

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Guidelines for the preparation of theses, graduate projects and artistic abstracts

by

Graduate Studies, Research and International Programs

Graduate Evaluation Services

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Introduction

The Master's thesis or a Graduate Project identified on the student's program is the culminating academic experience leading to an advanced degree. A Master's thesis is based on the results of original research which substantiates a specific view as expressed in a hypothesis, a concept, or a question. A Master's thesis can consist of making a synthesis of existing data and/or the development of new data in the laboratory or in the library. The term *graduate project* is used to describe a piece of original, creative work which does not lend itself to a book format, e.g., paintings, films, or theatrical productions. Even in some disciplines and departments where the end result of the candidate's work is a bound report, the term *graduate project* is appropriate, since the candidate's subject matter and research have an applied orientation. Examples of such graduate projects might be found in the areas of engineering, computer design and curricula development, and in the implementation of organizational structures in social systems.

A Master's thesis or a Graduate Project provides a demonstration of a graduate student's ability to explore, develop, and organize materials relating to a specific problem or an applied orientation within a field of study. The student must exhibit an ability to pursue research and investigation in a rigorous and perceptive fashion and to present the results in an extended scholarly statement in a clear, direct, and concise manner. The university shelves a copy of approved theses in the Oviatt Library and keeps the original copy in the archive. This allows the work to be publicly available to other students, faculty, and outside researchers. The thesis or the graduate project, therefore, becomes a visible and permanent measure of the quality of scholarship expected of a graduate student.

For these reasons, the Graduate Studies Committee has adopted a body of regulations and criteria that establishes uniformity in physical format for all theses, graduate projects and artistic abstracts submitted in fulfillment of requirements for advanced degrees. All Master's theses, graduate projects and artistic abstracts must conform to the requirements, format, binding, and approval cycle stipulated in this manual, as well as to any other additional requirements specified by the candidate's department. You are cautioned NOT to use examples of previously approved theses for style or format. Since students are responsible for every aspect of style and format, the wise student will become fully familiar with the instructions prior to writing the thesis or the graduate project. The student is also responsible for the expense of the thesis preparation, including printing

binding. Any exceptions in the procedures outlined must be approved by one of the University Thesis Advisors in Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office, University Hall 265, (818) 677-4800.

General Requirements and Approval Procedures

This section outlines the responsibilities and procedures that students must follow with regard to the completion of a Master's thesis or project. For additional questions, students should contact their department's graduate advisor or their thesis chair. The following standards and procedures apply to all graduate programs at California State University, Northridge. The students, however, are required to check the standards and procedures required by their specific department or program.

Thesis/Project Committee Selection

As soon as you attain Classified Status you must select the members of your Graduate Thesis/Project Committee. The committee must be comprised of three members one of which will serve as the committee chair. At least **two committee members must be full-time faculty** from your department. You may have one part-time faculty or off-campus committee member; however the part-time faculty or off-campus committee member **cannot** serve as the committee chair. The part-time faculty or off-campus committee member must meet the following minimal qualifications to participate on the committee:

- a) Hold a Ph.D. in the field or in a related field or equivalent degree
- b) Have experience in the topic or area of your Thesis/Project such as employment with an established institution or agency as a staff member or consultant
- c) Professional recognition through publications, reports, papers or membership in a national professional organization and/or working committees in their institution or agency

Once you have formed your Thesis/Project Committee you will need the signature of each committee member on the Thesis/Project Planning Form (OGS 9). Curriculum vitae of a part time faculty or off-campus committee member must be attached to the

Thesis/Project Planning Form for approval by your Committee Chair, department Graduate Coordinator and the Associate Vice President of Graduate Studies.

Approval of Topic

Before starting research, the student must obtain the approval of all members of the thesis committee. In some cases, the approval of the departmental faculty in general ought to be obtained. Once their approval is obtained, the student must file a Thesis/Graduate Project Planning Form (OGS 9). This form is available in Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office, University Hall 265, or the student's department.

Joint Theses/Projects

Joint theses/projects **require** an addendum which must accompany the Thesis/Project Planning Form (OGS 9) when filed with the Thesis Advisors in the Graduate Studies, Research and International Programs Office, University Hall 265. The addendum must identify the name(s) of co-author(s) and provide a detailed division of their responsibilities. The addendum must be reviewed, endorsed and evaluated by the students Thesis/Project Committee Chair, signed by each student and subsequently approved by the Associate Vice President of Graduate Studies, Research and International Programs.

Research Involving Human/Animal Subjects

Federal law and university regulations require students who do research involving human and/or animal subjects to obtain institutional clearance before beginning such research. If you plan to test a hypothesis using humans as subjects, you must prepare a protocol indicating how you will protect the human subjects from unacceptable risk or harm, gain their consent, and ensure confidentiality. You must clear that protocol through a departmental review committee and the campus Standing Advisory Committee for the Protection of Human Subjects. Protocols utilizing animal subjects must be approved through a departmental review committee and the campus Institutional Animal Care and Use Committee. Forms necessary for approvals are available in the Office of Research and Sponsored Projects, University Hall 265, (818) 677-2901.

Deadline

The approved and duplicated Master's thesis or graduate project must be submitted to the Graduate Studies Office on or before the thesis deadline. For the exact thesis deadlines you may contact your graduate coordinator or call Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office at (818) 677-4800. The thesis deadlines are also available in the Schedule of Classes and online at www.csun.edu under the Graduate Studies, Research and International Programs link.

Committee Approval

The thesis must be submitted to your Thesis Committee in time for them to read and suggest revisions prior to their final approval. Should your Thesis/Project require approval during a Summer Session, it is imperative that you coordinate in advance with your Thesis Committee in order to obtain their signatures prior to the thesis deadline. It is best for you to check with your committee members for department regulations, since departments often set additional deadlines. Your committee is required to certify the academic soundness of your work and verify that it meets the academic standards of the degree sought. They signify their approval by signing the Signature Page (Appendix D) where there must be spaces provided for the approval of each of your committee members. All signatures must be in black ink on 100 percent cotton watermarked paper (at least 20 pound weight but no more than 24 pound weight). See Appendix B for title page format. **Remember, your thesis Chair signs on the last line.**

University Thesis Advisor Approval

The University Thesis Advisors, in Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office, will examine the submitted material to determine whether the format complies with all University requirements. If it does not, it will be returned, and formal approval will be delayed until necessary revisions are made. Therefore, it is **required** that you submit a copy (on regular copy paper) of your original thesis or graduate project for preliminary approval **before any copies are made or signed by committee members**. To make an appointment, please call (818) 677-4800.

When the thesis/project has been prepared in accordance with the enclosed instructions and the signature page has been signed by the committee, the original copy and required

number of copies, along with the Thesis and Project Approval Form (Appendix G) should be submitted to one of the University Thesis Advisors. The Approval Form will be given to you at your preliminary appointment. You are asked on the form to provide the Library with permission to copy your thesis or graduate project. By answering this question with "Yes," you are giving the Library permission to duplicate the archive copy in case the circulating copy is lost, damaged, or stolen. Such permission in no way infringes on any present or future copyrights. If the full title of the thesis will not fit on the spine, the title must be shortened accordingly. Due to limitation of space on the spine of the bound copy, the bindery requirement is 60 characters, including last name, five spaces after last name, and spaces between words in the title. Please make sure you type and proofread this title, or errors may appear in the final product. Even if you provide a shortened version for the spine, the original title may still be used on the title page and in the card catalog. For a minimal fee per bound copy, the title can exceed the 60 character limit.

All copies of your thesis must be placed in individual envelopes, labeling the original (100% cotton copy) with the word "original," and each envelope must be labeled with:

- (1) Your name (as it appears on your official university transcript)
- (2) Thesis title
- (3) date of graduation (month and year)

All non-book materials (maps, video or cassette tapes) are to be labeled with name as it appears on your official university transcripts along with title of thesis project or abstract and the date of graduation.

Graduate Evaluations

Once the signature page and Approval Form (Form X) has been signed by one of the University Thesis Advisors, binding fees will be assessed. A check will be made to verify that those who signed your signature page are bona-fide members of your advisory committee as indicated on your Thesis/Graduate Project Planning Form (Appendix F). If the advisory committee or topic has been changed since the Thesis/Project Planning Form was signed, you must submit a revised form. The Thesis Advisors will make a final review of your file to ensure that you have met all remaining requirements listed on your Master's Degree Graduation Evaluation Form (OGS 14).

Binding Procedures

All material submitted, whether with a thesis or with a graduate project, will be bound alike. However, in order to accommodate such items as oversize maps, video or cassette tapes, a special pocket must be provided in the binding, which requires a minimal additional charge. If a thesis is exceptionally bulky (more than 3" thick) an additional binding charge may apply or it may be divided and bound in two volumes, in which case a separate table of contents and title pages must be included in each of the two volumes.

The binding process takes approximately three months once the semester has ended. Graduate Evaluation Services will distribute the volumes within the University. You will be notified by Graduate Evaluation Services when personal copies are available. Personal copies will be sent to the department if not picked up within two weeks of notification.

Manuscript Requirements

Style and Bibliographic Form

Footnotes, quotations, and bibliographic references are determined by the department's choice of style manual. If your department does not specify a particular style manual, your Thesis Advisor or Committee Chair will recommend a preferred manual for your discipline. Carefully review the following sections on margins, page numbering, and special materials. These Guidelines are not in a style manual you are currently using.

Paper Requirements

Original

The original must be printed on 100 percent, **pure white**, cotton watermarked paper (at least 20 pound weight but no more than 24 pound weight) and includes the original signature page of your Thesis/Project committee members. A water mark noting "100% Cotton" will show if this paper is held up to the light. Unless prior approval is obtained from the Thesis Advisors, use 100% cotton watermarked paper for pages on which music or photographic examples appear. In some instances photographic paper may be substituted for "100% cotton" but is subject to approval of the Thesis Advisors. (See Special Materials section for specific information regarding photographs)

Copies

All copies must be on at least 25 percent cotton watermarked paper (at least 20 pound weight but no more than 24 pound weight). Photocopies must be from the printed original. Copies must be clean, clear, and sharp. The use of carbon copies is not allowed.

Photocopied Reductions

When reductions are included, they should be transferred or copied onto 100 percent rag bond paper and conform to the margin requirements set forth in these guidelines.

Type/Font

Times New Roman font in 10 or 12 size must be used. **Consistent use of font** throughout the thesis is required. Although Committee Members generally require draft copies of theses and projects to be double-spaced, the final copy of your thesis/project, with your Committee's approval, may be single-spaced. If the thesis/project is double-spaced, the following text may be in single-spacing format:

- Captions, footnotes and bibliography entries of more than one line, (double space between footnotes and bibliography entries)
- Materials in tables and appendices
- Lengthy quotations (i.e., four or more lines of text)

Original copy must be printed on a letter-quality printer.

Margins

Margin requirements are as follows: left margin, **one and one-half inches** wide; the top, right and bottom margins, **one inch wide**. The same margins must be observed in the preparation of pages containing photographs, maps, charts, graphs, etc., in the text and in the appendix. Fold-out pages must be folded within the margins. If they are not folded within the margins, such fold-out material will be subject to damage when the manuscript is trimmed in the binding process.

Page Numbering

Every page in the thesis or graduate project must be numbered with the exception of the title page. The title page is **not numbered** but is **counted** in the pagination as "i" which is considered a silent number. The signature page is numbered "ii" **unless** a copyright page is inserted. Only then is the copyright page numbered "ii" and the signature page numbered "iii".

Preliminary pages, such as the approval page, acknowledgement or dedication, table of contents, abstract, etc., are numbered with lower case Roman numerals (i, ii, etc.). All page numbers are to be in the middle of the page, one-half inch from the bottom. The text, references, and appendices are numbered with Arabic numerals beginning with page one (1) on the **first** page of the text (introduction).

For purposes of page numbering, appendices are considered a continuation of the text and are numbered accordingly. Pages with letter suffixes such as 10a, 10b, and so on will not be acceptable. **Please DO NOT allow your page numbers to be decorated in any manner.** Should it be necessary to make corrections or additions after the final copies have been printed, they will be placed in an addendum at the end.

The page number should be at the bottom of the page, centered, and placed one-half inch from the bottom edge of the paper. If facing caption pages are used with figures, illustrations, etc., they should be un-numbered and placed on the facing page (left page) in the same position as above. In this instance, the facing page is printed so that the wider margin (1-1/2") is on the right-hand side of the page.

Corrections

Please edit your material before printing your final version and make your corrections on your processor before printing. You may make **minimal** corrections using opaque white liquid corrector. Corrections must be made so that the copies of the thesis will not indicate that a correction was made. However, once theses have been turned in to the Graduate Studies, Research and International Programs Office, they **cannot** be retrieved to make changes and/or corrections.

Special Materials

Tables and figures

Tables and figures may be arranged throughout the text and/or placed in an appendix. Table and figure headings must be consistent throughout the document. If sufficient space is not available for the caption and explanation on the same page as a table or figure, the legend is to be placed on a facing page. The facing page is un-numbered and printed so that the wider margin (1-1/2") is on the right-hand side of the page. Tables and figures which are too large to fit within the required margins **must** be reduced to conform to the margin requirements set forth in these guidelines.

Oversize materials

Oversize materials should be reduced. In special cases and with prior approval from the University Thesis Advisors, oversize fold-out pages may be permitted in the thesis/project. They must not be larger, however, than sixteen by twenty-one inches (16" x 21"). Margin requirements must be observed. Oversize pages are folded into the thesis at least one-quarter inch from the top, bottom, and right-hand edges of the standard 8-1/2" x 11" sheet. Pages which exceed these measurements are to be folded for insertion in a pocket within the bound thesis or graduate project. If a pocket is required, reference to the material contained therein must be made in the text.

Photographs

Photographs should appear on full 8-1/2" x 11" pages, with standard margins. Color photocopied should appear on 100 percent cotton. In some instances you may substitute photographic paper but is subject to the approval of the Thesis Advisors. In addition, the photographs should be large enough for details to be easily discernible. Captions must be within the required margins **or** on a facing page immediately preceding the photographs. The facing page is **un-numbered** and printed so that the wider margin (1-1/2") is on the right-hand side of the page.

Drawings

Drawings such as charts, maps, graphs, and diagrams must be made either on thesis paper in permanent black ink, by copying, or on single-weight photographic paper by

photographic reproduction. Full-page drawings must be kept within the margins. The use of color is not prohibited, but should not be used as the sole source of presenting illustrative, statistical, or other kinds of information since, if the thesis is microfilmed, it will not be in color.

Computer printouts

Computer printouts should be reduced by copying or photo offset process and conform to the required margins set forth in these guidelines.

Landscaping photographs, drawings or graphs

Landscaping photographs, drawings or graphs requires a different format in order to include all materials on the page **and** remain within the required margins set forth in these guidelines. In this instance, the "landscaped" material will be printed so that the top of the material is at the wider margin (1-1/2") on the left-hand side of the page. However, the page number must comply with the same format previously set forth in these guidelines (centered on the page at least one-half (1/2) inch from the bottom of the page).

Title Page, Approval Page and Abstract

The title page, the signature page, and the abstract (see Appendices B, D, and E, respectively), are all standard formats and must be followed. If you are submitting a graduate project or abstract in lieu of the thesis, the title page should be altered to reflect this. That is, it should read, "A graduate project submitted..." or "An abstract submitted...." In addition to your name you will need to list the degree you will be earning as listed on your Master's Degree Graduation Evaluation Form (OGS 14). The title page of joint theses/projects requires the name of the co-author(s), at bottom of the page, above the date as shown in Appendix C.

The signature page should have a line for each member of your committee. The full name of the committee member will be typed under the line for his or her signature with the chair designated on the bottom line. To the right of the signature, the committee member will insert the date of the signing. **Signatures must be signed in black ink.** At the

bottom of the page, one-half inch (1/2") above the page number, include the words, "California State University, Northridge."

Supporting Materials

If a thesis/project requires supporting film, audio or video material, copies of this material are to be submitted for each copy of a written thesis/project.

Abstract

An abstract is to be included in your thesis/project. In this instance, an abstract is a summary of the thesis/project; this is not to be confused with the abstract discussed in Section 3 of this document. Refer to Appendix D for proper format. The title of the thesis/project and your name as it appears on your official University transcript must be on the first page of the abstract in addition to the degree as listed on your Master's Degree Graduation Evaluation Form (OGS 14).

Arrangement

The required manuscript format is as follows:

1. Title page (use the name on your official University transcripts and remember this is counted as a silent page number)
2. Copyright notice page (if included)
3. Signature page
4. Preface, dedication and/or acknowledgment page (if included)
5. Table of contents, with page references as follows:
 - a. List of preliminary material, beginning with signature page
 - b. List of tables, figures, illustrations (if included) **
 - c. List of chapters or sections in text, bibliography, and appendices
 - d. List of symbols (if included)
 - e. Nomenclature (if included)
6. Abstract (always your last preliminary page)

** The actual tables, figures, and so on are interspersed throughout the text. This refers to the separate page(s) listing tables, etc., which are placed as preliminary pages before your abstract page.

(no bolding may appear anywhere on roman numerated pages)

7. Text beginning with introduction, divided into chapters or sections
(Arabic numbering begins here)
8. References
9. Appendices (if included)
10. Addenda (if required)

Regulations Regarding Abstracts

Candidates in Art, Mass Communication, Music, or Theatre, who present an artistic performance or other creative work in lieu of a thesis, are required to submit an abstract of their performance or other creative work in duplicate for deposit in the library and one for the department. The abstract must contain a title page and signature page (see Appendix B & C of these instructions), with the exception that the word "abstract" will replace the word "thesis." The abstract's signature page must be signed by members of the departmental thesis committee. The content, length, and organization of the abstract will be determined by the departmental thesis committee.

Art

In the case of an art exhibit, photographs of work are to be included.

Music

A music composition is bound in the same manner as a thesis. Oversize scores should be reduced and copied on regular 100 percent rag thesis paper. When a recital is given, a tape of the recital is to be turned in with each copy.

Theatre

In the case of a theatrical performance, an abstract of the production must be submitted. Photographs may accompany the abstract.

Mass Communication

The student must submit copies, recorded on the appropriate medium, for each project. Television projects shall be presented on video cassettes. For film projects, one actual

print of the film must be presented (to the department) along with two video cassette copies (for the Library).

All Other Departments

The student should discuss with the department advisor specific requirements for creative work. In addition, the student shall prepare and submit the following in accordance with these guidelines:

- 1) Title page
- 2) Signature page
- 3) Abstract
- 4) Script

Non Book Materials

Non-book materials such as video/audio tapes or cassettes, slides, or films which accompany abstracts must be submitted for all copies. All non-book materials should be labeled with your name as it appears on your official University transcript and the title of the abstract and the date of graduation (month and year).

Format

All rules that apply to the preparation, submission, format, duplication processes, as well as preparation of special materials for theses, such as photographs, etc., apply also to abstracts. Please note that in accordance with the instructions in these guidelines, abstracts are to be numbered with lower case Roman numerals and the numbers are to be placed in the middle of the page, one-half inch from the bottom. In the case of a lengthy abstract, more than ten pages, Arabic numerals should be used.

APPENDICES

A Thesis Chronology

Major steps that each candidate should follow:

1. Select, in consultation with your graduate advisor, the members of your Graduate Thesis Committee. Do this as soon as you attain Classified Status.
2. If you are using human subjects or animals to test your hypothesis, read the appropriate material in these guidelines and obtain your approvals to use human subjects or animals **prior to beginning your project.**
3. Submit your thesis or project outline to your Graduate Thesis Committee no later than the semester in which you will have completed 20 units toward your graduate degree. Write your title on the "Thesis/Graduate Project Planning Form." The members of your Committee will sign this form and give it to your departmental Graduate Coordinator, who will send it to your Graduate Evaluator in Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office.
4. Submit your completed thesis or project to your Graduate Advisory Committee for suggested revisions, if any, and for final approval.
5. Submit the approved copy of your thesis to the Thesis Advisors in Graduate Evaluation Services in the Graduate Studies, Research and International Programs Office for preliminary approval on formatting. At that time a Thesis/Project Approval Form will be given to you as well as information about the type of paper to be used and the number of duplicated copies required for binding.
6. Submit the typed Thesis/Project Approval Form along with the correct number of duplicated copies. Submit, for binding in individual clasp envelopes, to the Thesis Advisors in the Graduate Studies, Research and International Programs Office. Mark each envelope carefully with title of thesis, your name as it appears on your official university transcript and the date of graduation (month and year).

Indicate the original by marking "original" on the appropriate envelope. Pay binding fees.

7. Date appearing on title page: The month and year will coincide with the official end of the semester. Check the current Schedule of Classes or call the Thesis Advisors in Graduate Evaluation Services in Graduate Studies Research and International Programs Office (818) 677-4800.

NOTE: The "SP" grade for your Thesis or Graduate Project course MUST BE CONVERTED by your Committee Chair (through regular channels using the A & R "Change of Grade" form) in order for your graduation process to be completed.

B Sample Title Page

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

LIFE

AS A CULMINATING EXPERIENCE

A thesis submitted in partial fulfillment of the requirements
For the degree of Master of Science in Counseling,
Marriage, Family and Child Counseling

By

James Russell Lowell

(For projects: replace word “thesis” with graduate project)

Month Year
(Official end of the semester)

C Sample Title Page-Joint Theses/Projects

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

LIFE

AS A CULMINATING EXPERIENCE

A thesis submitted in partial fulfillment of the requirements
For the degree of Master of Science in Counseling,
Marriage, Family and Child Counseling

By

James Russell Lowell

in collaboration with
Robert Russell Johnson

(For projects: replace the word “thesis” with graduate project)

Month Year
(Official end of the semester)

D Sample Signature

The thesis of James Russell Lowell is approved:

Edgar Reis Burroughs, Ph.D.

Date

Dr. Ashley B. Yoshi

Date

Winston S. Otis, Chair

Date

Note: These names are fictitious. You should check with your committee members to find out how they wish to be referred to on your signature page - Professor, Dr., and so on. (For projects: replace the word “thesis” with graduate project)

California State University, Northridge

E Sample Abstract

ABSTRACT

LIFE

AS A CULMINATING EXPERIENCE

By

James Russell Lowell

Master of Science in Counseling,

Marriage, Family and Child Counseling

Begin typing abstract here

F Thesis/Graduate Project Planning Form

This form is available at the office of Graduate Studies, Graduate Evaluations (Tel. 4800).

California State University Northridge Graduate Evaluations Services Thesis/Graduate Project Planning Form		
Student Name: _____	I.D. No. _____	
Address: _____	Major: _____	
_____	Phone #: _____	
Please return completed form to Graduate Evaluation Services		
1/ Topic and Committee Formation (IMPORTANT - Off Campus Member MUST submit resume) The working title of my Thesis/Graduate Project is: _____ _____ _____		
My Thesis/Graduate Project Committee consists of:		
_____	Department _____	Date _____
Chair's signature		
_____	Department _____	Date _____
Member's signature		
_____	Department _____	Date _____
Member's signature		
Anticipated Date of Graduation: Semester/Year _____ / _____		
_____	Graduate Coordinator's Signature _____	Date _____
Student's Signature		
RESEARCH INVOLVES USE OF: You MUST check appropriate box below: HUMAN SUBJECT(s) <input type="checkbox"/> ANIMAL SUBJECT(s) <input type="checkbox"/> NEITHER <input type="checkbox"/> IF YES, YOU MUST SUBMIT PROTOCOL APPROVAL FORM TO OFFICE OF RESEARCH AND SPONSORED PROJECTS IN AP 706 PHONE: (818) 677-2901		
2/ CHANGE OF COMMITTEE MEMBERS		
_____	Department _____	Date _____
New Chair's Signature		
_____	Department _____	Date _____
New Committee Member's Signature		
_____	Department _____	Date _____
New Committee Member's Signature		
Replacing: _____ Print Names of Members being replaced		
_____	Graduate Coordinator's Signature _____	Date _____
Student's Signature		
NEW TITLE _____ _____		
NOTES _____ _____		
Distribution: White -Student File; Yellow -Student; Pink -Grad Coord; Goldenrod - ORSP		
OGS 9 Rev. 5/97		

