DISSERTATION AND THESIS MANUAL:

POLICIES, PROCEDURES, AND FORMAT

SAN DIEGO STATE UNIVERSITY

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CHAPTER 1

INTRODUCTION

The doctoral dissertation, master's thesis, or master's project[1] demonstrates a graduate student's ability to investigate, develop, and organize materials relating to a specific problem within a field of study. You must exhibit an ability to pursue research systematically and present the results in an extended scholarly statement in clear, concise English. An Electronic copy of the approved dissertation, thesis, or project is made available via the SDSU Library & Information Access website, thus making the work available to other students, to faculty, and outside researchers.

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

1.1 UNIFORM STYLE

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

1.2 FORMATTING

To ensure that SDSU theses comply with required style conventions and formatting, the dissertation and thesis reviewer (hereafter, MP reviewer) will pay particular attention to the following aspects of formatting that are discussed in detail in Chapter 4. (See also Section 5.3 for the thesis review process.)

- Overall Appearance
- Structural Format
- Page Layout
- Text Formatting
- Headings

- Illustrative Materials
- Preliminary Page Formatting
- End-Matter Formatting
- Source Documentation
- Appendices

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

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

1.3 COMPLIANCE WITH MANUAL

Theses submitted for review should comply with this manual as well as your department style guide (see Section 2.2.4). Theses found unacceptable will be rejected—an action that could have monetary and academic consequences for you (see Section 1.4).

If the department style guide conflicts with this manual, this manual will have precedence. For a problem that cannot be resolved by referring to the designated manuals, or to discuss exceptions to these requirements, consult the MP reviewer.

Note: Do not use previously approved theses as a formatting guideline for the following reasons:

1. The thesis, or theses, may have been approved according to the requirements of an earlier edition of this manual.

2. Manuscripts are altered: During the binding process, pages are trimmed; therefore, the margins of a bound thesis will not reflect the measurements stipulated in this manual.

3. Rules and conventions governing the application of specific formatting styles are not always easy to infer by looking at a published thesis.

4. Some departments have only one approved style guide. Others use recognized, peer-reviewed journals and may have several possible style guides. In the latter case, the MP reviewer checks for compliance with the published guidelines of the journal selected by individual students and approved by their faculty committees.

1.4 CONDITIONS FOR REJECTION

Manuscripts deemed unready for submission, as determined by the MP reviewer, will be rejected and returned to the student. Manuscripts are considered not ready for submission when:

1. They are not in compliance with department guidelines as described in Section 1.4.1.

2. They are not in compliance with the university's guidelines as stated in this manual (that is, there are gross deficiencies of format or presentation; see Section 1.4.2)[2].

3. They are incomplete.

1.4.1 Department Guidelines

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

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[2] To view this policy in its entirety, refer to the San Diego State University Bulletin of the Graduate Division (available in the bookstore or online at http://coursecat.sdsu.edu/bulletin/index.html) section on Basic Requirements for the Master's Degrees: Submission of Theses.

- **Structural Format:** Proper use of Chapter, Section, or Technical format (Section 4.5; Table 2.2).

- **Illustrative Materials:** Excluding titles, captions, and spacing, department format for tables, figures, and other illustrative materials (Table 2.2).

- **Source Documentation:** Department formatting for footnotes, notes, citations in text, references, bibliography as well as complete bibliographic entries (Section 4.11; Table 2.2).

If the MP reviewer determines during the intake and prescreening procedure that the above department formatting requirements have not been met, the thesis will be rejected and returned to you.

1.4.2 University Guidelines

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

- Preliminary Pages: Incorrect format for Title and Signature pages, Abstract, Table of Contents, List of Tables, List of Figures, Acknowledgements, etc (3.2.1; 3.3.3; 4.6).

- Page Layout: Pagination, margins, placement and format of titles on starting pages for each part of the thesis (e.g., Acknowledgements page, Table of Contents, Chapter title pages, References), plus inclusion of and format for any applicable cover pages (4.11.1.1).

- Text Formatting: Typeface, spacing, paragraph indentation/spacing between paragraphs, block quotations, equations, enumeration, line and page breaks (4.5).

- Headings: Improper application of heading levels and formatting of headings (4.8).

- Illustrative Materials: SDSU format for tables and figures, identification and placement in text; and spacing requirements when integrated with text, excessive bottom margins (4.10).

- Appendices: Improper formatting of oversized materials, pagination, unclean and illegible copy (4.11.2).

- Incomplete: Abstract is missing.
  Note: If the abstract is missing, a photocopy of the new material with your thesis chair's signature must be submitted to Montezuma Publishing Thesis Department to verify that the missing abstract was reviewed and approved.

If your thesis is rejected, you must bring the thesis into compliance and resubmit it to the MP reviewer. If you cannot accomplish this within the same semester (that is, by the submission deadline for the term in which you originally submitted the thesis), you will be required to reenroll in Thesis 799 (or Dissertation 899) and to reapply for graduation.

Assistance with formatting is available as follows:

- M.S. Word template (hereafter referred to as the *SDSU Template*) and helpful hints on how to use this template are is available in the Thesis section of the Montezuma Publishing website (www.montezumapublishing.com). Get familiar with the template as soon as possible so you can start using it when you start writing your document. The template contains all of the

mandatory preliminary and post-text pages, as well as styles that can be applied to text, chapter title pages, cover pages, headings, block quotations, footnotes, table titles, figure captions, and lists.

- L^AT_EX template available from the Math Department website (http://www.math.sdsu.edu/dept_resources.htm).

- Professional formatting services. Montezuma Publishing's Thesis Department offers thesis formatting services (for more information visit, www.montezumapublishing.com).

- Additionally, a list of available formatters may be obtained from the Thesis section of the Montezuma Publishing website (www.montezumapublishing.com). These professionals do not perform research, write, or significantly rewrite theses. Depending on the contract between the formatter and student, these professionals may offer editing services for minor grammar, spelling, and punctuation errors and may note areas where language could be improved. Although the list of formatters available from the Montezuma Publishing contains those professionals who have demonstrated competence in formatting SDSU theses, SDSU policy prohibits individual recommendations and does not guarantee the quality of work of any of the formatters on the list.

- If you pay for formatting services, it is still your responsibility to proofread the finished document to ensure it is error-free.

CHAPTER 2

BEGINNING THESIS RESEARCH: POLICIES, PROCEDURES, AND PLANNING CONSIDERATIONS

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

2.1 POLICIES

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

2.1.1 Animals in Research

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

The protocol (application) you will need to submit to the IACUC must be approved and signed by your thesis chair as well as the chair of your academic department. The IACUC usually meets once per month. Therefore, submit your protocol to the IACUC at least six weeks in advance of your registration deadline.

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

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

2.1.2 Human Subjects in Research

The IRB is a standing committee of the University Research Council established to ensure that research complies with federal regulations. The IRB serves to protect the rights and ensure the safety of

people involved as subjects in research sponsored by the university and to assist the investigator in complying with federal and state regulations. All research activities that involve humans or human tissues, records, or samples where results are intended for publication (including dissertations, theses or projects), distribution or, use outside of the specific instructional setting, are considered to be research and require review by the IRB in advance of initiation of that research.

Also included as research are investigations that occur within the campus instructional setting when persons affiliated with SDSU may use the data collected for research purposes.

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

2.1.2.1 RESEARCH DEFINED

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (45 CFR 46.102(d)). As described in the Belmont Report, "...the term 'research' designates an activity designed to test an hypothesis, permit conclusions to be drawn, and thereby to develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships). Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective."[3]

2.1.2.2 HUMAN SUBJECT DEFINED

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

1. data through intervention or interaction with the individual, or

2. identifiable private information.

2.1.2.3 ENROLLMENT IN 799 OR 899

Before enrolling in 799, master's students will need to submit a completed Appointment of Thesis/Project Committee Form to the Graduate Division to obtain a schedule number (see Section 2.2.1 & 2.2.3 regarding this procedure). If your thesis or project proposal includes research that involves human subjects, you must obtain IRB approval before you will be given the schedule number. Submit your protocol to the IRB at least six weeks in advance of the registration deadline. Once you receive a letter from the IRB stating that your research has been approved, you may attach a copy of the IRB letter to your completed Appointment of Thesis/Project Committee Form. The protocol approval letter must be addressed to you, individually, and the study title must be identical to your thesis title.

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

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

2.1.2.4 REVIEW PROCEDURES

To obtain guidance, information or review application forms, contact the IRB via its website (http://www-rohan.sdsu.edu/~gra/grad/research/hrpp.html), by phone (619-594-6622) or by email (irb@mail.sdsu.edu). The IRB office is located in AD-222.

2.1.3 Copyright Restrictions and Copyright of Dissertations and Theses

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

Ownership of your thesis begins at the moment the manuscript or "object" is created, and the copyright law automatically provides federal protection to your unpublished work. (For information regarding ownership of the data upon which your manuscript is based, see Section 2.1.4.) Copyright law is complex and often requires advice of legal experts. What follows is a generalized description only. It should not be taken by the reader as a substitute for expert opinion.

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

2.1.4 Rights to Thesis Data and Publication Authorship

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

In an effort to avoid such conflicts, the Graduate Council has established a policy that requires the student and faculty chair of the thesis or dissertation committee to come to an agreement on a number of

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

2.1.5 Restricted Use of Master's Theses

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

2.1.6 Plagiarism

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

1. when prior work of another has been demonstrated as the accessible source;

2. when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and

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

In short, if one purports to present an original piece but copies ideas from other sources, either word for word or by paraphrase, those sources must be properly referenced in the text (as cited in the SDSU Bulletin of the Graduate Division available in the bookstore or online at http://coursecat.sdsu.edu/bulletin/index.html). For example, plagiarism includes:

- Failure to give credit for ideas, concepts, statements, phrases, or conclusions derived by another.

- Failure to use quotation marks (or setting off a long quote with a block indent) when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.

- Claiming credit for artistic work done by someone else.

- Submitting a thesis purchased from a "research," "thesis," or "term paper" service.

- Retyping/reformatting another's paper or thesis and submitting it as your own.

- Assembling parts from various works (including other theses currently in progress) and submitting the synthesis as your work (either in part or in whole).

Theses must be individual, not collaborative, works. It is possible to have two or three students working on theses with essentially the same subject but each with a different focus. For example, students

using the same set of data but looking at the effects of different variables; students testing different brands of similar equipment to determine the validity of their results in measuring something or in enhancing some aspect of human performance. Nonetheless, every student must write his or her entire thesis individually; no part of the thesis may be written in collaboration with another person(s).

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

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

2.1.7 Master's Theses in Foreign Languages

As presentations of original research to the academic community, theses are ordinarily prepared for the university in the English language. The thesis, written in English, also fulfills the university's writing competency requirement. In certain cases, however, a thesis in the history or literary analysis of non-English languages and literatures may be presented in the subject language.

When the department graduate adviser and the members of the proposed thesis committee agree that use of a language other than English is academically appropriate for the specific research topic, they may recommend such a proposal for the approval of the Graduate Dean.

Approval shall be based in part on the provisions that:

1. An abstract of the thesis will be presented in English;

2. All members of the thesis committee shall be fluent in the subject language; and

3. The student has demonstrated competency in standard written English as determined by the department.

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

2.2 PROCEDURES

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

2.2.1 Establishment of the Faculty Committee

Forming your faculty dissertation or thesis committee and the relationship you establish with those faculty members is important for a successful thesis experience. See Appendix C for the regulations governing the composition of the doctoral and master's thesis committees. Please contact the Graduate Division for tips on selecting your committee members.

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

For master's students to be eligible to formally establish a faculty committee you must have:
1. attained classified graduate standing,

2. submitted and received approval of your official program of study [3-6 weeks],

3. attained advancement to candidacy [1-2 weeks], and

4. met any specific department requirements or prerequisites.

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

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

- any research clearances (see Section 2.1.1 and 2.1.2)

- any additional forms/recommendations for adjunct, emeritus, faculty in the early retirement program (FERP), or lecturers serving on your committee (see Appendix C)

- the signatures of your committee members and graduate adviser on page 1

- the written agreement regarding rights to data prepared and signed by you and your thesis chair on page 2.

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

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

2.2.1.1 RESEARCH CLEARANCES

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

2.2.1.2 ORDER OF SIGNATURES

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

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

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

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

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

2.2.1.3 INTERDISCIPLINARY DEGREE PROGRAMS

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

2.2.2 Approval of Topic

Before beginning formal research, you should have the approval of all members of your faculty committee and, in some cases, the approval of the department faculty in general. (For department policy, check with your graduate adviser.) Remember, if you intend to conduct research involving human or animal subjects, you are required by federal law and university policy to obtain institutional clearance before beginning such research (see Section 2.1.1 and 2.1.2).

2.2.3 Registration in Thesis 799

As noted in Section 2.2.1, you will be eligible to enroll in Thesis 799A when an approved Appointment of Thesis/Project Committee Form is on file in the Graduate Division.
Note: SDSU Students must enroll in Thesis 799 or Dissertation 899 by the 15th day of the semester. Classes cannot be added after the university add/drop deadline.

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

- 4 months (1 semester) for theses involving research with human or animal subjects,

- 2 months (or longer) for all other theses/projects.

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

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

2.2.3.1 MASTER'S THESES NOT COMPLETED
DURING 799A ENROLLMENT

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

- During any semester or term in which you use university facilities and resources (including the faculty thesis committee),

- When you submit the completed and signed thesis to Montezuma Publishing for format review.

Note: This does not mean that these are the only times you need to be registered.

According to university regulations, you must maintain continuing student status (see the Bulletin of the Graduate Division section on Leaves of Absence). Regarding your thesis, this means that if you

have been absent from the university for more than five semesters (i.e., the one-semester stopout plus four semesters with approved leaves of absence) and you have not enrolled in Thesis 799A or B either through the university or Extended Studies, you will be required to apply for readmission to the university and the department in order to enroll in thesis through the university (vs. Extended Studies).You must also apply for readmission (and provide a transcript of courses taken) if you have attended another institution during any period of absence.

2.2.3.2 REGISTRATION IN 799B

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

2.2.3.3 FULL-TIME/PART-TIME STATUS

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

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

2.2.4 Use of Department Style Guides

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

1. to deal with formatting issues not addressed in the *SDSU Dissertation and Thesis Manual*

2. when specifically directed to do so by the *SDSU Dissertation and Thesis Manual* Consequently, you will be combining instructions from both sources. When there are conflicts, the *SDSU Dissertation and Thesis Manual* will have precedence.

Note: Do **not** use a previously approved thesis as an example of style or format. It is common for faculty to recommend that students look at previous theses for examples of content and organization, but you should not consider previous theses as examples of format for the reasons discussed in Section 1.4, "Conditions for Rejection of Theses."

2.2.4.1 STYLE GUIDE ACRONYMS

Several published style manuals are referred to in Table 2.2, by their acronyms or by the author's last name. Table 2.1 lists these acronyms with their full names, authors' names, most recent edition available at the time this manual went to print, and websites, when available. Consult your thesis chair or department graduate adviser. Make sure these materials are up to date. The format review will be based

on the most recent edition of your department style guide at the time your thesis is submitted for official review.

The academic departments for the Master of Arts (MA) and Master of Science (MS) programs in Interdisciplinary Studies are determined at the time the degrees are developed with the student (see the Bulletin of the Graduate Division alphabetical section on Courses and Curricula). The department formatting requirement in effect for the department to which the thesis chair belongs is normally used. Questions regarding formatting for interdisciplinary degree theses should be directed to the MP reviewer.

2.2.4.2 DEPARTMENT INFORMATION

Table 2.2 identifies the following:

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

- The currently recognized department approved style guides by department or program, i.e., the format you must follow for references, tables, figures, and formatting requirements that are not specified in this manual.

- The type of text formatting styles that are allowed by each department. (See Section 4.5 for an explanation and examples of the three possible formatting styles.)

- The department requirements for bound thesis copies (in addition to the university- required electronic copy for the library, discussed in Chapter 5).

2.3 PLANNING CONSIDERATIONS

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

2.3.1 Timeline

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

- What steps need to be completed before I can enroll in Thesis 799 and what is the registration deadline? (See Section 2.2.1 and 2.2.3.)

- What other university deadlines do I need to know about and when do they occur? (See Section 2.3.3.)

- Do I need to plan for human or animal subject research clearances? (See Section 2.1.1 and 2.1.2.)

- At what point will the full committee be involved in reading my thesis, i.e., will my prospective thesis chair want to approve a next-to-final draft before allowing it to go to the rest of the committee?

- If your department requires an oral defense (or presentation), when is it normally scheduled?

- Will the committee members be available when I anticipate that I will need them?

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

2.3.2 Time Considerations for Formatting

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

1. Learn and apply department formatting requirements. Normally, students must follow these requirements in their classes while in the master's degree program. If this has not been the case, plan accordingly. Also, see Section 4.11.1 for SDSU requirements regarding source documentation.
   Note: Know what information you will need to include in your in-text citations and bibliography BEFORE you begin your literature review.

2. Learn and apply the formatting requirements specified in this manual. Read through this manual once before you prepare your timeline so that you will have an idea of what is involved.

3. Formatting the thesis: It is better to format as you write rather than waiting until the thesis is finished. In either case, this part can take longer than you might think. The Thesis Department at Montezuma Publishing offers formatting services to help with this process. In addition, Montezuma Publishing has a list of other professionals on its website (www.montezumapublishing.com) who also offer thesis formatting services.

2.3.3 Deadlines

The responsibility for meeting deadlines rests with you, not the faculty or Montezuma Publishing. Check for the deadline dates you will need to meet as you prepare your timeline. These dates are posted on the Thesis section of the Montezuma Publishing website (www.montezumapublishing.com).

- **Enrollment in Dissertation 899 or Thesis 799A:** You must enroll in Thesis 799A by the 15th day of the semester (the add/drop deadline). See Section 2.2.3 for details.

- **Application for graduation:** You must apply for graduation; it is not automatic upon completion of requirements. Because the deadline falls very early in each semester, you may consider submitting your application the term prior to your anticipated graduation.

- **Without-risk deadline for Master's thesis submittal:** This is the date by which you should submit your thesis if you plan to graduate during the current semester. This deadline does not guarantee that your thesis will be approved in time for you to meet the final deadline for graduation. Rather, it guarantees that your thesis will be reviewed and returned to you in time to

make corrections (if necessary) so you may submit it again before the final deadline. This deadline was established to give you some indication of the time the thesis reviewer typically needs to process the large number of manuscripts submitted each semester. For more detail about this process and turn-around time for review, see Section 5.3.2. Doctoral students, see Section 5.2.1 and your program coordinator for applicable dates.

- **Final deadline:** Joint doctoral students should refer to their program's academic calendars for this date. Master's students should refer to the SDSU academic calendar for the final deadline. For both doctoral and master's students, this deadline must be met in order to qualify for graduation during the current semester. In order to meet this deadline your thesis or dissertation must have passed review and you must have paid the fees relating to the university requirements. Departments may also require copies of your thesis or dissertation (see Table 2.2). Refer to Section 5.2 – 5.4 for information regarding format review procedures and manuscript processing. Doctoral students should also obtain related information from their program coordinator.

- **Last day to submit:** If you miss the final deadline, you may submit by this deadline to avoid having to re-enroll in 799 or 899; however, you will still need to re-apply for graduation for the following semester. *Exception*: If a majority of the formatting requirements as specified in the SDSU Dissertation & Thesis Manual and department style guide (including source documentation) have not been followed, your thesis will be rejected.

Expenses for which you are responsible include registration fees and fees associated with providing the university library with the required copies as well as any department required copies (see Table 2.2). Note that provision of the library and department copies is a graduation requirement. Finally, depending on the nature of your thesis, there may also be costs associated with conducting your research.

Table 2.1. Style Manuals

ACS	American Chemical Society (ACS) Style Guide: A Manual for Authors and Editors, 2nd ed. Edited by J.S. Dodd. Washington, DC: ACS, 1997. ACS website: www.ChemCenter.org
AIP	American Institute of Physics (AIP) Style Manual, 4th ed. New York: AIP, 1990. AIP website: www.aip.org
APA	Publication Manual of the American Psychological Association (APA), 6th ed. Washington, DC: APA, 2009. APA website: www.apa.org
APSA	American Political Science Association (APSA), Style Manual for Political Science; rev. ed. Washington, D.C.: APSA, 2001 APSA website: www.apsanet.org
ASA	American Sociological Association (ASA) Style Guide, 4th ed. Washington, DC: ASA, 2010. ASA website: www.asanet.org
Chicago	The Chicago Manual of Style, 16th ed. University of Chicago Press, 2010. Chicago website: www.chicagomanualofstyle.org
MLA	*MLA Handbook* for Writers of Research Papers, 7th ed. New York: MLA, 2009. MLA website: www.mla.org
L^AT_EX	Specialized text formatting program (sciences). A "sample thesis" with the department style instructions, as well as a LaTeX template for SDSU thesis formatting, is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources. Be aware that you may need to modify the template depending on the contents of your thesis.
LSA	Language, Journal of the Linguistic Society of America (LSA). The LSA style sheet is available from: www.lsadc.org/language/langstyl.html
Turabian	Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations, 7th ed. Chicago, London: University of Chicago Press, 2007.
Department	See Table 2.2 for specific references to department style guides not listed here. Check with the department graduate adviser or department secretary for any supplemental style sheets.

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

Table 2.2. Department Information: Degrees Offered, Acceptable Text Formats, Style Guides, and Copy Requirements

Department, School, or Program	Degrees Offered	Approved Text Formats[1]	Department Style Guide	Copy Requirements
Aerospace Engineering and Engineering Mechanics	•Master of Science in Aerospace Engineering	Chapter/**Technical**	AIAA Journal[2] or Chicago Author/Number[3]	Dept library - 2 hardbind
Anthropology	•Master of Arts in Anthropology	**Chapter**/Section/Technical	American Anthropologist[2], American Journal of Physical Anthropologists[2], or APA	Dept library - either bind
Art, Design, and Art History	•Master of Arts in Art •Master of Fine Arts in Art	**Chapter**/Section/Technical	Art History: Turabian; MFA & Studio Arts Projects: APA	Dept library - either bind
Asia Pacific Studies	•Master of Arts in Asian Studies	**Chapter**/Technical	Turabian or Ask Advisor	None
Astronomy	•Master of Science in Astronomy	Chapter/Section/Technical	Astrophysical Journal[2]	Dept library - hardbind, chair - softbind
Bioengineering	•Master of Science in Bioengineering	**Chapter**/Technical	Journal[5] or Chicago Author/Number[3]	Dept library - hardbind
Bioinformatics & Medical Informatics	•Master of Science in Bioinformatics & Medical Informatics	Chapter/**Section**/Technical	All, Journal[5] (*Nature* see advisor)	None
Biology	•Master of Arts in Biology •Master of Science in Biology •Master of Science in Microbiology	Chapter/**Section**/Technical	Journal[5]	None
Business Administration, College of (all departments)	•Master of Science in Accountancy •Master of Science in Business Administration •Master of Business Administration (MBA) •MBA and MA in Latin American Studies[6] •MBA and Juris Doctor[6]	**Chapter**/Section/Technical	Journal[5] or APA	Ask Advisor
Chemistry	•Master of Arts in Chemistry •Master of Science in Chemistry	**Chapter**/Technical	Journal[5] and either ACS[2] or Department	Dept library - hardbind

Department, School, or Program	Degrees Offered	Approved Text Formats[1]	Department Style Guide	Copy Requirements
Chicano Studies	•Master of Arts in Chicana and Chicano Studies	Ask Advisor	Ask Advisor	Ask Advisor
Child & Family Development	•Master of Science in Child Development	**Chapter**/Section	APA	Ask Advisor
Civil & Environ. Engineering	•Master of Science in Civil Engineering	Chapter/Technical	Chicago Author/Year	Dept library - hardbind
Communication	•Master of Arts in Communication	Chapter/Section/Technical	APA or MLA	Dept library - hardbind, 3 either bind
Communicative Disorders	See Speech, Language, & Hearing Services			
Computational Science	•Master of Science in Computational Science	**Chapter**/Technical	Ask Advisor	Ask Advisor
Computer Science	•Master of Science in Computer Science	Chapter/**Technical**	L^AT_EX[4]	Ask Advisor
Counseling and School Psychology	•Master of Science in Counseling	Chapter/**Section**	APA	Ask Advisor
Creative Writing	See English & Comparative Literature			
Economics	•Master of Arts in Economics	Chapter	APA, MLA, or Chicago	None
Education (all departments, except Counseling)	•Master of Arts in Education •Doctor of Education[7]	Chapter	APA (exceptions to APA for the Ed.D must be approved by the dissertation chair)	None
Electrical and Computer Engineering	•Master of Science in Electrical Engineering	Chapter/**Technical**	Any IEEE Journal[2] or Chicago Author/Number[3]	Dept library - hardbind
English and Comparative Literature	•Master of Arts in English •Master of Fine Arts in Creative Writing	**Chapter**/Section	MLA	None
Exercise and Nutritional Sciences	•Master of Arts in Kinesiology •Master of Science in Exercise Physiology •Master of Science in Nutritional Science •Master of Science in Nuritional Science and Master of Science in Exercise Physiology[6]	Chapter/Section	APA or Journal[5]	Dept library - either bind, chair - either bind
European Studies	•Master of Arts in French	**Chapter**/Technical	MLA	Ask Advisor
Geography	•Master of Arts in Geography •Master of Science in Geography	Ask Advisor	Ask Advisor	None

Department, School, or Program	Degrees Offered	Approved Text Formats[1]	Department Style Guide	Copy Requirements
Geological Sciences	•Master of Science in Geological Sciences	Chapter/**Section**	GSA Journals[2], AAPG Bulletin[2], Journal[5], or APA	Dept library - either bind, chair - ask preference
Gerontology	•Master of Science in Gerontology	**Chapter**/Technical	APA	Ask Advisor
History	•Master of Arts in History	Chapter	Ask Advisor	None
Homeland Security	•Master of Science in Homeland Security	Chapter	All - see chair	Dept library – black hardbind
Interdisciplinary Studies	•Master of Arts in Interdisciplinary Studies •Master of Science in Interdisciplinary Studies	Follow style of committee chair's department.		Ask Advisor
Latin American Studies	•Master of Arts in Latin American Studies	Ask Advisor		Ask Advisor
	•Master of Business Administration and Master of Arts in Latin American Studies[6] •Master of Latin American Studies and Master of Public Health[6]	**Chapter**/Section/Technical	APA (preferred), or BA department	Ask Advisor
Liberal Arts and Sciences	•Master of Arts in Liberal Arts and Sciences	Chapter/Section/Technical	MLA, Chicago, or APA	Ask Advisor
Linguistics and Asian and Middle Eastern Languages	•Master of Arts in Linguistics	Chapter/Section/Technical	APA or LSA	Ask Advisor
Mathematics and Statistics	•Master of Arts in Mathematics •Master of Science in Statistics	Chapter/**Technical**	APA or L^AT_EX[4]	None
	•Master of Science in Applied Mathematics •Master of Science in Biostatistics	Chapter/**Technical**	L^AT_EX[4]	None
Mechanical Engineering	•Master of Science in Mechanical Engineering •Master of Engineering in Manufacturing and Design	Chapter/Technical	Chicago Author/Number[3]	Dept library - hardbind
Microbiology	See Biology			
Music and Dance	•Master of Arts in Music •Master of Music	Chapter	Turabian	Ask Advisor
Nursing	•Master of Science in Nursing	Chapter	APA (Turabian for historical theses)	Dept library - hardbind, chair - ask preference
Nutritional Sciences	See Exercise and Nutritional Sciences			

Department, School, or Program	Degrees Offered	Approved Text Formats[1]	Department Style Guide	Copy Requirements
Philosophy	Master of Arts in Philosophy	Chapter/Section/Technical	Chicago	None
Phys Ed/Kinesiology	See Exercise and Nutritional Sciences			
Physics	•Master of Arts in Physics •Master of Science in Physics •Master of Science in Radiological Health Physics	Chapter/Technical	AIP or L^{A}T$_E$X[4]	Dept library - hardbind
Political Science	•Master of Arts in Political Science	Chapter	APSA Style Manual for Political Science	Ask Advisor
Psychology	•Master of Arts in Psychology •Master of Science in Psychology	Chapter/**Section**	APA	Ask Advisor
Public Affairs	•Master of City Planning •Master of Public Administration	Chapter	APA or MLA	Dept library - hardbind
	•Master of Science in Criminal Justice and Criminology	Chapter	APA or ASA	Dept library - hardbind
Public Health	•Master of Science in Public Health •Master of Public Health •Master of Public Health and Master of Social Work[6]	**Chapter**/Technical	APA	Ask Advisor
Regulatory Affairs	•Master of Science in Regulatory Affairs	Technical	APA, MLA, or Chicago	Dept library - hardbind
Rhetoric and Writing Studies	•Master of Arts in Rhetoric and Writing Studies	Thesis – Chapter Project – Section	MLA or APA	Chair - softbind
Social Work	•Master of Social Work •Master of Social Work and Juris Doctor[7]	**Chapter**/Technical	APA	None
Sociology	•Master of Arts in Sociology	**Chapter**/Technical	ASA or APA	Dept library - either bind
	•Master of Science in Criminal Justice and Criminology	Chapter	APA or ASA	Dept library - either bind
Spanish	•Master of Arts in Spanish	Chapter	MLA or Turabian	Ask Advisor
Speech, Language and Hearing Sciences	•Master of Arts in Speech, Language, and Hearing Science	Chapter	APA	Dept library - hardbind & 3 either bind for committee
Statistics	See Mathematics and Statistics			

Department, School, or Program	Degrees Offered	Approved Text Formats[1]	Department Style Guide	Copy Requirements
Theatre, Television and Film	•Master of Arts in Theatre Arts •Master of Fine Arts in Theatre Arts •Master of Fine Arts in Theatre Arts with a Concentration in Musical Theatre	**Chapter**/Technical	MLA	Dept library - hardbind
	•Master of Arts in Television, Film, and New Media Production	Chapter/Section/Technical	MLA	Digital copy to be provided by the student
Women's Studies	•Master of Arts in Women's Studies	Chapter/Section/Technical	All – see chair	Dept library - softbind

[1] Bold designates the preferred format. See Chapter 4, Section 4.5 for descriptions of these formatting styles.

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

[3] Author-number system of referencing based on the Chicago style manual. Brackets [ ] used in text. Please see the example page on the Montezuma Publishing website (www.montezumapublishing.com), under the FAQ section of Thesis Review or Appendix E of this manual.

[4] The style guide contained in the pdf file, "Sample Thesis," is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources. There is also a thesis template (programmed in L^AT_EX) from that site. Some faculty prefer that students use the L^AT_EX program (vs. M.S. Word, e.g.); check with your thesis chair.

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

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

[7] Doctoral degree granted jointly with the University of San Diego.

CHAPTER 3

ORGANIZATION OF DISSERTATIONS, THESES AND PROJECTS

Dissertations, theses and thesis projects have a similar overall structure. How information is arranged and presented may differ depending on the discipline, the subject, and the requirements of specific programs.

3.1 TITLE 5 DEFINITIONS

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

- A **thesis** is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

- A **project** is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

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

3.2 THE DISSERTATION AND THESIS

Most dissertations and theses are distinguished by certain elements found in the text, such as an introduction to the study, review of the literature, methodology and results sections, a summary, and recommendations for further research. However, there may be structural differences between quantitative and qualitative theses, and department requirements differ across the university. Therefore, the following framework and explanation is offered as a general guide only. Students should consult with their dissertation/ thesis chair or program adviser for department requirements.
Note: If proposals for dissertations, theses or projects include research involving animal or human subjects they are subject to review and approval by the university animal or human subjects committees (see Section 2.1.1 and 2.1.2).

3.2.1 Preliminary Pages

This pre-text segment contains the title, signature, and copyright pages, abstract, table of contents and other lists, acknowledgments (except for Department of Biology, see Chapter 4), and all other prefacing information.

The abstract, written in narrative style, is a brief, comprehensive summary of the contents of the thesis. Abstracts normally should be 500 words or less. For all dissertations, the abstract must not exceed 350 in order to comply with University Microfilms International guidelines for dissertation publication. The abstract allows readers to survey the contents of the manuscript quickly. Like a title, it is used by abstracting and information services to index and retrieve the manuscript. The abstract should never present the main points of the manuscript in a list or other serial form and it should not contain source documentation (citations).

Most people will have their first contact with your thesis while reading the abstract as part of a literature search. The abstract needs to be succinct, quickly comprehensible, accurate, and informative. See Section 4.6.6 for formatting.

3.2.2 Introduction to the Study

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

3.2.2.1 BACKGROUND

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

3.2.2.2 STATEMENT OF THE PROBLEM

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

3.2.2.3 PURPOSE OF THE STUDY

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

3.2.2.4 THEORETICAL BASES AND ORGANIZATION

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

3.2.2.5 LIMITATIONS OF THE STUDY

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

3.2.2.6 DEFINITION OF TERMS

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

3.2.3 Review of the Literature

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

- Provide evidence supporting the historical, theoretical, and research background for the study.

- Define how the investigation differs from other studies in the field.

- Show how the study relates to other research studies in similar areas.

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

3.2.4 Methodology

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

3.2.4.1 DESIGN OF THE INVESTIGATION

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

3.2.4.2 POPULATION OR SAMPLE

In this demographics section, describe the principal characteristics of the population selected. If a random sample is used, describe the general population from which the sample was selected and the sampling procedure used.

3.2.4.3 TREATMENT

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

3.2.4.4 DATA ANALYSIS PROCEDURES

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

3.2.5 Results and Discussion

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

3.2.5.1 PRESENTATION OF THE FINDINGS

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

3.2.5.2 DISCUSSION OF THE FINDINGS

In this section, the results you have just presented should be discussed in relation to each question or hypothesis. Inferences, projections, and probable explanations of the results may also be included. Discuss the implications of patterns and trends, and include any secondary findings.

3.2.6 Summary, Conclusions, and Recommendations

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

3.2.7 End Matter

This post-text segment, discussed below, contains the references (or bibliography) and appendices (if any). For formatting requirements, see Chapter 4.

3.2.7.1 REFERENCES

The reference list, called References, Work Cited, Literature Cited, or Bibliography depending on which department style guide is used, directly follows the last text chapter. An exception is made for biology theses, where it follows the Acknowledgments section in the end matter. This section lists all references cited in the text either directly or indirectly and must include sources from which material has been adapted for use in tables and figures. This list may also include additional relevant sources as discussed in Section 4.11.1.

3.2.7.2 APPENDICES

Material too detailed for inclusion in the body of the text or that cannot be effectively presented due to its length/size may be included in the appendices. Tables and graphs that have been introduced in the main body of the text are normally included immediately following their first reference. They should not be placed in the appendices unless specifically approved by the student's thesis committee. Appendix

examples include questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, human/animal subjects research approvals, or personal correspondence. When extraordinarily long (e.g. 30+ pages of computer code), appendices may be placed on electronic media. In that case, the following statement must be included in the text of the thesis and in the abstract: "The DVD (or CD-ROM, etc.), an appendix to the thesis, is available for viewing at the Media Center of Library & Information Access." For instructions on how to label the media (same as oversized materials), see Section 4.10.2.3, and for Table of Contents information (see Figure 4.12, p. 58). Media which will be placed in the Library & Information Access must be included with the thesis when it is officially submitted to the MP reviewer.

3.3 THE PROJECT

Based on the Title 5 definition of projects (see Section 3.1), the Graduate Council of San Diego State University has approved projects for some disciplines as an alternative to the thesis. It further defined a project as a freestanding creation of the student that is complete in itself, but stipulated that the project be presented in an academic context (the "abstract" mentioned in Title 5). Therefore, the student must also submit a written report approved by the faculty committee and presented in a format suitable for shelving in the university library (see Chapters 4). The intent is to provide the student with an opportunity to demonstrate how the project represents the culmination of an advanced course of study that warrants the award of a master's degree. In this context, the Graduate Council is concerned with the manner in which the material is researched, organized, developed, and presented. The written report must address the project's significance, objectives, and methodology at a minimum. Most project reports will also include a conclusion or recommendation.

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

3.3.1 Types of Projects

Projects can be classified in two different ways:

- Creative or applied art, depending on whether they originate from one of the fine or performing arts (Section 3.3.1.1) or one of the professional fields (Section 3.3.1.2), respectively

- Print or media projects.

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

3.3.1.1 FINE AND PERFORMING ARTS

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

3.3.1.2 PROFESSIONAL FIELDS

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

3.3.1.3 PRINT AND MEDIA PROJECTS

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

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

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

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

3.3.2 Organization of the Project

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

1. Title page (on which the word "Project" is substituted for "Thesis")

2. Signature page (on which the word "Project" is substituted for "Thesis")

3. Table of Contents

4. Abstract (Section 3.3.3; Section 4.6.6 for formatting). The Creative Writing abstract serves also as the Introductory Statement and, therefore, must contain at least 500 words (see Section 4.12.2)

5. Introductory Statement (see Section 3.3.4; not required for Creative Writing projects)

There will be structural differences in the written reports for the various types of projects. In addition, department requirements differ across the university. Therefore, the framework outlined below is offered as a general guide only and should be adapted as necessary. Students should consult with their project chair or graduate adviser for department requirements.

3.3.3 Preliminary Pages

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

The abstract should be written in narrative style, and should be a brief, comprehensive summary of the contents of the thesis. Abstracts, preferably, should be 500 words or less except for Creative Writing projects (see Section 4.12.2) and dissertations (see Section 3.2.1). The abstract allows readers to survey the contents of the manuscript quickly and, like a title, is used by abstracting and information services to index and retrieve the manuscript. The abstract should never present the main points of the manuscript in a list or other serial form and it should not contain source documentation (citations).

Most people will have their first contact with your project while reading the abstract as part of a literature search. The abstract needs to be succinct, quickly comprehensible, accurate, and informative. See Section 4.6.6 for formatting.

3.3.4 Introduction to the Project or Introductory Statement

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

3.3.4.1 PURPOSE OF THE PROJECT OR PROBLEM STATEMENT

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

*   **Print project:** Explain why you chose to attempt this project. Include personal interest as well as other identified needs that the project will help satisfy. Why is the project significant?

*   **Media project:** Explain what prompted your interest in the project. Include any historical background, current technology, and/or future dimensions in the field of study. Provide a setting and focus for the project.

3.3.4.2 SCOPE OF THE PROJECT

Explain the project in terms of content and format. For example:
- **Print project:** Include specific information regarding the subject matter, the intended audience, how the project is to be used, and the results or effects expected.

- **Media project:** Specify the audience to which it is directed and the context in which it is to be presented.

3.3.4.3 SIGNIFICANCE OF THE PROJECT

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

3.3.4.4 LIMITATIONS OF THE PROJECT

If applicable, discuss any limitations in relation to the content and technical aspects, including external conditions, resources, time, and your abilities.

3.3.4.5 DEFINITION OF TERMS

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

3.3.5 Review of Related Literature

This section constitutes the major research effort of the project. It provides an assessment of the place the project occupies within the academic discipline. It also provides the source material for the content. Ultimately, it justifies the need for the project, the treatment selected, or both. This section should end with a summary of the review synthesizing the literature and identifying the various approaches and themes or products produced.
- **Print project:** The literature review for a print project puts the project in the context of existing information in the field. Therefore, you should review and cite related sources and discuss their strengths and weaknesses pertaining to the purpose of the project. Also discuss the theories or techniques examined and their respective implications for the study.

- **Media project:** This review also defines how the project differs from other media productions in content, format, or techniques. Your description of how the work is related to existing media with a similar purpose will provide a rationale for the approach and techniques chosen for the project. Related media productions should be cited and evaluated. Discuss the techniques used and their applicability to the present study.

3.3.6 Methodology or Treatment

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

accomplish the project should be described here. In the theatre arts, for example, this may include but must not be limited to a day-to-day journal. When applicable, discuss the effectiveness of the techniques, tools, or materials selected.

3.3.7 Summary, Conclusions, and Recommendations

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

- **Print project:** In the summary, present an overview of the previous sections and explain how the final project addresses issues that have been raised. If conclusions are presented, they should validate both the need for the study and explain how the present study responded to that need. Any recommendations should include comments regarding content, technique, and the process of creating a project of this type.

- **Media project:** As with print projects, present a summary and overview of the project. This section should evaluate the process of production from concept to final product. Both positive and negative conclusions found as a result of the study should be discussed. Describe the areas in which the study might have been improved and how problems were addressed. Recommendations, if any, should include comments regarding content, technique, and the production process as a whole. They should provide the reader with information for future media productions of a similar kind.

3.3.8 References

Cite references according to the department style guide and be sure to include every source cited in the study, including material that has been adapted for use in tables and figures. The important thing is to give due acknowledgment to those artists, authors, or professional practitioners who had an influence on the work presented in the project.

3.3.9 Appendices

Usually, a print project is placed in the Appendix. If exceedingly large, that appendix may be treated as a separate volume. In this case, reference to it must be included in the text of the report and the abstract, and it must be listed in the Table of Contents as Volume II. When the appendix is on electronic media or on slides, the following type of statement must be included in the text of the report and in the abstract: "The DVD or CD-ROM, etc., an appendix to the project, is available for viewing at the Media Center of Library& Information Access." For instructions on how to label the media (same as oversized materials), see Section 4.10.2.3, and for Table of Contents information, see Figure 4.12, p. 52. Media which will be placed in Library & Information Access must be included with the thesis when it is officially submitted to MP reviewer.

CHAPTER 4

FORMATTING INSTRUCTIONS

Dissertations, theses, and thesis projects (referred to as "theses" throughout this manual for brevity) must adhere to the format guidelines outlined in this manual as well as to basic standards of clear English. These requirements impose a basic uniform structure for theses from various, diverse disciplines. Simultaneously, sufficient flexibility ensures that theses from every department reflect the standards and practices unique to the field of study. The department style guides are listed in Table 2.2. You must follow those guidelines—especially for citations in text and the reference list, and for the preparation of tables and figures—except when they conflict with this *SDSU Dissertation and Thesis Manual*. **When conflicts occur, the *Dissertation and Thesis Manual* takes precedence**. If questions arise, consult the MP reviewer. Do **not** use a previously approved thesis as an example of department style or university format (see Section 1.4 about Conditions for Rejection of Theses).

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

- M.S. Word, available in the Thesis section of the Montezuma Publishing website (www.montezumapublishing.com)

- LaTeX, available at http://www.math.sdsu.edu/dept_resources.htm

Many faculty members encourage students to hire professional formatters who are experienced in using word processors and other computer software. The Thesis Department at Montezuma Publishing offers a list of professional formatters on its website (www.montezumapublishing.com); however, the university cannot guarantee the quality of work of the formatters on the list.

4.1 FONTS

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

4.1.1 Font Style

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

If you have a question about the acceptability of the font you have chosen, check with the MP reviewer.

Greek and other symbols may be used in your thesis but, when included in your thesis title, cannot be accommodated on the hardbound cover (see Section 5.4.3).

4.1.2 Font Size

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

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

4.1.3 Font Consistency

The same font style must be used throughout the thesis, including titles, headings, and page numbers. Tables and figures should also be prepared using the same font style and size as that used in the text. If necessary, a smaller font size (**but nothing less than 8 pt.**) may also be approved for the preparation of tables, figures, and appendices. However, the font style should remain the same as or as close to the text font style as possible, in most cases (see Section 4.10.2.1). If you have problems maintaining consistency in font style with tables, figures, or other illustrations, consult the MP reviewer. When footnotes are automatically produced by word processors, they are typically reduced by one or two point sizes from that used in the text, and that is appropriate and desirable. (See Section 4.11.1.2 for more about formatting footnotes.)

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

4.1.4 Font Color

The use of color in charts and graphic illustrations is permitted (see Section 4.10.4). However, the text of your thesis should always be printed in black ink. This includes Internet addresses in text, notes, or reference lists. The easiest way to do this is to turn off the automatic linking function in your software program before you start writing. Otherwise, use a "remove link" function for each instance, or highlight linked text, remove underlining, and change the font color to black. Be sure to choose black and not automatic or the electronic address will remain blue when printed.

4.2 PAGINATION

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

1. The first two pages of the manuscript, i.e., the title and signature pages,

2. When printing back-to-back, the blank, left-facing pages in the preliminary sections. Students preparing manuscripts for copying on both sides of the page should consult Section 4.13 on "Back-to-Back Formatting" for other page numbering rules as well as the alternate placement of page numbers and margins.

Except for #2, the *SDSU Template* addresses all pagination issues discussed in this section.

4.2.1 Pagination Sequence and Style

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

Arabic numerals are assigned to the rest of the manuscript including the end matter, starting with page 1. All pages must show page numbers, except as noted in 4.2 above. Therefore, Chapter 1 and the first page of each subsequent chapter must be paginated. Text cover pages (preceding full-page figures, for example) and appendix cover pages must also show page numbers. Various examples are shown in Figures 4.15; 4.19, and 4.23.

4.2.2 Placement of Page Numbers

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

	2
Table 1. Landscape Example of a graphic in landscape orientation where the illustration flows in a different direction than the page number	

	3

Example of a text or illustration page in portrait orientation. Page number is in upper right-hand corner.
 	
  5/8" from the top of the page.
 	
  1" from the right side of the page.	
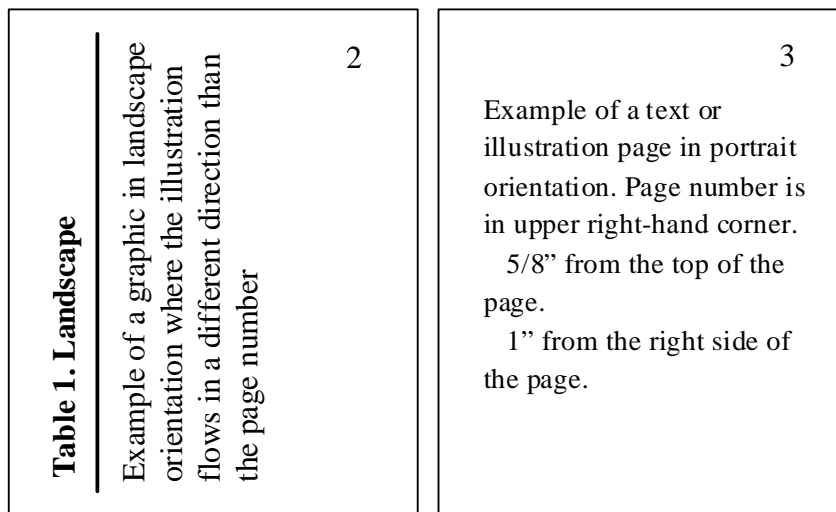
Figure 4.1. Example of pagination for portrait and landscape orientation.

4.3 MARGINS

The following uniform page margins must be maintained for pages whether for text, tables, figures, or appendices. An exception for some oversized materials is discussed in Section 4.3.2. Left margin, 1-1/4 (1.25) inches; Top margin, 1 inch ; Right margin, 1 inch ; Bottom margin, 1 inch.

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

Regarding the top margin: Automatic page numbering places page numbers in the area your word processing program designates for headers or footers. For example, M.S. Word places headers outside of the top margin, so you will set the top margin at 1" and the header at 0.63" for the page number.

The left and top margins should not vary from page to page. All text, text headings, and tables or figures when combined with text should start at the 1" top margin position. Exceptions include section title pages (see Section 4.3.1), table and figure pages not combined with text, and oversized tables and figures as discussed in Sections 4.3.2, 4.10.2, and 4.10.2.3.

The right margin will appear to vary when using the mandatory left-aligned text justification. (See Section 4.5 as well as 4.9.2.1 regarding hyphenation).

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

- on the copyright or cover pages, where the text is centered on the page,

- on table or figure pages that contain no text (see Section 4.10.1 & 4.10.2), and

- on the last page of a chapter however, on this page there must be at least two lines of text.

4.3.1 Dropped Margin for New Sections

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

- Dedication

- Abstract (as discussed in Section 4.6.6)

- Table of Contents

- List of Tables

- List of Figures

- List of Plates

- List of Abbreviations, Acronyms, Symbols, etc., or a Glossary

- Preface

- Acknowledgments

- Chapters of the text

- Endnotes

- Bibliography (References, Works Cited)

Each of the above sections starts on a new page and the beginning text on these pages is dropped 1⁄2 inch from the top margin. Therefore, chapter number lines and section titles are placed 11⁄2 inches from the top of the page. Detailed formatting instructions for titling new sections are in Section 4.7.

4.3.2 Margins for Oversized Material

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

- Left margin, 7/8 inch (.875")

- Top margin 5/8 – 7/8 inch (.625"- .875") (the page number must have 1/4 inch (.25") clearance from other print)

- Right margin 5/8 inch (.625")

- Bottom margin, 5/8 inch (.625")

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

4.4 LINE SPACING

Line spacing is the amount of space between lines of text. It is measured in points. For example:
- Single spacing = 12 points

- 1.5 spacing = 18 points

- Double spacing = 24 points

There are two options for line spacing discussed in Section 4.4.1. Regardless of which option is chosen, line spacing should be consistent for all text throughout the manuscript except for the title and signature pages, and those instances where single spacing is required (see Section 4.4.2). Do not add additional space between paragraphs. New paragraphs are indicated with a tab indent rather than added space.

4.4.1 Normal Text Spacing

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

Double spacing is strongly recommended for theses with fewer than 25 pages formatted with 1.5 spacing (the bindery cannot place text on the spine of bound theses that have fewer than 25 pages).

4.4.2 Single Spacing

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

- Bibliographies, reference lists, and notes (with normal text spacing between entries) [Section 4.11.1]

- Block quotations (preceded and followed by normal text spacing) [Section 4.9.4.3]

- Enumerated or bulleted lists: Single space multiple-line items followed by normal text spacing (e.g., for a look similar to this bulleted list). For a list with only single- line items, you may single space the entire list and follow the last item with normal text spacing, or use normal text spacing throughout, as desired. [Section 4.9.5]

- Long headings (i.e., Headings 1 & 2 over 4 1⁄2 inches in length or Headings 3 & 4 over 3 1⁄2 inches in length) [Figure 4.16, p. 67]

- Table titles and figure captions (including plates, schemes and anything else that is titled or captioned) [Section 4.10.3 & 4.10.4]

4.5 TEXT FORMATTING

Text justification should be left aligned only. Full justification is not acceptable, with the possible exception of creative writing projects. Paragraph indentation of 1⁄2 inch must be used to signal new paragraphs rather than extra space between paragraphs. Default tab settings are typically set at 1⁄2-inch intervals, so tabbing once at the beginning of each paragraph is usually sufficient.

There are three possible structural formats to follow for your text: Chapter, Section, or Technical. The format you use will depend on the format(s) approved by your department (see Table 2.2). Formatting for chapters and headings, and the numbering of tables, figures, and other illustrations are based on the text format you use and are discussed next.

Note: The term chapter as used here, means each major division in the body of the thesis text regardless of whether you use chapter, section, or technical format.

4.5.1 Chapter Format

Chapter format is the standard formatting style used by most disciplines. Each major division in the body of the text is given a chapter number and a chapter title. The chapters are numbered with Arabic numerals. Headings within each chapter are not numbered. Tables, figures, and other types of illustrations are numbered sequentially throughout the manuscript, including appendices. For an abbreviated example of chapter format, see Figure 4.16.

4.5.2 Section Format

In Section format, each major division of text is given a title but they are not labeled as "chapters" and are not numbered (e.g., "Introduction" vs. "Chapter 1, Introduction"). With Section format, tables, figures, and other types of illustrations are numbered sequentially throughout the manuscript, including appendices, just as they are when using Chapter format.

4.5.3 Technical Format

Technical format provides for easy referencing and cross-referencing of text, tables, and illustrations. It is used primarily by students in technical fields, but may be used by students in other disciplines as allowed (see Table 2.2). For example, this manual uses technical format.

In technical format, text is given a chapter number and chapter title. The chapters are numbered with Arabic numerals as they are in Chapter format. However, headings are numbered within chapters (2.1, 2.2, etc.), subheadings within headings (2.2.1, 2.2.2, 2.2.3), and sub-subheadings within subheadings (2.2.3.1, 2.2.3.2). The numbers of all higher divisions precede the number of each division, and all divisional numbers are separated by periods as shown below. Tables, figures, and other types of illustrations are numbered sequentially within each chapter or appendix but not within headings. That is, they show only the chapter number and sequence number of the illustration (e.g. in Chapter 1, Table 1.1 & 1.2; in Appendix B, Table B.1 & B.2).

4.6 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 4.2.2. Detailed instructions for the preparation of each of the pre-text sections follow. Formatted preliminary pages are included in the *SDSU Template*; read the Template User Guide available for download from the Thesis Department section of the Montezuma Publishing website (www.montezumapublishing.com) for instructions.

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 (see Table 4.1).

Table 4.1. Sections

1. Preliminary Pages Pre-Text		2. End Matter (Post-Text)
Title Page*	List of Tables (ToC)	Acknowledgments[3]
Signature Page*	List of Figures (ToC)	References*[4]
Copyright Page*	List of Plates (ToC)	Appendices
Dedication	List of Symbols, etc. (ToC)	
Epigraph	Glossary, Chronology (ToC)	
Abstract* (ToC)[1]	Preface (ToC)	
Table of Contents*	Acknowledgments[2] (ToC)	
*Mandatory [1]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 Department Style Guide		

4.6.1 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 4.6.1.1 and 4.6.1.2, below. Beginning with the copyright page (p. iii), the requirements for dissertations, theses, and projects are the same.

4.6.1.1 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, 1 1⁄4 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 4.3. 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 4.2. All measurements given in Figure 4.2 may vary by up to 1/16 inch.
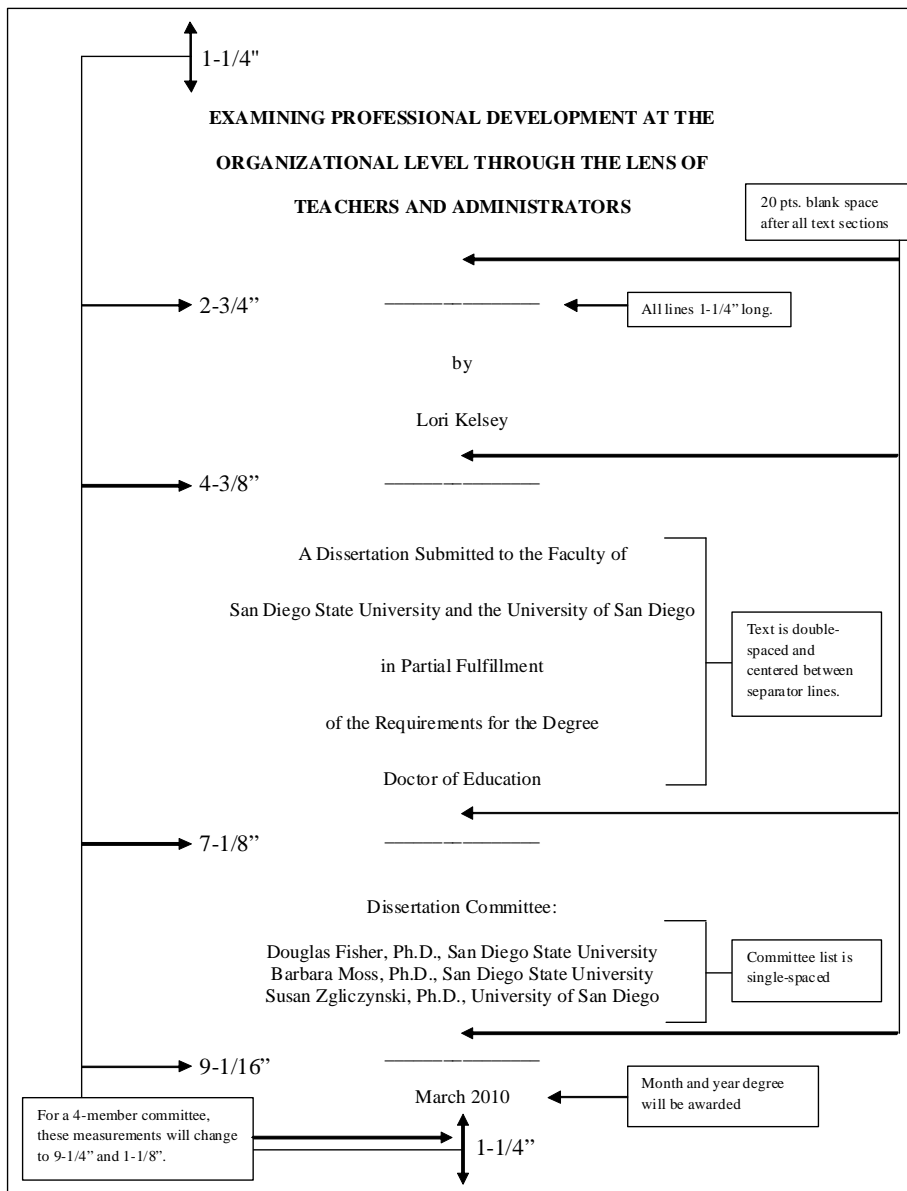

Figure 4.2. Example of an Ed.D. title page.

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 5.4.3 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 5 1⁄2 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 Section 4.6.2 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 4.2 (where the longest line is on top followed by successively shorter lines).

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.

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.

4.6.1.2 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, 1 1⁄4 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 4.3. 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 4.2 and the wording and format discussed below and as illustrated in Figure 4.3. All measurements given in Table 4.2 may vary by up to 1/16" inch.

Table 4.2. 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	$2\frac{1}{8}$"	$2\frac{15}{16}$"	$5\frac{5}{16}$"	$8\frac{1}{8}$"	$1\frac{3}{8}$"
2	$1\frac{3}{4}$"	$2\frac{15}{16}$"	$5\frac{5}{16}$"	$8\frac{1}{8}$"	$1\frac{3}{8}$"
3	$1\frac{7}{16}$"	3"	$5\frac{3}{8}$"	$8\frac{3}{16}$"	$1\frac{3}{8}$"
4	$1\frac{1}{8}$"	$3\frac{1}{8}$"	$5\frac{1}{2}$"	$8\frac{5}{16}$"	$1\frac{1}{4}$"

4.6.1.2.1 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 5.4.3 for other limitations regarding thesis 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 5 1⁄2 inches in length. Titles should not exceed three lines unless absolutely necessary; none should exceed four lines (also see Section 4.6.2.2). It is preferred but not required that multiple-line titles follow inverted pyramid format as shown in Figure 4.2 (where the longest line is on top followed by successively shorter lines).

4.6.1.2.2 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 4.3.
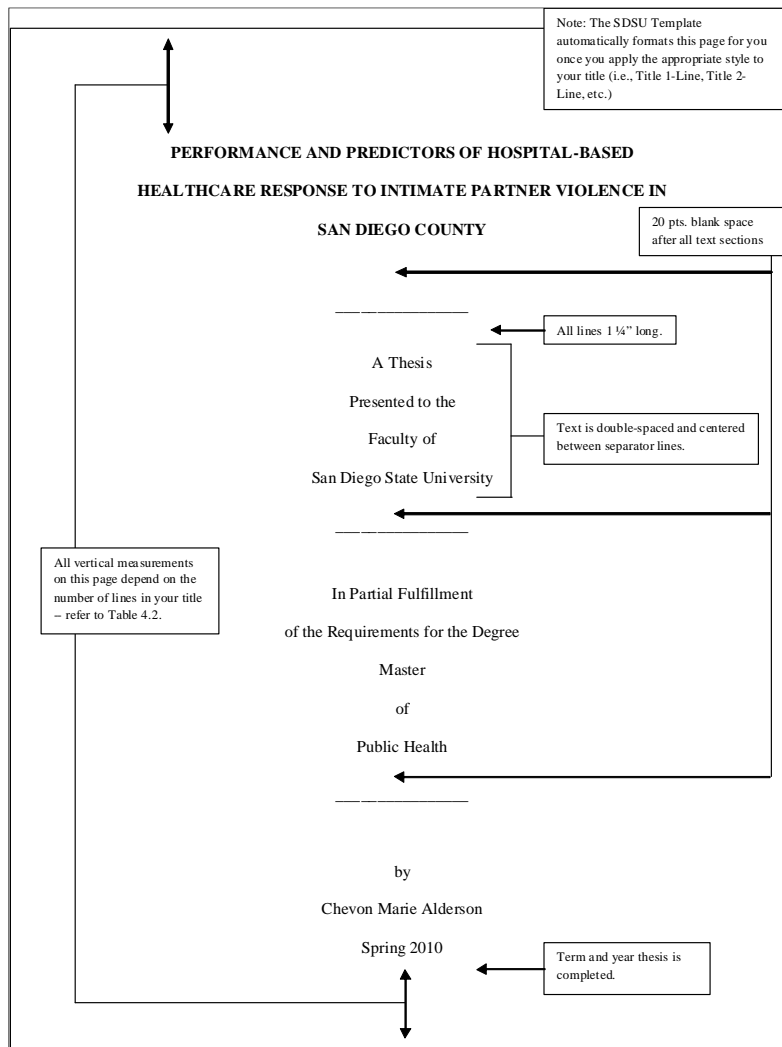

Figure 4.3. Example of a thesis title page.

4.6.1.2.3 Degree Name

The third component indicates the degree and discipline for which your thesis or project has been prepared. Even if you know the name of your degree, consult Table 2.2 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.

If you have a degree concentration, the degree name will be on the first line. The second line will introduce the concentration followed by the title of the concentration on the third line. The degree name shown on both versions of the Abstract should match the title page (i.e., it will also include the concentration if it is reflected on the title page). The degree name on the Abstract pages will take up either one or two lines depending on length.

For degrees other than the Master of Arts or Master of Science, interdisciplinary degrees, and degree concentrations, see Table 4.3 for specialized wording and formatting.

Table 4.3. Special Degree Title Formats

Degree Names	Follow this Format[1]
Master's degrees (other than MA or MS): **Use Example 1** for: Business Administration City Planning, Music, Public Administration, Public Health, and Social Work **Use Example 2** for: Engineering	Master **1** of Business Administration - Master of Engineering **2** in Manufacturing and Design
Master of Fine Arts degrees in: Art, Creative Writing, and 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

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 Nutrition Sciences and Master of
      Science in Exercise Physiology
	Master of Business Administration
	and
	Master of Arts in Latin American Studies

Degree concentrations	Master of Arts in Art with a Concentration in Studio Arts

[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".

4.6.1.2.4 Your Name and Term

The fourth component presents your name and the *term* and 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 5.4) 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.

4.6.2 Signature Page

Although the signature page for the dissertation differs only slightly from its thesis counterpart, they will be discussed separately in Sections 4.6.2.1. and 4.6.2.2 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.

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

The dissertation signature page (see Figure 4.4) 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

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 4.3. 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 4.4. All measurements given in Figure 4.4 may vary by up to 1/16" inch.

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 4.4 for measurements and an example.

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	Warren Peace, III, Ph.D.
Right:	Roman M. Pyre, Chair	Warren Peace, III

The faculty members' signatures must be in the same order as they appear on your Dissertation Committee form. All 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 4.4 for format.
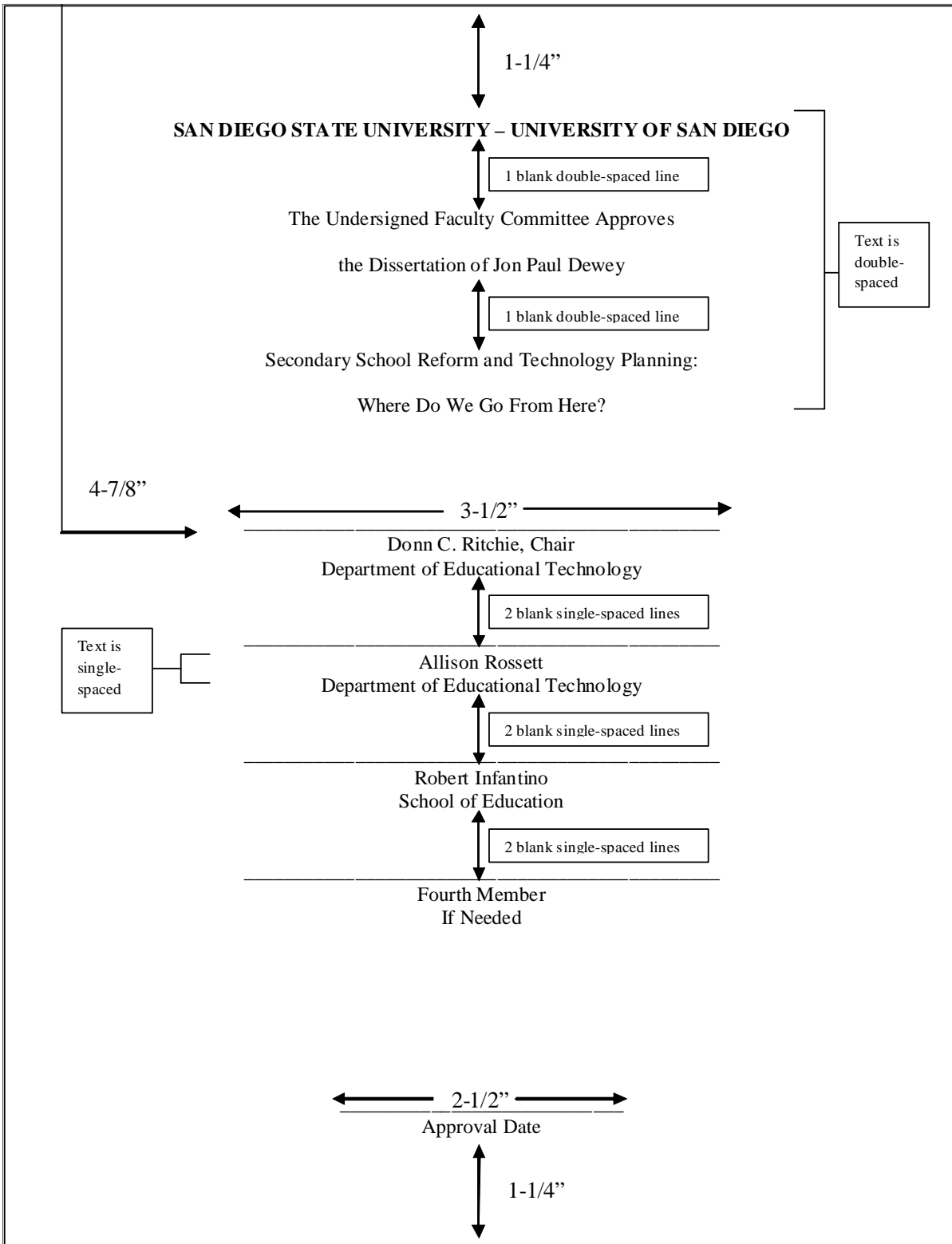
1-1/4"

SAN DIEGO STATE UNIVERSITY – UNIVERSITY OF SAN DIEGO

1 blank double-spaced line

The Undersigned Faculty Committee Approves

the Dissertation of Jon Paul Dewey

Text is double-spaced

1 blank double-spaced line

Secondary School Reform and Technology Planning:

Where Do We Go From Here?

4-7/8"

3-1/2"

Donn C. Ritchie, Chair
Department of Educational Technology

2 blank single-spaced lines

Text is single-spaced

Allison Rossett
Department of Educational Technology

2 blank single-spaced lines

Robert Infantino
School of Education

2 blank single-spaced lines

Fourth Member
If Needed

2-1/2"
Approval Date

1-1/4"

Figure 4.4. Example of an Ed.D. signature page.

43

4.6.2.2 THESIS/PROJECT SIGNATURE PAGE

The text on this page should be centered between the left and right margins specified for the manuscript in Section 4.3. 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 4.5. All measurements given in Figure 4.5 may vary by up to 1/16" inch. The thesis/project signature page (see Figure 4.5) 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 Section 4.6.1.2 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 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 4.5 for measurements and an example.

The fourth and fifth components for the thesis are formatted in the same manner as those for the dissertation (follow the instructions in Section 4.6.2.1). 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 4.5 for format.
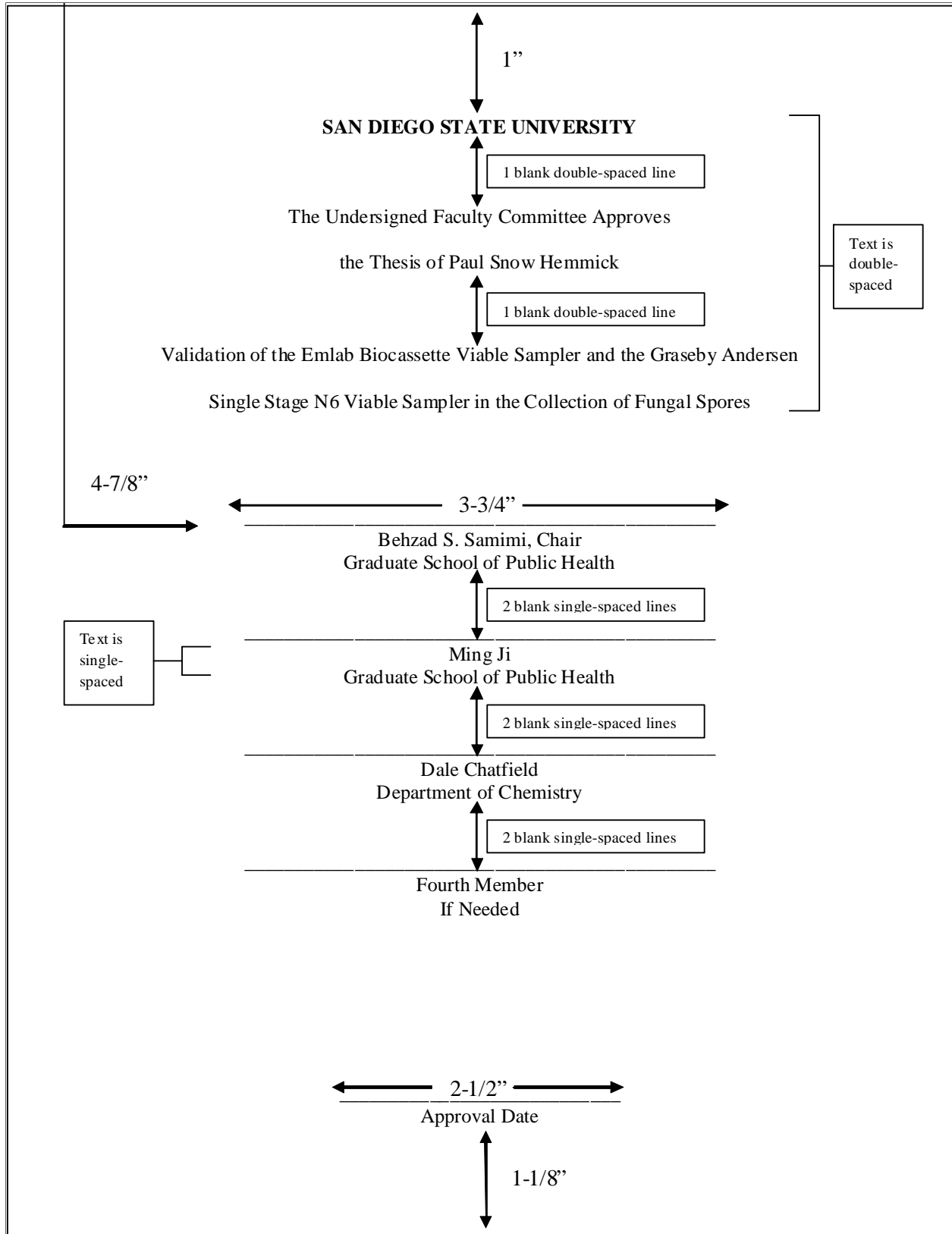
1"

SAN DIEGO STATE UNIVERSITY

| 1 blank double-spaced line |

The Undersigned Faculty Committee Approves

the Thesis of Paul Snow Hemmick

| 1 blank double-spaced line |

Text is double-spaced

Validation of the Emlab Biocassette Viable Sampler and the Graseby Andersen

Single Stage N6 Viable Sampler in the Collection of Fungal Spores

4-7/8"

◄——————— 3-3/4" ———————►

_____
Behzad S. Samimi, Chair
Graduate School of Public Health

| 2 blank single-spaced lines |

_____

Text is single-spaced

Ming Ji
Graduate School of Public Health

| 2 blank single-spaced lines |

_____
Dale Chatfield
Department of Chemistry

| 2 blank single-spaced lines |

_____
Fourth Member
If Needed

◄—— 2-1/2" ——►
_____
Approval Date

1-1/8"

Figure 4.5. Example of a thesis signature page.

4.6.3 Copyright Page

Inclusion of a copyright page is mandatory even though the basic copyright is protected by the fact of authorship (for more, see Section 2.1.3). The copyright statement shown in Figure 4.6 (see Section 4.6.1.1 or 4.6.1.2 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., where a page number is shown). This page does not appear as an entry in the Table of Contents.
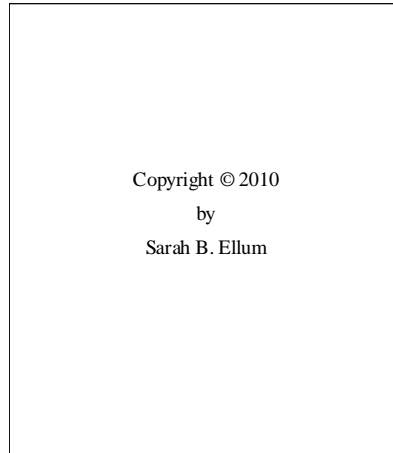
Copyright © 2010
by
Sarah B. Ellum

Figure 4.6. Sample copyright page.

4.6.4 Dedication

Inclusion of a dedication page is optional. A dedication is different than acknowledgements (Section 4.6.11). 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 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 but is not listed in the Table of Contents.
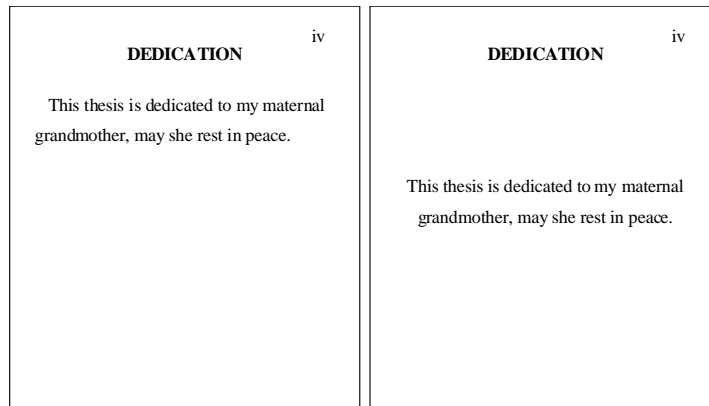
iv
DEDICATION

This thesis is dedicated to my maternal grandmother, may she rest in peace.

iv
DEDICATION

This thesis is dedicated to my maternal grandmother, may she rest in peace.

Figure 4.7. Sample dedication pages.

4.6.5 Epigraph

An epigraph is "a motto or quotation, as at the beginning of a literary composition, setting forth a theme."[4] 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, 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 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).[5] 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 4.8.
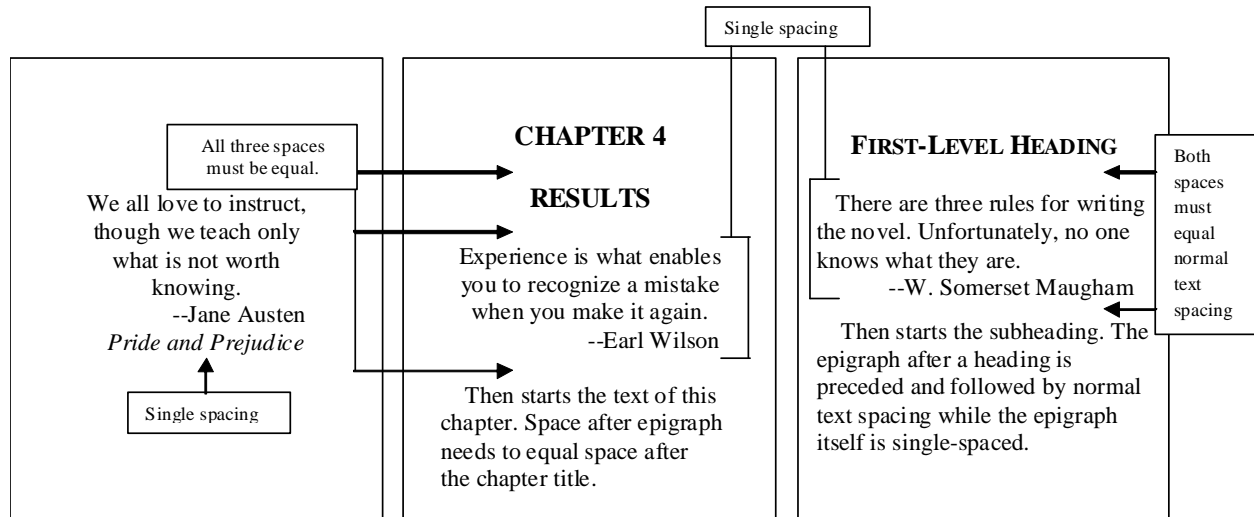

Figure 4.8. Sample epigraphs; read examples for instructions.

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[4] *The American Heritage Dictionary*, 2nd college ed., s.v., "epigraph."

[5] Separation 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.

4.6.6 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).

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 4.9. 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.
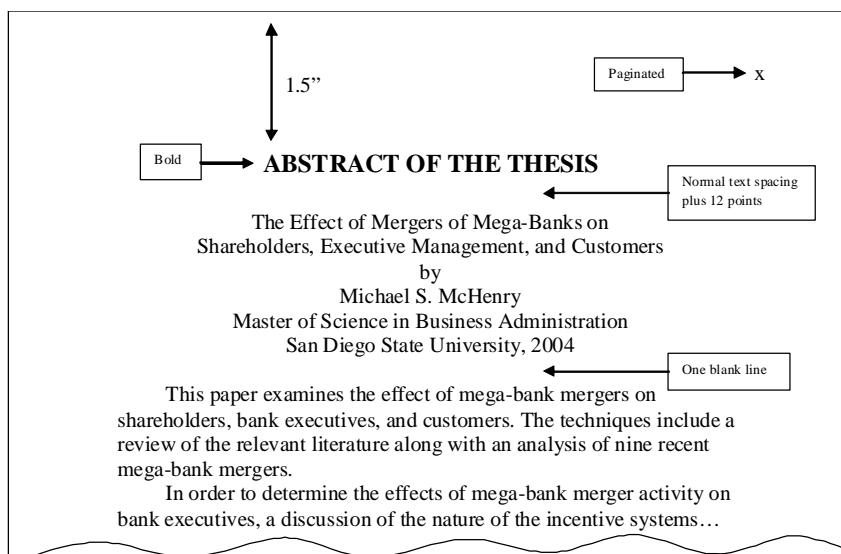

Figure 4.9. Manuscript abstract.

4.6.7 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 Figure 4.10, p. 51). Instead, continue text to another 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 1⁄4 inch from the left margin; they are not followed by a period. Chapter titles are indented another 1⁄4 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 4.10-4.12; 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. See the Template User Guide for more information.

- All heading entries should be capitalized headline style (all major words capitalized). Indent headings under each chapter title by increments of 1⁄4 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).

Pagination, see Sec 4.2.2   v

TABLE OF CONTENTS

PAGE

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   vi

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

Figure 4.10. Example of Table of Contents for chapter format.

TABLE OF CONTENTS

PAGE

v

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

Set indent levels at 1/4" intervals

Section titles are aligned at the left margin

Subsequent pages start at normal (1") top margin

vi

For **Biology** only, the Acknowledgments section follows the text

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

Figure 4.11. Example of Table of Contents for section format.

TABLE OF CONTENTS

PAGE

Figure 4.12. Example of Table of Contents for technical format.

4.6.8 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.
  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 Figure 4.13). 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 1⁄2 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 4.13. 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.

Chapter or Section Format

Pagination, see Sec 4.2.2   v

LIST OF TABLES

PAGE

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

Subsequent pages start at normal (1") top margin

vi

Multiple-line entries are single-spaced and indented 1/2" (0.5) from the left margin

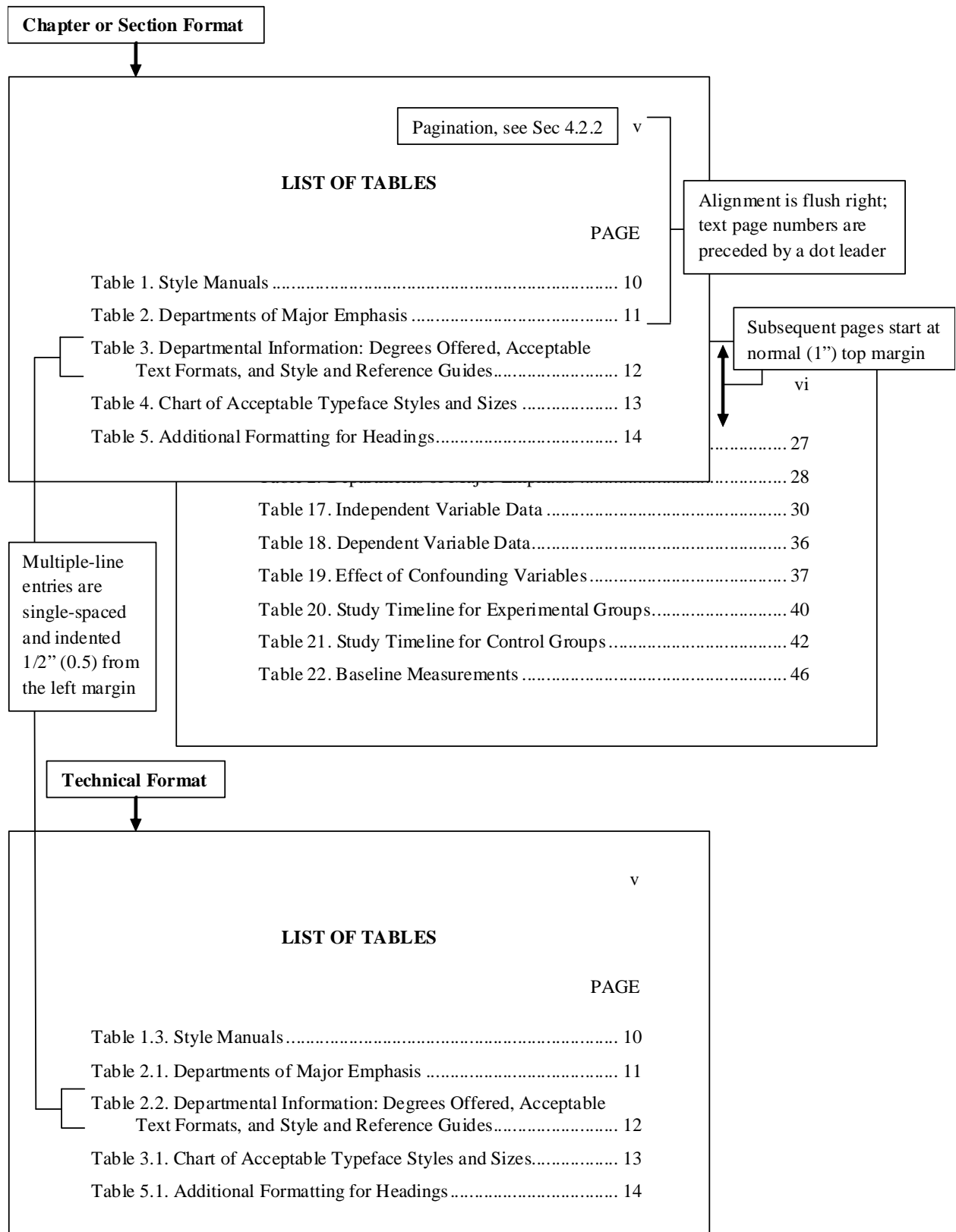**Technical Format**

v

LIST OF TABLES

PAGE

Figure 4.13. Example of the List of Tables.

4.6.9 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 Section 4.11.3), 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 4.14).

The List of Figures and similar lists should be formatted similar to the List of Tables (see Section 4.6.8) 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 section should use the same capitalization format, i.e., all entries should be capitalized either sentence style or headline style.

The List of Illustrations is to be used only when all types of illustrations (excluding tables) will fit on one page (see Section 4.6.9

Pagination, see Sec 4.2.2 | v

LIST OF ILLUSTRATIONS

PAGE

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

Multiple-line entries are single-spaced and indented 1/2" (0.5) from the left margin

Illustration headings are formatted like first-level headings ("Heading 1" template style; see Figure 4.16, p. 61)

The example shown here is for Chapter or Section format. If using Technical style, then be sure to number Figures, Maps, and Plates in Technical style.

Figure 4.14. Example of a List of Illustrations.

4.6.10 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 (e.g., if this has some bearing on the reader's understanding of the text section on methodology). A preface, if needed, is an adjunct to the thesis and should not contain information that is integral to the text.[6] 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
    2 Methods
    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 4.2.1 and 4.7 for pagination and formatting instructions.

A foreword, usually found in a book, is a statement by someone other than the author.[7] A foreword is not appropriate in a dissertation, thesis, or project and, therefore, should never be included.

4.6.11 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.

---

[6] The University of Chicago Press, The Chicago Manual of Style 14th ed. (Chicago: The University of Chicago Press, 1993), 25.

[7] Ibid, 24.

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.

4.7 CHAPTER TITLE PAGES

The first page of each new section starts 1⁄2 inch lower than the normal top margin (except for the copyright page and appendix cover sheets which are centered vertically). See Table 4.1 for a list of the sections in the end matter. In text, each chapter starts a new section. Section title pages must be formatted as follows (see Figure 4.15). The *SDSU Template* contains styles that incorporate the formatting requirements in #1-5 below.

1. Start each section on a new page.

2. Drop the first line 1⁄2 inch from the top margin so that the title (or chapter # line) starts 1.5 inches from the top of the page (measured to the top of the text characters).

3. Center the chapter number and title lines horizontally on the page. No title line should exceed 4 1⁄2 inches in length. It is preferable to have the longest line on top with each successive line equal to or shorter than the line above it. Use normal text spacing between lines of multiple-line titles.

4. Chapter number, chapter title and section title lines should be formatted as follows: (a) increase font size by 2 points, from that used for text, (b) capitalize in UPPERCASE, and (c) bold.

5. Add 12 points of additional spacing after the chapter number line and last line of the chapter or section title.

6. Never include notes or references in a section title. If a note is necessary, repeat the word or phrase in your introductory paragraph and include the note or citation there.

7. See Section 4.6.5 for instructions on formatting an epigraph that follows a chapter title.

Pagination, see Sec 4.2.2   v

ACKNOWLEDGMENTS ◄

I would like to express my sincere appreciation to Dr. Euge

Distinguished Professor of Mechanical Engineering and

REMEMBER: TEMPLATES ARE AVAILABLE!

membe

Engine

CHAPTER 1

INTRODUCTION

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87

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SUMMARY, DISCUSSION, CONCLUSIONS

AND RECOMMENDATIONS

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REFERENCES

Adam, S. (2010, March 9). Investors anticipate jobs recovery. USA Today, Money p. 01b.

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Albritton, J. (2010). Experts predict job growth. Hispanic Engineer & Information Technology, 25(1), 48-49.

financial ob

America's best careers. (2010). U.S. News & World Report, 147(5), 20-25.

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Kiviat, B. (2010). How to create a job. (Cover story). Time, 175(12), 18-27.
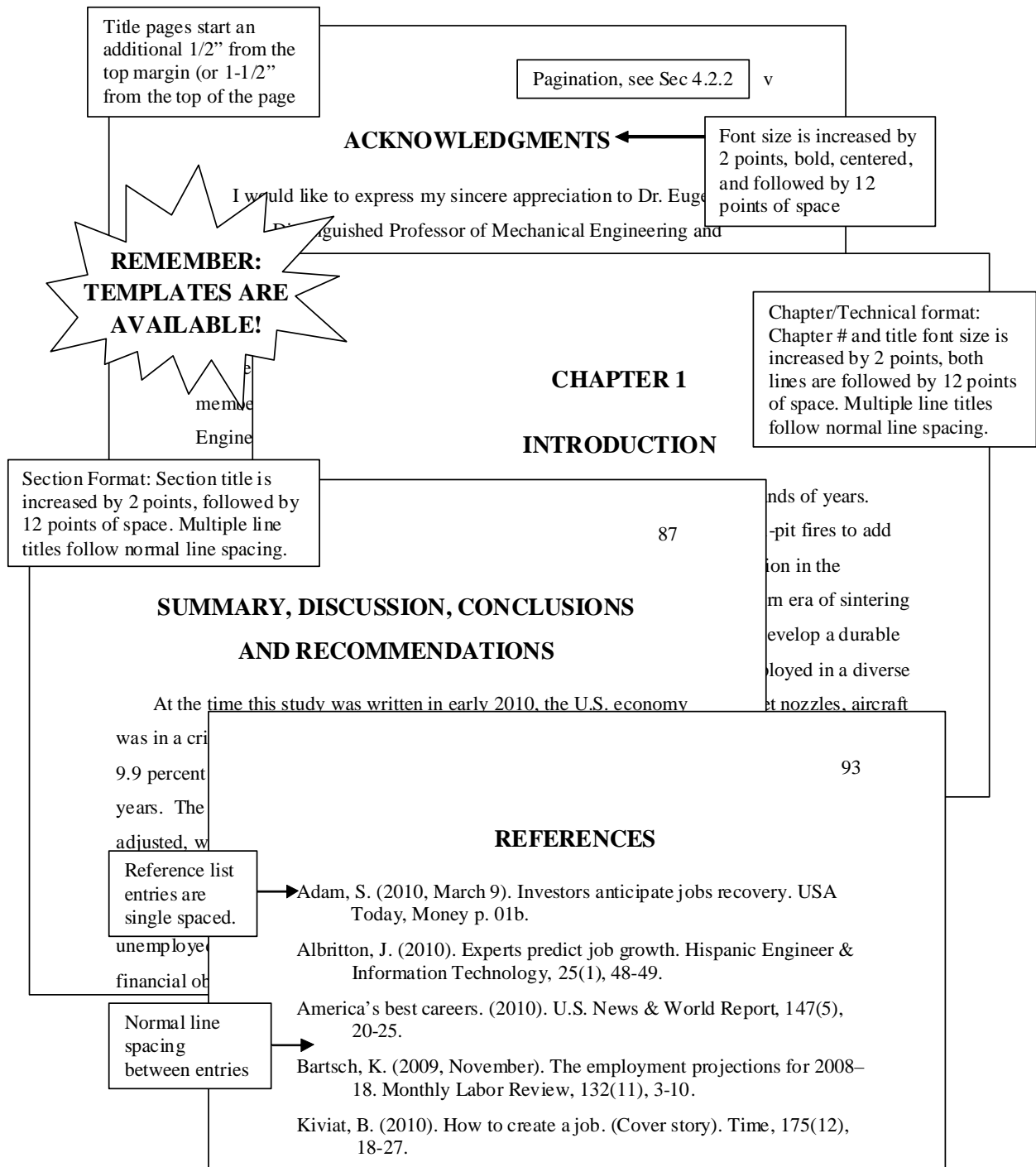
Figure 4.15. Example of: (1) chapter and section title pages, and (2) reference list page.

4.8 HEADINGS

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

Text division should comply with the following three rules[8]:

- Rule 1: Every division of text should yield at least two subdivisions (see below).

- Rule 2: There should be text between a chapter title and the chapter's first heading as well as between any heading and its first subheading. If not, you may be over organizing your thesis.

- Rule 3: As with section titles, headings must **never** include notes or references. If a note is necessary, repeat the word or phrase in your introductory paragraph and include the note or citation there.

4.8.1 Heading Levels

This section provides instructions for formatting up to five levels of headings. However, theses do not typically require five levels. Most usually do not exceed three levels, and some do not use headings at all (that is, text is not divided beyond the chapter level). You should use only the number of heading levels necessary to produce a clear, organized thesis. If you are using four or five heading levels, be sure to verify with your thesis chair that such a structure is necessary and consult the MP reviewer prior to your defense. Sometimes, a thesis requires a higher rather than lower divisional structure. In this rare case, a thesis may be divided into two or three parts, each containing several chapters. This structure must have prior approval of the thesis chair and the MP reviewer.

4.8.2 Heading Format

The formatting for Heading Levels 1 – 5 is shown in Figure 4.16 and has been incorporated into the *SDSU Template* See Section 4.6.5 for instructions on formatting an epigraph that follows a heading.

Major words, as used in Figure 4.16, are verbs, nouns, adjectives, adverbs, and pronouns. These words should always be capitalized in a heading. Conjunctions, articles, and prepositions are not considered major words and should not be capitalized unless they begin the heading. When prescribed by your department style guide, you may capitalize all words of four letters or more even if they are conjunctions, articles, and prepositions. When a capitalized word is a hyphenated compound (e.g., "Hearing-Impaired" Children), capitalize both words. Also capitalize the first word after a colon or a dash.

---

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

CHAPTER 1

INTRODUCTION

Text introduces the chapter and describes, in general, what the chapter is about before dividing the chapter into parts and using headings

HEADING 1: SMALL CAPS, CENTERED, BOLD
MAJOR WORDS CAPITALIZED

Heading 1 must be preceded by 12 points of space and followed by 6 points of space. The font size must be increased by 2 points The longest line must not exceed 4.5 inches and multiple lines should be single-spaced. Inverted pyramid format (longest line on top) is preferred for multiple-line centered headings, but not required. Heading 1 must be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

Heading 2: Centered, Bold, and
Major Words Capitalized

Heading 2 formatting is identical to Heading 1 except for omitting the use of small caps. Heading 2 must be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

HEADING 3: SMALL CAPS, FLUSH LEFT,
BOLD, AND MAJOR WORDS CAPITALIZED

Heading 3 must be preceded by 12 points of space. The font size is increased by 2 points. The longest line must not exceed 3.5 inches and multiple lines must be single spaced. Heading 3 must be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

Heading 4: Flush Left, Bold, and Major
Words Capitalized

Heading 4 formatting is identical to Heading 3 except for omitting the use of small caps. Heading 4 must be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

    Heading 5--The "paragraph heading." Heading 5 must be preceded by 12 points of space. The font size is not increased. This heading starts a paragraph of text and is bold. The heading text is capitalized "sentence style," although it is not a complete sentence, and also ends with a period. Text begins immediately as a continuation of the paragraph. When using the *SDSU Template*, you must manually bold the heading text.

Figure 4.16. Heading Levels 1 – 5: Formatting instructions.

Note: These examples are abbreviated to show headings. You do not apply headings to every paragraph of text!

Heading levels 1 and 2 must be included in the Table of Contents; inclusion of the remaining heading levels is optional.

Headings should never occur alone at the bottom of a page (See Section 4.9.3). Use the capability of your word processor for keeping paragraphs of text together to avoid this problem.

4.9 EDITORIAL STYLE

This section deals with bold and italic typeface, line breaks, page breaks, quotations, enumeration, and equations. These are SDSU's minimum style standards and have precedence if in conflict with your department style guide. You should refer to your department style guide, however, for guidance with other style issues such as punctuation, capitalization, abbreviations, spelling, sentence structure, names and terms, numbers, statistical notation, and so forth. For assistance with writing in general, see Chapter 1 in the *MLA Handbook*, which also presents a bibliography of other guides to writing (see Table 2.1 of this manual).

Note: Spacing after punctuation is not checked during format review. However, current practice is to space once after "ending" punctuation (e.g., one space after a period or colon, not two) unless you are using a fixed-pitch font such as Courier. For spacing around abbreviations, hyphens, dashes, and minus signs, consult your department style guide.

4.9.1 Use of Bold, Italics, and Underlining

The conventions for the use of bold, italics, and underlining are outlined in the sections that follow.

4.9.1.1 BOLD

The use of boldface type is required for the following purposes:

- Formatting of all section and chapter titles throughout the manuscript

- Formatting of all headings (no underlining or italics)

- Formatting of all cover sheets in the end matter and any cover sheets for Parts (if text is divided into Parts; see Section 4.8.1)

There are also instances where the use of boldface type provides cues to the reader. Boldface may be used under the following conditions:

- In appendices, as necessary

- For emphasis, special terminology, technical terms, definitions (i.e., the word being defined), or other distinctive treatment of words as long as it is used sparingly and is not prohibited by your department style guide. You may use either boldface or italics for these purposes (see Section 4.9.1.2), but be consistent throughout your manuscript

Boldface type must never be used to designate book titles or titles of other published or unpublished works, websites or their URLs, or cross-references in text to other sections designated with a bold heading. Seldom should a sentence be set in boldface, and never an entire passage.

4.9.1.2 ITALICS

The use of italic type is **required** for the following purposes:

- To designate titles of books or other published material in text, notes, and the reference section.

- To designate foreign words and scientific or philosophical terms, as appropriate. If such terms appear in chapter titles or headings, those specific words should remain italicized.
  Exception: Although you may use italics in your thesis title, italics are not possible on the hardbound cover (see Section 5.4.3.1).

- Wherever your department style guide requires underlining (see Section 4.9.1.3).

There are also instances where the use of italic type would accentuate ideas or text with special meaning, or provide cues to the reader. Italic type may be used under the following conditions:

- For emphasis, special terminology, technical terms, definitions, or other distinctive treatment of words or phrases as long as it is used sparingly and is not prohibited by your department style guide. You may use either italics or boldface for these purposes, but be consistent throughout your manuscript

- To emphasize words as words, or letters as letters (e.g., The child read the word *dog*.)

- To add emphasis within direct quotations (see your department style guide)

- Any other use permitted by your department style guide

Although you may type as much as a sentence in italic typeface, you should never italicize an entire passage. Remember that the use of italic typeface should be minimal, since an overabundance of emphasized words reduces the impact.

4.9.1.3 UNDERLINING

Underlining has been used historically as an alternative to italic typeface. With current technology, however, you can produce both bold and italic typeface. Therefore, underlining is **not** allowed.

4.9.2 End-of-Line Breaks

Many department style guides address the division of words at the end of a line as well as special cases involving names, numbers, and various forms of enumeration or lists. However, not all of the guides address all the following issues and none of the journals do. Therefore, SDSU dissertations and theses should comply with the guidelines presented here. However, you are still responsible for complying with any additional instructions given by your department style guide for line breaks, hyphenation, and word division.

4.9.2.1 HYPHENATION

With word processing programs and fonts that use proportional spacing, hyphenation is not usually necessary. However, if you use a fixed-pitch font (e.g., Courier) or if you use some extraordinarily long words, you might need to hyphenate words occasionally. Hyphenation usually occurs

between syllables, but not all syllable breaks are acceptable end-of-line breaks. When in doubt, consult a dictionary or your department style guide.

Do not over use hyphenation. An abundance of line-ending hyphens creates readability problems. As a general rule, do not hyphenate more than three lines on a page. Also, do not hyphenate the last word on a page.

4.9.2.2 NAMES: PERSONAL NAMES AND TITLES/LETTERS AS NAMES

For proper names, a person's given name and surname or initials and surname should be on the same line; very long names are an exception. If a middle initial is included, it is allowable to break after the given name and middle initial. Avoid breaking after a title that precedes a name or before a numeral adjective following a surname. Call letters of radio or television stations and acronyms for government agencies, institutions or companies should never be broken. In the examples below, slant lines show breaks.

Wrong:

T. / S. Eliot	Adlai / E. Stevenson / III
J. / B.S. Haldane	Dr. / John Smith
Henry / V	AS / PCA

Correct:

T.S. Eliot	Adlai E./ Stevenson III
J.B.S. Haldane	Dr. John / Smith
Henry V	ASPCA

4.9.2.3 NUMERALS

There are several combinations of numerals alone or numerals with text that should never occur across line breaks, as follows:

1. Numbers—When large numbers are expressed in numerals, they should be kept intact. Monetary expressions should never be broken.

1,350,000,000	$1 million
$24	$126.83

2. Equations—Formulas or equations should be set on centered lines by themselves. If an equation is so long and complex that it must be run over to another line, the break should come after an operator that is not within an enclosing mark (parentheses, brackets, or braces) or break it between sets of enclosing marks. (For more on equations, see Section 4.9.6 as well as your department style manual.)

3. Abbreviations—Abbreviations used with numerals should not be separated from the numerals. These include years, hours of the day, and units of measure.

525 B.C.	A.D. 1066
4:30 p.m.	345 mi
24 kg.	10%

4. Text with numerals—Descriptive units such as (a) the name of the month and the day or (b) identifiers of tables, figures, plates, equations, etc., should never be broken.

April 5   25 December   Table 4

Equation 12   Plan A

5. Enumeration— (see Section 4.9.5). An enumerating letter or number, such as "(a)" or "(1)", when it is contained within a paragraph of text, should not be separated from the beginning of what follows it. When such a mark occurs at the end of a line, carry it over to the next line. In the example below, the "(b)" by itself would fit on the third line but the following word "the" would not. Therefore, both are moved to the next line.

Descriptive units: Text identifiers such as (a) identifiers of tables, figures, and schemes, or (b) the name of the month and day.

Note: When dealing with the examples discussed in this subsection and subsection 4.9.2.2 where a space exists between the units of text or between a numeral and text use the method offered by your word processor to keep those units together (e.g., inserting hard space, non-breaking space, or special character in place of the space) rather than inserting a hard return (pressing the Enter key) prior to the first unit.

4.9.3 Page Breaks

A page of text should never end with the following:

1. A heading at the bottom of a page. A heading should never be the last line on a page. Preferably, two lines of text should follow a heading before a page break. If that is not possible, the heading should appear on the following page. This is automatic with the *SDSU Template*

2. An orphan line (the first line of a paragraph) at the bottom of a page or a widow line (the last line of a paragraph) at the top of a page—including those in block quotations. Instead, end the previous page one line earlier. This is automatic with the *SDSU Template*

3. A page ending with the first part of a hyphenated word.

4. A footnote that does not begin on the same page as its reference in text. At least one line of the note should fall on the page containing the reference before the note continues to the next page. (For more on footnotes, see Section 4.11.1.)

Most word processing applications can be configured to automatically avoid these bad page breaks with paragraph coding to "keep with next" or to control for orphan/widow lines. For information on prohibited line breaks, see Section 4.9.2

4.9.4 Quotations

This section deals with three requirements to which all SDSU theses must adhere regardless of the department style guide in use: (1) when to cite page numbers, (2) when a quotation should be typed in block format, and (3) how to format block quotations.

Refer to your department style guide for instruction on the use of quotations, including rules for citing your sources (whether paraphrasing ideas or quoting directly), use of quotation marks and other punctuation, when to get written permission for copyrighted material, as well as what to quote and what not to quote. If you are using a journal or other style guide that does not include information about how to handle quotations, refer to the *Chicago Manual of Style* 16th edition, which should be available in most libraries. Also read Section 2.1.6 of this manual regarding plagiarism.

4.9.4.1 CITING PAGE NUMBERS

Direct quotations must always be documented with a page number in SDSU dissertations and theses. Indirect citations (paraphrasing) must be documented in text but page numbers are optional unless your department style guide requires page numbers for this purpose. For example, all footnote and endnote systems as well as the *MLA Handbook* require page numbers for both direct and indirect citations

If you are using an author/number referencing style and your department style guide does not address how to include page number references, use the following format that places a colon between the citation number and page number:

This method was reported previously.[3:246] In addition, Jenson (14:85) reported that…[Use [ ] or ( ) as your department style guide dictates.]

4.9.4.2 RUN IN OR SET OFF

Normally, the length of a quotation determines whether it is run into the text or set off as a block quotation. Prose quotations of more than four lines must be set off from text and formatted as a block quote (see Section 4.9.4.3). A quotation of four lines or less that does not require special emphasis should be put in quotation marks and incorporated into the text. However, after considering the nature of the material, the number of quotations, and the appearance of the manuscript, you may determine that it would benefit your readers if quotes with only three or four lines also were in block format. As long as your faculty committee is in agreement, such formatting will be allowed. Finally, although rare, in situations where quotations are being compared or otherwise are being used as entities in themselves, it may be best to set off all quotations from the text, even quotations of one or two lines. Be consistent: compared quotations in the text should all be formatted the same way.

4.9.4.3 FORMAT OF BLOCK QUOTATIONS

Block quotations should be single-spaced and indented on the left side only. The indent level for block quotations should be 3⁄4 (0.75) inch from the left margin, that is, slightly larger than the paragraph indent of 1⁄2 inch. If, for your text, you are not using the smallest type size allowed for your text font, you may also set block quotations in smaller type by 1 or 2 points (see Section 4.1.2 for fonts and font sizes). For the formatting of poetry or dialogue, once these guidelines have been met, follow the instructions provided by your department style guide.

Spacing before and after block quotations should be the same as normal text spacing. You should not add extra space between a paragraph of text and a paragraph containing a block quote.

As indicated in Section 4.9.3, widow or orphan lines should never occur with block quotations. Consequently, there should never be an occurrence where a page break separates a block quotation from its source documentation.

All of the block quote formatting above is incorporated into the *SDSU Template.*

4.9.5 Enumeration (Lists in Text)

When you emphasize items in text by designating them in a series, either with numerals, lower case letters, or bullets, it is called enumeration seriation. This strategy is also useful to prevent misreading or to clarify the sequence or relationship between elements, particularly when they are lengthy or complex. SDSU dissertations and theses should adhere to the following minimum guidelines and, where conflict occurs with your department style guide, SDSU requirements take precedence. However, you should refer to your department style guide to ensure compliance with any further regulations on the formatting of lists.

- When the list of items is short enough to be run smoothly into the text, the enumerators must be enclosed in parentheses.

   Wrong:
   >   The steps in writing a thesis include
   >   1) choosing a topic, 2) reviewing the literature, 3) gathering data

   Correct:
   >   The steps in writing a thesis include (1) choosing a topic, (2) reviewing the literature, (3) gathering data

   >   or

   >   The steps in writing a thesis include: (a) choosing a topic, (b) reviewing the literature, (c) gathering data.

- When the length or number of items listed would create a confusing sentence if the list were run into the text, set off the list so that each item starts a new line. In this case the enumerator (either numeral or letter) should be followed by a period, and not enclosed in parentheses, as follows:

   Correct:
   >   In seeking informed consent, the following information shall be provided to each subject:
   >   1. A statement that the study…[sentence continues].
   >
   >   2. A description of any reasonably…[sentence continues with text aligned in hanging indent format as shown here (text wrapping under the text, not the number)].

As discussed in Section 4.4.2, enumerated lists that have multiple-line items, such as this example, should be single spaced, but preceded and followed by normal text spacing. Lists with single-line items may be single-spaced or follow normal text spacing.

- Bullets, unless specifically prohibited by your department style guide, will be allowed. The size and style of the bullet should complement your text, not detract from it.

- As with numbered lists, this formatting has been incorporated into the *SDSU Template* with use of the appropriate style.

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 department style guide. For information 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 Section 4.9.1). 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 department style guide), flush right on the same line as the equation:

$$J=1+F \ (N-p)2 \tag{3}$$

- When numbering equations, use the sequencing system required by your department 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 department 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 department 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.

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 Section 4.5). 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 Section 4.11.3).

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 Figure 4.17 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 Figure 4.17 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 Section 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 Figure 4.17 A). When a table or figure starts at the top of a page, it should not have extra space above it (see Figure 4.17 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.
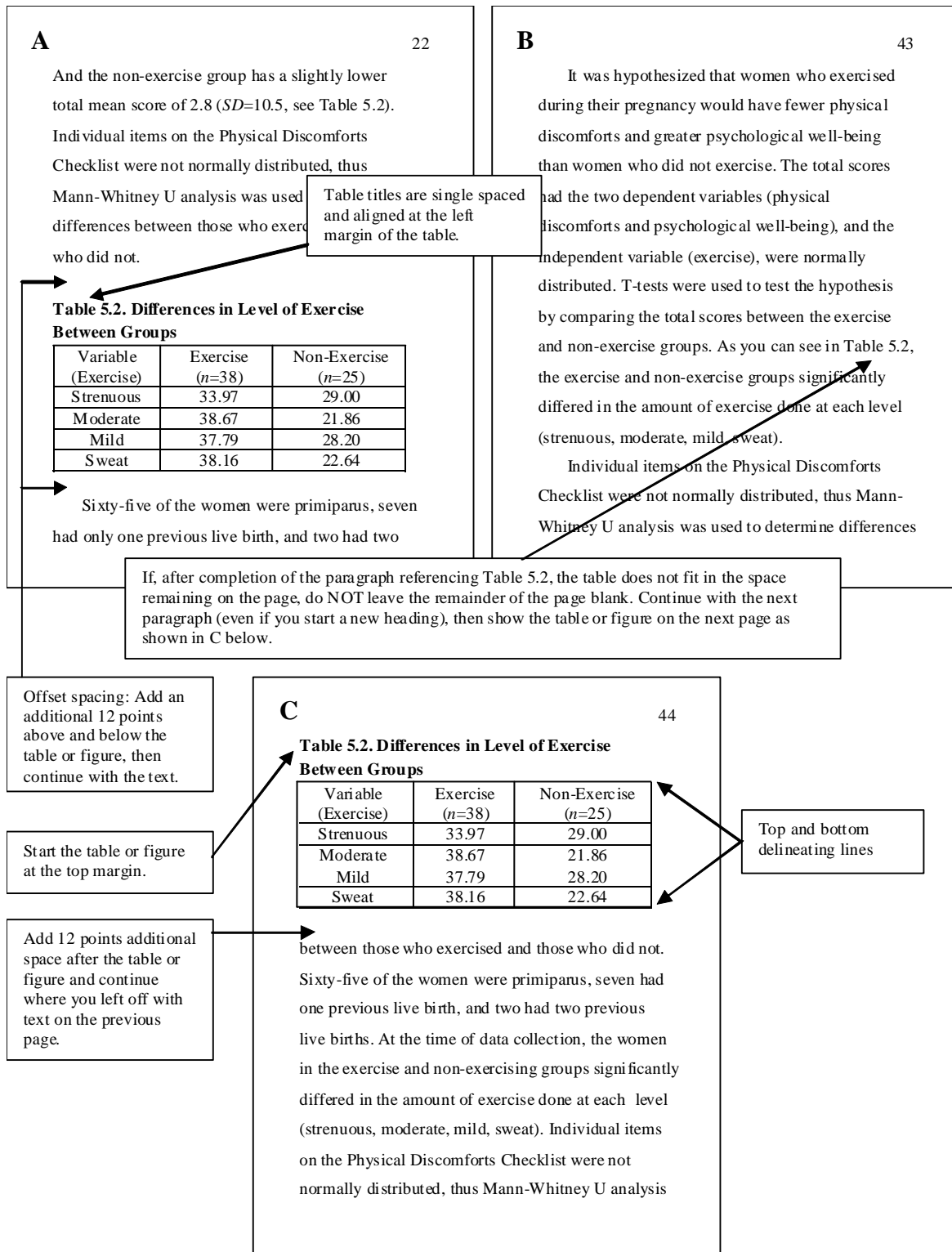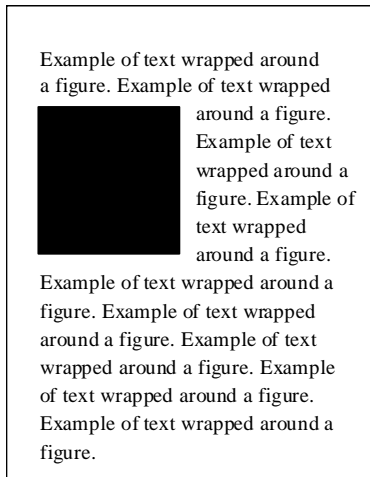
And the non-exercise group has a slightly lower total mean score of 2.8 (*SD*=10.5, see Table 5.2). Individual items on the Physical Discomforts Checklist were not normally distributed, thus Mann-Whitney U analysis was used differences between those who exerc who did not.

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

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

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 had 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 hypothesis by comparing the total scores between the exercise and non-exercise groups. As you can see in Table 5.2, 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

If, after completion of the paragraph referencing Table 5.2, 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.

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

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

Top and bottom delineating lines

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 in the exercise and non-exercising 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

Figure 4.17. Example of (a) placement of tables and figures in text and (b) table format.

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 MP 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 4.18.

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 Section 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.

Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure. Example of text wrapped around a figure.

Figure 4.18. Text wrapped around a figure.

Tables or figures that are too large to fit within the normal margins may use slightly smaller margins (see Section 4.3.2). You may combine an item that requires a smaller margin on a page with text (where the text is within the normal 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 Section 4.1.3). In general, use of a 10-point font is acceptable to accommodate large items and you may wish to use a san 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 MP reviewer in advance for approval.

4.10.2.2 LANDSCAPE ORIENTATION

When you prepare tables or figures in landscape orientation 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 Section 4.2.2 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 Section 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 4.3.2. If an item is too wide to fit in portrait orientation, try landscape orientation (see Section 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 4.19). 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 (Section 4.10.4) and table titles (Section 4.10.3), including single spacing for multiple-lines.

<div style="border:1px solid black; text-align:right; padding:10px;">
56

Figure 4. Banc One stock returns around the date of the announcement of the merger with First Chicago NBD. Adjusted data.
</div>
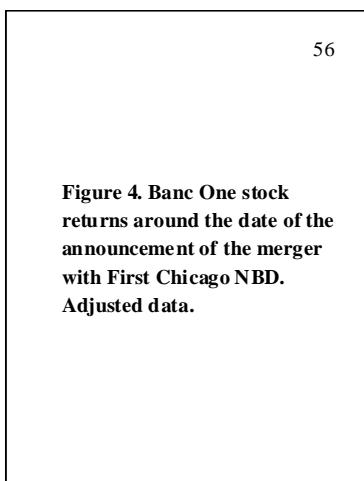
Figure 4.19. Figure cover page.

Material too large for letter-size paper may be placed on an 11" x 17" page. This page will be folded and placed with the text pages in the manuscript. If you choose to print your own copies, DO NOT FOLD these pages yourself; submit them flat; the bindery will fold them after all copies have been made. The 11" x 17" 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 (see Figure 4.20) if formatted in landscape orientation (opposite of instructions in 4.10.2.2).

Note: the 11x17 pages should be included in your electronic file.
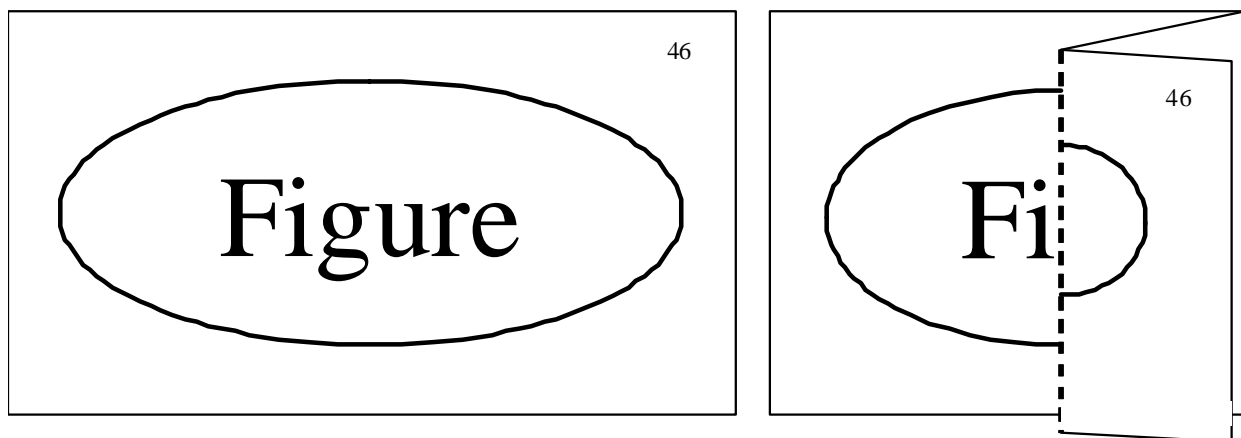
Figure 4.20. Pagination of unfolded and folded 11" x 17" sheet.

Materials larger than 11" x 17" include large-scale maps and blueprints. 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.

- Students must supply an electronic file of the maps and blueprints for the library. Oversize material should be inserted as the last pages of your document and numbered accordingly. If you are ordering hard copies of your thesis, you will need to submit two versions – one for the electronic library copy and one for printing.

- Pagination (*when ordering printed copies of your thesis follow these guidelines*): Since these materials will be inserted in a pocket that will be supplied on the back cover of the hard 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 Figure 4.14). *Pockets can only be created for hard bound copies.

- Identification (*for printed copies only*): 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 Folsum Creek
> Northern California
> Fall 2011

- If your department requires copies or you would like to purchase personal copies, you must print out materials larger than 11x17 before coming to Montezuma Publishing. Montezuma Publishing does not print larger than 11x17.

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 department style guide (never use the footnote function for this purpose) (see Figure 4.17).

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 4.17).

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 department 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. 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 Figure 4.21). Note that information and notes may be deleted from the List of Figures after it has been generated (see Section4.6.9).

**Figure 8. Thesis stack. Source:
Montezuma Publishing. (2011).** *Thesis stack.*
San Diego, CA: Montezuma Publishing.

Figure 4.21. Example of a figure and figure caption that includes source documentation.

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 department 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 figures, the caption for a multiple-page figure should be placed on a cover page that precedes the figure (see Section 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 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 laser printer, you may print the color copies yourself, as long as you use the proper paper as specified in Section 5.4.1.

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 Section 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 MP 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 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 placed in the top right corner) as specified in Section 4.2.2. Instructions for the preparation of each of these sections follow.

4.11.1 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 department style guides (see Table 2.2) 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 websites where researchers can obtain up-to-date information. It is expected that students will check the Internet for such information and use the most current edition or version of the department style guide.

Because some department 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 department style guide, label the sources cited section with the title normally used by your department 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 department style guide for citing sources in text and preparing your reference list. When there is conflict between the department style guide and this manual, this manual takes precedence.

4.11.1.1. 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 4.15 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 department style guide. The Reference section should be formatted in hanging indent style (first line flush left, subsequent lines indented 1⁄2 inch; or, if a numbered list, possibly somewhat less; see Figure 4.22). Some department style guides use an inverted stair-step form of hanging indent (American Anthropologist, for example), which is acceptable. In this case, follow your department style guide's indent level rather than using the 1⁄2 inch indent. Do not use straight block or paragraph indent styles.

Note: The *SDSU Template* contains one pre-formatted page for the reference list. See the Template User Guide 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 setup 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.

Bibliography: Alphabetical by Author	Bibliography Using a Numbered List
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.	[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.
Daggett, 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, 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.

Figure 4.22. Examples of hanging indent format. Two different numbering formats are shown here; other styles include parenthesis or superscript. Follow your department style and set the indent level so that there is adequate white space even after the largest number.

4.11.1.2. FORMATTING

Adhere to your department 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 department 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 department style guide: (1) be sure to include both the date of publication (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 or an individual site's search function, the resulting URL may not work.

Footnotes are normally decreased in font size by 2 points (from 12 points to 10 points, for example). 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 department style guide.

4.11.1.3 USING NOTES IN TEXT

Footnotes have many uses including: (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, 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.

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 department 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 department style guide.

4.11.2 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. Appendices may be placed on electronic media when exceedingly large. In this case, a reference to where the item resides for viewing should be included in the text of the manuscript as well as in the abstract (see Section 3.2.7.2). The media should be labeled with the same information required for oversized materials (see Section 4.10.2.3). See Figure 4.12 for an example of the Table of Contents page number entry. Electronic media must be submitted to the MP 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 MP 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 1⁄2 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 4.23 for examples of appendix cover sheets.

Note: The *SDSU Template* contains one appendix cover page plus the page following. See the Template User Guide available on the Thesis Department section of the Montezuma Publishing website (www.montezumapublishing.com) 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. Regular margin requirements should be maintained, but you may use the margins given for oversized materials in Section 4.3.2 as necessary. Line spacing in this section is your choice.

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APPENDIX

RAW DATA

APPENDIX A

SELECTED QUESTIONS FROM DEMOGRAPHIC DATA
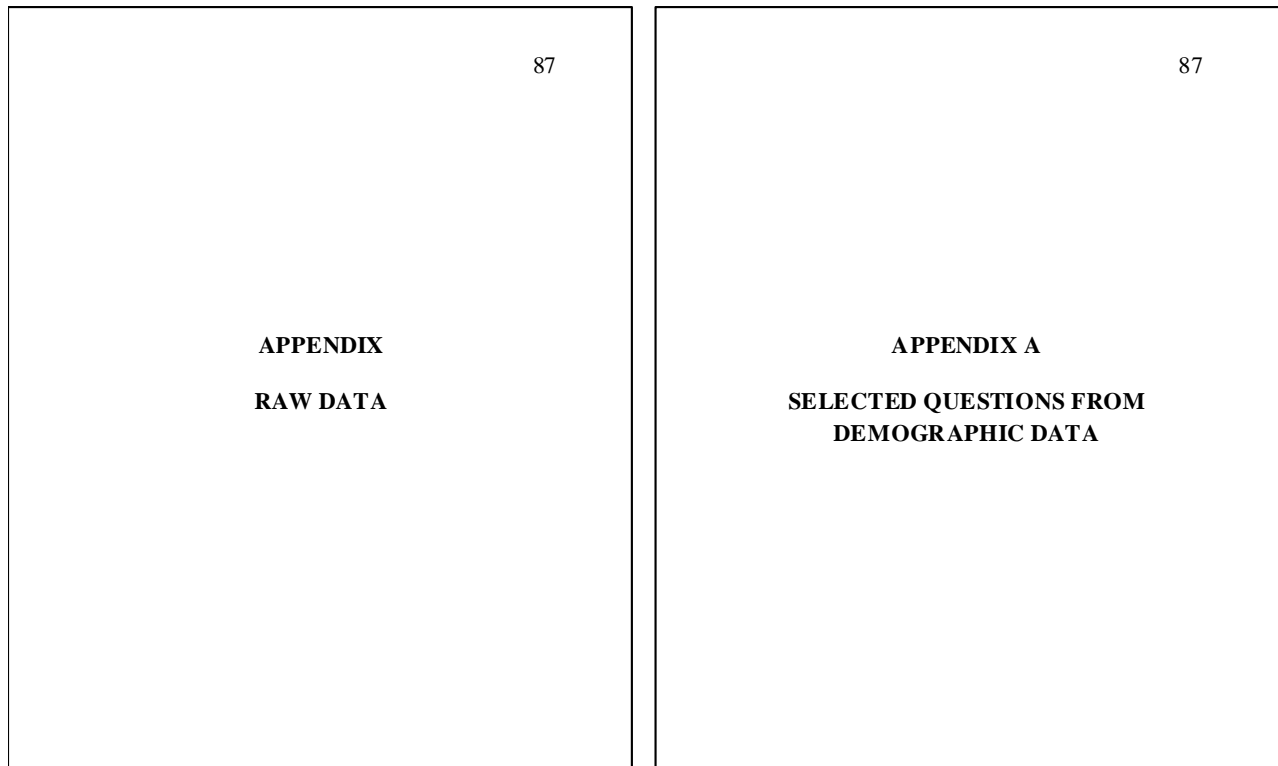
Figure 4.23. Examples of appendix cover sheets.

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.

4.12 FORMATTING FOR PROJECTS

The written report of the project should follow the prescribed format for theses as described in Chapter 2 (department style guides) and this chapter (general formatting). However, the form and presentation of projects tend to vary broadly and, therefore, the additional format guidelines for project reports discussed below are more flexible. Students should consult their faculty committees or the MP reviewer for a determination as to the acceptability of any particularly unique format.

4.12.1 Print Projects

In cases where the project is a manual, handbook, play script, musical composition, instructional guide or business plan, for example, the project itself is placed in an appendix or separate volume. It is subject only to meeting: (a) minimum margin settings, (b) page numbering, and (c) reproduction requirements as described in Section 5.4. The remaining sections of the written report are then tailored to introduce, justify, and validate the study or creative effort. This portion is subject to meeting all of the formatting guidelines required for theses.

4.12.2 Creative Writing Projects

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

Normally, poems, short stories, and novels are presented in the main body of the text and not in an appendix. Although the formatting of the preliminary pages and end matter must still comply with the formatting requirements specified in this chapter, formatting of the student's creative work must be allowed to reflect the student's creativity. Therefore, the creative writing project, although included in the main body of the text, is subject only to meeting the same minimum margin, page numbering, and reproduction requirements as described in Section 4.12.1.

Also, when there is no conflict with the student's desired presentation, each new work (i.e., poem, short story, or novel—if more than one) should start on a new page with the title consistently formatted either as:

- a new section (centered, bold, all caps,1 1⁄2" from the top of the page),

- a first- or second-level heading (Heading 1 or 2), or

- a third- or fourth-level heading (Heading 3 or 4).

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

It is also acceptable to organize your project into parts (e.g., a novel separated into three parts representing major turning points or life events). In this case, cover sheets must be used to separate each part. On the cover sheet, the Part number (Arabic numeral) should be bold and centered vertically and horizontally on the page preceding the work in that section. If the Parts have separate titles, those titles would be included on the cover pages as well and formatted in the same manner as appendix cover pages (see Section 4.11.2). Cover pages must be counted and numbered and included in the Table of Contents.

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

When deciding about using different fonts and selecting styles, be sure to check with the MP reviewer in advance and obtain approval for anything out of the ordinary.

Finally, the Tables of Contents for some creative writing projects are rather unique in that they may be extremely short. Figure 4.24 presents examples of possible Tables of Contents depending on the type of work created (see Section 4.6.7 for detailed formatting instructions). When in doubt, consult with the MP reviewer.

4.12.3 Art Projects

The artwork created by MA and MFA students for their projects (paintings, sculptures, jewelry, architectural models, etc.) is typically exhibited in a show that is open to the public. Slides are taken of

the exhibit and are housed in the School of Art, Design, and Art History. The following statement must be included in the text of the report and the abstract: "Images of the exhibition are on file with the School of Art, Design, and Art History." The slides are also reproduced as plates for the report. See Section 3.3.1.3, #2, about stating the dimensions of the work shown in a plate.

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

4.12.3.1 TEXT FORMATTING

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

When a student chooses to begin discussion of each work on a new page, the heading for each new work (usually the title of the work) must be placed at the top margin and formatted as a first-level heading (Heading 1, Figure. 4.16). Students may then choose to: (1) present each plate following its first reference in text or (2) present the entire discussion of each work followed its respective plates. In either case, the last page of text describing each work may not be filled to the bottom margin (i.e., it would be similar to the last page of a chapter).

Examples of a collection of short stories or poems

A collection of short stories organized by themes

A collection of poems without any further organization

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TABLE OF CONTENTS

PAGE

iv

TABLE OF CONTENTS

PAGE

The Introductory Statement need not be called out by the term "introduction" but may be handled more creatively as shown in this example in which the title of the work is used instead.

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TABLE OF CONTENTS

PAGE

Example of a novel as a creative writing project.

If chapters in the novel are titled and you wish to include those, you may do so. Format as first-level headings (indented .25" and capitalized headline style).

Figure 4.24. Sample tables of contents for creative writing projects.

4.12.3.2. PLATE FORMATTING

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

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

Like creative writing projects, the Table of Contents for art projects will differ depending on whether the work is presented in text or in an appendix. Figure 4.25 presents examples of possible Tables of Contents (see Section 4.6.7 for detailed formatting instructions). When in doubt, consult the MP reviewer.

4.12.4 Theatre Arts and Dance Projects

Projects that are text-based, such as audience research or the creation of a play script, are print projects and are included in the discussion in Section 4.12.1. Projects dealing with the planning and execution of a performance (actor, director, dancer, choreographer) or the design and execution of a scenic element should also be formatted like a print project or a traditional thesis. In these projects, photographic documentation of the performance or scenic element is normally included either in the text or in an appendix. The difference between these projects and art projects is that, in Theatre Arts or Dance, the photos provide an illustrative sample of the project in general. Art projects, on the other hand, discuss each work separately and display extensive, representative selections of each individual item (as discussed in Section 4.12.3).

Tables of Contents for projects in Theatre Arts or Dance would look much the same as those for traditional theses, or similar to those presented in Figure 4.25 for Art projects.

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

iv

TABLE OF CONTENTS

iv

TABLE OF CONTENTS

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

iv

TABLE OF CONTENTS

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

Figure 4.25. Sample tables of contents for art projects.

4.13 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. 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.

2. There are special formatting requirements for the preliminary and end matter pages of the thesis.

3. Printing back-to-back will not reduce fees by a large amount, 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.

4.13.1 Preliminary and End Matter 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. End matter pages 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 un- numbered pages must be inserted where necessary to ensure that each new section begins with a right-side page (as discussed in 2 above).

4.13.2 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 preliminary and end matter 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 MP reviewer if you need additional guidance.

CHAPTER 5

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.

5.1 FINAL PROOFREADING AND APPROVALS

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

5.1.1 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).

5.1.2 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 Section 4.6.2). 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 Advisor. If still not resolved, you may present it to the Associate Dean of the Graduate Division.

Theses that are not in compliance with department regulations, even when signed by the faculty committee, will not be accepted for format review (see Section 5.3).

5.2 SUBMISSION OF MANUSCRIPT

The formal submission process 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.

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

Students in the Ed.D. program with USD must submit their dissertations twice to the MP 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 MP reviewer (format).

The final, electronic copy of the dissertation, approved by the faculty committee, must then be submitted to the Dissertation and Thesis Department at Montezuma Publishing (see Section 5.3). 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 Section 5.3. Review the Submission Checklist (Section 5.4.3) to make sure you meet the requirements and have all the necessary materials when you arrive on campus to submit your manuscript.

5.2.2 Thesis or Project

Master's students may formally submit the final, electronic copy of their thesis/project to the MP reviewer only after it has been approved by their faculty committee.

If format revisions are necessary, students must return to the MP reviewer as often as necessary to obtain final approval.

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

5.2.3 Submission Checklist

Before submitting your dissertation/thesis, review the list below to be sure you meet the submission criteria.

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.)

2. Masters students—you must be enrolled in either Thesis 799A or 799B when submitting your thesis for format review. (See Section 2.2.3.)

3. **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.

4. Materials:

- Electronic copy of the entire manuscript.

- Original signature page signed by the committee members listed on your approved Dissertation or Thesis Committee Form.

- For doctoral candidates only:

- Signed JDP-5 form

- Proof of registration in 695 at USD (as noted under Requirements above).

- Survey of Earned Doctorates form (a separate one must be submitted to BOTH institutions).

5.3 FORMAT REVIEW

When preparing the format review copy of your manuscript, you must submit an electronic copy of your document, preferably in Microsoft Word format, to the MP reviewer at Montezuma Publishing. Hardcopies will not be reviewed.

This section describes 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.

5.3.1 Intake Process

In order to submit your document to the MP reviewer at Montezuma Publishing, you must have (1) your original, signed signature page (2) an electronic copy of your document as well as any hardcopies of oversized materials (e.g., maps) and (3) pay any applicable review fee(s).

You must be enrolled in Thesis 799A or B. Montezuma Publishing will verify your enrollment with the Graduate Division at the time of submission. Once you submit for review, notification will be sent to the Graduate Division, informing them of your submission.

5.3.2 Turn-Around Time

Manuscripts will be reviewed within one to three weeks. Generally, the earlier in the semester manuscripts are submitted, the shorter the turn-around time.
Note: A manuscript is **not** likely to be reviewed (or approved) in time for graduation during the current semester if it is submitted after the without-risk deadline and is returned to the student for correction.

5.3.3 Revisions, Resubmission, and Rejection

This section applies to master's students only (Section 5.2.1 applies to doctoral students). Once your thesis is reviewed and it is determined that corrections need to be made to your document, the MP reviewer will provide you with an electronic copy of your thesis with comments as well as a review checklist. You must make all changes and submit the revised thesis back to the MP reviewer for final approval. Normally, revisions submitted have priority over theses that have not yet undergone initial

review. Revisions should be submitted within two weeks in order to keep priority status. If corrections are still necessary after resubmission, this process repeats for up to six review cycles.

If your document exceeds the six review cycles, your thesis or dissertation will be rejected and returned to you with a rejection form. In extreme cases, where a student repeatedly fails to complete the process over a number of semesters, the Graduate Dean may request that the original faculty thesis committee review the thesis for relevance in the field.

If your thesis is not approved in time for graduation in the current semester, you will be required to reapply for graduation in the following semester and enroll in 799B. If you submitted before the "Last day to submit without re-enrolling" deadline, you will only need to reapply for graduation for the following semester but are not required to enroll in 799B.

5.4 PUBLICATION OF MANUSCRIPT

After your manuscript has been approved, you must arrange for preparation of the electronic library copy, as well as any department required copies (see Table 2.2). This is a graduation requirement and the cost is your responsibility (see Section 2.3.4).

Montezuma Publishing provides the thesis publishing service. If you are curious about how much an average publishing job costs, consult the Thesis section of the Montezuma Publishing website (www.montezumapublishing.com). Montezuma Publishing will deliver copies to the library, your department, or on-campus committee members free of charge. Additionally, you may pick up personal copies at Montezuma Publishing or have them shipped to you for a fee.

5.4.1 Hardbound Copy: Paper

The binding and paper options may vary for department required copies. However, the cost of providing department required copies, whether hard or softbound, is your responsibility and is a requirement for graduation. Some departments require theses to be printed on archival paper, if so, please see specifications below. An archival copy must be:

- Laser printed on **acid-free** paper
  - o 25-100% cotton paper (white) or premium-quality laser paper (white)
- Weight between 20-24 lbs
- 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
- When preparing color copies, use paper specifically manufactured for color copying with your laser printer
- If you plan to print your thesis on acid-free paper that does not have a watermark 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

5.4.2 Special Processing

If you want your manuscript prepared as double-sided copy, tell the thesis department when you place your order, as double-sided printing is not routine. Any other special processing needs should also be specifically discussed. For example, requirements for 11" x 17" foldout pages or maps/blueprints. Students must provide large maps or other oversized materials (larger than 11x17) that will be placed inside the back cover of your thesis.

5.4.3 Hardcover Binding

The hardbound copy of the thesis 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.

Note: If your document is less than 25 pages in length when formatted at 1.5 line spacing, please increase your line spacing to double in order to make your document easier to bind. Documents less than 25 pages are difficult to put in hard binding. In addition, there is often not enough room on the spine for the title.

5.4.3.1 TITLING ON THE COVER

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

<div align="center">

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

———————————————————

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

</div>

5.4.3.2 TITLING ON THE SPINE

The spine will contain the title of the document, 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 surnames with special characters.

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 Montezuma Publishing's Thesis department at the time you place your order.

Italics plus Greek and Other Symbols: The binderies cannot accommodate either italic typeface or Greek and other symbols. When the title of your manuscript contains text that is normally italicized it 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 4.6.1 for instructions on preparing the title page.

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.

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 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 publisher 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 Section 4.6.1.1. or 4.6.1.2 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 Department 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 a legal opinion.

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 MP 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 website 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 website 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 Thesis Department section of the Montezuma Publishing website (www.montezumapublishing.com).

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 grant to San Diego State University in perpetuity a non-exclusive license to archive, make accessible, and display the thesis, dissertation, or project in whole or in part in all forms of media, now or hereafter known, including internet display and transmission.

The display of a thesis, dissertation, or project may be embargoed for a period of up to one year upon written request of the student and consent of the Dean of the Graduate Division (see Appendix B). In the case of Joint Doctoral degrees, students must notify both schools and comply with each school's policies.

Rights to Thesis/Dissertation Data and Publication Authorship

This document is an agreement between a student and faculty mentor regarding data ownership, authorship and the copyright of a thesis used to satisfy requirements to complete the degree.

To ensure the agreement represents the interests of both the student and faculty mentor, it is important to become familiar with policy addressing student work and also guidance on the Thesis Review web site. In addition, there are other resources that address these issues of scientific integrity that may contribute to the discussion (http://www.cgsnet.org/).

This discussion should occur before the student begins his/her thesis work.

Topics to be addressed in this agreement include:

1. **The copyright of the written thesis.** The copyright of the written thesis used in partial fulfillment of the requirements for an advanced degree belongs solely to the student author. Copyright is secured automatically when the work is created. The university shall be entitled to a copy or definable facsimile of the thesis. There must be a compelling reason to share copyright of a thesis; such reason should be provided in writing and must be agreeable to the student author.

2. **Ownership of data used or generated by the student.** The university retains rights to data developed by a student and shall have access to use excerpts from any such thesis or dissertation, including data and graphical support of such data, to develop patent applications in which the University has an interest. Any inventions, trademarks, trade secrets or other intellectual property developed shall be owned in accordance with Senate policy addressing intellectual property including royalty sharing with the student as appropriate. The student will retain copyright ownership of her/his thesis separate from ownership of any intellectual property associated with the work. The author grants to San Diego State University in perpetuity a non-exclusive license to archive make accessible and display this master's thesis, dissertation, or project in whole or in part in all forms of media, now or hereafter known, including internet display and transmission.

3. **Plans for publication.** Plans for publication of the results of the thesis should be discussed to include identification of an appropriate outlet, authors and order of authorship, amount of effort expected, and timeline for completion. For guidance on authorship standards, visit http://ori.dhhs.gov/.

4. **Contingency Plan.** A contingency plan should be discussed for publication of findings and authorship if the student is not actively involved. This should include a time limit after which the contingency plan will be put into place, and clear expectations of work to be accomplished.

Agreement:
We have discussed the issues noted and have reached a mutually agreeable understanding. Attach a type-written summary of your agreement signed by both the student and committee chair.

Student's Signature: Student's Red ID.:   Date:

_____ _____ _____

Thesis/Dissertation Committee Chair's Signature   Date:

_____ _____

Policy Approved by the Senate 9-8-2009
Form Last Revised: 07-22-2010

APPENDIX B

**REQUESTS FOR RESTRICTED USE OF
MASTER'S THESES**

Library & Information Access 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.

The display of a thesis, dissertation, or project may be embargoed for a period of up to one year upon written request of the student and consent of the Dean of the Graduate Division. In the case of Joint Doctoral degrees, students must notify both schools and comply with each school's policies.

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 Monograph Cataloging Unit, who in turn will withhold from use all copies of the restricted thesis when they are received in the Library & Information Access.

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 for 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. For concurrent-degree programs, instead of a chair and 2nd member, the committee may be composed of a chair and co-chair who will be the two primary faculty from each discipline. The third member of the thesis committee must be from a department other than that of the chair. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee. If an individual with special expertise directly related to the thesis research is a faculty member of another institution, s/he may serve as a co-chair.

   In special circumstances, a department may designate lecturers or FERP faculty members in the department, or faculty members from another department, who are approved to serve as chair of thesis committees. These faculty members must meet all of the other requirements described below. If the chair of the committee is a faculty member from another department, the committee must include at least two members from the department in which the thesis is written.

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 committee chair may recommend the appointment of an adjunct faculty member or lecturer to the thesis committee as a second or third member, or as a co-chair. Such faculty must hold a terminal degree or equivalent in an appropriate discipline, be current in the field as determined by the department, and be available for the period required for the student to complete the thesis. 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. 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.

For the forms mentioned in this policy and the procedures for completion and submittal, go to the Dissertation & Thesis Review web site (http://gra.sdsu.edu/grad/thesisreview/dtrmain.html), click on "Thesis Committees" and scroll down to the "Forms and Procedures" section.

APPENDIX D

**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.

Note: Approved by the Graduate Council February 20, 1986.

APPENDIX E

CHICAGO AUTHOR NUMBER REFERENCE STYLE

Author-Number System of References

The author-number system, like the MLA and APA styles, uses parenthetical references within the text. The parenthetical references, however, do not contain an author's name. References here appear in Chicago format; MLA and APA do not use this system.

In the author-number system, a numbered bibliography of references, with entries arranged in alphabetical order *or* in order of citation in the text (depending on your department style guide), appears at the end of the paper. The number of each entry in the bibliography should be placed within square brackets [ ] in the text to indicate the identity of a source. Page numbers, separated from the source number by a colon, follow when needed (e.g., for a direct quotation). Each entry is listed only once in the bibliography, but the number for an entry may be used repeatedly in the text.

In-text Citations - examples

Differences of opinion exist about returning to the gold standard. Collins [1] does not believe that the move would help the economy, while the backers of the idea, such as Kemp [2], see the gold standard as the key to a stable economy. As Collins puts it, gold is "as beautiful as ever but no cure for what ails us" [1:19]. Most commentators agree that gold is one of the most secure investments [1:19, 2:32].

References – see the most current edition of the Chicago manual. http://www.chicagomanualofstyle.org.

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