

Remember, in any series, with or without enumeration, each item should be syntactically and conceptually parallel to the other items in the series.

4.9.6 Equations

At a minimum, follow the guidelines below when inserting equations. For specifics on how to handle equations in your manuscript, refer to your departmental style guide. For information on *end-of-line breaks* and equations, see Section 4.9.2.3.

- Equations, long or short, that will be referenced more than once in text should be placed on a separate line, centered, and numbered. Equations do not need to be separated from text with additional spacing (as required for tables and figures, described in Sec. 4.10.1). However the use of an additional 6 or 12 points of spacing is allowed.
- Equation numbers should be placed in parentheses (or brackets, if so specified in your departmental style guide), flush right on the same line as the equation.

$$J=1+F(N-p)^2 \quad (3)$$

- When numbering equations, use the sequencing system required by your departmental style guide and by the text formatting style you have chosen.
 - 1, 2, 3,
(chapter or section format)
 - 1.1, 1.2, 1.3 . . . A.1, B.1, C.1
(technical format)
- When an equation is short and will not be referred to again, you may run it into the text. Longer equations that will not be referred to again must be placed on a separate line and centered, but they do not need to be numbered.

NOTE: Some equation symbols are larger than the font size you are using for text. Your word processor will automatically increase the space above and below that line. This is acceptable.

4.10 TABLES AND FIGURES

The term *figure* as used in this section applies to charts, graphs, diagrams, schemes, photographs, maps, plates, graphic illustrations, and other special graphic materials. Tables and figures must be skillfully produced and legible. Patterns, colors, or shades of gray must be clearly differentiated.

Tables or figures may be photocopied or scanned from another source as long as the copies are clean and sharp and the darkness and size of the print is sufficient to produce another generation of high-quality photocopies. A full reference citation, exactly as it appears in the Reference List, must fall on the same page below the table or figure, or on a facing page. When necessary, obtain permission to use copyrighted material and include a reference to that permission in a footnote.

You must follow both the formatting requirements in this manual and those in your departmental style guide to prepare tables and figures. The SDSU regulations deal with everything *surrounding* tables and figures, including titles and captions. With minor exceptions, your departmental style guide will govern the *contents* of tables and figures. When conflict occurs, the SDSU manual takes precedence. Subsections 4.10.1 & 4.10.2 introduce formatting requirements common to both tables and figures. Subsections 4.10.3–4.10.5 contain additional requirements that are unique to tables, figures, and plates as separate categories.

4.10.1 Numbering and Placement in Text

All tables and figures must be referenced in text prior to their appearance. Those references should be **by number** and not by an introductory phrase such as “below” or “in the following table.” The reference may be in running text or in parentheses. Examples:

The percentages in Table 5 illustrate this margin of error.

or

A majority of voters were absent during the election (see Figure 3).

Every table and figure should be numbered with an Arabic numeral according to the text formatting style in use (see Sec. 4.6). **Exceptions are:**

1. A simple, small tabulation that will not be referred to again and that is introduced in such a way that a title is unnecessary, does not need to be numbered or titled.
2. Art students presenting their original work as plates may number the plates with either Arabic or Roman numerals (see Sec. 3.4.3).

The order in which tables and figures are *shown* in the manuscript determines their sequential numbering. With two exceptions, the order in which they are introduced and discussed should be the same as the order in which they are shown. When these exceptions occur, always give the location of the material when you refer to it (e.g., "Figure 8, p. 64" or "Tables 18-24 in Appendix C"). The exceptions are:

1. In the case where an early, general reference is made to a table or figure that is not explained fully until later in the thesis.
2. In some cases, when tables and figures are shown both in text as well as in the appendices.

In the final manuscript (see NOTE at the end of this section), tables and figures should be placed as close to the first reference to them as possible, i.e., either on the same page or on the page immediately following. If you can finish the paragraph where the reference occurs *and* show the item on the same page, then do so (see Fig. 4.4 A). If there is not enough space remaining on the page where the item is introduced, continue filling that page with text (even if you begin a new subsection) and start the table or figure at the top of the next page (See Fig. 4.4 B-C). When a table or figure is placed on the page following the original reference, it may either start at the top of the page (if combined with text) or be centered vertically on the page (if placed on the page by itself; see Sec. 4.10.2 regarding size and orientation).

Offset spacing: When tables and figures are combined on a page with text, add 12 points of

space (or one extra blank line) above and below each item to offset it from the text (see Fig. 4.4 A). When a table or figure starts at the top of a page, it should not have extra space above it (see Fig. 4.4 C); similarly, an item that is placed at the bottom of a page should not have extra space below it.

NOTE: During the drafting and editing phase with your faculty committee, you may want to keep tables and figures in a separate document(s). Once your thesis has been approved by your chair, incorporate these items into your final draft following the instructions above.

4.10.2 Size and Orientation

A small table or figure (one that occupies one-half page in length or less) must be combined with text. When several tables or figures are referenced on the same page of text, it *may* be better to show those items sequentially on the pages that follow, even if it means that you must place a small item on a page by itself. Resume text on the same page as, or the page following, the last item shown depending on the remaining space available. If unsure, contact the Thesis Reviewer for guidance.

Very small tables or figures (no wider than 3 inches) may be formatted to allow text to wrap either to the right or left of the item. In this case, leave 1/4 – 1/2 inch of white space around the figure, as shown in Figure 4.5.

A large table or figure (one that occupies *at least* one-half page in length) may be placed on a separate page by itself or combined on a page with text. When combining with text, there must be enough room to include the offset spacing (see Sec. 4.10.1) plus at least four lines of text, or a heading and two lines of text. Otherwise, the table or figure must be placed on a page by itself, positioned either at the top margin or centered vertically on the page.

Tables or figures that are too large to fit within the normal margins may use slightly smaller margins (see Sec. 4.4.2). You may combine an item that requires a smaller margin on a page with text (where the text is within the normal

A 22

and the non-exercise group had a slightly lower total mean score of 2.8 ($SD=10.5$, see Table 5). Individual items on the Physical Discomforts Checklist were not normally distributed, thus Mann-Whitney U analysis was used to determine differences between those who exercised and who did not.

Table 5.2. Differences in Level of Exercise Between Groups

Variable (Exercise)	Exercise (n=38)	Non-Exercise (n=25)
Strenuous	33.97	29.00
Moderate	38.67	21.86
Mild	37.79	28.20
Sweat	38.16	22.64

Sixty-five of the women were primiparus, seven had only one previous live birth, and two had two

B 43

It was hypothesized that women who exercised during their pregnancy would have fewer physical discomforts and greater psychological well-being than women who did not exercise. The total scores of the two dependent variables (physical discomforts and psychological well-being), and the independent variable (exercise), were normally distributed. T-tests were used to test the hypotheses by comparing the total scores between the exercise and non-exercise groups. As you can see in Table 5, the exercise and non-exercise groups significantly differed in the amount of exercise done at each level (strenuous, moderate, mild, sweat). Individual items on the Physical Discomforts Checklist were not normally distributed, thus Mann-Whitney U analysis was used to determine differences between those who exercised and those who did not.

Sixty-five of the women were primiparus, seven had one previous live birth, and two had two previous live births. At the time of data collection, the women

Table titles are single spaced and aligned at the left margin of the table.

If, after completion of the paragraph referencing Table 5, the table does not fit in the space remaining on the page, do NOT leave the remainder of the page blank. Continue with the next paragraph (even if you start a new heading), then show the table or figure on the next page as shown in C below.

C 44

Table 5.2. Differences in Level of Exercise Between Groups

Variable (Exercise)	Exercise (n=38)	Non-Exercise (n=25)
Strenuous	33.97	29.00
Moderate	38.67	21.86
Mild	37.79	28.20
Sweat	38.16	22.64

in the exercise and non-exercise groups significantly differed in the amount of exercise done at each level (strenuous, moderate, mild, sweat). Individual items on the Physical Discomforts Checklist were not normally distributed, thus Mann-Whitney U analysis was used to determine differences between those who exercised and those who did not.

Offset spacing: Add an additional 12 points above and below the table or figure, then continue with text.

Start the table or figure at the top margin.

Add 12 points additional space after the table or figure and continue where you left off with text on the previous page.

Top delineating line

Bottom delineating line

Figure 4.4. Example of (a) placement of tables and figures in text and (b) table format.

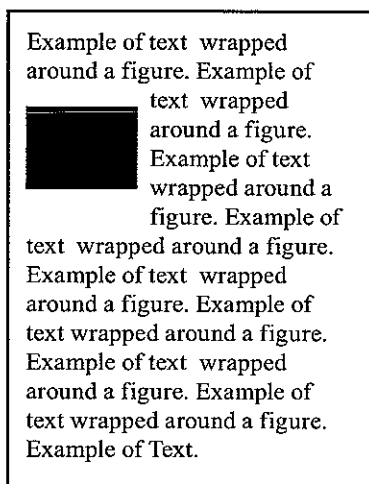


Figure 4.5. Text wrapped around a figure.

margin settings). In addition to smaller margins, you may use a different font size than text, change to landscape orientation or use larger paper as discussed in Sections 4.10.2.1–3.

4.10.2.1 FONT SIZE AND TYPEFACE

Typeface in a size (and sometimes style) different from that used for text may be used for tables and figures (see Sec. 4.2.3). In general, use of a 10-point font is acceptable to accommodate large items and you may wish to use a serif font (e.g. Arial) to increase legibility.

Be consistent. If you have more than one or two tables or figures that need a different typeface or size, use that typeface/size for all tables or figures (including titles and captions). If necessary, on an item-by-item basis, an 8-point font may be acceptable. Contact the Thesis Reviewer in advance for approval.

4.10.2.2 LANDSCAPE ORIENTATION

When you prepare tables or figures in landscape orientation (i.e., horizontal or sideways), place them on a page by themselves. The page number must appear in the same position as the rest of the text—not in the top, right corner of the landscaped page (see Sec. 4.3.2 and Figure 4.1). Table titles and figure captions are considered part of

the units they represent, so the titles and captions should be in landscape orientation as well. **Note:** The *SDSU Template* includes two preformatted landscape pages—one with normal margins and one with smaller margins for oversized material.

4.10.2.3 OVERSIZED MATERIAL

Oversized material consists of items that will fit on standard, letter-sized paper but with smaller margins, or material requiring 11" x 17" or larger paper (see Sec. 4.10.2).

Oversized tables or figures may be produced on letter-size paper as long as they fit within the minimum margin requirements specified in Section 4.4.2. If an item is too wide to fit in portrait orientation, try landscape orientation (see Sec. 4.10.2.2). When an oversized figure and its caption will not fit on the same page, the caption should be placed on a cover page that precedes the figure. When an oversized table can be made to fit on one page as long as it is not combined with its title, that title may be placed on a cover page as well. (Tables that fit within normal margin requirements—but are long—should follow the formatting instructions for multiple-page tables in Section 4.10.3

The **cover page** for an oversized figure or table precedes the item and it is the page number on this cover page that is reflected in the List of Figures or List of Tables (see Figure 4.6). Center the figure caption or table title vertically on the cover page. If the caption/title occupies one line, center it horizontally on the page, also. Multiple-line captions/titles should start at the left margin. Beyond this, follow the formatting specified for figure captions

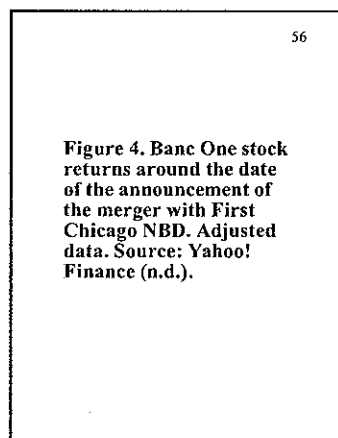


Figure 4.6. Figure cover page.

(Sec. 4.10.4) and table titles (Sec. 4.10.3), including single spacing for multiple-lines.

Material too large for letter-size paper may be placed on an 11" x 17" foldout page. This page will be folded and placed with the text pages in the manuscript. **DO NOT FOLD** these pages yourself; submit them flat; the bindery will fold them after all copies have been made. The 11" x 17" foldout page must be formatted within normal margin requirements. The page number should appear in the same position as the rest of the text. In this case, that position is the top, right corner (as shown in Figure 4.7, p. 53) if formatted in landscape orientation (opposite of instructions in 4.10.2.2).

Materials larger than 11" x 17" include large-scale maps and blueprints for example. These items should be labeled as figures or plates as appropriate for the discipline following the instructions in Section 4.10.3 or 4.10.4. They must also meet the formatting requirements listed below:

- **Margin and size limitations:** The margin must be at least 1" from **all** edges and the material should not be larger than 48" x 48" overall.
- **Pagination:** Since these materials will be inserted in a pocket that will be supplied on the back cover of the bound thesis, they should not be paginated. The designation, "in back pocket" should be used in place of a page number when you refer to these materials in text and in the appropriate List of Figures or List of Plates [see Fig. 5.13, p. 75].
- **Identification:** Insert in the lower right corner of each sheet (1) your name, (2) Master's Thesis or Project, (3) your academic department, (4) term and year, and (5) title of your thesis/project. How this information is arranged will depend on the amount of space available in the lower right corner. One possible example follows:

John Doe
Master's Thesis (Geology)
Mountain Schist at Folsom Creek
Northern California
Fall 2004

4.10.3 Tables

See previous sections 4.10, 4.10.1 and 4.10.2 for guidelines common to both tables and figures including: (a) numbering and placement in text, (b) size and orientation, and (c) using photocopies from other sources. Note that all numbered tables must be included in the List of Tables, including those in the appendices.

Tables may be centered horizontally on the page or aligned with the left margin. Place the **table title** above the table, flush with the *left margin of the table*. No line should exceed the width of the right margin of the table. (Exception: When a table is less than 3 inches wide and centered on the page, the title may exceed the margins of the table by a reasonable distance, equally on both sides.) The table title should be in boldface. It begins with the word *Table* followed by its number and a period. The descriptive title follows on the same line and should be capitalized headline style (major words capitalized). The title line should be followed by 6 points of additional space. **Never** include a citation within or at the end of a table title; rather, place the citation in the text when you reference the table and include source documentation in a **note to the table**. All source material and/or notes should be placed at the bottom of the table, in the manner prescribed by your departmental style guide (never use the footnote function for this purpose). Fig. 4.4, p. 49 shows an example of a table.

The *SDSU Template* contains a "table title" style that includes separation space from text, bold face, single-spacing, and allows for automatic generation of the List of Tables, but the remainder of table formatting must be done manually.

All tables must begin and end with a **delineating line**. This line should be equal in length to the longest line of text in the table so that the width of these lines establishes the left and right

margins of the table. The top line should appear after the table number and title but before any table column headings. The bottom line should appear after the last line of data but before any explanatory notes or source documentation. **The line style** (thin, thick, double) is your choice but you should be consistent across all tables. Table boxes are also acceptable. When using table boxes, do not insert additional top and bottom delineating lines (see Figure 4.4, p. 49).

Spacing: Table text may be single spaced as long as the table remains legible and comprehensible. Otherwise, use 1.5 spacing. Do *not* use double spacing. **Horizontal and vertical lines** inside the table may be used when necessary. In most cases, however, the use of “white space” between rows and columns provides sufficient delineation.

Refer to your departmental style guide for other issues related to table construction such as: relationship of tables to text, types of tables, word tables vs. data tables, table headings, what to include in the body of the table, how to handle empty cells, statistical notation requirements, notes to tables, etc.

Multiple-page tables: A table that can fit on one page by itself must never be broken between two pages. When a table must occupy more than one page, the words “**Table # (continued)**” should start the subsequent page(s) followed by a top delineating line and repetition of the table column headings. Only one bottom delineating line should occur, placed at the end of the table. If you use a table box that includes *interior* horizontal lines between rows, also place the words “**(table continues)**” under the bottom, right corner of the table row where the break occurs.

If your thesis incorporates a large number of tables and their presence in text is disruptive, discuss with your thesis chair whether it would be appropriate to place some or all of the tables in an appendix. Note that some departments and programs mandate inclusion of all tables and figures in text.

4.10.4 Figures

See previous sections 4.10, 4.10.1 and 4.10.2 for guidelines common to both tables and figures including: (a) numbering and placement in text and (b) size and orientation, and (c) using photocopies from other sources. Note that all numbered figures must be included in the List of Figures, including those in the appendices.

Figures may be centered horizontally on the page or aligned with the left margin. Place the **figure caption** below the figure, flush with the *left margin of the figure*. No line should exceed the width of the right margin of the figure. (Exception: When a figure is less than 3 inches wide and centered on the page, the caption may exceed the margins of the figure by a reasonable distance, equally on both sides.) The figure caption serves both as a figure title and as an explanation of the figure. Therefore, the figure itself should not include a title. The figure caption should be in boldface. It begins with the word *Figure* followed by its number and a period. The descriptive title follows on the same line and should be capitalized in sentence style (only the first word and proper names capitalized). The caption ends with a period. All source information and/or notes follow the caption at the bottom of the figure, also in bold. Multiple-line captions should be single-spaced with the subsequent lines also flush with the left margin (see Fig. 4.8). Note that information and notes may be deleted from the List of Figures after it has been generated (see Sec.5.1.9).

The *SDSU Template* contains a “caption” style that includes separation spacing from text, bold face, single-spacing, and allows for automatic generation of the List of Figures, but the remainder of figure formatting must be done manually.

Refer to your departmental style guide for other issues related to the preparation of figures such as: when to use figures, types of figures, size and proportion, creation of figure captions, etc. **Computer-generated** materials or their reproductions may be included as figures but the text must be clear and sharp and the data legible.

Multiple-page figures: As with oversized

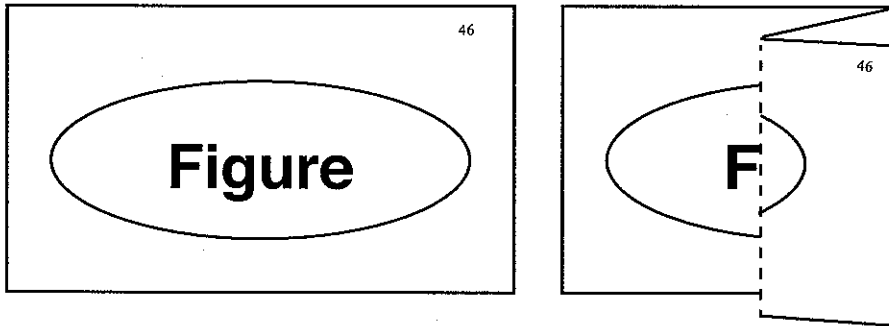


Figure 4.7. Pagination of unfolded and folded 11" x 17" sheet.

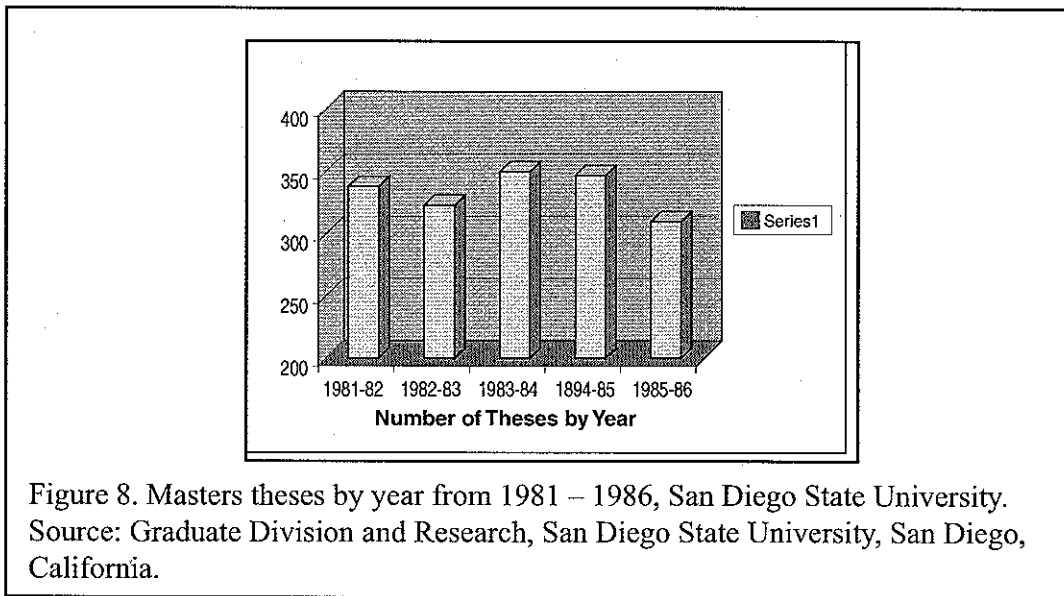


Figure 8. Masters theses by year from 1981 – 1986, San Diego State University. Source: Graduate Division and Research, San Diego State University, San Diego, California.

Figure 4.8. Example of a figure and figure caption that includes source documentation.

figures, the caption for a multiple-page figure should be placed on a cover page that precedes the figure (see Sec. 4.10.2.3).

Color is allowed but should be used judiciously for the following reasons: (1) color printing and color duplicating is generally more expensive to produce and (2) a copy of your thesis will be reproduced on microfiche for archival purposes. Microfiche is a black and white (b/w) reproduction medium. Therefore, if you use color for line or bar graphs, create dual-purpose graphics: line graphs that are keyed with symbols as well as color; bar graphs filled with color *patterns*. Be sure all colors and patterns will reproduce in b/w (i.e., not disappear). Also be sure that the patterns or shades of gray are clearly differentiated in a b/w reproduction. When creating color maps or similar graphics, be sure your readers will be able to comprehend the information the graphic is presenting when it appears as a b/w image. Color photographs that are copied typically produce acceptable black and white prints.

Photo duplication: Black and white photo duplication provides an inexpensive yet usually satisfactory method of reproducing many photographs or slides. However, color copies sometimes provide a much higher quality product. If you have color images and access to a color printer, you may print the color copies yourself. If you are using a laser printer, you may want to create as many sets as you will need (i.e., the set for the library copy plus sets for any additional copies of the thesis you will have bound), as long as you use the proper paper as specified in Section 6.2. Alternatively, you may submit color prints mounted on paper and arrange for color copies to be produced by Montezuma Publishing (see Sec. 6.6 regarding mounting requirements).

Lamination is a method used to seal a photograph mounted on paper in plastic laminate. If desired, Montezuma Publishing is able to laminate photographs for you, but the exceptional quality and reduced costs of color printing has made this option almost obsolete.

4.10.5 Plates

Some full-page illustrations and oversized maps

are treated as plates. Photographic representations of students' work for art projects will be labeled as plates regardless of size. (See Sec. 3.4.3.) Plates are handled in the same way as figures except that they are titled at the top like a table. If a plate title cannot fit on the same page as the plate itself, the title should be placed on a preceding cover sheet in the same manner as for multiple-page figures. If you are unsure whether to label something as a plate or a figure, consult the Thesis Reviewer.

A List of Plates is required; it will follow the List of Figures in the preliminary pages. All numbered plates must be included in a List of Plates, including those in the appendices.

4.11 BACK-TO-BACK FORMATTING

The thesis manuscript may be prepared for double-sided printing. The benefit, for long manuscripts (300+ pages), is a more easily handled bound thesis. If you will be making several copies—to be sent to funding agencies or government offices, for example—a double-sided document may be preferable. There are a few factors that you should consider before making this decision.

1. The original print submitted to the university, which will be returned to you, must be printed on one side of the page only (although formatted for two-sided printing). Therefore, this copy is unsatisfactory for binding and, if you want a bound copy for yourself, you will incur the expense of an additional copy.
2. Formatting for two-sided printing involves alternating left and right margins and page number placement. Most word processors have an automatic setting for "mirror" margins for this purpose.
3. There are special formatting requirements for the pre- and post-text pages of the thesis.
4. Printing back-to-back will not be less costly, although you will be using less paper. You still pay copy fees for each page

of text regardless of whether it is single or double-sided.

4.11.1 Pre- and Post-Text Pages

As indicated in item number 3 above, there are special formatting requirements for the pre- and post-text pages of a manuscript that will be printed on both sides.

1. The title, signature, and copyright pages (pages i, ii, iii) must be single sided. Each of these pages must be followed by a blank *uncounted and unnumbered* sheet of paper.
2. Each *section* in the preliminary pages (Abstract, Table of Contents, List of Tables, etc.) should be double sided; however, the *first page* of each section must appear as an odd numbered (right-side) page. This means that if any of these sections totals an “odd” number of pages (1, 3, 5, etc.), a blank sheet must be inserted after the last page. For example, a blank page that is *counted but not numbered* would follow a one-page Abstract section that is on page “iv”. (These blank, left-side pages are the only exception to the rule that each page beginning with preliminary page “iii” must be numbered.)
3. Post-text sections, or end matter, are also double sided but, as with the preliminary pages, the first page of each section must appear as a right-side page, beginning with the references section. To be correct, the right side (or odd numbered) pages should be (1) page 1 of the bibliography/reference list and (2) the cover sheet for each appendix. Blank, *counted but unnumbered* pages must be inserted where necessary to ensure that each new section begins with a right-side page (as discussed in 2 above).

4.11.2 Body of the Text

You have a choice in preparing the body of the manuscript. It may be formatted so that each chapter begins on a right-side page in the same

manner described for the pre-and post-text pages. It may also be formatted for continuous two-sided printing from page 1 to the end of text. This means that some chapters may begin as left-side (even-numbered) pages. Consult the Thesis Reviewer if you need additional guidance.

CHAPTER 5

PRELIMINARY PAGES AND END MATTER

The preliminary pages and end matter may include some or all of the sections listed below. **Mandatory components are indicated with an asterisk (*).** If your thesis contains tables, figures, etc., corresponding Lists are also mandatory. These sections are listed in the order in which they should appear in your manuscript.

1. Preliminary Pages (Pre-Text)
Title Page*
Signature Page*
Copyright Page*
Dedication
Epigraph
Abstract* (ToC) ¹
Table of Contents*
List of Tables (ToC)
List of Figures (ToC)
List of Plates (ToC)
List of Abbreviations, Acronyms, Symbols, etc. (ToC)
Glossary, Chronology (ToC)
Preface (ToC)
Acknowledgments ² (ToC)
2. End Matter (Post-Text)
Acknowledgments ³
References (Bibliography, Work Cited)* ⁴
Appendices
3. Supplemental Page
Library Abstract* (See Sec. 5.1.6)
* Mandatory
¹ ToC designates that this section must be listed in the Table of Contents (ToC).
² For all programs except Biology.
³ Immediately after text for Biology theses only.
⁴ Mandatory except for Creative Writing projects. The title used should conform to the Departmental Style Guide.

5.1 PRELIMINARY PAGES

Each of the preliminary page sections (excluding the title and signature pages and the copyright page) should follow the formatting specified in Section 4.7. Regarding pagination, the title and signature pages are *counted* as pages “i” and “ii” but are not numbered. The remainder of the preliminary pages (beginning with the Copyright page, page “iii”), should be numbered in lower-case Roman numerals in the top right corner as specified in Section 4.3.2. Detailed instructions for the preparation of each of the pre-text sections follow. Formatted preliminary pages are included in the *SDSU Template*; read the ReadMe file for instructions.

5.1.1 Title Page

The title page is counted as preliminary page “i,” but is not numbered. Because the dissertation title page differs from its thesis counterpart, they will be discussed separately in Sections 5.1.1.1 and 5.1.1.2, below. Beginning with the copyright page (p. iii), the requirements for dissertations, theses, and projects are the same.

5.1.1.1 DISSERTATION TITLE PAGE FOR THE ED.D WITH USD

The dissertation title page consists of five components, each of which is separated from the next by a solid (not dashed) line, 1¼ inches long. All text on this page, except for the dissertation committee list, should be double-spaced (regardless of the line spacing you have chosen for your text) and centered between the left and right margins specified for the manuscript in Section 4.4. Text should also be centered vertically between the separator lines. Font style and size should be the same as that used for the text. This page is counted but not numbered. It must follow the measurements, wording and format discussed below and as illustrated in Figure 5.1. All measurements given in Figure 5.1 may vary by up to 1/16” inch.

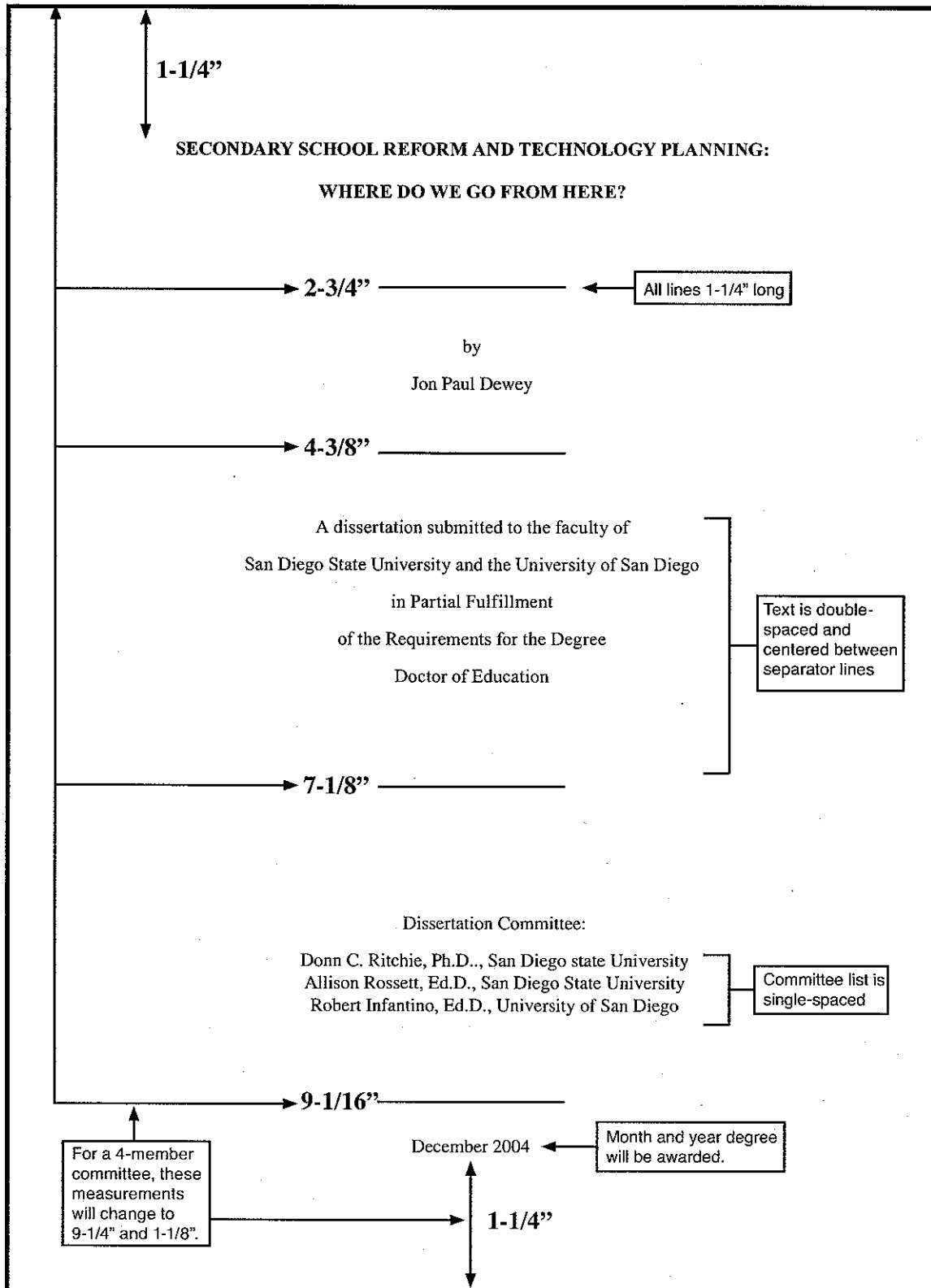


Figure 5.1. Example of an Ed.D. title page.

5.1.1.1.1 Component 1: Title. The title of your dissertation is the first component of the title page. Use word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical or non-Roman letters. Also see Section 6.6.3 for other limitations regarding dissertation titles related to the binding process. The title should appear in all capital letters and boldface (e.g. **TITLE**). Each line of the title is limited to **5½ inches** in length. Titles should not exceed three lines on the title page (or not more than the equivalent of 2 lines when capitalized headline style; see Sec. 5.1.2.1.1 regarding the title on the signature page). It is preferred but not required that multiple-line titles follow inverted pyramid format as shown in Figure 5.1 (where the longest line is on top followed by successively shorter lines).

5.1.1.1.2 Component 2: Your name. The second component contains your name. Your name on the **title, signature, copyright, and abstract** pages must correspond to the name under which you are registered in the university. If your middle name is part of the university record, then your middle name (or middle initial) must be included on these pages. If only a middle initial appears on your record, you must show the initial only, not the full middle name. If you wish your name to appear differently and you have official documentation showing the desired version of your name as your legal name, you will be required to change the official university record in order to use the new name on your thesis. For further discussion of this issue as it relates to thesis processing, see **CAUTIONS** in Section 6.6.3.2.4.

5.1.1.1.3 Components 3-5. The third component indicates that your dissertation is being presented to the faculty at both institutions and specifies the degree for which it is being prepared. The fourth lists the members of your Dissertation Committee, their terminal degrees, and the institutions they represent. The last component indicates the month and year your degree will be *awarded*.

5.1.1.2 THESIS/PROJECT TITLE PAGE

The thesis title page consists of four components, each of which is separated from the next by a solid (not dashed) delineating line, ¼ inches long. All text on this page should be double-spaced (regardless of the line spacing you have chosen for your text) and centered between the left and right margins specified for the manuscript in Section 4.4. Text should also be centered vertically between the separator lines. Font style and size should be the same as that used for the text. This page is counted but not numbered. It must follow the measurements specified in Table 5.1 and the wording and format discussed below and as illustrated in Figure 5.2. All measurements given in Table 5.1 may vary by up to 1/16" inch.

5.1.1.2.1 Title. The title of your thesis or project is the first component of the title page. Use word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical or non-Roman letters. Also see Section 6.6.3 for other limitations regarding thesis titles related to the binding process.

The title should appear in all capital letters and

Table 5.1. Measurements for Thesis/Project Title Pages

Number of lines in title	Distance from top edge of page to component listed				Distance from last term & year line to bottom of page
	Top of title line	1st separator line	2nd separator line	3rd separator line	
1	2-1/8"	2-15/16"	5-5/16"	8-1/8"	1-3/8"
2	1-3/4"	2-15/16"	5-5/16"	8-1/8"	1-3/8"
3	1-7/16"	3"	5-3/8"	8-3/16"	1-3/8"
4	1-1/8"	3-1/8"	5-1/2"	8-5/16"	1-1/4"

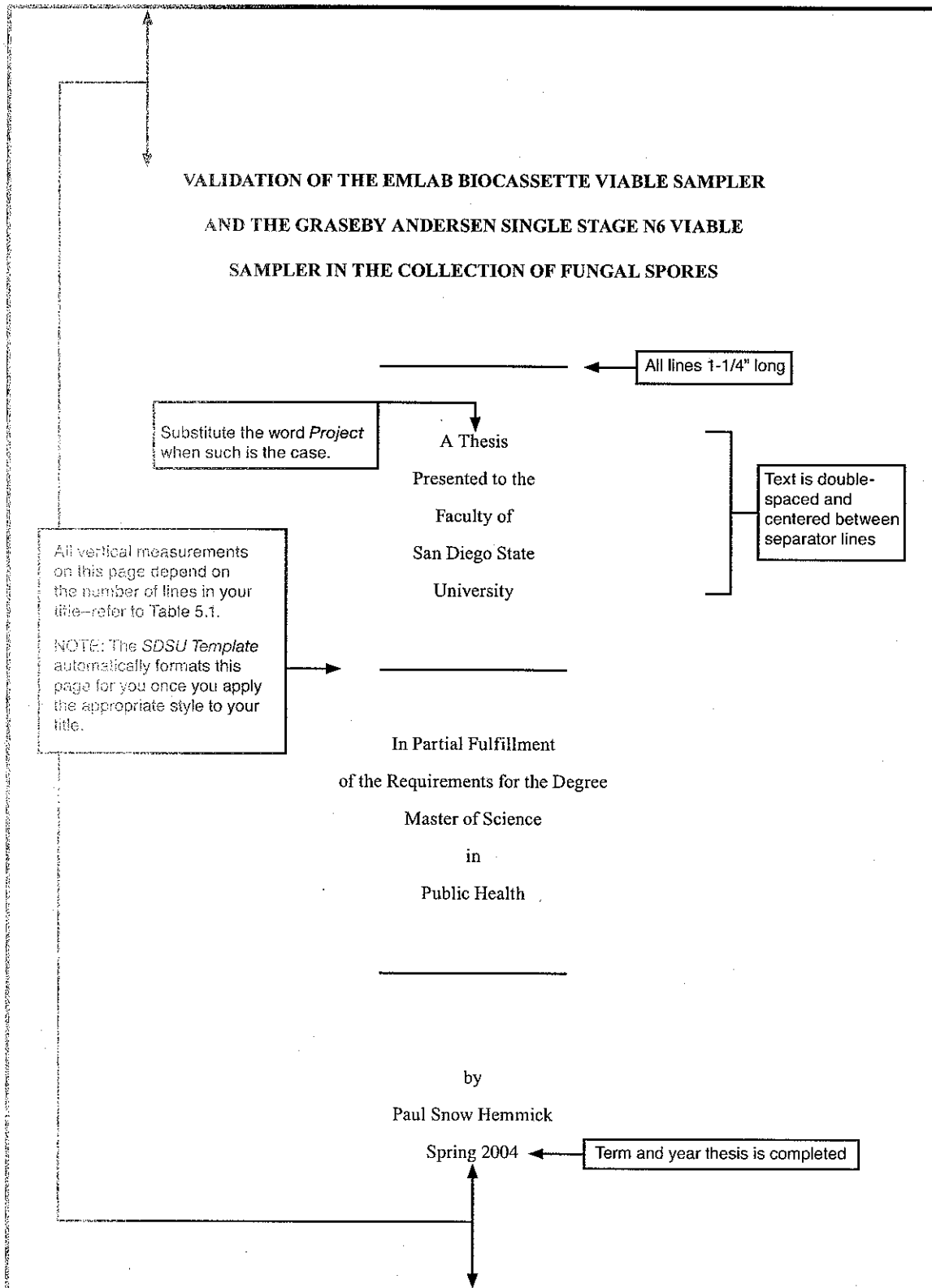


Figure 5.2. Example of a thesis title page.

boldface (e.g. **TITLE**). Each line of the title is limited to 5½ inches in length. Titles should not exceed three lines unless absolutely necessary; none should exceed four lines (also see Sec. 5.1.2.2.1). It is preferred but not required that multiple-line titles follow inverted pyramid format as shown in Figure 5.1 (where the longest line is on top followed by successively shorter lines).

5.1.1.2.2 Thesis/Project Statement. The second component states whether the culminating work being presented to the faculty at San Diego State University is a thesis or a project. Therefore, if you are submitting a project, substitute the word *Project* for the word *Thesis* where it appears in Figure 5.2.

5.1.1.2.3 Degree name. The third component indicates the degree and discipline for which your thesis or project has been prepared. Note that the title of your degree on this page should not include any concentration, specialization, or emphasis (that information is contained in your official transcript). Even if you know the name of your degree, consult Table 2.3 (p. 16) for a list of degree(s) offered by each department or program. If the degree listed does not match what you believe your degree to be, contact the Graduate Division for assistance. For degrees other than the Master of Arts or Master of Science, and for interdisciplinary degrees, see Table 5.2 for specialized wording and formatting.

5.1.1.2.4 Your name and term. The fourth component presents your name and the *term* and

Table 5.2. Special Degree Title Formats

Degree Names	Follow this Format¹
Master's degrees (other than MA or MS): Business Administration [<i>MBA, Example 1</i>] City Planning [<i>follow Example 1</i>] Engineering [<i>Example 2</i>] Music [<i>follow Example 1</i>] Public Administration [<i>follow Example 1</i>] Public Health [<i>follow Example 1</i>] Social Work [<i>follow Example 1</i>]	Master 1 of Business Administration <hr style="border-top: 1px dashed black;"/> Master of Engineering 2 in Manufacturing and Design
Master of Fine Arts degrees in: Art Creative Writing Theatre Arts	Master of Fine Arts in Art
Master of Arts or Master of Science degrees in: Interdisciplinary Studies	Master of Science in Interdisciplinary Studies: Animal Behavior
Special concurrent degrees:² Master of Business Administration and Master of Arts in Latin American Studies Master of Public Health and Master of Social Work Master of Science in Nutritional Sciences and Master of Science in Exercise Physiology	Master of Business Administration and Master of Arts in Latin American Studies

¹ The title of all degrees uses a total of three lines whether single or concurrent degrees so that there is a total five lines in the third component.

² Also change the word "degree" in the preceding line of this component to "degrees".

year (**not month** and year) in which your thesis is *completed* (e.g., Fall 2005 versus December 2005). The term of *completion* (i.e., the term in which you receive format approval and complete the processing of your thesis as described in Section 6.6) is normally the same term in which the degree will be *awarded*.

Your name on the **title, signature, copyright, and abstract** pages must correspond **exactly** to the name under which you are registered in the university. If your middle name is part of the university record, then your middle name (or middle initial) must be included on these pages. If only a middle initial appears on your record, you must show the initial only, not the full middle name. If you wish your name to appear differently and you have official documentation showing the desired version of your name as your legal name, you will be required to change the official university record in order to use the new name on your thesis. For further discussion of this issue as it relates to thesis processing, see CAUTIONS in Sections 6.6.3.2.4.

5.1.2 Signature Page

Although the signature page for the dissertation differs only slightly from its thesis counterpart, they will be discussed separately in Sections 5.1.2.1. and 5.1.2.2 below. The signature page is counted as preliminary page “ii”, but is not numbered. Beginning with the copyright page (p. iii), the requirements for dissertations and theses/projects are the same.

5.1.2.1 DISSERTATION SIGNATURE PAGE FOR THE ED.D. WITH USD

The dissertation signature page (see Figure 5.3) consists of five components:

1. the name of both universities (San Diego State University and the University of San Diego)
2. a statement that the undersigned faculty approve *your* dissertation (see Sec. 5.1.1.1.2 regarding your name)

3. the title of your dissertation
4. the faculty signatures, and
5. the date your faculty committee approved your dissertation.

The text on this page should be centered between the left and right margins specified for the manuscript in Section 4.4. Font style and size should be the same as that used for the text and title page. This page is counted but not numbered and must follow the wording and format requirements as discussed below and illustrated in Figure 5.3. All measurements given in Figure 5.3 may vary by up to 1/16” inch.

5.1.2.1.1 Components 1-3. The first three components should be double-spaced (regardless of the line spacing you have chosen for your text). The page begins with the **names of both universities** in bold and all letters capitalized. **Your name**, in the second component, should match that given on the title page. The **title of your dissertation** (third component) should be capitalized headline style in plain text and *must not exceed two lines*. See Figure 5.3 for measurements and an example.

5.1.2.1.2 Components 4-5. The fourth and fifth components are single spaced. The fourth component consists of the faculty members’ **signatures**. After the first signature, each signature block is separated by two blank lines. The lines for each signature must be solid (not dashed). The full name of each committee member (for SDSU, check the Graduate Bulletin) should be centered under each signature line. Do **not** include titles either before or after names unless the title is part of the name. For example:

Wrong: Dr. Roman M. Pyre, Chair
Correct: Roman M. Pyre, Chair

Wrong: Warren Peace, III, Ph.D.
Correct: Warren Peace, III

The faculty members’ signatures must be in the same order as they appear on your Dissertation Committee form. All

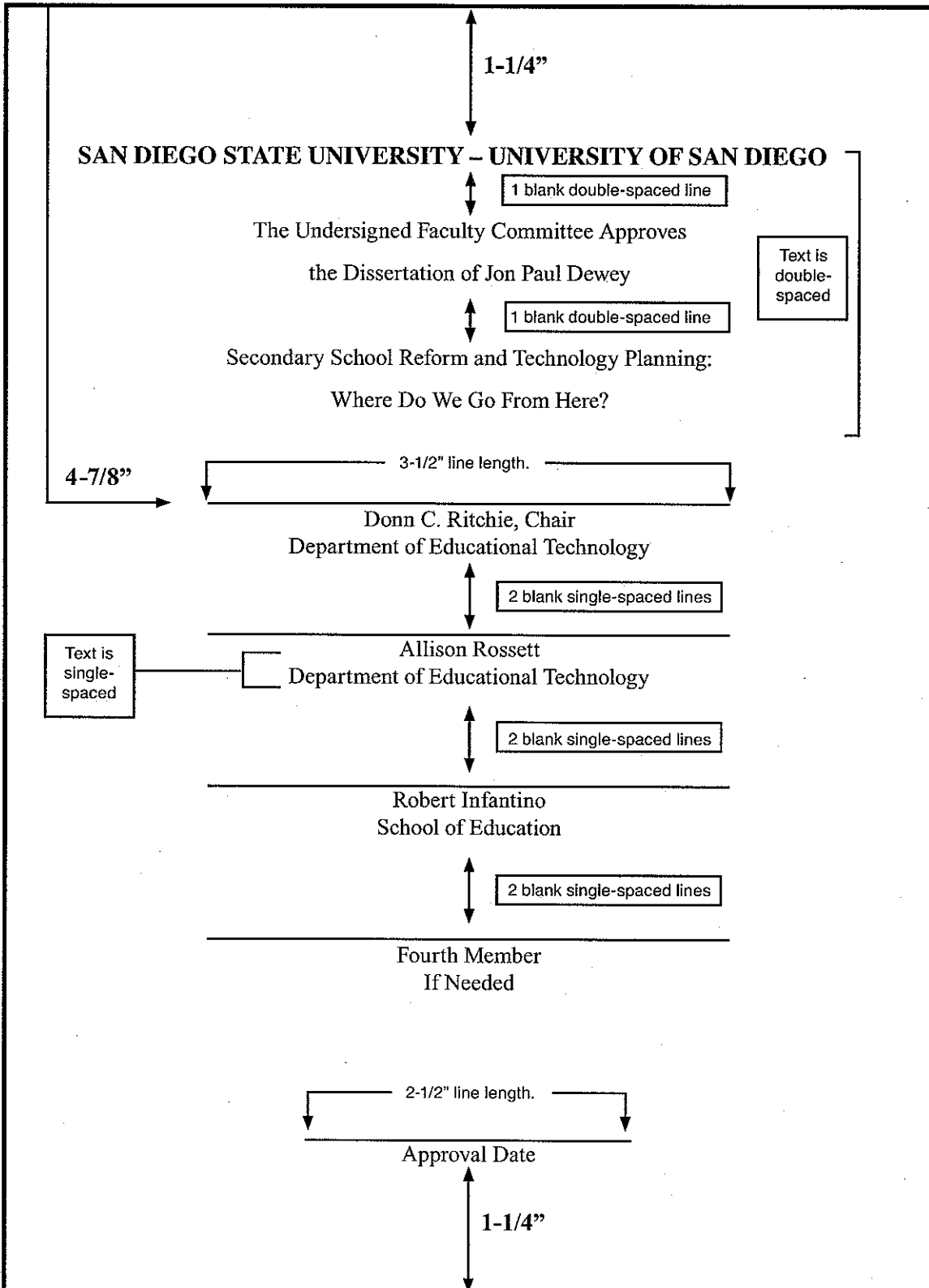


Figure 5.3. Example of an Ed.D. signature page. Note: The SDSU Template automatically formats this page for you; read the ReadMe file.

signatures must be those of the actual committee members; proxy signatures are unacceptable. Also, all signatures must be in **dark ink** (black preferred) with a pen that produces a solid, dark line (e.g., a medium point pen versus a scratchy, fine-point pen).

The fifth component is the approval date at the bottom of the page. Your dissertation chair should fill in this date when s/he signs the signature page. See Figure 5.3 for format.

5.1.2.2 THESIS/PROJECT SIGNATURE PAGE

The thesis/project signature page (see Figure 5.4) consists of five components:

1. the name of *San Diego State University*
2. a statement that the undersigned faculty approve *your thesis* (or *project*); see Sec. 5.1.1.2.4 regarding your name
3. the title of your thesis/project
4. the faculty signatures, and
5. the date your faculty committee approved your thesis/project.

The text on this page should be centered between the left and right margins specified for the manuscript in Section 4.4. Font style and size should be the same as that used for the text and title page. This page is counted but not numbered and must follow the wording and format requirements as discussed below and illustrated in Figure 5.4. All measurements given in Figure 5.4 may vary by up to 1/16" inch.

5.1.2.2.1 Components 1-3. The first three components should be double-spaced (regardless of the line spacing you have chosen for your text). The page begins with **San Diego State University** in bold and all letters capitalized. **Your name**, in the second component, should match that given on the title page. The **title of your thesis/project** (third component) should be capitalized headline style in plain text and *must not exceed three lines*. See Figure 5.4 for measurements and an example.

5.1.2.2.2 Components 4-5. The fourth and fifth components for the thesis are formatted in the same manner as those for the dissertation (follow the instructions in Sec. 5.1.2.1.2). The faculty members' signatures must be in the same order as they appear on your Thesis/Project Committee form, which should be as follows:

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

Second position: The other member also from your major department.

Third position: The faculty member who is from an SDSU department *other than* your major department.

Fourth position: If a fourth member was approved, whether this person acted 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.

The fifth component is the approval date at the bottom of the page. Your thesis chair should fill in this date when s/he signs the signature page. See Figure 5.4 for format.

5.1.3 Copyright Page

Inclusion of a copyright page is mandatory even though the basic copyright is protected by the fact of authorship (for more, see Sec. 2.1.3). The copyright statement shown in Figure 5.5 (see Sec. 5.1.1.1.2 or 5.1.1.2.4 regarding your name) should be placed on a page by itself, centered vertically as well as horizontally on the page. **Text on this page should follow normal text spacing** (that is, it should be consistent with the line spacing chosen for the rest of your document). This page is counted as preliminary page "iii" and is the first page that is paginated (i.e.,

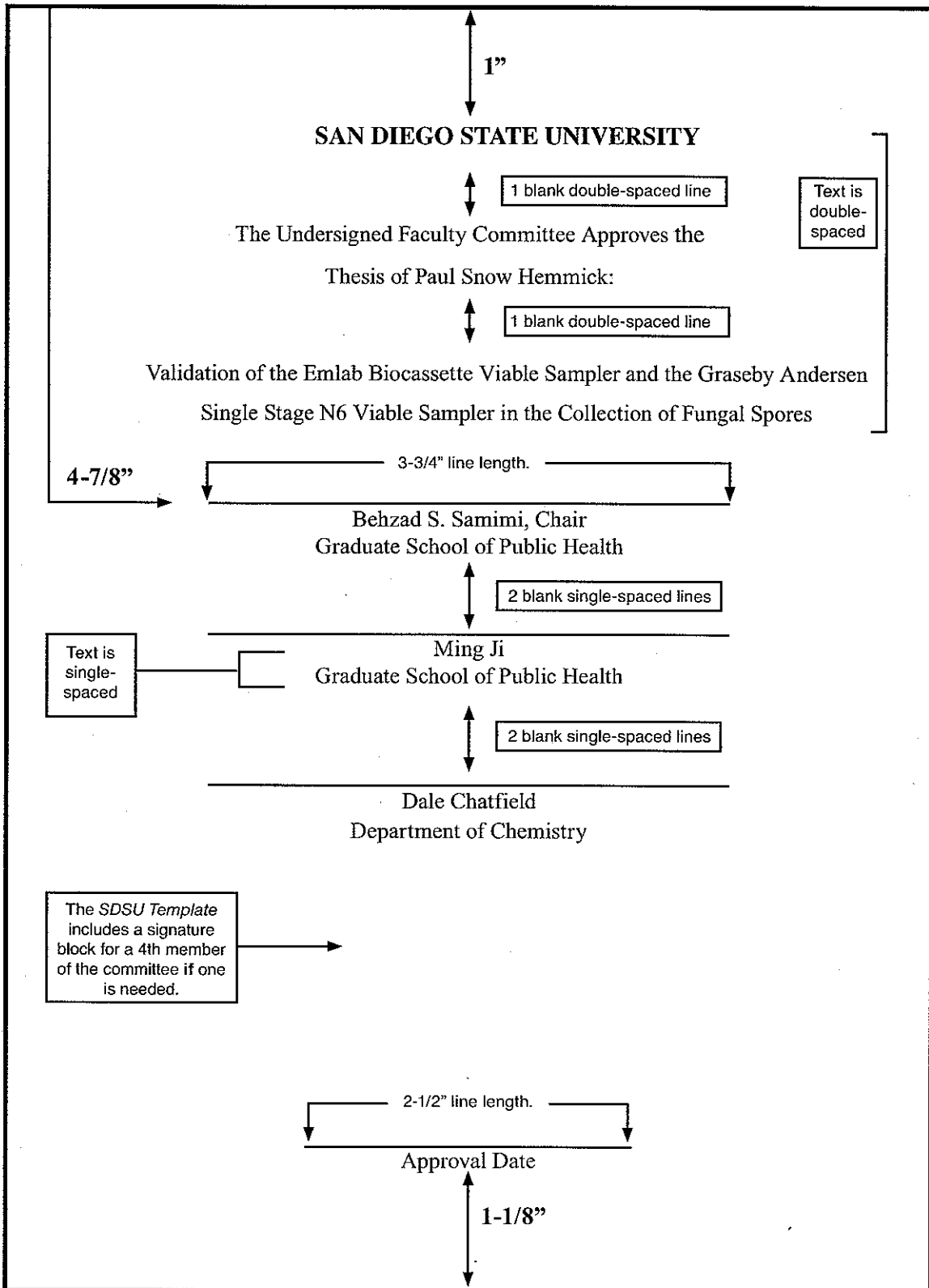


Figure 5.4. Example of a thesis signature page. Note: The SDSU Template automatically formats this page for you; read the ReadMe file.

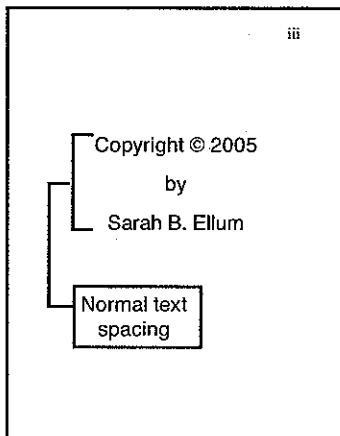


Figure 5.5. Sample copyright page.

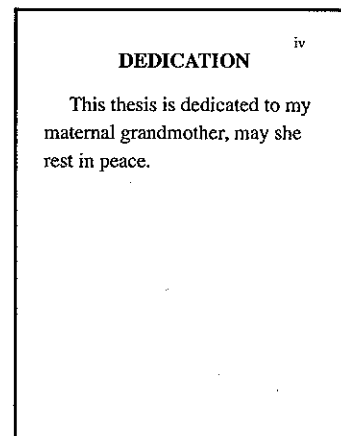
where a page number is shown). This page does **not** appear as an entry in the Table of Contents.

5.1.4 Dedication

Inclusion of a dedication page is optional. A dedication is different than acknowledgements (Sec. 5.1.11). The latter is a public “thank you.” A *dedication* is a way to signal that you are devoting the thesis to someone or something as a sign of honor or affection. This page is titled **DEDICATION** following the formatting specified in Section 4.7. For this page only, you have the option of starting the text immediately after the title or centering the text vertically on the page. If you center the text vertically, you may also center it horizontally as well (see Figure 5.6). Text on this page should follow normal text spacing (that is, it should be consistent with the line spacing chosen for the rest of your document). This page is counted and numbered but is **not** listed in the Table of Contents.

5.1.5 Epigraph

An epigraph is “a motto or quotation, as at the beginning of a literary composition, setting forth a theme.”¹ When an epigraph is used, it is normally placed on a separate page in the preliminary-page section to set the theme for the thesis. Chapters may also open with an epigraph and,



or

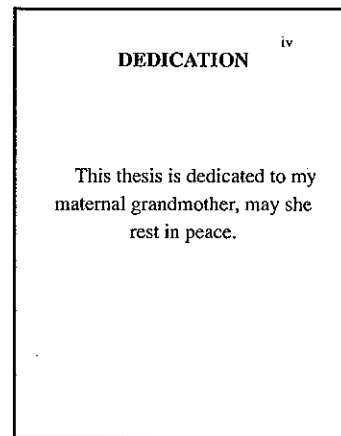


Figure 5.6. Sample dedication pages.

although quite rare, so may first-level sections within a chapter.

The source of the quotation for the epigraph is given on the line following the quotation and is usually set flush right, sometimes preceded by a dash. Because an epigraph is used as ornamentation rather than documentation, it is considered fair use under copyright law. No quotation marks are used. Only the author’s full name (or last name only of a well-known author) and, usually, the title of the work should appear; no page or line numbers and no bibliographical information is included.

Whether on a preliminary page or in text, the epigraph should be single-spaced. When placed in the preliminary pages, the epigraph page is

¹ *The American Heritage Dictionary*, 2nd college ed., s.v., “epigraph.”

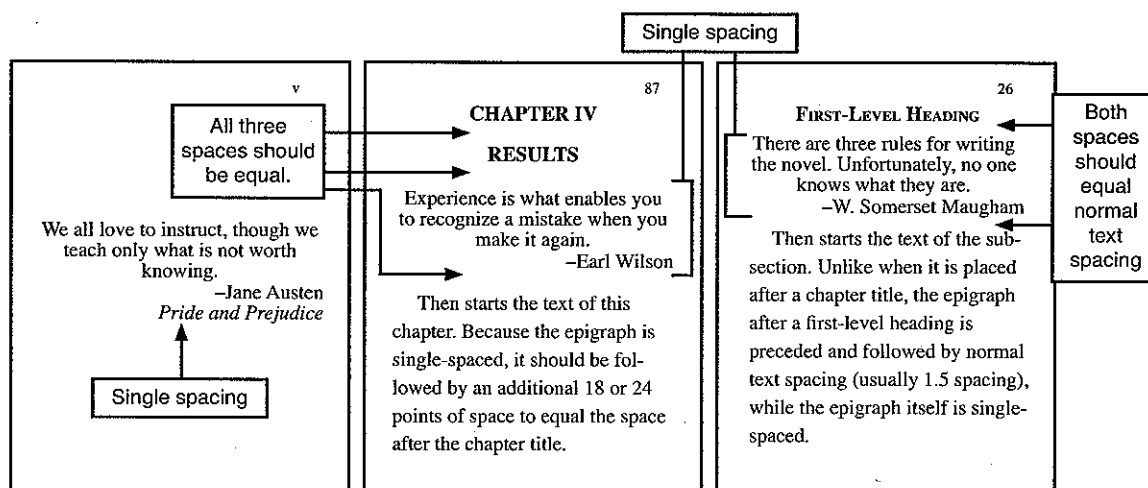


Figure 5.7. Sample epigraphs; read examples for instructions.

not titled. The quotation (or quotations) used as the epigraph should be centered vertically on the page. The quotation itself may be aligned flush left, centered, or flush right. The epigraph page in the front matter is counted and numbered but is **not** listed in the Table of Contents. At the opening of a chapter or after a first-level heading, the epigraph may be aligned flush right or centered. When used as a chapter opener, it should appear after the chapter title and should be followed by 18 or 24 points of additional space (when normal text spacing is 1.5 or double, respectively)². When used after a first-level heading, it should be followed by 6 or 12 points of additional space, again depending on your normal text spacing. Examples are shown in Figure 5.7.

5.1.6 Abstract

An abstract is mandatory whether you are submitting a dissertation, thesis or project. For a description of what is contained in an abstract, see Section 3.2.1 (dissertations and theses) or 3.3.3 (projects).

5.1.6.1 MANUSCRIPT ABSTRACT

Title the abstract page ABSTRACT OF THE

DISSERTATION (or THESIS or PROJECT) following the formatting specified in Section 4.7. After this point, the formatting of the abstract is unique and does not match the rest of the thesis formatting.

The text on this page is divided into two components: an identification block and the abstract text. **The text in both components is single-spaced.** The identification block contains:

(1) your thesis title in headline style (all major words capitalized), (2) your name as it appears on the Title Page, (3) the degree being awarded, and (4) the university name (or both universities for the Ed.D.) and year. **See the example in Figure 5.8.** Double-space after this section and start your text. Text should be single-spaced. Indent each paragraph and do not leave extra space between paragraphs.

This page is counted and numbered and is the first of the preliminary pages included in the Table of Contents.

5.1.6.2 LIBRARY ABSTRACT

Love Library will need a copy of the abstract page for scanning and uploading to the PAC (the library's electronic catalog). It will be identical

²Separation spacing should be equal. Example: chapter titles are separated from text by adding 12 points of space after the title. When 1.5 line spacing is used for text (equal to 18 point), the addition of 12 points equals 30 points of separation spacing (18+12=30). Therefore, after an epigraph that is single-spaced (12 points), an additional 18 points must be added to create the same 30 points of space.

to the abstract described above except for the special formatting listed below. Therefore, once you have created the abstract page for the manuscript, copy it then make the following format changes:

- The margins should be 1" on all sides.
- The page should not be paginated (should not show a page number). If the abstract runs to a second page, do not paginate or add any type of header to that page.
- The title of the page (ABSTRACT OF THE DISSERTATION) should be in plain text, not bold.

A pre-formatted Library Abstract is included as the last page in the *SDSU Template*. You must turn in the library abstract with your manuscript when you submit it for format review (see Sec. 6.4).

5.1.7 Table of Contents

This page is titled TABLE OF CONTENTS according to the formatting specified in Section 4.7. Except as noted below, Table of Contents text should use normal text spacing (that is, it should be consistent with the line spacing chosen for the rest of your document). Then:

- On the first line after the title (where you would normally start text), place the word PAGE, in all caps, flush right—this is the column heading for the page numbers.

NOTE: Do not allow text from titles or headings to move into the space provided for page numbers (the horizontal space of approximately 0.5" from the right margin—or the vertical "column" under the word PAGE; see Fig. 5.9, p. 70). Instead, continue text to another

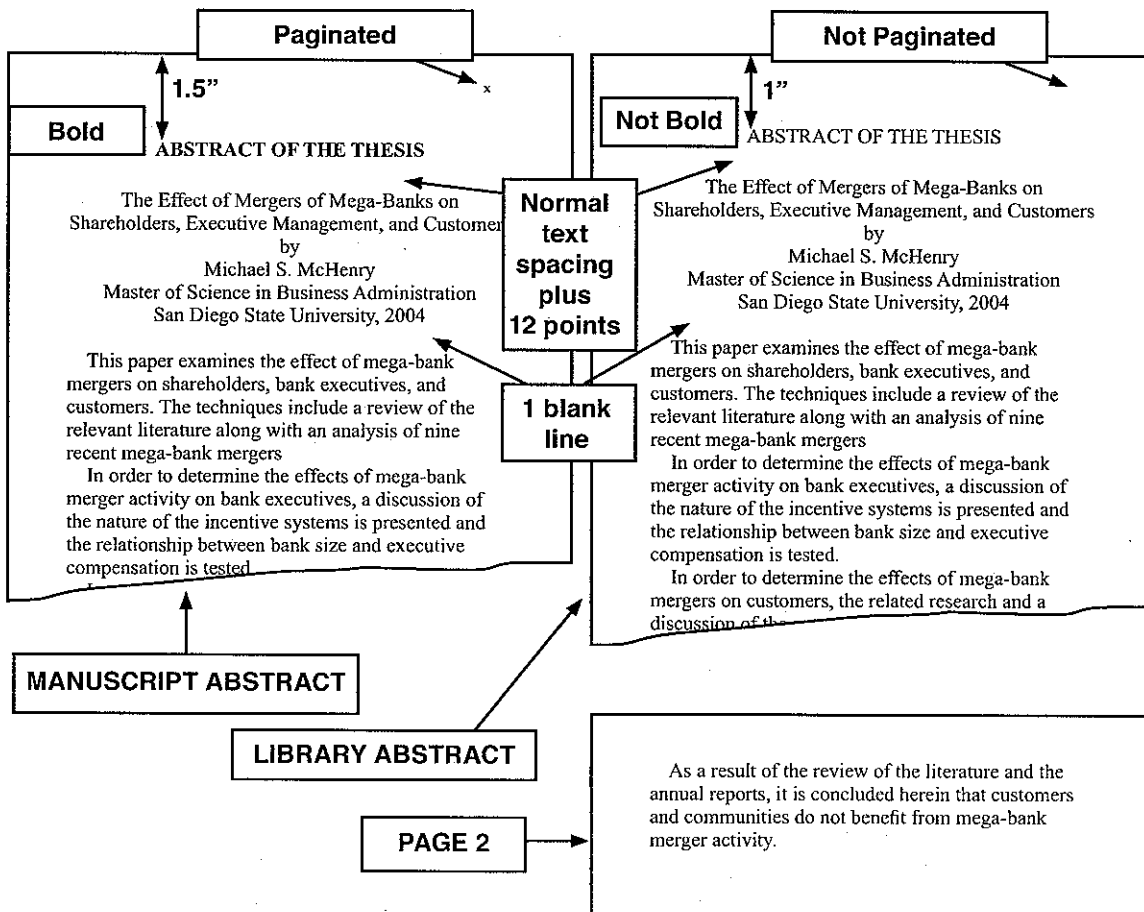


Figure 5.8. Manuscript and library abstracts.

- line. If you are using the *SDSU Template*, this is done automatically.**
- The appropriate preliminary page sections are listed next, in all caps, flush left. Do not include entries for the copyright page, dedication or epigraph.
 - After the preliminary pages have been listed, place the word CHAPTER, in all caps and flush left, and list each chapter under that column heading by chapter number and title (except when using Section format). Chapter numbers (in Arabic numerals) and Appendix “letters” should be left-aligned and indented ¼ inch from the left margin; they are *not* followed by a period. Chapter titles are indented another ¼ inch and should be capitalized in all caps. If you are using **Section format** for your text, eliminate the word CHAPTER and list section titles flush left. (Examples of Tables of Contents for each of the text formatting styles are shown in Figures 5.9-5.11; review all three for examples of variations common to all.) **Note:** Although the *SDSU Template* will automatically generate your Table of Contents, you will need to make a few, minor modifications. Follow instructions in the ReadMe file.
 - All heading entries should be capitalized headline style (all major words capitalized). Indent headings under each chapter title by increments of ¼ inch for each level of heading included. **NOTE:** Inclusion of first- and second-level headings is mandatory. The *SDSU Template* is programmed to include the first two heading levels only. To show lower levels you will need to modify the template.
 - When a title or heading takes up two or more lines, single space the multi-line entry; precede and follow that entry with normal text spacing. Second and subsequent lines align at the same position as the first line. Do not hyphenate words at the end of a line unless the word is a hyphenated compound.

- Page numbers must be aligned flush right preceded by a *dot leader*. The dot leader is normally a line of dots without spaces in between. However, you may use the style “period, space, period, space” if desired.

TIP—Do not manually type in the dot leader while trying to align the page numbers visually on the screen. That will not work unless you are using a fixed-pitch font like Courier. A “reasonably close” approximation is not acceptable in this case. Use the capability of your word processor and set a right-aligned tab at the right margin and assign a dot leader to that tab position.

- Entries in the Table of Contents must be **identical** to the titles and headings that appear in the text; no truncating or paraphrasing is allowed. If you are not using an automatic Table of Contents generator (included with the *SDSU Template*), take care to proofread your Table of Contents against the text after the final printing to be sure you have incorporated any last-minute changes. If you *are* using an automatic generator, some modifications will need to be made after the Table of Contents is generated to comply with SDSU requirements. Wait to make those until the final printing.

Table of Contents pages are counted and numbered but are **not** included as an entry in the Table of Contents (i.e., it does not list itself).

5.1.8 List of Tables

This page is titled LIST OF TABLES according to the formatting specified in Section 4.7. Except as noted below, the List of Tables text should use normal text spacing (that is, it should be consistent with the line spacing chosen for the rest of your document). Then:

- On the first line after the title (where you would normally start text), place the word PAGE, in all caps, flush right—this is the column heading for the page numbers.

Chapter/Section Title Page, see Sec. 4.7

Pagination, see Sec. 4.3.2

See Figures 5.10 and 5.11 for additional instructions.

Alignment is flush right; text page numbers are preceded by a dot leader.

Set indent levels at 1/4" intervals

Subsequent pages start at normal (1") top margin.

Left align chapter numbers (and appendix letters) 0.25" (1/4") from the left margin.

Multiple-line entries are single-spaced with normal text spacing preceding and following the entry. Subsequent lines should wrap to the same tab position as the first line.

No text should appear in the page number column, an area approximately 0.5" (1/2") from the right margin.

See Figure 5.10 for an example of only one appendix.

	PAGE
ABSTRACT.....	iv
LIST OF TABLES.....	vii
LIST OF FIGURES.....	viii
ACKNOWLEDGMENTS.....	ix
CHAPTER.....	vi
1 INTRODUCTION.....	32
Communication Study.....	34
Nonexperimental.....	34
Experimental.....	36
Weakness in Current.....	38
2 LITERATURE REVIEW.....	42
3 METHODS.....	48
Design and Sub.....	51
Procedures.....	56
Communication.....	62
Communication.....	64
Minimal Treatment.....	67
Intervention Procedures.....	72
Measures.....	
Measurement.....	
Questionnaire.....	
4 RESULTS.....	34
Demographics.....	34
Baseline Differences on Dependent Variables of Age and Gender.....	36
Intervention Effects of Dependent Variables.....	38
5 DISCUSSION AND RECOMMENDATIONS.....	42
REFERENCES.....	48
APPENDICES.....	
A INFORMED CONSENT AGREEMENT SUMMER BRIDGE PROGRAM.....	51
B PEER HEALTH EDUCATION PRESENTATION (STD).....	56
C ROLE PLAY SCENARIOS.....	62
D SELECTED QUESTIONS FROM ALL DEMOGRAPHIC DATA.....	64
E SUMMER BRIDGE INTERVENTION CODING LOGS.....	67
F SUMMER BRIDGE INTERVENTION CODING BOOK.....	72

Figure 5.9. Example of Table of Contents for chapter format.

Chapter/Section Title page, see Sec. 4.7		vii	
TABLE OF CONTENTS			
		PAGE	
ABSTRACT.....		vi	
LIST OF FIGURES.....		x	
INTRODUCTION.....			
Phosphorylation and The MAP Kinase Sig Inhibitor s of the MA			viii
	RESULTS		
	Characterization of Endothelin-Induced ANF mRNA Expression.....	27	
	Identification of Active JNK Anti sense Oligonucleotides as JNK Specific Inhibitors.....	30	
	Determination of the JNK Isoform Expression in Neonatal Rat Cardiac Ventricular Myocytes.....	30	
	Design and Synthesis of Rat JNK 1 and JNK 2 Antisense Oligonucleotides.....	35	
	Identification of Lead JNK 1 and JNK 2 Oligonucleotides in A-10 Cells.....	39	
	Determination of the Mechanism of Action for Lead JNK Oligonucleotides In A-10 Cells.....	39	
	Effect of JNK Oligonucleotides on JNK Protein.....	39	
	DISCUSSION	45	
		45	
		48	
		ix	
	Possible Mechanisms of Action for the JNK Regulation of ANF mRNA Expression.....	56	
	Potential Uses for JNK Oligonucleotides.....	59	
	CONCLUSIONS.....	61	
	ACKNOWLEDGMENTS.....	62	
	REFERENCES.....	65	
	APPENDICES		
	A CARDIAC VENTRICULAR MYOCYTE cDNA EXPRESSION ARRAY DATA.....	71	
	B SEQUENCES FOR RAT JNK OGLIONUCLEOTIDES.....	88	
	APPENDIX		
	CARDIAC VENTRICULAR MYOCYTE DATA.....	71	

Figure 5.10. Example of Table of Contents for section format.

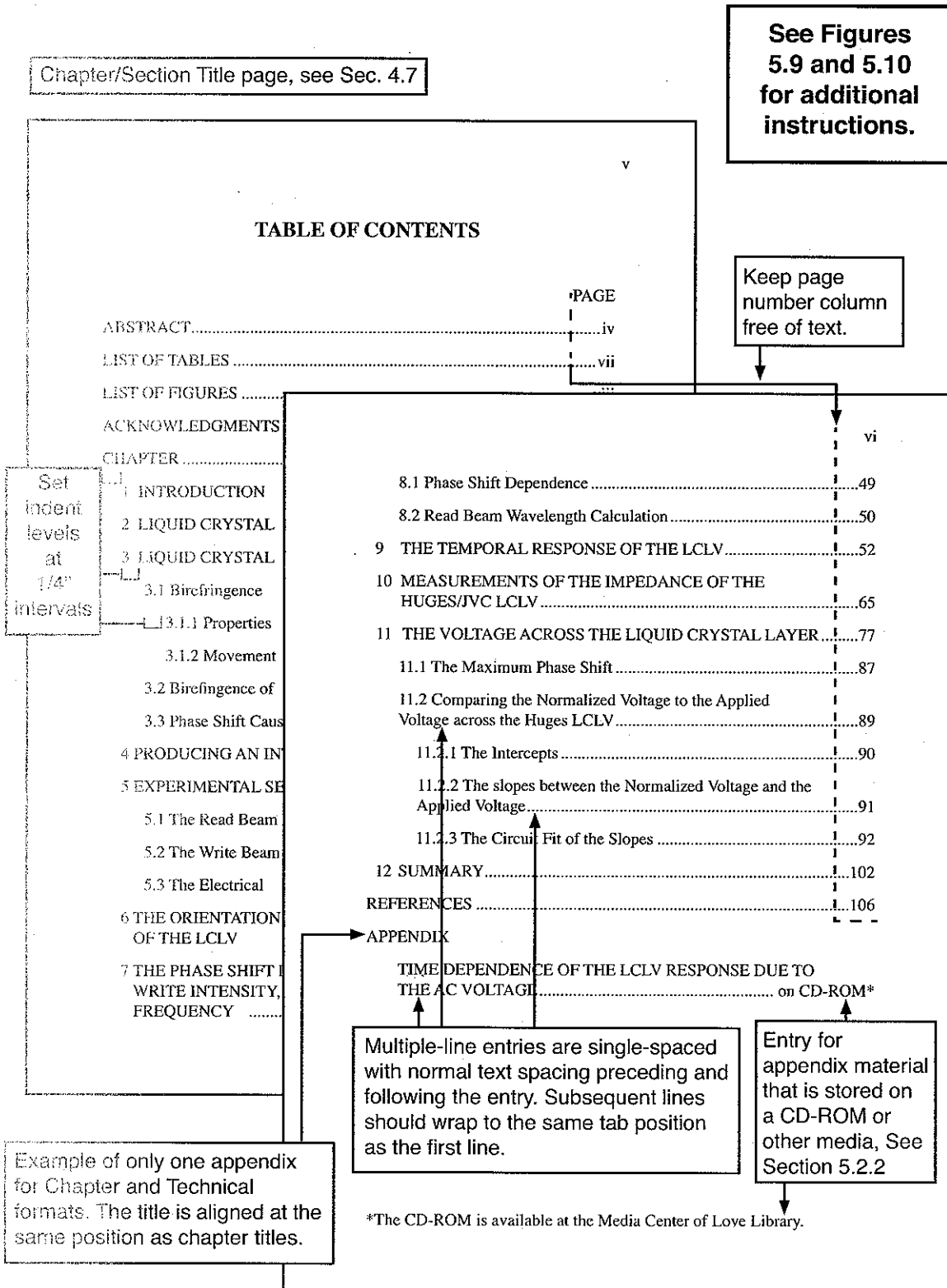


Figure 5.11. Example of Table of Contents for technical format.

NOTE: Do not allow text from table titles to move into the space provided for page numbers (the horizontal space of approximately 0.5" from the right margin—or the vertical “column” under the word PAGE; see Fig. 5.12). Instead, continue text to another line.

- List each table beginning with the word *Table* followed by the table number (Arabic numerals). Space once and follow with the table title, capitalized headline style (all major words capitalized).
- When a table title takes up two or more lines, single space the multi-line entry; precede and follow that entry with normal text spacing. Second and subsequent lines should align at a ½-inch indent level from the first line. Do not hyphenate words at the end of a line unless the word is a hyphenated compound.
- Entries in the List of Tables must be **identical** in wording to the table titles that appear *in the text and appendices*; no truncating or paraphrasing is allowed. However, you may omit parenthetical abbreviations and statistical notations.
- No two tables can have the same title. Each title must be unique in some way in order to differentiate one from another. Examples for both Chapter and Technical format are shown in Figure 5.12. Students using Section format should follow the example for Chapter format.
- The List of Tables pages are counted and numbered and the title page number is included in the Table of Contents.

5.1.9 List of Figures, Plates, and Other Illustrations

As discussed in Section 4.10.4, charts, graphs, diagrams, maps, photographs, and other graphic illustrations should all be labeled as *Figures* unless otherwise specified by your department. Art projects (see Sec. 3.4.3), for example,

include representations of a student's work that are labeled as *plates* and are listed in a separate List of Plates. Chemistry theses often include separate Lists of Schemes and Structures. If, for your department, you must separate illustrations into their individual groups, you should have separate lists for each type of illustration (e.g., for a geography thesis you might have a separate List of Figures, List of Maps, and List of Plates). When, however, you have so few in number that all illustration entries will fit on *one page*, you may, instead, prepare a List of Illustrations divided into separate sections labeled, for example, *Figures, Maps, and Plates* (see Figure 5.13).

The List of Figures and similar lists should be formatted similar to the List of Tables (see Sec. 5.1.8) with the substitution of the appropriate word (e.g., *Figure* for *Table*). Include in these lists all figures *in the text and appendices*. The List of Figures pages are counted and numbered and the title page number is included in the Table of Contents. The difference between a List of Tables and a List of Figures, etc., is in the capitalization of the entries, and the entries themselves, as follows:

- Figure captions can be quite long and it usually is not necessary to include the entire caption. When captions are long, you may truncate them after the first phrase or sentence, *as long as* each entry contains enough information to differentiate it from other entries in the list. As with table titles, no two figure captions can be alike; each must be a unique identifier.
- Capitalization of these entries should follow the format of the original. For example, figure captions are capitalized sentence style in the text; therefore, the List of Figures entries should be in sentence style. Plate titles are capitalized like table titles, in headline style (all major words capitalized); therefore, all List of Plates entries should be formatted likewise, and so on.

EXCEPTION—If you will be preparing a List of Illustrations, entries for each

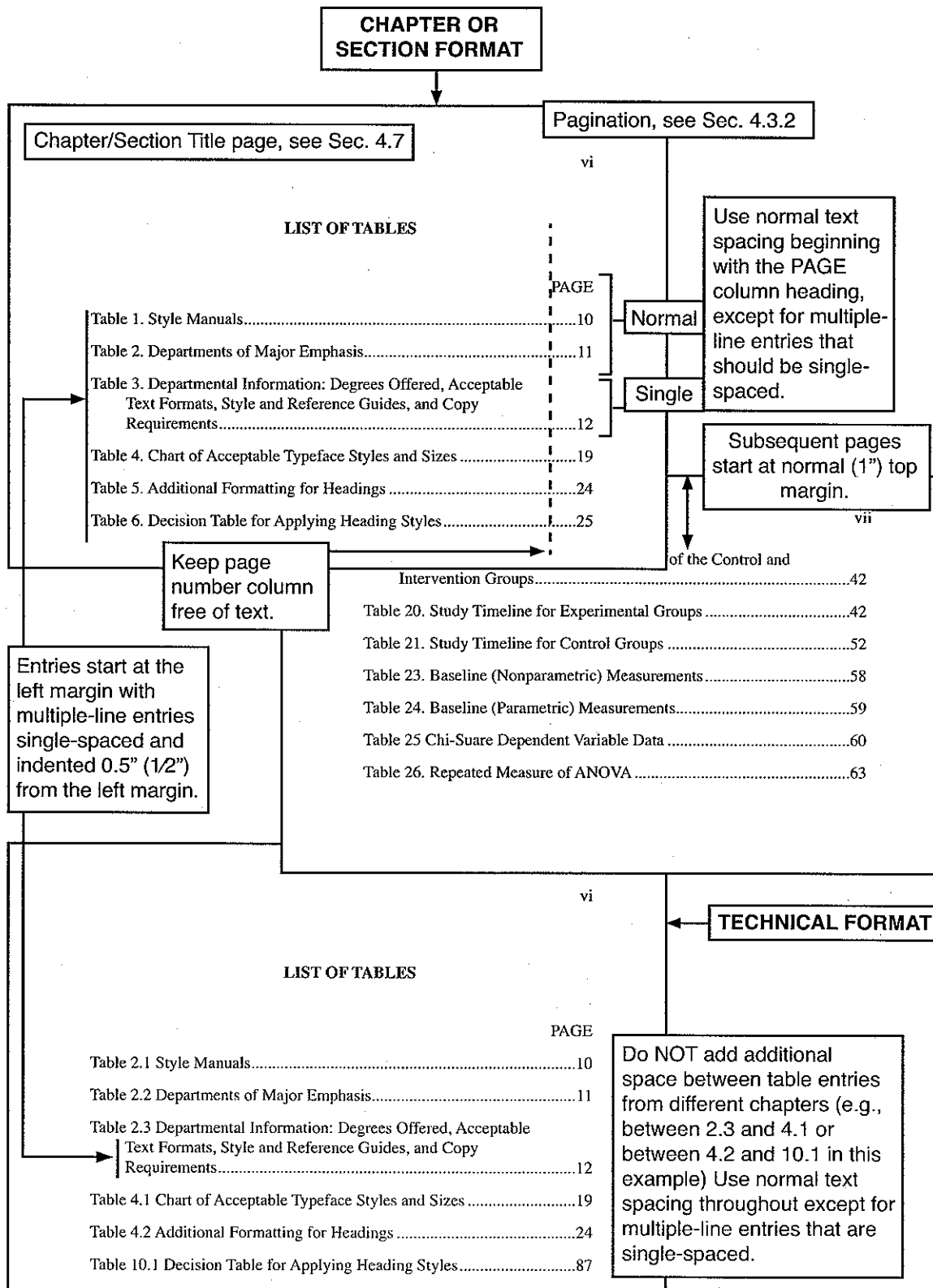


Figure 5.12. Example of the List of Tables.

THE "LIST OF ILLUSTRATIONS" IS TO BE USED ONLY WHEN ALL TYPES OF ILLUSTRATIONS (EXCLUDING TABLES) WILL FIT ON ONE PAGE (see Section 5.1.9).

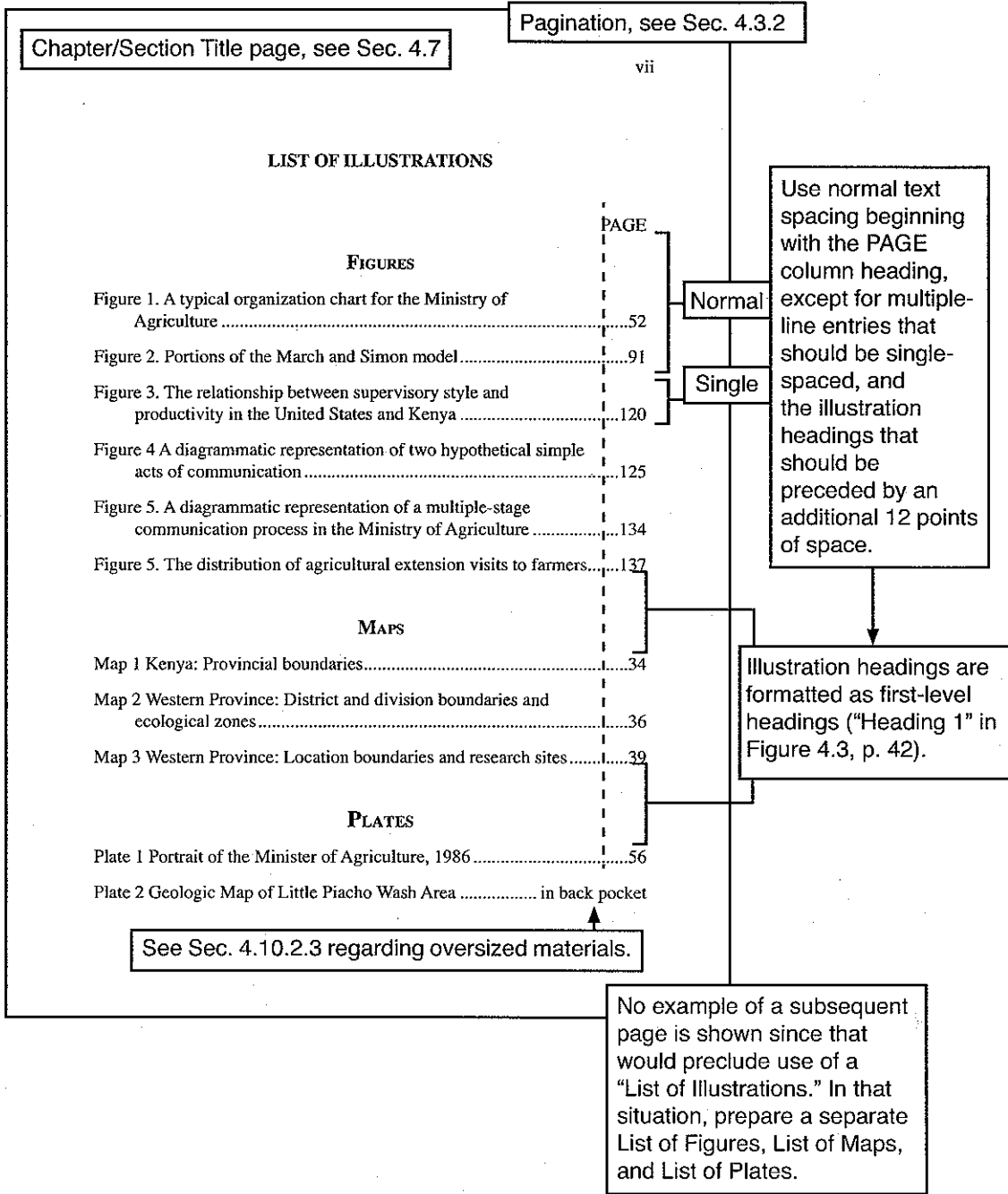


Figure 5.13. Example of a List of Illustrations.

section should use the same capitalization format, i.e., all entries should be capitalized either sentence style or headline style.

5.1.10 Preface vs. Introduction or Foreword

The purpose and function of a preface, versus an introduction or a foreword, is explained below. Formatting for the PREFACE title page should follow the formatting specified in Section 4.7. Text should follow normal text spacing (that is, it should be consistent with the line spacing chosen for the rest of your document). The preface is counted, numbered, and included in the Table of Contents.

Inclusion of a preface is optional. The **preface** is the author's own statement about the work. It may include a brief comment on the motivation for the study, major difficulties encountered in completing the work, or information on the methods of research (if this has some bearing on the reader's understanding of the text section on methodology, e.g.). A preface, if needed, is an adjunct to the thesis and should not contain information that is integral to the text.³ Therefore, it is included in the preliminary page section and its pages are numbered in lower-case Roman numerals.

Do not confuse a preface with an **introduction**. A long introduction, which contains material essential to the text that should be read before the rest of the thesis, should not be relegated to a preface. It should be included as an introduction at the beginning of the text proper. **The Introduction is usually labeled as Chapter 1** and its structure is described in Sections 3.2.2 and 3.3.4. However, you may exclude the Introduction from designation as a chapter. When doing so, you must also exclude the Conclusion to maintain parallel construction as in the following example:

INTRODUCTION

CHAPTER 1. Literature Review

CHAPTER 2. Methods

CHAPTER 3. Results and Discussion

CONCLUSION

Whether labeled as a chapter or not, the Introduction is the first of the text pages and is paginated with Arabic numerals starting with "1." See Chapter 4, Sections 4.3.1 and 4.7 for pagination and formatting instructions.

A **foreword**, usually found in a book, is a statement by someone other than the author.⁴ A foreword is not appropriate in a dissertation, thesis, or project and, therefore, should never be included.

5.1.11 Acknowledgments

In the acknowledgments, you may wish to thank members of your thesis committee, family, or close friends whose guidance, advice, and moral support contributed to the successful completion of your work. Any financial support received from a research foundation, the university, or a private company should be acknowledged in this section.

This page is titled ACKNOWLEDGMENTS according to the formatting specified in Section 4.7. Text on this page should follow normal text spacing (that is, it should be consistent with the line spacing chosen for the rest of your document). This page is counted and numbered and is included in the Table of Contents.

In the biological sciences only, the acknowledgments section is *not* placed in the preliminary pages. Instead, it appears immediately after the text, before the references.

5.2 END MATTER

Each of these post-text sections should start on a new page according to the formatting specified in Section 4.7. These pages should continue numbering from the text (using Arabic numerals

³ The University of Chicago Press, *The Chicago Manual of Style*, 14th ed. (Chicago: The University of Chicago Press, 1993), 25.

⁴ *Ibid.*, 24.

placed in the top right corner) as specified in Section 4.3.2. Instructions for the preparation of each of these sections follow.

5.2.1 Reference Lists and Notes

There are three methods for citing sources in the text: parenthetical, footnotes or endnotes, and author/number. Each method has an accompanying list of sources in the end matter. All departmental style guides (see Table 2.3) offer one of these methods; some offer more than one. The difference between the style guides relates to the content and format of the citations in text and the reference list (usually called “References,” “Bibliography,” or “Works Cited”).

Current style guide information. Many of the organizations that publish style manuals or journal publication guidelines have web sites where researchers can obtain up-to-date information. It is expected that students will check the WWW for such information and use the most current edition or version of the departmental style guide.

Because some departmental style guides focus on the preparation of manuscripts for journal publication, they stipulate that only sources cited in the text may be included in the reference list. However for your dissertation or thesis, inclusion of **additional, relevant sources** is permitted. If you want to include additional sources, change the title from “References” or “Works Cited” to “Bibliography.” (By definition, a bibliography contains works referred to in text as well as others relevant to the subject.) Separate your sources into those cited and not cited. Call out these sections with first-level headings. To maintain consistency with your departmental style guide, label the sources cited section with the title normally used by your departmental style guide. Label the works that were not cited as *Works Consulted*, *Other Relevant Sources*, or some other appropriate title.

You should follow the SDSU requirements detailed below regarding page layout and several other issues concerning source documentation. For the most part, however, you will be using your departmental style guide for citing sources

in text and preparing your reference list. When there is conflict between the departmental style guide and this manual, this manual takes precedence.

5.2.1.1. PAGE LAYOUT

The title pages for the reference list (and endnotes, when used) should follow the formatting specified earlier in Section 4.7. These sections do **not** have cover sheets.

Each entry should be single-spaced with normal text spacing between entries (see Figure 4.2, p. 40 for an example). The text in the reference list and endnotes sections must be left justified (i.e., the same as the rest of the thesis text). *Endnote* entries should be indented according to your departmental style guide. The *Reference List* section should be formatted in hanging indent style (first line flush left, subsequent lines indented ½ inch; or, if a numbered list, possibly somewhat less; see Figure 5.14). Some departmental style guides use an inverted stair-step form of hanging indent (American Anthropologist, for example), which is acceptable. In this case, follow your departmental style guide’s indent level rather than using the ½-inch indent. Do not use straight block or paragraph indent styles.

Note: The *SDSU Template* contains one preformatted page for the reference list. See the *ReadMe* file for instructions.

TIP—Do not try to format your entries manually by hitting *Enter* at the end of each line and then spacing or tabbing to the indent level. Your word processor has a way to set up a *hanging indent* so that text automatically wraps to the next line at the designated indent level. If changes need to be made after the entries are typed, they are much easier to do when this method has been used.

5.2.1.2. FORMATTING

Adhere to your departmental style guide PLUS the following SDSU requirements regarding: (1) use of italic typeface, (2) citing Internet sources, and (3) footnotes.

As stated in Section 4.9.1.2, wherever your departmental style guide requires underlining, SDSU requires *italic* typeface. For bibliographies and notes, this normally applies to the formatting of titles, journal names and, sometimes, part of the publication information.

When citing sources from the **Internet**, adhere to the following SDSU regulations as well as your departmental style guide: (1) be sure to include *both* the date of the document (if there is one) and the date you *retrieved* the information, and (2) make sure that the URL (usually “http://www. . .”) works. If you find a web page after conducting a search via a search engine (e.g. Google) or an individual site’s search function, the resulting URL may not work. To check if the URL is valid, open your browser again (so you have 2 sessions running). Then copy/paste the URL from the found page to the second browser’s address bar and click the *GO* button. If the same page opens, it works. If it does not, list the home page URL in your bibliography instead, *plus* your path or search criteria (e.g., “search on title”). For complete instructions, download the handout, *Guidelines for Citing Internet Sources* from the Dissertation and Thesis Review home page (<http://gra.sdsu.edu/Graduate/Thesis/index.htm>).

Footnotes are normally decreased in font size by 2 points (from 12 points. to 10 points., for example), and this is desirable. Footnotes should be single-spaced with extra space (up to one blank line) between each entry (automatic when

using the *SDSU Template*). Once these requirements are met, follow the instructions given by your departmental style guide. For technical information about editing the footnote feature in Microsoft Word, see the *Technical Support Sheet for MS Word Users* available on the Dissertation and Thesis Review web site (<http://gra.sdsu.edu/Graduate/Thesis/techsupport.htm>).

5.2.1.3 USING NOTES IN TEXT

Footnotes have many uses that can be broadly categorized as either *source documentation* or *clarification*. These are: (1) citing sources for direct quotations or paraphrased information, (2) copyright permission notification, (3) cross-referencing, and (4) content notes used for amplifying ideas in the text when such information is not integral to the text. **SDSU prefers the use of footnotes** versus endnotes as they are less disruptive to the reader, especially those who may view your thesis on microfiche. However, if a student using notes for citing sources wants to separate *citations* (#1 above) from *clarification* notes (#2-4 above), the citation notes should be numbered and set as endnotes. The clarification notes should be set as footnotes and indicated by symbols beginning with an asterisk for the first note on each page (sequence of symbols: * † ‡ § #).

In addition to the above, follow the rules listed below if you are using notes to document sources in your text.

Bibliography: Alphabetical by Author

Cyrs, T.E. followed by year (in some styles), followed by title of source, followed by complete publication information. See your departmental style guide for instructions on preparing these entries.

Daggett, E. followed by year (in some styles), followed by title of source, followed by complete publication information. See your departmental style guide for instructions on preparing these entries.

Bibliography Using a Numbered List

21. Cyrs, T.E. followed by year (in some styles), followed by title of source, followed by complete publication information. See your departmental style guide for instructions on preparing these entries.

[22] Daggett, E. followed by year (in some styles), followed by title of source, followed by complete publication information. See your departmental style guide for instructions on preparing these entries.

Figure 5.14. Examples of hanging indent format. Two different numbering formats are shown here; other styles include parenthesis or superscript. Follow your departmental style and set the indent level so that there is adequate white space even after the largest number.

1. Notes should never be applied within or at the end of a chapter title or heading; rather, place the note at an appropriate location in the text.
2. You must not combine two different methods for citing sources in text, even if some style guides allow such combination. This means, for example, that you cannot alternate between using notes and using a parenthetical author/year (or author/page) documentation style.
3. Endnotes must be placed at the *end of the text* but before the reference list. Endnotes may *not* appear at the end of each chapter. If the notes for each chapter must begin numbering again with "1," call out each chapter number using a first-level heading. With the exceptions noted above, follow your departmental style guide regarding the numbering and formatting of endnotes.
4. When you use footnotes or endnotes for documentation in text, you must also include a list of Works Cited or a Bibliography.

Once you have complied with these SDSU requirements, follow your departmental style guide.

5.2.2 Appendix (Appendices)

An appendix contains supportive material that is too detailed or lengthy to appear in the text and often is not directly related to the text. Every appendix **must** be identified in the text at least once. When there is more than one appendix, the appendices are labeled consecutively in uppercase letters in the order in which they are **mentioned** in text. Therefore, the first appendix you refer to should be identified and labeled as *Appendix A*, the second, *Appendix B*, and so on. If you have only one appendix, reference in text should be made to *the Appendix*, **not** *Appendix A*. When large, appendices may be placed on **electronic media**. In this case, a reference to where the item resides for viewing should be in-

cluded in the text of the manuscript as well as in the abstract (see Sec. 3.2.7.2). The media should be labeled with the same information required for oversized materials (see Sec. 4.10.2.3). See Figure 5.11 (p. 72) for an example of the Table of Contents page number entry. Electronic media must be submitted to the Thesis Reviewer with the thesis manuscript.

Each appendix must be titled. If you have groups of diverse materials, you may want to organize appendices by type of material and title them by category (e.g., Appendix A, Questionnaires; Appendix B, Tables; Appendix C, Figures). Another method is to create an appendix for each item (e.g., Appendix A, IRB Approval; Appendix B, Informed Consent Form; and so on). If you are unsure about what material to include in an appendix, consult your thesis chair. For guidance regarding how to label appendices or identify them in text, consult the Thesis Reviewer.

A cover sheet that is counted and numbered precedes each appendix. The cover sheet page number is recorded in the Table of Contents. The cover sheet identifies the appendix (e.g., Appendix, Appendix A, Appendix B) and shows the appendix title. The cover page should be formatted as follows:

- Text should be centered vertically and horizontally on the page.
- Text should be capitalized in uppercase and bold, and the font size should be increased by 2 points from that used for text.
- The appendix identification line should be followed by 12 points of additional spacing. No title line should exceed 4-½ inches in length. It is preferable that multiple-line titles follow inverted pyramid style (longest line on top). Use normal text spacing between lines of multiple-line titles. See Figure 5.15 for examples of appendix cover sheets.

Note: The SDSU Template contains one appendix cover page plus the page following. See the ReadMe file for instructions.

Formatting of the appendix material itself will vary according to content and source but, when possible, consistency with thesis text formatting should be maintained. Minimally, the appendices must meet the requirements as stipulated in Section 4.1, Overall Appearance. Regular margin requirements should be maintained, but you may use the margins given for oversized materials in Section 4.4.2 as necessary. Line spacing in this section is your choice. Documents you prepared for your research (such as questionnaires) should remain in their original form unless reduction is necessary to meet margin limits. Documents prepared using different fonts and font sizes may be included without change as long as they meet readability requirements stipulated in Section 4.1.

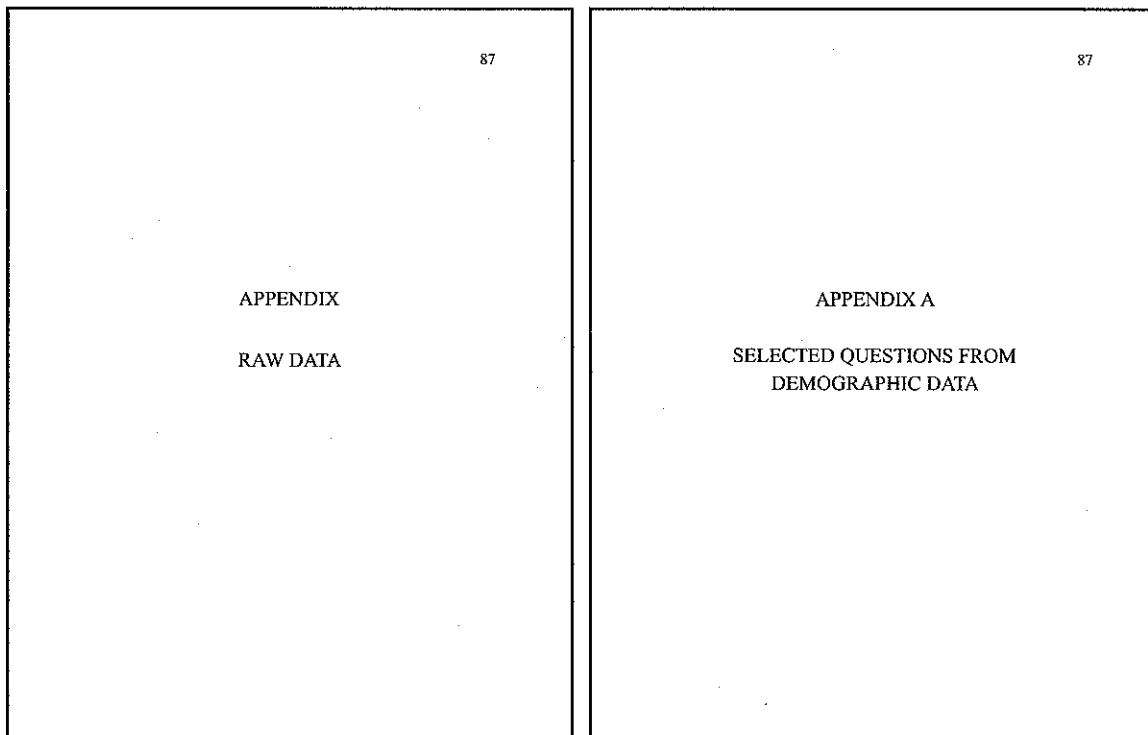


Figure 5.15. Examples of appendix cover sheets.

CHAPTER 6

MANUSCRIPT SUBMISSION AND PUBLICATION

This chapter describes the procedures you must follow once your SDSU/USD doctoral dissertation or SDSU master's thesis/project has been formatted. It includes paper and printer specifications, a checklist for submittal, the review process, and publishing information. Once your committee approves the final draft of your manuscript, you will print out the final, camera-ready document. As discussed below, the copy you submit for format review does not need to meet the paper criteria for the final, hardbound library copy.

6.1 FORMAT REVIEW COPY: PAPER AND INK

When preparing the format review copy of your manuscript, you may use ordinary paper (standard 20 lb. copier quality). However, the Dissertation and Thesis Reviewer must receive an **original printing** of the thesis set at **best** quality—not a draft-quality print or a photocopy. When your thesis is approved, you may submit it *as is* to Montezuma Publishing (see Sec. 6.6) for preparation of the library hardbound and microfiche copies. Montezuma Publishing will meet the paper and printer specifications detailed in Section 6.2. If you want to produce the paper copy to be used for the hardbound library copy, you must meet those specifications yourself; however, wait until your thesis has been officially reviewed and approved to do so.

Photographs that will require color copying may be submitted for format review as black and white photocopies or temporarily mounted on their pages. If corrections and repagination are necessary, you will need to remove and reposition that material. Therefore, when you are formatting the thesis yourself, do not incur the expense of color copying (or printing on acid-free paper) before the Dissertation and Thesis Reviewer has approved the manuscript.

CAUTION—Paste-up materials must be properly mounted with all edges firmly secured when

submitting the camera-ready copy to Montezuma Publishing for final processing (see Sec. 6.6).

6.2 HARDBOUND LIBRARY COPY: PAPER AND PRINTER

The hardbound manuscript to be shelved in the library must be laser printed on acid-free paper with a weight of 20 – 24 lbs. Montezuma Publishing provides this service (see Sec. 6.6). **The cost of providing the library hardbound and microfiche copies is your responsibility and is a requirement for graduation.** If you produce this copy, you may use 100% cotton paper (white) or any number of acid-free papers ranging from 25% cotton (white) to premium-quality laser paper as long as the weight is between 20 – 24 lbs with a brightness index of no less than 90. The higher the brightness index of the paper, the “whiter” the paper looks; therefore, the contrast is better. There is no upper limit to brightness quality for the thesis. When preparing color copies, use paper specifically manufactured for color copying with your laser printer or color copier. If you plan to print your thesis on acid-free paper that does not have a watermark stating “acid free” or “100 % cotton,” save the label or box the paper came in. You must present that as proof of acid-free (or archival) quality when you submit your thesis to Montezuma Publishing for binding and microfiche preparation (see Sec. 6.6).

The library copy must also be printed with a laser printer. Although ink jet printers can produce readable, laser-like quality, the “wet” ink degrades over time, while the dry toner in laser printers does not. Montezuma Publishing (see Sec. 6.6) meets these printer specifications using a high-quality scanner/printer. They work from your hard copy original, not from disk. If you plan on taking your thesis on disk to a commercial laser printing service, you should first save your thesis as a pdf file (Portable Document Format). If you do not, repagination and realignment may occur. To compare pricing between Montezuma Publishing and other commercial printers, see Montezuma Publishing's price list available at: <http://gra.sdsu.edu/Graduate/Thesis/montypub.pdf>.

When departments require a separate *hardbound* copy of theses for departmental libraries or faculty committees, those copies must be identical to the library copy in paper and printer specifications. **The cost of providing departmentally required copies, whether hard- or soft-bound, is your responsibility and is a requirement for graduation.**

6.3 FINAL PROOFREADING AND APPROVALS

Both you and your faculty committee are responsible for the quality of the final thesis manuscript as discussed below.

6.3.1 Proofreading

After the final copy of the manuscript has been prepared, you should read the manuscript and correct any errors. Even if you have paid for the services of a professional formatter, it is **your** responsibility to proofread the finished document to ensure that it is error free. Check for: (1) typographical or spelling errors, (2) accurate page numbers and titles in the Table of Contents, List of Tables, etc., and (3) inclusion of all parts (i.e., preliminary pages—including abstract—text, illustrations, appendices). See the checklist in Section 6.4.

6.3.2 Significance of Faculty Signatures

When the final manuscript is ready, you must submit it to your thesis committee members for their signatures. (You should have prepared the signature page as discussed in Sec. 5.1.2). This signatory approval certifies that the content of your thesis is appropriate to the field of study and that your thesis has met the academic standards of content including methodology, analysis, and source documentation. The signatures also certify that the thesis conforms to the department's style guide and that the thesis meets acceptable standards for spelling, punctuation, and grammar. If any committee member refuses to sign your thesis and the issue cannot be resolved by your faculty thesis committee, you may present the issue to your Graduate Ad-

visor. If still not resolved, you may present it to the Associate Dean of the Graduate Division.

Theses that are not in compliance with departmental regulations, even when signed by the faculty committee, will not be accepted for format review (see Sec. 6.5.1).

6.4 SUBMISSION OF MANUSCRIPT

All students may contact the Dissertation and Thesis Reviewer throughout most of each semester to informally check their manuscript for correct formatting or to ask questions. In fact, this process is encouraged. The *formal* submission process, however, differs between SDSU/USD doctoral students and SDSU master's students. This is due to the necessity of coordinating the dissertation review to meet the scheduling requirements of both universities.

6.4.1 Ed.D. with USD: Submission and Review Process

Students in the Ed.D. program with USD must submit their dissertations twice to the SDSU Dissertation and Thesis Reviewer. The dissertation draft must be submitted for the first format check at least two weeks prior to the defense, but no later than the semester deadline for the first format check—whichever comes first (reference the SDSU-USD academic calendar). This is to ensure that students will receive feedback on formatting errors by the day of their defense.

After the defense, students have one week to make any changes to the dissertation required by either the faculty committee (content) or by the Dissertation and Thesis Reviewer (format). The final, camera-ready copy of the dissertation, approved by the faculty committee (signature page is signed), must then be submitted to the SDSU Graduate Division (see Sec. 6.4.3). This submission for the final format check must occur one week after the defense, but no later than the semester deadline for the final format check—whichever comes first (reference the SDSU-USD academic calendar). Meeting these deadlines will ensure that students will be notified of any

additional formatting errors in time to make revisions, receive format approval, make publishing arrangements, pay all fees and complete all forms by the semester deadline for graduation (reference the SDSU-USD academic calendar). Note that it is your responsibility for meeting these deadlines after notification of required formatting revisions.

The format review process is discussed in detail in Sec. 6.5. Review the Submission Checklist (Sec. 6.4.3) to make sure you meet the requirements and have all the necessary materials when you arrive on campus to submit your manuscript.

6.4.2 Thesis or Project

Master's students may *formally* submit the final, camera-ready copy of their thesis/project to the Dissertation and Thesis Reviewer only after it has been approved by their faculty committee. If format revisions are necessary, students must return to the Dissertation and Thesis Reviewer as often as necessary to obtain final approval. Prior to the *formal* submittal, students are highly encouraged to contact the reviewer for an *informal* check of their thesis throughout the first half of the semester.

There are two submittal deadlines each semester. The first (or the "without-risk" deadline) is the day you must formally submit your thesis to ensure graduation during the current semester. The second (or the "last day to submit"), is the day you must submit your thesis to meet the enrollment requirement. These deadlines are explained in detail in Section 2.3.3. The format review process is discussed in Section 6.5.

Review the Submission Checklist (Sec. 6.4.3) to make sure you meet the requirements and have all the necessary materials when you arrive on campus to submit your manuscript.

6.4.3 Submission Checklist

Before submitting your dissertation/thesis to the Graduate Division, review the list below to be sure you meet the submission criteria. Also review Figure 6.1 (p. 85) to be sure that you have

closely adhered to all of the formatting requirements so that you are submitting a copy ready for format review and approval.

Requirements:

1. Enrollment: Doctoral students—you must be enrolled in Dissertation 899 at SDSU or in Dissertation 695 at USD when submitting your dissertation to the SDSU Graduate Division for format review. If enrolled at USD, you must provide proof of enrollment to the Graduate Division at that time. (Note: you must have been enrolled in each class at least once in order to graduate.) **Masters students**—you must be enrolled in either Thesis 799A or 799B when submitting your thesis for format review. (See Sec. 2.2.3.)

2. Graduation: Both doctoral and master's students should have applied for graduation for the current term. If not, be sure to apply for graduation for the term in which you expect to have completed all academic requirements.

3. Signature Page: The signature page (9 original signature pages for doctoral students on 100% cotton paper) must contain the *original* signatures of all the committee members listed on your approved Dissertation or Thesis Committee Form. The signature block should be formatted with the signatures in the appropriate order as explained in Section 5.1.2. Students experiencing difficulty in meeting this requirement by the end-of-semester deadline due to a faculty member's absence should contact the Dissertation and Thesis Reviewer or Graduate Division staff for guidance.

Materials:

1. Original print of the entire manuscript (see Sec. 6.1). The manuscript must be complete. That means it must contain:
 - Title page
 - Signature page (original signatures)

- Abstract (see Sec. 5.1.6.1)
 - Table of Contents and any necessary Lists (List of Tables, Figures, etc.)
 - Main body of the text (no pages missing)
 - References section (except for those projects that do not involve any form of literature review)
 - Appendices (if any). Appendices on **electronic media** (see Sec. 3.2.7.2, 3.3.9, 5.2.2) must be submitted to the Dissertation and Thesis Reviewer with the manuscript.
2. Library Abstract (see Sec. 5.1.6.2).
 3. *Photocopy* of the title and signature pages (for administrative use).

And, for doctoral candidates only:

4. Signed JDP-5 form
5. Proof of registration in 695 at USD (as noted under *Requirements* above).
6. *Survey of Earned Doctorates* form (a separate one must be submitted to BOTH institutions).

Submission:

Submit to the Graduate Division your manuscript, the photocopies of the title and signature pages and, for **doctoral candidates**, items 4-6 above. The manuscript should be **unbound** in an appropriately sized envelope or box. Once this process is completed, you will receive a Clearance Sheet from the Graduate Division which, along with the unbound manuscript, the separate Library Abstract page and any appendices on electronic media, must be submitted to the Dissertation and Thesis Reviewer (for the current office location, check the web site at: <http://gra.sdsu.edu/Graduate/Thesis/>).

NOTE—Clearance by the Graduate Division involves an authenticity check of the faculty members' signatures and verification of enrollment in Dissertation, Thesis or Thesis Extension.

6.5 FORMAT REVIEW

This section describes the pre-screening procedure, what to expect from the Dissertation and Thesis Review Service, and what is expected from you once your manuscript has been submitted for format review.

6.5.1 Intake Process

Upon submittal, manuscripts undergo a brief pre-screening to determine their condition. The pre-screening (see Pre-Screening Intake Form, Fig. 6.1) will result in one of the following actions:

1. Manuscripts with no obvious errors will be approved and signed off. (For dissertations, this will occur upon submittal for the final format check; see Sec. 6.4.1.)
2. **Master's theses/projects** in excellent condition (only minor errors) will be given an *expedited* review (that is, these manuscripts will be reviewed before those determined to require a full review). All **dissertations** submitted for the first format check will be expedited automatically to ensure feedback by the day of each student's defense.
3. Master's theses/projects as well as dissertations submitted for the final format check that have more than minor errors but fewer than five *areas* of non-compliance with university-wide requirements (See Fig. 6.1) will be put into queue for a *full* review. These manuscripts will be evaluated in order of submittal only after all expedited dissertations or theses have been reviewed (dissertations and theses are handled separately). See Sec. 6.5.2 regarding what this means in terms of turn-around time and graduation.
4. Master's theses/projects deemed unready for submission, as described in Section 1.4 and Figure 6.1, will be rejected and returned to the student. The faculty committee and graduate adviser will be

**PRE-SCREENING INTAKE FORM
SDSU DISSERTATION & THESIS REVIEW SERVICE**

Student Name: _____ Date: _____

- Action Taken: Expedited Review [Only minor errors]
 Full Review [Less than 5 boxes checked under "University-wide Requirements" below]
 Rejected [As stated on p. 45 of the Bulletin of the Graduate Division, thesis manuscripts deemed unready for submission will be rejected and returned to the student. A manuscript is "unready for submission" if any **one** of the following is true: (1) it is not in compliance with departmental regulations, (2) it is incomplete (something is missing), or (3) there are gross deficiencies of format or presentation. Gross deficiencies of format are considered to occur when a thesis reflects errors in five or more of the categories listed below under "University-wide Requirements."] **Note:** If your thesis has been rejected, you must be enrolled in Thesis at the time you resubmit your thesis for format review.
- Departmental Requirements.** Only three major areas of departmental formatting requirements (listed below) will be checked during the preliminary scan. Non-compliance in these areas may indicate non-compliance with departmental requirements in general. It is your responsibility to bring your thesis into compliance with **all** departmental regulations before resubmitting it to thesis review.
- Structural Format:** Proper use of Chapter, Section, or Technical format.
 - Illustrative Materials:** Applicable departmental format for tables, figures, and other illustrative materials (i.e., those not in conflict with SDSU requirements).
 - Source Documentation:** Footnotes, notes, citations in text, references, bibliography: Entries complete and in compliance with departmental and SDSU requirements.
- University-wide Requirements—Areas of non-compliance:**
- Preliminary Pages:** Correct format for Title and Signature pages, Abstract, Table of Contents, List of Tables, List of Figures, Acknowledgments, etc.
 - Page Layout:** Pagination, margins, placement and format of titles on starting pages for each part of the thesis (e.g., Acknowledgments page, Table of Contents, Chapter title pages, References), plus inclusion of and format for any applicable cover pages.
 - Text Formatting:** Typeface, spacing, paragraph indentation, block quotations, enumeration, line and page breaks.
 - Headings:** Proper application and formatting of heading levels.
 - Illustrative Materials:** SDSU format for tables and figures, identification and placement in text, and spacing requirements when integrated with text.
 - Appendices:** Formatting of oversized materials, pagination, clean and legible copy.
 - Overall Appearance:** Accuracy, consistency, and neatness throughout the manuscript.
 - Complete:** Neither the Abstract nor any other component is missing.
 - Note: If the abstract or another component is missing, a photocopy of the new material with your thesis chair's signature must be submitted with the thesis to verify that missing content was reviewed and approved.

When a thesis is rejected, copies of this form will be sent to:

- Thesis Chair
- Graduate Adviser
- Student File (Graduate Division)

Figure 6.1. Pre-screening intake form.

notified of all manuscripts that have been rejected by copy of the Pre-Screening Intake Form. The intake form will note whether the errors reflect non-compliance with either departmental or university-wide requirements or both. Consistent with current policy, students whose manuscripts have been rejected must be enrolled in Dissertation or Thesis at the time they resubmit their manuscript for format review. Since **dissertations** are reviewed twice, it is anticipated that they will be in good to excellent condition when they are submitted for the final format review. Any dissertation deemed unready for submission at the final format check will be subject to rejection as stated above.

6.5.2 Turn-Around Time

Manuscripts in queue for an expedited review normally will be reviewed within one to three weeks. Manuscripts needing a full review may wait in queue 30 working days or longer, especially during the second half of the semester. Generally, the earlier in the semester manuscripts are submitted, the shorter the turn-around time. The priority for review is: (1) revisions of previously reviewed manuscripts, (2) manuscripts in queue for an expedited review, and (3) manuscripts in queue for a full review (see Sec. 6.5.1 for definitions).

NOTE WELL – A manuscript is not likely to be reviewed in time for graduation during the current semester if: (1) it is submitted after the at-risk deadline and it requires a full review, or (2) it is submitted and goes into the queue for an expedited review during the last two to three weeks of the semester. A student whose manuscript will require a full review will be allowed to take it back immediately after the intake scan. The student can then re-read the *Dissertation and Thesis Manual* and the departmental style guide, fix the problem areas noted on the Intake Form, recheck the entire manuscript for compliance, then resubmit the manuscript directly to the Dissertation and Thesis Reviewer for a second intake scan. Alternatively, the student may take the manu-

script to a professional formatter. Students will get this “second chance” only once. If upon the second intake scan, the manuscript still requires a full review, the Dissertation and Thesis Reviewer will keep the manuscript and place it in queue for a full review according to the original submittal date.

6.5.3 Thirty-Day Deadline

This section applies to master’s students only (Sec. 6.4.1 applies to doctoral students). Once the Dissertation and Thesis Reviewer has completed the review and contacted you, a new, 30-day-to-completion deadline begins. All necessary revisions will be noted on a Thesis Revisions List. You must make all changes and submit the revised thesis directly to the Dissertation and Thesis Reviewer for final approval. You may make an appointment for an immediate review of the corrections while you wait. If corrections are still necessary, this process repeats. Once you receive final approval from the Dissertation and Thesis Reviewer, you must deliver your thesis to Montezuma Publishing and pay the required fees for the university library hardbound and microfiche copies along with any departmentally required copies. This is a graduation requirement. This entire process must occur and be completed within 30 days following the date of initial contact by the Dissertation and Thesis Reviewer.

If no corrections are necessary, you must deliver your thesis to Montezuma Publishing and pay the required fees by the publishing deadline for graduation.

NOTE WELL—Students who have not completed the above process within the 30-day period will lose priority status for review of revisions.

Normally, revisions submitted within the 30-day deadline have priority over theses that have not yet undergone initial review (that is, they are reviewed immediately or within 24 hours). Loss of priority status means that the revised thesis is put into queue with new, incoming theses. This action could result in a delay of 30-60 days during peak activity. If the delay means that the thesis review process is not completed until the

following semester, graduation will be delayed and you will be required to reapply for graduation. In extreme cases, where a student repeatedly fails to complete the process, the Graduate Dean may request that the original faculty thesis committee review the thesis for currency in the field. In such cases, the student will be required to enroll in Thesis 799B as well as to reapply for graduation. For serious and compelling reasons, the Dissertation and Thesis Reviewer may grant a one-time 30-day extension of the 30-day deadline. Request for an extension must be made in writing, either hard copy or email. However, if the extension takes you beyond the deadline for graduation, you will be required to reapply for graduation for the following semester.

6.6 PUBLICATION OF MANUSCRIPT (MONTEZUMA PUBLISHING)

After the Dissertation and Thesis Reviewer has approved your manuscript, you must arrange for preparation of the hardbound library copy and microfiche, as well as any departmentally required copies (see Table 2.3, p. 16). **This is a graduation requirement and the cost is your responsibility** (see Sec. 2.3.4).

Montezuma Publishing (at Aztec Shops, east side of campus store, lower level) provides the thesis processing service. To use this service, you should make an appointment with the Thesis Processor at Montezuma Publishing (619-594-7551). Consult their current price sheet (available at <http://gra.sdsu.edu/Graduate/Thesis/montypub.pdf>) to obtain their fees. Montezuma Publishing staff provides the library with all required copies including the microfiche. They also will deliver copies to your department or on-campus committee members. Finally, they will return the original copy (unbound if requested) and any additional personal copies to you by United Parcel Service. Alternatively, arrangements may be made for you to pick up personal copies.

Doctoral Students—The services for SDSU-USD doctoral students is slightly different. Refer to the SDSU-USD Joint Doctoral Program hand-out “Procedures for Submission and Process-

ing of the Doctoral Dissertation” for complete information.

NOTE—remember that the quality of the original manuscript approved by the Dissertation and Thesis Reviewer will be reflected in reproductions. Therefore, if your original print is somewhat light, the resulting reproductions will be light.

NOTE WELL—before delivering your manuscript to Montezuma Publishing, you must firmly secure edges of all mounted materials. Montezuma Publishing will not be responsible for damage to mounted pages that pass through automatic sheet feeders in the reproduction process or incomplete reproduction due to folded or damaged pages.

6.6.1 Options

While Montezuma Publishing can provide all of the services discussed above, you may opt to produce all or part of the library copy and any departmental or personal copies. However, keep the following requirements in mind.

1. As discussed in Section 6.2, the library copy must be printed on acid-free paper. If you submit the library copy to Montezuma Publishing, a watermark on the paper stating “acid free” or “100% cotton” must appear, or you must provide proof that the paper is acid free by supplying a label from the paper container that includes that information. Additionally, the library copy must be laser printed. Ink jet and dot matrix originals are not accepted.
2. You may provide additional sets of color pages for collating into the manuscript copies when you have included color graphics in your originals. Color copies must also be laser printed on acid-free paper designed for color copying.
3. If you need additional hardcover copies to meet departmental requirements (see Table 2.3, p. 16) or for personal use, it is less costly to arrange for the hardcover

binding of those at the same time as the library copy.

Microfilming and binding are tasks best done by Montezuma Publishing. Contact the Thesis Processor at Montezuma Publishing to discuss your particular needs and other options that may be available.

6.6.2 Special Processing

If your manuscript will be prepared as double-sided copy, tell the Thesis Processor when you place your order, as double-sided printing is not routine. Any other special processing needs should also be specifically discussed. Examples include pages where color printing or grayscale quality must be maintained (see next paragraph), requirements for 11" x 17" foldout pages, or pages that need lamination. Montezuma Publishing also can arrange for the duplication of large maps or other oversized materials that will be placed inside the back cover of your thesis; however, you may expedite processing by submitting all necessary copies to the Thesis Processor.

NOTE—when photographs and other color or grayscale-sensitive illustrations are combined on a page with text—and when those pages will be reproduced as color copies—the text may reproduce lighter or darker than other text pages. When material has been mounted on a page—with or without text—even slight differences in shades of white may be reflected. The background may also appear with a slightly grayish tint because the higher intensity necessary for good color copying tends to pick up different shades of white. Therefore, if you have specific requirements for color copying, discuss them with the Thesis Processor.

6.6.3 Hardcover Binding

The hardbound copy of the thesis to be shelved in the university library must meet the university's specifications regarding the color of the binding and the gold-embossed printing on the cover and spine. In the sections below, you will be advised of what to expect and alerted to potential problems that require your attention.

6.6.3.1 TITLING ON THE COVER

The gold printing on the **cover** of the hardbound copy will be in uppercase letters and will read as follows:

DOCTORAL DISSERTATION
SAN DIEGO STATE UNIVERSITY
UNIVERSITY OF SAN DIEGO
YOUR NAME
YEAR

MASTER'S THESIS
YOUR NAME
SAN DIEGO STATE UNIVERSITY
SEMESTER & YEAR

6.6.3.2 TITLING ON THE SPINE

The spine will contain the title of the dissertation/thesis, your last name, "SDSU" (or SDSU and USD for the dissertations) and the year. All printing on the spine will be in uppercase letters. The potential problems for the text on the spine (discussed below) include capitalization, italics and Greek symbols, long titles, and unusual surnames. It is your responsibility to familiarize yourself with these issues in advance to avoid problems with the manuscript after it has been bound.

6.6.3.2.1 Capitalization. If you have a specific requirement for **lowercase letters** in your title (e.g., species names or uppercase letters that have a different meaning than the same letters in lowercase), you **MUST** notify the Thesis Processor at the time you place your order.

6.6.3.2.2 Italics plus Greek and other symbols.

The bindery cannot accommodate either italic typeface or Greek and other symbols. Therefore, when the title of your manuscript contains text that is normally italicized (e.g., titles of books or other works), that text will be prepared in title case and underlined (if there is sufficient vertical space) or placed in quotation marks, as appropriate. Greek or other symbols must be replaced with word substitutes.

When preparing the title on the spine, the bindery copies the title as it appears on your title page. Therefore, you must use word substitutes for Greek or other symbols in the title on your title page. See Section 5.1.1 for instructions on preparing the title page.

6.6.3.2.3 Long Titles. A bound thesis of 90 or fewer pages has a narrow spine and cannot accommodate extremely long titles. This does not mean that if you have a long title, you must shorten it. However, be aware that titles that exceed the space afforded by the spine will be truncated with ellipses. Therefore your title may appear like this:

THE RELATIONSHIP BETWEEN LIVING ARRANGEMENT AND. . .	YOUR NAME	SDSU	2004
--	-----------	------	------

6.6.3.2.4 Surnames. If your surname may be incorrectly identified because it is not in the customary position (at the end of your full name), you must inform the Thesis Processor at Montezuma Publishing. An example is the inclusion of a maiden (or mother's) name following your surname without a hyphen in between. If the Thesis Processor is not notified, the resulting hardbound manuscript would reflect the maiden (or mother's) name and not your surname, causing at least two problems: (1) anyone searching for your thesis by your last name would not find it, and (2) anyone reading your thesis may not attribute the work to you. (See also Sec. 5.1.1.1.2 or 5.1.1.2.4 for instructions on the procedure for making any changes to your name in the official university record.)

If you have any questions regarding any of these procedures, contact the Thesis Processor at Montezuma Publishing at (619-594-7551).

APPENDIX A

COPYRIGHT ISSUES

Two issues regarding copyright are addressed in this appendix: (1) Use of copyrighted material in your dissertation, thesis, or project and (2) protection of your manuscript under copyright law. Since copyright law is complex and often requires the advice of legal experts, what is offered here is a general guide. This information is not a substitute for expert opinion but, rather, a starting point for further inquiry.

A.1 COPYRIGHT RESTRICTIONS

The U.S. copyright law provides federal copyright protection for both published and unpublished works. Absence of a copyright symbol (©) does not necessarily mean that a work is in the public domain. Tables and compilations are specifically covered under copyright law. Permission to reprint or adapt charts, tables, graphs, tabular arrangements, musical arrangements, etc., must be sought from the copyright holder. Every effort should be made to be sure that reproduction of the copyrighted material does not exceed the doctrine of "fair use," which considers the purpose, character, and portion of the use of copyrighted material.

A.1.1 Fair Use

Extracts and quotations may be used to a limited extent for purposes of illustration and criticism. The language of the copyright law is vague as to what constitutes fair use, so when in doubt, seek permission from the author or consult the Thesis Reviewer.

A.1.2 Securing Permission

You are expected to acquire written permission to use copyrighted material. You may include such written permission in an appendix, if you wish. Otherwise, at a minimum, a statement of permission must appear in a footnote, note to a table, or caption to a figure. The owner of the copyright may request that specific words or

phrases be used to indicate that permission was granted.

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

A.2 COPYRIGHT OF DISSERTATIONS, THESES, AND PROJECTS

Your ownership begins at the moment the manuscript or "object" is created, and the copyright law automatically provides federal protection to your unpublished work. However, there are some advantages in giving notice and registration of a copyright. Registration with the U.S. Copyright Office 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 would be important.

Students wishing more information should obtain a copy of the U.S. Copyright Office Circular R1, "Copyright Basics." This resource may be obtained from the Government Section of SDSU's Love Library or the downtown branch of the San Diego Public Library. The government also has a web site with complete copyright information as follows:

- **Information via the Internet:** Circulars, announcements, regulations, other related materials, and all copyright application forms are available from the Copyright Office Web site at www.copyright.gov.
- **Information by fax:** Circulars and other information (but not application forms) are available from Fax-on-Demand at (202) 707-2600.
- **Information by telephone:** For general information about copyright, call the Copyright Public Information Office at (202) 707-3000. The TTY number is (202) 707-6737. Information specialists are on duty from 8:30 a.m. to 5:00 p.m.

Monday through Friday, eastern time, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them from the Forms and Publications Hotline at (202) 707-9100 24 hours a day. Leave a recorded message.

The university assumes that a dissertation, thesis, or project approved by a faculty committee is primarily the product of the student's efforts. Thus, the student will usually be considered the owner of the copyrights associated with the thesis or project. Students should be aware, however, that the dissertation, thesis or project manuscript is the actual product submitted in satisfaction of one of the requirements for an advanced degree rather than the basic research, the results of which it reports. In some instances, therefore, individual faculty members may retain some copyright or patent interest in the data or other jointly developed work included in the thesis. Students are, therefore, strongly advised to resolve any questions about ownership rights to data or other elements of the manuscript in which the faculty chair may have an interest. Agreement over such issues should be obtained in writing before beginning research. To facilitate this process, an agreement form is attached (as page 2) to the Appointment of Thesis/Project Committee form. It must be completed and submitted with the Thesis Committee Form to the Graduate Division. For the entire policy regarding "Rights to Dissertation/Thesis Data and Publication Authorship," see the Dissertation and Thesis Review web site at: <http://gra.sdsu.edu/Graduate/Thesis/thesisrights.htm>.

In order to foster broad dissemination of the results of scholarly research, the student, upon submission of the work to the Graduate Division, agrees to convey to the university a license for the following uses of the product: (1) copying of the work for distribution to other libraries upon the request of those libraries; (2) inter-library loans of the work; (3) display and use of the work in the university library; and (4) circulation of the work by the university library.

These rights become effective upon the shelving of the work in the university library. The shelving of a thesis or project may be postponed for a period of usually up to one year upon written request of the student and consent of the Dean of the Graduate Division (see Appendix B). This option is not available for dissertations.

APPENDIX B

REQUESTS FOR RESTRICTED USE OF MASTER'S THESES

The university library will restrict the use of a thesis or project if the author and the chair of the thesis committee request such action and the Graduate Dean approves. The purpose of the restriction is to protect the author's right to publish or otherwise exploit the new knowledge before making it available to others.

To designate restricted use of a thesis, the author and the thesis committee chair should send a memorandum requesting restricted use to the Dean of the Graduate Division. If the dean approves, the request is sent to the archival librarian, who in turn will withhold from use all copies of the restricted thesis when they are received in the university library.

The author's memorandum to the Dean of the Graduate Division requesting restricted use of a thesis should state the following:

1. The reason for the request
2. The period of restriction (up to one year)
3. The author's address and telephone number. These will be used by the university's archival librarian in requesting permission for a reader to consult, borrow, or copy the thesis during the period of restriction. Authors may request a renewal of the restriction period for a second year by sending a memorandum to the Associate Dean of the Graduate Division specifying the reason for the renewal.

APPENDIX C

POLICY FOR SERVICE ON MASTER'S THESIS COMMITTEES

The university's criteria for appointment to a thesis committee as adopted by the SDSU Graduate Council are listed below. Departmental policies on faculty eligibility to serve on thesis committees vary somewhat, as do the procedures for selection of specific faculty to advise a particular student. Students should consult their departmental graduate adviser for information.

1. Normally, the thesis committee is composed of three full-time members of the university faculty. The chair and at least one of the other members should hold permanent (tenure or tenure-track) faculty appointments. The chair and the second member should have a full-time or joint appointment in the department in which the thesis is written. The third member of the thesis committee must be from a department other than that of the chair.
2. Normally, all thesis committee members should (a) hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department, and (b) regularly teach graduate-level courses.
3. Normally, thesis committee chairs should also have specific expertise (theoretical, methodological, or topical) in the area of the proposed thesis.
4. If a FERP or Emeritus faculty member is to serve either as a chair or 2nd/3rd member of a committee for a thesis/project, the student and faculty member must sign an Agreement for FERP or Emeriti Faculty to Serve as Thesis/Project Chair/Member. That agreement must also be approved by the department. FERP and emeriti faculty must sign this Agreement each time they serve on a student's thesis/project committee.
5. In special circumstances of direct benefit to the student, the department of the com-

mittee chair may recommend the appointment as either a second or third member of a thesis committee an adjunct faculty member or lecturer who may be expected to be available for the period required for the student to complete the thesis. Such faculty must hold a terminal degree or equivalent in an appropriate discipline and be current in the field as determined by the department. Departments should submit to the Dean of the Graduate Division the names and current vitae of any adjunct faculty or lecturers they wish to nominate as participants on thesis committees along with a cover letter from the Department Chair providing justification for the request. Adjunct faculty and lecturers must also sign an Agreement to Serve as a Member of a Thesis Committee each time they serve on a student's thesis/project committee.

6. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee or as a co-chair. Appointment as co-chair requires that the individual hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department.
7. Final appointment of the membership of thesis committees rests with the Dean of the Graduate Division. If the dean does not approve of the thesis committee recommendation, the dean will confer with the department prior to making any final decision.

Revised and approved by the Graduate Council,
October 10, 2002 and December 11, 2003

To obtain the forms mentioned in this policy and the procedures for completion and submittal, go to: <http://gra.sdsu.edu/Graduate/Thesis/commcomp.htm>

POLICY FOR SERVICE ON DOCTORAL COMMITTEES

The university's doctoral programs are among the highest level and quality of educational experiences that San Diego State University can offer. Because of the joint character of doctoral programs on this campus, it is necessary to establish criteria that can be used to identify individuals who serve on committees for doctoral students. It is the responsibility of departments or doctoral groups to specify who meets these criteria and to recommend them for participation to the dean of the college and the Dean of the Graduate Division. The department or doctoral group shall determine which individuals are qualified to teach courses or seminars appropriate for a doctoral program.

To be recommended to chair a doctoral committee, an individual should meet the following criteria:

1. Have specific expertise (theoretical, methodological, or topical) in the area(s) of the doctoral program.
2. Exhibit a strong, continuous professional record of published research through monographs, refereed journal articles, chapters in edited volumes, grants, and presentations at national and international meetings of relevant professional associations.
3. Possess a doctoral degree in the appropriate discipline.
4. Be tenured or have a tenure-track appointment.
5. Be involved in teaching at the graduate level.
6. Have demonstrated ability in directing others in research activities.
7. Additional criteria that the department or doctoral group may recommend.

In recommending other members for doctoral committees, the department or doctoral group's recommendation should be based on meeting as many of the criteria above as possible, but, at

the same time, recognizing that newer and other members of the faculty may have special expertise while not meeting all of the criteria.

An individual who wishes to participate on a doctoral committee must be recommended by the department or doctoral group. The first time an individual is being considered for a doctoral committee, supporting documentation along with the recommendation should be sent through the college dean to the Dean of the Graduate Division.

The department or doctoral group should review the qualifications of its participating faculty every five years with appropriate recommendations sent to the college dean and the Dean of the Graduate Division.

Approved by the Graduate Council
February 20, 1986

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