



Research and Graduate Studies

Guidelines for Thesis Preparation
Created by the
Fresno State Dissertation/Thesis Office

GUIDELINES FOR THESIS PREPARATION

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

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

The university has established certain overall requirements for theses in order to secure university-wide consistency of format. You will find these outlined in this manual. This manual itself is formatted to illustrate the formatting requirements of a thesis. For referencing format and other discipline-specific stylistic preferences, you should consult your department's chosen style sheet or manual. If you have unusual technical problems or need answers to questions not covered by this manual, you may call or make an appointment with the thesis consultant in the Division of Research and Graduate Studies, Thomas Bldg., Room 130, (559) 278-2448.

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CHAPTER 1: UNIVERSITY REQUIREMENTS AND APPROVAL PROCEDURES

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

Thesis Committee Structure and Responsibilities

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

Basic responsibilities for procedural arrangements, content, and organization of the thesis rest with you and your committee. Once the committee has been formed and the committee assignment sheet is on file in the Dissertation/Thesis Office, you should set a timetable for researching and completing the thesis, under the direction of the committee, within the established deadlines for the individual program. In addition to the information included in this manual, you should select and procure a copy of the department's chosen style sheet or manual (see Appendix B), which will be used for reference and special stylistic instructions. Major style manuals (e.g., APA, MLA, Turabian) also include sections on thesis organization and writing techniques that may prove helpful to you.

While the committee chair has primary responsibility for advisement in the process, careful communication with all three committee members is essential to

final committee approval. Clarify at the outset the precise role and responsibilities of each member of the committee. In turn, you and your committee members should be aware that each committee member's electronic approval ([Step 2](#) on the DTO web site) represents that member's approval of all aspects of the candidate's thesis: content, methodology, form, style, and mechanics.

Human or Animal Subjects Clearance

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

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

Thesis Approval and Submission

All thesis submissions will be reviewed electronically. You must begin the submission process at the [Dissertation/Thesis Office \(DTO\) webpages](#), where you will find a link and instructions on how to register your intent to submit your thesis ([Step 1](#)). This step must be completed at the beginning of the semester in which you are planning on submitting your thesis. Prior to submitting your thesis, please be sure you have formatted it according to the thesis template, which you will find on the DTO website.

All thesis committee members must signify their approval of the text, including content, style, and format, by checking the "final submission approval" statement ([Step 2](#) on the DTO web site) once [Step 1](#) has been submitted.

Theses will not be reviewed until all committee members have provided this approval. Please note, all committee member additions or corrections must be incorporated into the final submission. Once approvals are received, we will reach out to you regarding submission instructions. Theses are reviewed in the chronological order of their submission.

Please note, the thesis document you submit must include a complete reference list, and the document must follow the format of a chosen style manual or journal style sheet (see Appendix B for a list of possible department-specific style manuals and journals).

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

After a thorough review of your thesis, the thesis consultant will notify you via email that your thesis is ready to be revised in preparation for submission of the final proof. Normally, you will be asked for changes in the areas of formatting and documentation before resubmission. It is your responsibility to make all corrections indicated on the final submission. You are generally given two weeks to make requisite changes/ corrections before resubmitting the thesis.

Final Processing and Fees

In the interest of appropriate dissemination of knowledge and research findings, the Graduate Committee of the Academic Senate has supported the participation of the California State University, Fresno campus in the abstracting and filming services offered by the ProQuest/University Microfilms International (UMI). The thesis consultant will send you instructions for submitting your thesis through ProQuest's electronic repository, where it will become part of an international researcher-to-researcher database. Publishing your thesis through the repository is free; however, if you elect to register your copyright, there is a cost of \$75. Effective January 2017, the Fresno State Library no longer retains bound copies of theses (exception is made for theses coming from the MFA program), requiring instead electronic publication through ProQuest as well as deposit to the California State University's electronic repository, [ScholarWorks](#). Students who do not wish to make their work immediately available electronically may choose to embargo their work (one year, two years, five years). This embargo can be renewed accordingly.

Deadlines

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

Plagiarism

According to standards endorsed by the Chancellor's Office, each thesis "must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation." "Accurate and thorough documentation" requires the proper acknowledgment of the use of someone else's ideas or phraseology. Lack of due credit to the original source may lead to the charge of plagiarism, defined by the university as "a specific form of cheating which consists of the misuse of the published and/or unpublished works of another by representing the material so used as one's own work."

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

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

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

Copyright Releases

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

chapter from a book, or a research test or instrument; however, be sure to check for any copyright restrictions and include copyright attributions accordingly.

Requests for permission should be addressed to the copyright holder and should include full identification of the material to be reproduced, specifying its intended use. The thesis consultant has drawn up a special form, [*Request for Permission to Include Copyrighted Material in Master's Thesis*](#), which is available from the Dissertation/Thesis Office web site. Since replies often take some time, you should seek permission well in advance of the estimated thesis submission date. Please be sure to supply the Dissertation/Thesis Office with evidence of permission received (copies of signed permissions forms emailed to us are acceptable); these forms are not included in the thesis and are used for verification purposes only.

Proprietary Rights

In accordance with established policy, which states that the university's "instruction, research and services will be accomplished openly and without prohibitions on the publication and dissemination of the results of its academic and research activities," no thesis will be accepted that cannot be made public. However, students may elect to embargo their work for a period of one, two, or five years before it becomes available electronically. ProQuest has the same embargo options for student research.

CHAPTER 2: GUIDELINES AND REQUIREMENTS FOR PUBLICATION COPY FORMAT – USING THE UNIVERSITY TEMPLATE

Formatting with the Thesis Templates

The thesis consultant has developed [Microsoft Word templates](#) for students. Note – if you are using a program like LaTeX, which is not compatible with the template, please see Appendix D). The thesis templates provide basic formatting setup for theses according to the specific requirements outlined in this manual and are available for download from the Dissertation/Thesis Office web site. For more information on how to use a thesis template, please review the following PowerPoint: [Navigating the Thesis Template](#). You will need to paste all your content into the thesis template. For more information, view this short video: [Pasting into the Template](#).

Styles Pane

When using the template, all content should be styled accordingly. For example, the template has built in styles for headings, figure captions/titles, table titles, thesis text etc. Please be sure to open the styles pane and apply styles to all text. For more information on using the styles pane, please view this short video: [Styles Window](#). Once you have applied all of the styles, be sure to update the Table of Contents, the List of Tables, and the List of Figures. For more information on updating those pages, view this short video: [Populating TOC, LOT, LOF](#).

Typing Review and Style Instructions

Follow this manual as closely as possible; where discrepancies exist between this and the department's style manual or journal style sheet, the university guidelines will take precedence.

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

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

In addition, departmental style manuals should be consulted for such matters as referencing format, use of figures or words for numbers, layout of figures and tables, and stylistic preferences related to the particular discipline. In the case of a conflict between the university guidelines and the departmental style sheet, the university guidelines will take precedence.

Font Requirements

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

Margins

Margins for the running text have been preset in the template document; please do not make any changes to margins within this document. The margins are set at 1.5” on the left and 1” on the right and bottom, throughout the thesis. The top margin for the running text has been set at exactly 24 points below the page number. In Microsoft Word for Windows, the top margin is placed at 1.2” and the header and footer is set at .83” and .5”, respectively. The wide margin on the left provides the space needed if you plan to have the thesis bound.

The text should be left justified, and variations should be within, not outside, the margin requirement. Tables, figures, and reductions of all oversized materials must fall within the 6” x 9” text frame margins. Pages should be filled as much as possible and blank space at the bottom of pages should be kept to a minimum, except at the ends of chapters or sections.

Spacing and Indention

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

- chapter/section titles
- headings
- footnotes
- table and figure captions
- tabular material as necessary
- reference list/bibliography items
- appendix material as appropriate
- For the most part, this will be taken care of when the correct style is applied to the text.

Aside from their captions and titles, tables and appendices may be single or double spaced, depending on the length and nature of the material to be presented. Quoted material of over four lines (MLA) or over 40 words (APA) calls for block quote format (others—consult style manual), and you will find block quote styles already built into the template, so be sure to apply that style accordingly.

Organization of the Material

The thesis template has organized and arranged the elements of the thesis in the following manner:

1. Abstract
2. Guard sheet (blank sheet)
3. Preliminaries
 - a. Title page
 - b. Copyright page (optional)
 - c. Approval page
 - d. Authorization sheet
 - e. Acknowledgments or Preface (optional)
 - f. Table of Contents
 - g. List of Tables
 - h. List of Figures
4. Text (usually divided into chapters or sections)
5. Reference material
 - a. References or Bibliography (Works Cited, MLA)
 - b. Appendix/ces

Page Numbering

The abstract and guard sheet are not considered a formal part of the thesis, and are neither counted nor numbered. Page count begins with the title page of the thesis. All pages in the thesis are counted. Some, however, will not show a page number. For example, the following pages, although counted, do not show a page number: title page, approval page, and authorization page; the first pages of the table of contents, lists of tables and figures, bibliography or reference list, and chapters or sections; and half-title sheets. These have all been determined and built into the thesis template.

You will notice that, for the preliminary matter, lower case Roman numerals have been used for any pages that will show a number. In most theses, because this section consists mainly of major heading pages, only the second pages of the table of contents and the lists of tables and figures will show a page number. The remainder of the thesis uses Arabic numerals (text, references, and appendices). The first page to show a number will be the second page (2) of the first chapter or section.

Half-title Pages

Within most of the thesis templates, a half-title sheet precedes the reference and appendix sections. For the appendices, type in the title of the appendix with caps lock on, so it will render correctly in the Table of Contents.

Headings

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

(underscored, indented); or other preferences, such as spacing (see Figure 1). If you are using an APA style template, the headings will be rendered per APA style.

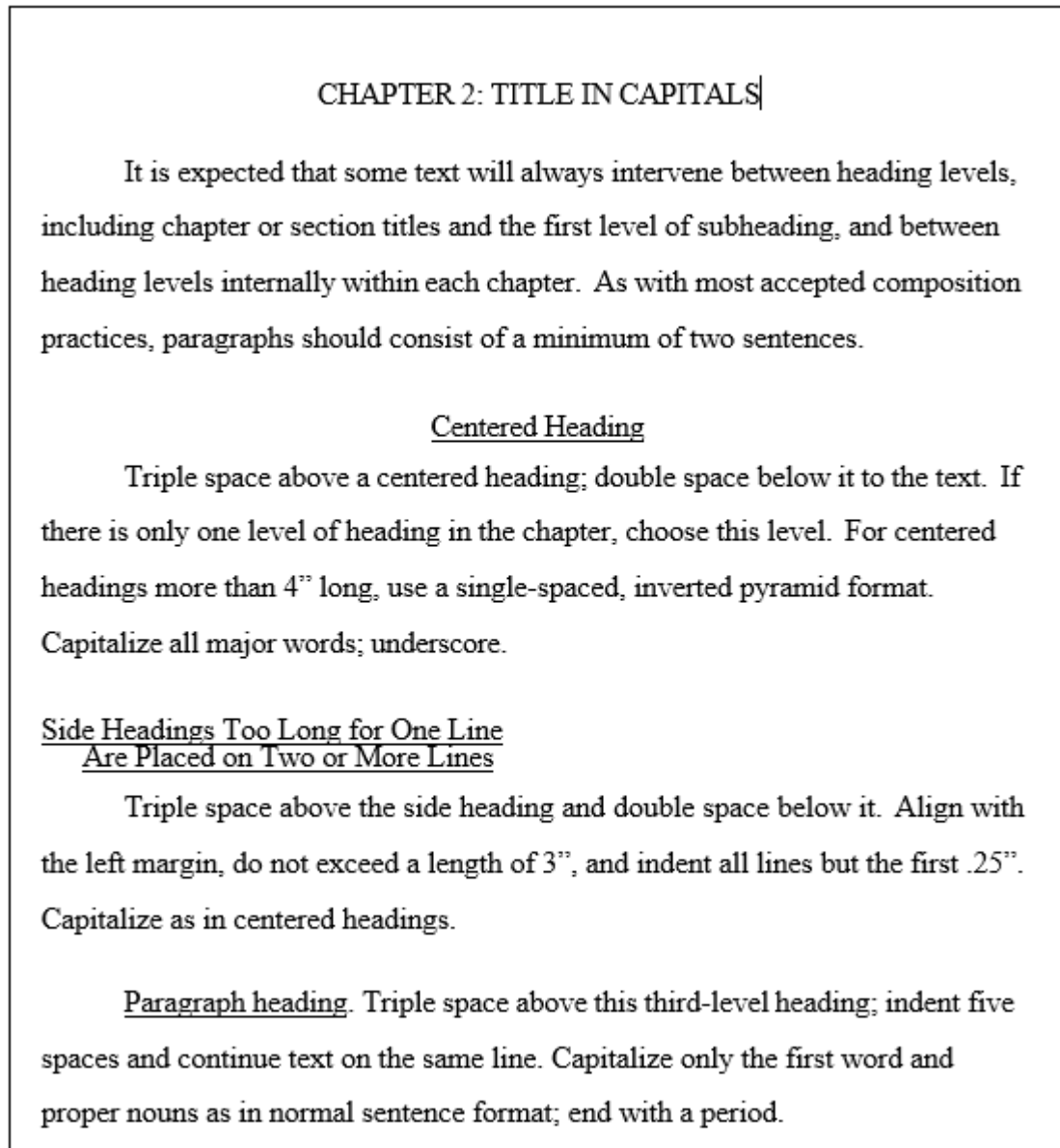


Figure 1. Sample chapter and heading format

Footnotes

The footnote numbering system, according to university policy, requires renumbering footnote sequence with each new chapter or section. Additionally, all

footnotes appearing on the last page of a chapter or section should be typed at the foot of the page, regardless of the length of this final page.

Tables and Figures

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

Captions

Captions for figures are placed below the figure. Titles for tables are placed above the table. In both cases, captions/titles must be single-spaced. Normally, captions/titles are placed one double space above the table or below the figure. If you are using an APA style template, then the title of the figure will appear above the figure and the Figure Title style will be applied.

Numbering and Placement

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

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

Tables and figures appearing in the appendix may be labeled according to two options: (1) They may be consecutively numbered from the last table or figure in the text; or (2) they may be separately labeled as Table A1, Table B1, Figure A1, Figure B1, etc.

Reductions

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

CHAPTER 3: PRELIMINARY PAGES OF THE THESIS

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

Abstract

The abstract should consist of the thesis title (apply *abstract style*), as it appears on the title page, followed by a short statement (no more than one page in length) concerning the purpose, methodology, and findings of the research, or, in creative works, a description of the thematic nature of the text and special techniques employed.

Language should be kept as clear and concise as possible. No footnotes or citations should be included, since abstracts frequently stand alone, without accompanying text. The candidate's full registered name, as on the title page, should be typed one triple space directly below the body of the abstract, followed by the month and year of the term.

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

Title Page

The title page should follow exactly the example shown in the template. Wording of the thesis title should be precise and concise. The title should give the essence of the thesis in the first several words; qualifying phrases such as "An Ethnographic Study of . . ." and limitations as to time period or locality may

appear as a subtitle following a colon. Any title or subtitle that mentions a geographic location must give the location in full, including the name of the state or county, if appropriate—for example, “Westside High School, Fresno, California.”

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

Copyright Page

In certain cases, especially those in which patents may result from an invention or a discovery, or cases involving politically sensitive material or creative publication rights, you may wish to protect your work by obtaining statutory copyright through entering a copyright notice on a special copyright page immediately following the title page of the thesis. This procedure gives you statutory copyright when your thesis is published. A sample copyright page appears in the template. If you will not be registering copyright, you can delete this page.

Actual enforcement of this copyright (in cases of infringement) demands that you register the copyright with the United States Copyright Office in Washington, DC. If you elect this option, you may wish to use the ProQuest/UMI service for this procedure. In this instance, you will need to pay the \$75 copyright fee. Students with patentable work must also comply with policies and procedures

established by the university. Information regarding the university's policy is available in the [Academic Policy Manual, section 540](#).

Approval Page

Initial acceptance of the final thesis submission is accomplished electronically ([Step 2](#); see p. 2 of this manual). The committee chair must be listed first, with the name typed on the line, followed by the designation "Chair" in parentheses. Do not provide academic titles (i.e., "Dr." or "Ph.D.") before or after committee members' names. The full department name is typed to align with the right margin. Do not include phrases (i.e., "Department of") before the department name. Similarly, do not insert "Department" after the department name. Names of the remaining committee members should be placed in order according to committee preference.

Authorization Sheet

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

Acknowledgements

Please complete this page prior to submitting it to the Dissertation/Thesis Office. This is a place where you can create a message of thanks to your committee members, family members, and anyone else who supported you during your research journey.

APPENDICES

APPENDIX A: THESIS COMMITTEE POLICY AND
GUIDELINES

Thesis Committees

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

1.0 Thesis Committee Structure

1.1 Number of Members

1.11 Each master's thesis committee shall be composed of a minimum of three members.

1.12 Under extenuating circumstances (e.g., member's death or sudden leave), to be noted by the graduate program coordinator¹ in a letter to the graduate dean, an individual student in the final stages of the thesis may request to have fewer than three members on the committee.

1.13 A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

1.1 Committee Membership

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

The Graduate Group in the program, with the approval of the department, may invite their Faculty Early Retirement Program (FERP) faculty

¹ The terms *Program coordinator* and *Program director* are interchangeable in this document.

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

1.22 An individual who possesses requisite expertise, but who is not a member of the Graduate Faculty Group in the student's program, may serve as a third reader on a thesis or dissertation committee with the approval of the department chair. This may include part-time and adjunct faculty, retired program faculty, faculty from other programs or universities, and community professionals. In such cases, a curriculum vita of the individual concerned must accompany the submitted Master's Thesis (299) Committee Assignment form.

1.23 Each graduate program committee may establish additional procedures for the appointment of thesis committee members. It is recommended that these procedures be published and be made available to incoming graduate students and new faculty members.

1.24 The committee chair shall be a faculty member of the graduate faculty from the student's program. A faculty member from another department may assume the role of committee chair only if eligible for and appropriately appointed as program graduate faculty (see APM 226) in the student's degree program.

1.25 For the doctorate degree, the committee chair must be a member of the *Doctoral Graduate Faculty Group*, and possess requisite knowledge and experience in discipline-based research theory and methodologies at the doctoral level, knowledge of the requirements for doctoral dissertations in the discipline, and a demonstrated ability to successfully direct others in research activities. The first time an individual is being considered as a chair of a doctoral dissertation committee, supporting documentation must accompany the recommendation through all levels of review (per APM 227-2, III. *Criteria for Membership in a Doctoral*

Graduate Faculty Group, par. 6c).

1.26 Each graduate program's graduate group should establish a reasonable maximum for the number of theses an individual faculty member may supervise.

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

2.0 Thesis Committee Responsibilities

2.1 The Committee as a Whole

2.11 The initial responsibility of the committee is to meet and determine the feasibility of the topic and the thesis/dissertation plan or proposal, and to permit the student to proceed only after such determination has been made. The committee shall sign off on the student's plan or proposal and a copy should be kept in the student's file in the department. The signing of this document signifies that the student has permission to proceed with the study as outlined in the plan.

2.12 The committee is responsible for assuring that the student is familiar with and has received copies of appropriate university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance. The committee (chair) should inform the student regarding proprietary interests and ownership of data or research product as appropriate and reach agreement about these issues. Formal written agreements may be desirable or even mandatory when patent-related issues may arise. This needs to be done as early in the process as possible, preferably at the time the proposal is accepted.

2.13 The committee shall determine whether the student's research is subject to the university policy on research on human or animal subjects and advise the student accordingly.

2.14 The committee shall determine the adequacy of the bibliography.

2.15 The committee shall review and approve the methodology and any instrument or questionnaire used in data collection.

2.16 Committee members are responsible for reviewing thesis and dissertation drafts and providing feedback in a timely manner. Depending on circumstances, there should be no more than a four-week turnaround review time for each of the committee members to review the manuscript for a thesis or dissertation.

2.17 The responsibility of the committee as a whole is to examine the student's work and to meet and make a final determination of the acceptability of the thesis/dissertation, and to arrange for any oral defense of the thesis in accordance with written department policies.

2.18 It is the policy of this university to make all theses available to the public through the library and through established academic abstracting services. On rare occasions, committee members shall assist the graduate dean in determining the need for and recommending the withholding of material for publication for a specified period of time, not to exceed one calendar year.

2.19 It shall be the responsibility of the student to observe graduate deadlines for the submission of final and publication copies of the thesis/dissertation. A reasonable amount of time (not more than four weeks) should be allowed for each of the committee members to review the manuscript.

2.2 The Chair

2.21 The student and the committee chair, insofar as it is possible, should arrive at an agreement on an approximate time schedule, including meetings of the committee, for the accomplishment of thesis/dissertation-related work for each semester or term that the student is engaged in such work.

2.22 The chair shall have primary responsibility for the supervision of the student's work, setting deadlines, and guiding the student's progress.

2.23 The chair shall assume the role of "principal investigator" when the student's research involves human or animal subjects, and shall ensure that university policies in this area are carefully observed (The Policy and Procedures for Research and Human Subjects at California State University, Fresno, available from the Office of the Vice President for Administration; Policy and Procedures for Handling all Warm-Blooded Animals Used for Teaching, Experimentation, or Research at California State University, Fresno, see the ([Academic Policy Manual, 525](#))).

2.24 The chair shall inform the student of university regulations regarding the need to maintain continuous enrollment while working on the thesis/dissertation, and the zero-unit policy requiring enrollment in a zero-unit "C" (thesis continuation) course. (For full policy, see </gradstudies/requirements/enrollment.html>).*

2.25 The chair shall inform the student of the university's *Guidelines for Thesis Preparation* and shall encourage attendance at a thesis workshop as early as possible in the student's thesis process. The *Guidelines for Thesis Preparation* are available at the Kennel Bookstore or from the Thesis Office Web site.

2.26 In consultation with the other members of the committee, the chair shall determine the final grade on the thesis/dissertation and see that it is properly reported on the Graduate Degree Clearance form.

2.27 The chair is responsible for evaluating the student's progress before assigning an "RP" (formerly "SP") grade for thesis/dissertation units. (The "RP" grade is automatically assigned unless a student is not making significant progress, in which case an "I" grade may be assigned.)

2.28 The chair shall inform the student of the style manual or journal style required by the department for formatting the reference list or bibliography.

3.0 Vacancies and Replacements

3.1 If any committee member anticipates an extended but temporary absence during the time the student is working on the thesis/dissertation, he or she should arrange for means of communicating during this leave, or designate an appropriate temporary/permanent substitute.

3.2 The determination to make a change in committee chair or membership must be reported on a Change in Master's Thesis (299) Committee and/or Topic form, submitted to the Graduate Division, and must be approved by the graduate program coordinator and department chair. A change in the committee chair requires a letter of justification from the department chair at the time the Change in Master's Thesis (299) Committee form is submitted, as stated on the form. Faculty members who are replaced must be so informed by the department chair.

3.3 If the chair is unexpectedly absent or absent due to planned sabbatical/retirement at the time the student completes the

thesis/dissertation, the department chair may act for the thesis chair, in consultation with the absent chair or other committee members.

4.0 Disputes

4.1 In the event that a dispute or disagreement arises between a student and a member of the committee or between members of the committee, the committee chair shall call a meeting of the committee and the student for the purpose of resolving the problem.

4.2 If the dispute cannot be resolved through this process, or if the proposed solution is unacceptable to the student or one of the committee members, the disagreeing party or the department chair may request that the graduate committee of the student's department/program review the problem and recommend a solution.

4.3 If the problem cannot be resolved at the department level, the dispute should be appealed to the college or school dean. This will be the final level of appeal.

5.0 Termination of the Committee

5.1 The committee shall have discharged its obligations when the final manuscript has been approved by the Graduate Dean, each member has signed the approval page for the publication copy of the thesis/dissertation, and the thesis/dissertation grade is recorded on the clearance sheet.

5.2 In the event a student does not register for thesis/dissertation or fails to maintain an active status within one semester or term after official acceptance by a thesis committee, the committee chair has the option of dissolving the committee, in which case a new committee must be secured and approved before registration can be authorized.

5.3 If a student must suspend work on the thesis/dissertation for educational reasons acceptable to the committee chair, the student should obtain a planned educational leave of absence. These leaves may be approved for two to four semesters. If the leave is approved, the committee shall continue its existence until the student returns.

*Zero-unit policy approved by the University Graduate Committee, 2011

APPENDIX B: DEPARTMENTAL STYLE MANUAL
GUIDELINES

Program	Recommended Style Manual
Agricultural Sciences	<i>Check with program; APA Publication Manual 7th ed.</i>
Animal Science	<i>Journal of Animal Science</i>
Art	<i>American Antiquity, Art Bulletin, Art Journal, MLA Handbook</i>
Biology	<i>Council of Biology Editors Style Manual, Am. J. of Botany, Auk, Analytical Biochemistry, Cell, Evolution, J. of Bacteriology, J. Biological Chemistry, J. Immunology, J. Mammalogy, J. Molecular Endocrinology, J. Wildlife Management, Microbiology, Molecular and Cellular Biology, American Society of Animal Science, Entomological Society of America or other departmental selection</i>
Biotechnology	<i>Check with program; Journal of Experimental Biology</i>
Business Administration	Turabian, <i>Journal of Finance</i>
Chemistry	American Chemical Society, <i>Analytical Chemistry, J. of American Chemical Society, Journal of Organic Chemistry</i>
Civil Engineering	<i>American Society of Civil Engineers journals, Journal of the American Concrete Institute</i>
Communication	APA Publication Manual 7 th ed.; MLA Handbook; Turabian
Computer Science	Check with department; some students have used APA Publication Manual 7 th ed.
Counseling	APA Publication Manual 7 th ed.
Creative Writing	MLA Handbook

Program	Recommended Style Manual
Criminology	APA Publication Manual 7 th ed., <i>Journal of Forensic Science</i>
Deaf Education	APA Publication Manual 7 th ed.
Education (all programs)	APA Publication Manual 7 th ed.
Engineering:	IEEE
Electrical/Computer/Mech	
English	MLA Handbook
Food and Nutritional Sciences	<i>Food Technology, Journal of Agriculture and Food Chemistry, Journal of Food Science, Journal of the American Dietetic Association, APA Publication Manual 7th ed.</i>
Geology	<i>USGS Suggestions to Authors</i>
History	Turabian
Industrial Technology	APA Publication Manual 7 th ed., Turabian
Kinesiology: Athletic Training; Sport Psych; Sport Admin	APA Publication Manual 7 th ed.
Linguistics	APA Publication Manual 7 th ed.
Music	The Chicago Manual of Style; MLA Handbook; Turabian
Nursing (MS/DNP)	APA Publication Manual 7 th ed.
Physics	<i>APS Style Manual</i>
Plant Science	<i>Agronomy Journal, Council of Biology Editors Style Manual, Crop Science, Crop Protection, Journal of Amer. Soc. Hort. Sci., Entomological society of America, Proceedings Soil Science Society, American Pathological Society, Weed Science Society of America, some students have used: APA Publication Manual 7th ed.</i>

Program	Recommended Style Manual
Psychology	APA Publication Manual 7 th ed.
Public Administration	APA Publication Manual 7 th ed.
Public Health	APA Publication Manual 7 th ed.
Social Work	APA Publication Manual 7 th ed.
Spanish	MLA Handbook
Special Education	APA Publication Manual 7 th ed.
Viticulture & Enology	<i>Am. J. Enology and Viticulture</i> , APA Publication Manual 7 th ed.

APPENDIX C: THESIS PROBLEM TYPES

PROCEDURES FOR HANDLING POTENTIAL THESIS PROBLEMS

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

Conferences with the thesis consultant are available for assistance, if requested.

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

Some examples of more serious problems follow.

PROBLEM TYPE I

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

PROCEDURE

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

PROBLEM TYPE II

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

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

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

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

PROCEDURE

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

PROBLEM TYPE III

Plagiarism

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

Approved 4/5/88 Graduate Committee

APPENDIX D: TECHNICAL SPECIFICATIONS FOR MANUAL
DOCUMENT FORMATTING WHEN USING PROGRAMS
SIMILAR TO LATEX

Technical Guidelines

Use the guidelines in this appendix if, for some reason, you are not using one of the [university templates](#) (e.g., you are using a processing program like LaTeX - not compatible with the template). The technical parameters described below have been written into the template, so when using a university template, you will find that things like margins and page numbering have been done for you.

Margins

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

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

Pages should be filled as much as possible and blank space at the bottom of pages should be kept to a minimum, except at the ends of chapters or sections.

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

Spacing and Indention

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

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

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

Organization of the Material

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

1. Abstract
2. Guard sheet (blank sheet)
3. Preliminaries
 - i. Title page
 - j. Copyright page (optional)
 - k. Approval page
 - l. Authorization sheet
 - m. Acknowledgments or Preface (optional)

- n. Table of Contents
- o. List of Tables
- p. List of Figures
- 4. Text (usually divided into chapters or sections)
- 5. Reference material
 - c. References or Bibliography (Works Cited, MLA)
 - d. Appendix/ces

Page Numbering

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

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

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

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

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

Half-title Pages

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

Headings

Headings in the thesis should conform to the format prescribed in these guidelines rather than departmental style manuals or journal style sheet. This includes such matters as order of headings (centered, side, paragraph); style (underscored, indented); or other preferences, such as spacing. See Figure 1 in Chapter 2 of this document for an example showing how the chapter title and subsequent headings should be rendered.

First Pages of Chapters and Sections

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

Chapters or Sections?

Theses are presented in one of two formats: chapters or sections. Please check with your program and documentation style to see which you should use.

Footnotes

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

Tables and Figures

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

Captions

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

Numbering and Placement

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

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

Tables and figures appearing in the appendix may be labeled according to two options: (1) They may be consecutively numbered from the last table or figure in the text; or (2) they may be separately labeled as Table A1, Table B1, Figure A1, Figure B1, etc.

Reductions

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

Typing Review and Style Instructions

Follow this manual as closely as possible; where discrepancies exist between this and the department’s style manual or journal style sheet, the university guidelines will take precedence. *Note: **Do not use previously approved theses as a formatting guideline*** as they may have been approved according to an earlier edition of this publication. In addition, during the binding process, thesis pages are trimmed; therefore, the margins of a published thesis will not accurately reflect the measurements put forth in this manual.

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

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

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

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

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