Contents (see Sec. 5.1.7 for detailed formatting instructions). When in doubt, consult the Thesis Reviewer.

3.4.4 Theatre Arts and Dance Projects

Projects that are text-based, such as audience research or the creation of a play script, are print projects and are included in the discussion in Section 3.4.1. Projects dealing with the planning and execution of a performance (actor, director, dancer, choreographer) or the design and execution of a scenic element should *also* be formatted like a print project or a traditional thesis. In these projects, photographic documentation of the performance or scenic element is normally included either in the text or in an appendix. The

difference between these projects and art projects is that, in Theatre Arts or Dance, the photos provide an illustrative *sample* of the project in general. Art projects, on the other hand, discuss each work separately and display extensive, representative selections of each individual item (as discussed in Sec. 3.4.3).

Tables of Contents for projects in Theatre Arts or Dance would look much the same as those for traditional theses, or similar to those presented in Figure 3.2 for Art projects.

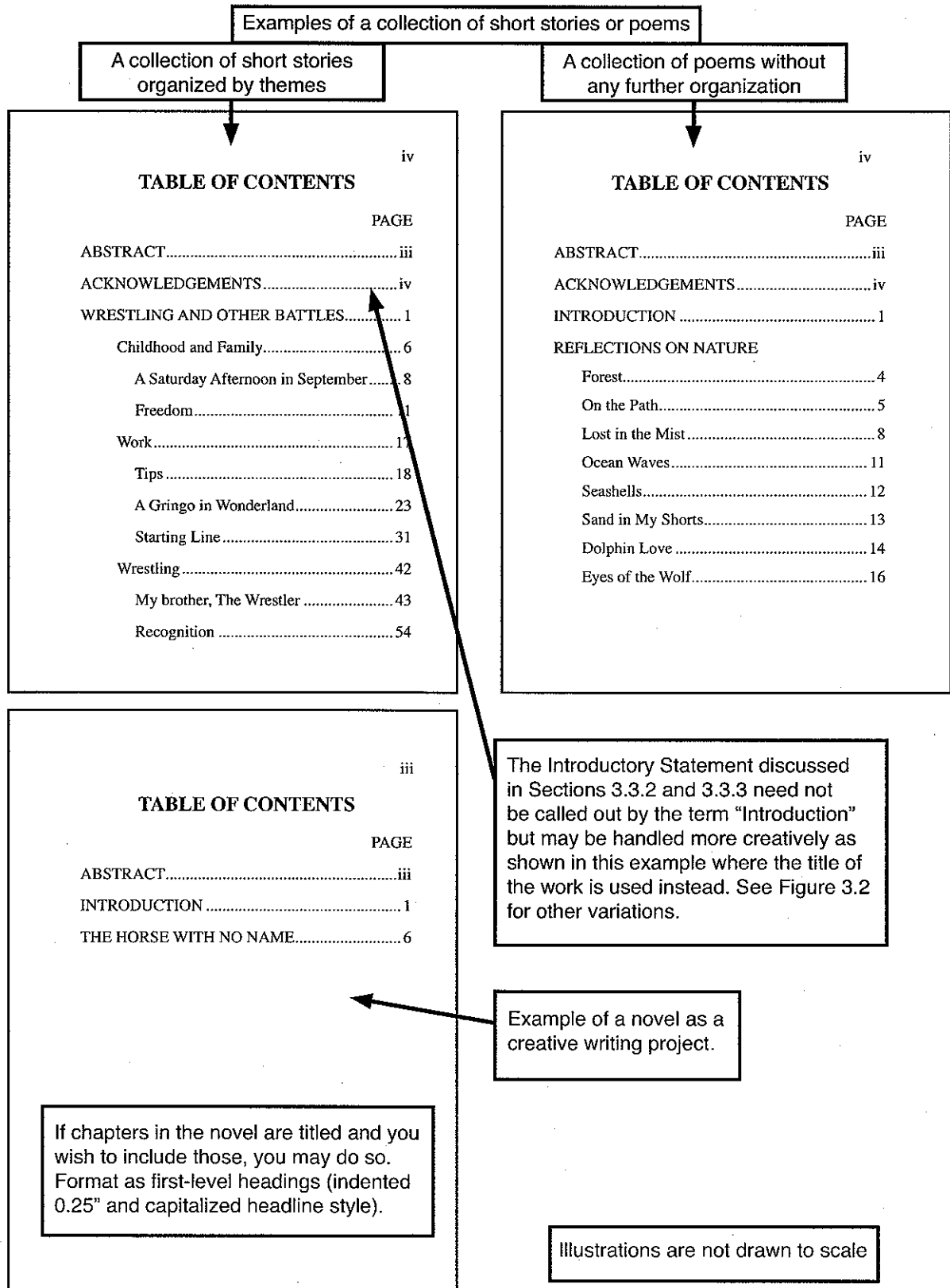


Figure 3.1. Sample tables of contents for creative writing projects.

Two variations when plates are shown in an appendix rather than integrated with text.

TABLE OF CONTENTS		iv
	PAGE	
ABSTRACT.....	iii	
ACKNOWLEDGEMENTS.....	iv	
LIST OF PLATES.....	v	
CHAPTER		
1 INTRODUCTION.....	1	
2 PERSONAL ASPECTS.....	9	
3 HISTORICAL BACKGROUND.....	12	
4 THE WORK.....	17	
5 CONCLUSION.....	32	
BIBLIOGRAPHY.....	35	
APPENDIX		
PLATES.....	36	

TABLE OF CONTENTS		iv
	PAGE	
ABSTRACT.....	iii	
LIST OF PLATES.....	v	
ACKNOWLEDGEMENTS.....	v	
CHAPTER		
1 THE PROJECT.....	1	
Introduction.....	1	
Personal Aspects.....	5	
Historical Background.....	9	
Conclusion.....	17	
2 THE WORK.....	20	
BIBLIOGRAPHY.....	35	
APPENDIX		
PLATES.....	36	

If you discuss each work under separate headings, include the headings in the Table of Contents.

TABLE OF CONTENTS		iii
	PAGE	
ABSTRACT.....	iii	
LIST OF PLATES.....	iv	
CHAPTER		
1 STATEMENT OF THE PROBLEM.....	1	
2 THE SCULPTURES.....	5	
Cursor.....	5	
Gefangnis.....	9	
Warriors Vanity.....	13	
Dark One.....	18	
Ball and Chain: Shattered.....	23	
3 CONCLUSION.....	28	
BIBLIOGRAPHY.....	30	

2 THE WORK.....	20
Toma abrelo.....	20
Ofrenda a Xilonen.....	22
Ofrenda a Xipe.....	26
Concibiendo el Pasado.....	30
Memorias.....	32

Example of another variation, this time when plates are integrated with text rather than placed in an appendix. Also in this example, there is no Acknowledgements section.

Illustrations are not drawn to scale

Figure 3.2. Sample tables of contents for art projects.

CHAPTER 4

FORMATTING INSTRUCTIONS

Dissertations, theses, and thesis projects (referred to as “theses” throughout this manual for brevity) must adhere to the format guidelines outlined in this manual as well as to basic standards of clear English. These requirements impose a basic uniform structure for theses from various, diverse disciplines. Simultaneously, sufficient flexibility ensures that theses from every department reflect the standards and practices unique to the field of study. The departmental style guides are listed in Table 2.3. You must follow those guidelines—especially for citations in text and the reference list, and for the preparation of tables and figures—except when they conflict with this *SDSU Dissertation and Thesis Manual*. **When conflicts occur, the *Dissertation and Thesis Manual* takes precedence.** If questions arise, consult the Thesis Reviewer. Do **not** use a previously approved thesis as an example of departmental style or university format (see Sec. 1.4 about Conditions for Rejection of Theses).

Your thesis should be prepared using word processing software capable of producing a document that adheres to the requirements specified in this manual. **To assist you, SDSU templates are available** in two formats:

- **M.S. Word**, available at <http://gra.sdsu.edu/Graduate/Thesis/index.htm>
- **LaTeX**, available at http://www.math.sdsu.edu/dept_resources.htm.

Many faculty members encourage students to hire professional formatters who are experienced in using word processors and other computer software. The Graduate Division supplies a list of professional formatters; however, the university cannot guarantee the quality of work of the formatters on the list.

4.1 OVERALL APPEARANCE

Theses should be free of smudges, streaks, random print, and other printing imperfections.

The same is true for any photocopied material included in the appendices. Use of correction fluid or other types of “white out” is acceptable on a camera-ready print, but not if you are laser printing your thesis on acid-free paper for shelving in the library (see Chapter 6).

All printed characters must be clear, distinct and dark enough to produce high quality photocopies. The same is true for any photocopied material reproduced in your manuscript. If you cannot obtain a high quality copy due to a poor original, your only option may be to recreate the material yourself. There should be no corrections or additions to the text in pencil or pen; the Thesis Reviewer must approve any exceptions in advance. All pages must be free from wrinkles or folds. Tables, graphs, charts, diagrams, and other figures must be skillfully produced, legible, and patterns, colors, or shades of gray must be clearly differentiated. Work that is obviously done free-hand may not be acceptable. Oversized materials should not be folded. Instead, 11”x17” paper should be left flat; larger sheets should be rolled.

When necessary, photographs or figures that cannot be imported into your word processing software may be printed separately and mounted on the manuscript page. When mounting such material for submittal to the Thesis Reviewer, use a “temporary” mounting method. If, after format review, the position of these items must change, you will want to be able to remove and remount them without damaging the material. However, once the thesis is approved, but before submitting it to Montezuma Publishing, you must ensure that the edges of all mounted materials are firmly secured (see Sec. 6.6).

The remainder of this chapter focuses on the technical aspects of manuscript preparation. Sections 4.2 – 4.8 address fonts, pagination, page layout, and text formatting. Section 4.9 presents minimum style guidelines regarding the use of bold and italics, line, and page breaks, enumeration, equations, and quotations. Section 4.10 covers the preparation and presentation of tables, figures, and other illustrative material. The chapter ends with a discussion of the

formatting requirements for back-to-back printing, if desired (Sec. 4.11).

NOTE—The term *chapter* is used here to mean each division in the body of the thesis text (versus the preliminary pages or end matter).

4.2 FONTS

Typefaces—or fonts—come in a variety of styles and sizes. However, you must choose those that enhance the professional look of the thesis and provide the best readability, especially when transferred to microfiche. The most common font used in theses is 12 point Times New Roman which is the font used in the *SDSU Template*. However, the template can easily be modified to accommodate other font styles.

4.2.1 Font Style

Any serif or sans serif font that is easily readable is acceptable. An example of a serif font is “Times New Roman” (the font used here). An example of a sans serif font is “Arial.”

Take care in the selection of fonts. Some fonts have an uneven quality—parts of each letter differ in thickness—while others place characters very close together (“Garamond” for example). There are fonts that do not show much difference between plain and boldface type when printed although they look good on the computer screen. These, and ornamental fonts that are based on script, cursive, or calligraphic styles are not acceptable and should never be used, with the possible exception of creative writing theses.

If you have a question about the acceptability of the font you have chosen, check with the Thesis Reviewer before printing your entire thesis.

Greek and other symbols may be used in your thesis but, when included in your thesis title, cannot be accommodated on the library hard-bound cover (see Sec. 6.6.3.2).

4.2.2 Font Size

The font size for text will vary depending on the font style you choose. Acceptable font sizes for

the Times New Roman or Palatino fonts are 11 and 12 points; for Arial or Helvetica, 10 and 11 points. If you will be using a different font style, compare it to these to determine the font size to use.

A 2 pt. increase in font size from that used for text is required for Section and Chapter titles (see Sec. 4.7) and Text headings (see Sec. 4.8).

4.2.3 Font Consistency

The same font style must be used throughout the thesis, including titles, headings, and page numbers. Tables and figures should also be prepared using the same font style and size as that used in the text. If necessary, a smaller font size (**but nothing less than 8 pt.**) may also be approved for the preparation of tables, figures, and appendices. However, the font *style* should remain the same as or as close to the text font style as possible, in most cases (see Sec. 4.10.2.1). If you have problems maintaining consistency in font style with tables, figures, or other illustrations, consult the Thesis Reviewer. When footnotes are automatically produced by word processors, they are typically reduced by one or two point sizes from that used in the text, and that is appropriate and desirable. (See Sec. 5.2.1.2 for more about formatting footnotes.)

If you need to insert computer code, computer commands, or the names of computer buttons or menus into the text portion of the thesis, you should use a different font style than that for text. Either **Courier** or some type of OCR (Optical Character Reader) font is recommended for this purpose. If you intend to put an entire computer program in an appendix, it is acceptable to use a smaller size and different style font than you are using in your text. However, the characters must be sharp, distinct, and dark.

4.2.4 Font Color

The use of color in charts and graphic illustrations is permitted (see Sec. 4.10.4). However, the *text* of your thesis should always be printed in black ink. This includes Internet addresses in text, notes, or reference lists. The easiest way to

do this is to turn off the automatic linking function in your software program before you start writing. Otherwise, use a “remove link” function for each instance, or highlight linked text, remove underlining, and change the font color to black. Be sure to choose *black* and not *automatic* or the electronic address will remain blue when printed.

4.3 PAGINATION

Every page of the manuscript, including blank pages and cover sheets must be assigned a page number, even those on which no number actually appears. The pages that do not show page numbers are:

1. The first two pages of the manuscript, i.e., the title and signature pages,
2. The Library Abstract that will not be bound with the manuscript, and
3. When printing back-to-back, the blank, left-facing pages in the preliminary sections. Students preparing manuscripts for copying on both sides of the page should consult Section 4.11 on “Back-to-Back Formatting” for other page numbering rules as well as the alternate placement of page numbers and margins.

Except for #3 above, the *SDSU Template* addresses all pagination issues discussed in this section.

4.3.1 Pagination Sequence and Style

Lowercase **Roman** numerals are assigned to the preliminary pages. Pagination actually starts with the mandatory copyright page which should be numbered “iii.”

Arabic numerals are assigned to the rest of the manuscript including the end matter, starting with page 1. All pages must show page numbers, except as noted in 4.3 above. Therefore, Chapter 1 and the first page of each subsequent chapter must be paginated. Text cover pages (preceding full-page figures, for example) and appendix cover pages must also show page

numbers. Various examples are shown in Figures 4.2 (p. 40), 4.6 (p. 50), and 5.15 (p. 80). A typical sequence is shown below (see Chapter 5 for an all-inclusive list of preliminary pages).

Preliminary Pages

Copyright page	iii
Abstract	iv
Table of Contents	v
List of Tables	vi
Acknowledgements	vii

Text

First text page (Introduction or Chapter 1)	1
Chapter 2	6
References	89

4.3.2 Placement of Page Numbers

All pages should be numbered at the top, right corner of the page, including the first page of every chapter. The *top* of the number should measure 5/8” (or .63”) from the top of the page and the last digit should be flush with the right margin (i.e., right aligned). Tables, figures, or other illustrative materials that may exceed normal margin requirements should never obscure the page number. If a table or illustration is formatted in landscape orientation, the page number must still appear in portrait orientation in the standard position at top right (see Figure 4.1). Do *not* use punctuation or leading text of any kind (e.g., running heads) with page numbers.

4.4 MARGINS

The following uniform page margins must be maintained for pages whether for text, tables, figures, or appendices. An exception for some oversized materials is discussed in Section 4.4.2.

- Left margin, 1-1/4 (1.25) inches
- Top margin, 1 inch
- Right margin, 1 inch
- Bottom margin, 1 inch

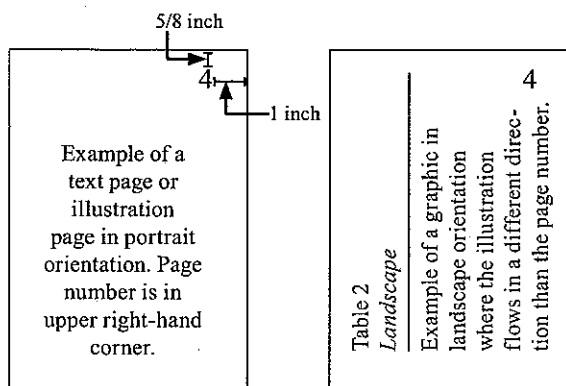


Figure 4.1. Example of pagination for portrait and landscape orientation.

The margin is measured from the edge of the page to the point where text begins or ends. Because individual printer performance varies, **always measure your output**, even if you are using the *SDSU Template*. The results should match the measurements given above within 1/16th of an inch.

Tip—Regarding the top margin: Automatic page numbering places page numbers in the area your word processing program designates for headers or footers. For example, M.S. Word places headers outside of the top margin, so you will set the top margin at 1" and the header at 0.63" for the page number. WordPerfect, on the other hand, includes headers within the top margin setting. For that program, you would need to set your top margin at 0.63" to accommodate page number placement (see Sec. 4.3.2). Text then starts double-spaced below the page number, which should place text in the correct position (approximately one inch from the top of the page). In any case, after printing a test page, measure your output.

The **left and top margins** should not vary from page to page. All text, text headings, and tables or figures when combined with text should start at the 1" top margin position. Exceptions include section title pages (see Sec. 4.4.1), table and figure pages not combined with text, and oversized tables and figures as discussed in Sections 4.4.2, 4.10.2, and 4.10.2.3.

The **right margin** will appear to vary (ragged

right margin) when using the mandatory left-aligned text justification. (See Sec. 4.6 as well as 4.9.2.1 regarding hyphenation).

Bottom margin variance should not be more than 2-3 lines from one page to another, even on pages containing figures or tables combined with text. Avoid the occurrence of orphan lines or headings at the bottom of a page (see Sec. 4.9.3). There is slightly more leeway for these presenting a large number of equations (chemistry, math, physics, and engineering, for example). These students should follow departmental guidelines regarding proper page breaks within and around equations. In all other situations, the bottom margin will vary significantly **only** on the following pages:

- on the copyright or cover pages, where the text is centered on the page,
- on table or figure pages that contain no text (see Sec. 4.10.1 & 4.10.2), and
- on the last page of a chapter—however, on this page there must be **at least two lines of text**.

4.4.1 Dropped Margin for New Sections

These are divided into the following components. This is an inclusive list; your thesis may not contain all of these sections.

- Dedication
- Abstract (as discussed in Sec. 5.1.6)
- Table of Contents
- List of Tables
- List of Figures
- List of Plates
- List of Abbreviations, Acronyms, Symbols, etc., or a Glossary
- Preface
- Acknowledgments
- Chapters of the text
- Endnotes
- Bibliography (References, Works Cited)

Each of the above sections starts on a new page and the beginning text on these pages is dropped ½ inch from the top margin. Therefore, chapter number lines and section titles are placed 1½ inches from the top of the page. Detailed formatting instructions for titling new sections are in Section 4.7.

4.4.2 Margins for Oversized Material

Slightly smaller margins may be used with certain material such as maps, tables, figures, photographs, computer printouts, and appendices. You may combine an illustration that requires a smaller margin on a text page (where the text is within the normal margin settings). The margins for oversized material (on letter-size paper) must be at least:

- Left margin, 7/8 inch
- Top margin 5/8 – 7/8 inches (the page number must have 1/4 inch clearance from other print)
- Right margin 5/8 inch
- Bottom margin, 5/8 inch

When a figure exceeds these minimum margin requirements, try to photocopy it in a reduced size. If it cannot be reduced legibly, you may need to place it on 11 x 17 inch paper that can be inserted into the manuscript and folded. Items larger than this (geological maps, e.g.) will be folded and placed in a pocket on the inside back cover of the bound thesis. Detailed formatting instructions for oversized material are given in Sec. 4.10.2.3.

4.5 LINE SPACING

Line spacing is the amount of space between lines of text. It is measured in points. For example:

- Single spacing = 12 points
- 1.5 spacing = 18 points
- Double spacing = 24 points

Later in this chapter, when discussing additional space that is required to separate text from headings or graphics, that space will be designated in *points*.

There are two options for line spacing discussed in Section 4.5.1. Regardless of which option is chosen, line spacing should be consistent for all text throughout the manuscript except for the title and signature pages, and those instances where single spacing is required (see Sec. 4.5.2). Do *not* add additional space between paragraphs. New paragraphs are indicated with a tab indent rather than added space.

4.5.1 Normal Text Spacing

The preferred line spacing for SDSU theses is 1.5 and the *SDSU Template* is formatted with 1.5 spacing. Double spacing is acceptable if desired. Throughout this manual, the term *normal text spacing* refers to whichever line spacing option you have chosen (1.5 or double).

Double spacing *is* recommended for theses with fewer than 25 pages which, although rare, do occur. (The bindery finds it difficult to place text on the spine of bound theses that have fewer than 25 pages.)

4.5.2 Single Spacing

The following specific sections of text *must* be single spaced, contrary to instructions in some departmental style guides. Formatting for these items is discussed in detail elsewhere in this manual as indicated. Also, appendix text may be single-spaced. The *SDSU Template* contains styles for all single-spacing requirements.

- Bibliographies, reference lists, and notes (with normal text spacing between entries) [Sec. 5.2.1]
- Block quotations (preceded and followed by normal text spacing) [Sec. 4.9.4.3]
- Enumerated or bulleted lists: Single space multiple-line items followed by normal text spacing (e.g., for a look similar to this bulleted list). For a list with only single-

are centered vertically). See Chapter 5 for a list of the sections in the preliminary pages and end matter. In text, each chapter starts a new section. Section title pages must be formatted as follows (see Figure 4.2 for examples of section title pages). The *SDSU Template* contains styles that incorporate the formatting requirements in #1-5 below.

1. Start each section on a **new** page.
2. Drop the first line $\frac{1}{2}$ inch from the top margin so that the title (or chapter # line) starts 1.5 inches from the top of the page (measured to the top of the text characters).
3. Center the chapter number and title lines horizontally on the page. No title line should exceed **4 $\frac{1}{2}$ inches** in length. It is preferable to have the longest line on top with each successive line equal to or shorter than the line above it. Use normal text spacing between lines of multiple-line titles.
4. Chapter number, chapter title and section title lines should be formatted as follows:
 - (a) increase font size by 2 points, from that used for text,
 - (b) capitalize in UPPER CASE, and
 - (c) bold.
5. Add 12 points of additional spacing after the chapter number line and last line of the chapter or section title.
6. Never include notes or references in a section title. If a note is necessary, repeat the word or phrase in your introductory paragraph and include the note or citation there.
7. See Section 5.1.5 for instructions on formatting an epigraph that follows a chapter title.

4.8 HEADINGS

Dissertations and theses are organized by the use of chapters or sections and then supported, as

necessary, by the use of headings and subheadings in the text. Traditionally, the first paragraph in a chapter should introduce the subject or focus for that chapter. If the chapter needs further division, first-level headings should be used to provide a structure to support the chapter focus. Similarly, the first paragraph under a heading should introduce the subject or focus for that heading. If that heading then needs further division, sub-headings (or 2nd-level headings) should be used, and so on (see Sec. 4.8.1 regarding heading levels).

Text division should comply with the following three rules¹:

- Rule 1:** Every division of text should yield *at least* two subdivisions and they should be parallel grammatically and logically.
- Rule 2:** There should be text between a chapter title and the chapter's first heading as well as between any heading and its first subheading. If not, you may be over-organizing your thesis.
- Rule 3:** As with section titles, headings must **never** include notes or references. If a note is necessary, repeat the word or phrase in your introductory paragraph and include the note or citation there.

4.8.1 Heading Levels

This section provides instructions for formatting up to five levels of headings. However, theses do not typically require five levels. Most usually do not exceed three levels, and some do not use headings at all (that is, text is not divided beyond the chapter level). You should use only the number of heading levels necessary to produce a clear, organized thesis. If you are using four or five heading levels, be sure to verify with your Thesis Chair that such a structure is necessary and consult the Thesis Reviewer prior to your defense.

¹ Carol Slade, *Form and Style: Research Papers, Reports, Theses*, 12th ed. (Boston: Houghton Mifflin Company, 2003): 20-25.

Title pages start an additional 1/2 inch from the top margin (or 1-1/2 inches from the top of the page).

ACKNOWLEDGMENTS

First I would to thank Dr. Hillary Quinn for allowing me to conduct research in her lab, and for the detailed direction he gave while was working on my thesis. Secondly, I would like to thank Dr. Naomi Shroud for the molecular biology techniques I now possess, and for helping me with technical support beyond what was expected. I would also like to thank Mary Newgen and Darren Pool for providing access to the computer pro-

Pagination, see Sec. 4.3.2

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Title font size is increased by 2 points, bold, centered, and followed by 12 points of additional space.

**Remember:
Software
templates
available-see
Section
2.3.2!**

CHAPTER 1

INTRODUCTION

The doctoral dissertation, master's thesis, or master's project is the culminating academic experience leading to an advanced degree. It provides a demonstration of your ability to explore, develop, and organize materials relating to a specific problem within

The Chpt # and Chpt Title font size is increased by 2 pts; both lines are followed by 12 points of additional space. Example of a 2-line title is shown below as p.87.

Normal line spacing between multiple lines; inverted pyramid format preferred. Additional 12 points follows last line only. This example is showing Section Style text formatting.

**SUMMARY, DISCUSSION, CONCLUSIONS,
AND RECOMMENDATIONS**

The doctoral dissertation, master's thesis, or master's project is the culminating academic experience leading to an advanced degree. It provides a demonstration of your ability to explore, develop, and organize materials relating to a specific problem within a field of investigation. This dissertation is a scholarly work.

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Reference list entries are single-spaced.

REFERENCES

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Normal text spacing between entries.

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Figure 4.2. Example of: (1) chapter and section title pages, and (2) reference list page.