CALIFORNIA STATE UNIVERSITY, FRESNO

THE DIVISION OF GRADUATE STUDIES

THESIS OFFICE

The following template was developed for students using Microsoft Word to format their DPT projects to conform to the publication requirements of the California State University, Fresno *Guidelines for Thesis Preparation*. Any use beyond the intended is prohibited, without permission of the Division of Graduate Studies.

Questions? Please contact:

Debbie Neufeld

278-2448

To the student: This template has been redesigned to include an automatic Table of Contents, List of Tables, and List of Figures. Also, while it is understood that you and your committee have the primary oversight on the content of your project, you will also find text in blue at the beginning of each chapter. This text is meant to give general guidance relative to the State of California’s Title 5 Education Code and its criteria for a project.

ABSTRACT

project TITLE: SINGLE SPACE BETWEEN LINES  
typing in inverted pyramid form

Start typing the abstract text *(project text)* here. The abstract should fit on one page. A blank guard sheet should follow. Neither of these pages receives a page number, and neither is considered part of the project proper. For further information on the contents of the Abstract, consult the Division of Graduate Studies *Guidelines for Thesis Preparation.*

Abstract Author Name

Month Year

project TITLE THAT EXTENDS OVER ONE LINE   
GOES IN INVERTED PYRAMID FORM

by

Author's Full Name

A project

submitted in partial

fulfillment of the requirements for the degree of

Doctor of Physical Therapy

in the Department of Physical Therapy   
College of Health and Human Services

California State University, Fresno

Month Year

*NOTE: THIS PAGE IS OPTIONAL, AND REQUIRES PAYMENT* *OF AN EXTRA $75 FEE.*

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© YEAR Student’s Name

APPROVED

For the Department of Physical Therapy:

We, the undersigned, certify that the project of the following student meets the required standards of scholarship, format, and style of the university and the student's graduate degree program for the awarding of the doctoral degree.

Student’s name, typed same as on title page

Project Author

Chairperson’s name (Chair) Physical Therapy

Committee member’s name Physical Therapy

For the University Graduate Committee:

Dean’s name

Dean, Division of Graduate Studies

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ACKNOWLEDGMENTS

Start typing text here *(project text)*.

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Note: The Table of Contents, List of Tables, and List of Figures are automatic. There is no need to type anything into them. When you have finished adding all text to the template, simply single-click in the Table of Contents to select it, then right-click to open the menu options. Select the option “Update Field” and fill in the circle “Update Entire Table,” then click “OK.” If you have applied the appropriate style (e.g., 1st-Level Centered Hdg) to your headings in the text, headings and page numbers will update in the TOC without you having to do anything. Delete this text box when you are finished.

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BACKGROUND

Typically, section 1 is where you introduce the problem and its background. Per the Title 5 Education Code, this is where you might “clearly identify the problem, state the major assumptions, [and] explain the significance of the undertaking.” You might identify gaps in the literature and indicate how your study fills one or more of those gaps. Ensure here that your sources are both *current* and *credible*. Consult with your committee when crafting the introductory section of your project. It is likely that you will want to simply title section 1, INTRODUCTION.

First-Level Heading: Include Only First-Level Headings in Your Table of Contents

Return to *project text* style for the next textual block of material. Be sure to review the Headings section in the *Guidelines* for further important considerations. Use AMA superscript number style1-3 for in-text citations.4 Cited works are numbered in order of initial appearance in the text, and appear in the Reference List in numerical order.5,6  Use Arabic superscript numerals outside periods and commas, and inside colons and semicolons7; (I have illustrated this in the preceding sentence). For more on AMA in-text and end-of-text citation style, visit the following Web site: <https://www.amamanualofstyle.com/>

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

The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

A third-level paragraph heading. For a third-level subdivision, select *3rd-level paragraph hdg* from the style box. You will need to manually underline the heading text. The text will continue immediately after the heading, in normal fashion.

METHODS

Typically, section 2 is the methodology portion of your project. Per the Title 5 Education Code, this is where you might identify the “methods of gathering information.” Perhaps you elicited responses through a literature review, original survey or you tested samples over the course of several trials in a laboratory. This is the section where you might craft the “blueprint” of the steps used in your study, providing later researchers the ability to replicate your work. Consult with your committee when crafting the methodology section of your project. It is likely that you will want to simply title section 3, METHODOLOGY or METHODS AND MATERIALS.

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First-Level Heading

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First-Level Heading

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First-Level Heading

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RESULTS

Typically, section 3 is the results portion of your project. Per the Title 5 Education Code, this is where you might analyze your own data and then present your original findings. Often, this presentation is in the form of tables and/or figures. Included in this template are samples of each, along with how the text should appear before and after such renderings. Consult with your committee when crafting the results section of your project. It is likely that you will want to simply title section 3, RESULTS.

Often, project authors present results in the form of tables and figures. You must always reference tables and figures in numerical order in the body of the project, usually through a parenthetical like this (see Table 1). Alternatively, you can reference the table or figure in a sentence like this: “Table 1 shows the scales used and the standard deviations for each variable.” For the DPT projects, tables and figures follow the references section and precede the appendices.

First-Level Heading

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

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First-Level Heading

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DISCUSSION

Typically, section 4 offers a discussion and conclusion or recommendation, which is required per the Title 5 Education Code. Here, you might discuss the results and explain why you got those results. You might also indicate what specifically has been derived from your research and offer future researchers recommendations for how the work might be expanded. Consult with your committee when crafting the discussion and conclusion section of your project. It is likely that you will want to simply title section 4 DISCUSSION, or DISCUSSION AND CONCLUSION.

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First-Level Heading

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REFERENCES

REFERENCES

1. (Begin typing your reference list here. Check your AMA style sheet for the correct format of how author names, dates, journal titles, etc. should appear. For this list, use a hanging indent, single spaces within each entry, and double spaces between entries. To convert to this style, highlight your entries and switch to the *References* style in the style box.) See AMA tip sheet here: <https://mym.cdn.usa.edu/WritingCenter/AMA_References_11th.pdf>
2. (The second entry will appear on this line in the list after pressing the return key, repeating the hanging indent style . . .)

TABLES

Table 1. Table Titles Above Tables and Keep Them Brief, In Bold, Capitalizing All Major Words

|  |  |  |  |
| --- | --- | --- | --- |
| Scale | Introversion | Extroversion | Peculiarity |
| SPG | .77 | .45 | .12 |
| AIG | .43 | .89 | .34 |
| TRF | .78 | -.34 | .45 |
| XYZ | -.03 | -23 | -.56 |
| PDQ | .09 | .89 | -.09 |

Table 2. Table Titles Above Tables and Keep Them Brief, In Bold, Capitalizing All Major Words

|  |  |  |  |
| --- | --- | --- | --- |
| Scale | Introversion | Extroversion | Peculiarity |
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|  |  |  |  |
| --- | --- | --- | --- |
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FIGURES



Figure 1. Figure captions below figures, in bold capitalizing only the first word and any proper noun or adjective; like table titles, keep figure captions brief.

APPENDICES

APPENDIX A: APPENDIX TITLE

APPENDIX B: APPENDIX TITLE

APPENDIX C: APPENDIX TITLE

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