

California State University
Northridge

*Manuscript Guide: Instructions for
Preparation and Submission*

Office of Graduate Studies

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Thesis Overview

Major steps that each candidate should follow:

1. Select, in consultation with your graduate coordinator, the members of your Graduate Committee. Do this as soon as you attain Classified Status.
2. Register in the Electronic Thesis Dissertation (ETD) system and complete the Planning Form through the ETD system. <https://etd.csun.edu>
3. 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 or animal subjects prior to collecting data for your Thesis/Dissertation.
4. Upload your Thesis/Dissertation to the ETD system for preliminary approval on formatting.
5. Upload a final Thesis/Dissertation on the ETD system after receiving preliminary approval.
6. Submit a signed signature page on clean white paper to the Office of Graduate Studies in University Hall 265 on or before the published deadline by **5PM**.

NOTE: The RP grade for your Thesis/Dissertation Course MUST be converted by your committee chair in order for your graduation process to be completed.

FILING OF YOUR THESIS OR DISSERTATION

Dates for filing the thesis or dissertation with the Graduate Studies Office will be published each semester on the Graduate Studies website – www.csun.edu/graduatestudies as well as on ETD when you register. It is your responsibility to know these dates. The deadline for filing with the Graduate Studies Office is always **5pm**. This deadline is strictly observed

Introduction

The word “Thesis” will be used universally which includes Graduate Projects and Abstracts

The thesis or dissertation 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.

A Master’s thesis or 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 the ability to pursue an extended scholarly statement in a clear, direct, and concise manner. The university retains an approved electronic version through Scholarworks@CSUN. 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.

The Doctoral dissertation at CSUN is a significant scholarly work that uses rigorous research methods and is the major benchmark required in CSUN’s Doctoral program(s). All candidates complete a dissertation based on a review of the literature and original research on a problem. The primary goal of the dissertation is to generate knowledge that contributes significantly to the student’s discipline and demonstrates the candidate’s scholarship, research skills, and insight into a particular problem.

The dissertation is expected to be based on one or more theoretical frameworks and to include a comprehensive review of relevant literature. The dissertation typically involves collection of empirical data, qualitative and/or quantitative analysis of these data, interpretation of the findings, discussion of their significance and implications, and recommendations of important areas for action as well as further study.

The Graduate Studies Committee has adopted policies and criteria that establish uniformity in the physical format for all theses and dissertations submitted in fulfillment

the requirements for advanced degrees. As a graduate student, not only are you required to follow the guidelines and specifications established by your department and committee, but you must also comply with the requirements of the Graduate Studies Committee concerning the physical format of your manuscript as established in these instructions. **Never use as a precedent dissertations or theses on file in the University Libraries or in your academic department because the manuscript requirements have changed over the years.**

Before beginning work on a thesis or dissertation, you must receive approval of the proposed subject matter from the faculty committee in charge of your program. Your committee has responsibility for both the content and written style of the manuscript. You must receive approval in both areas. Style, including footnote and bibliographic form, is at the discretion of your committee so long as consistency is maintained throughout the manuscript. For assistance in resolving questions concerning style, you and your committee may consult established manuals of style (such as the *Chicago Manual of Style*, *Elements of Style* by Strunk and White, or the *MLA Style Sheet*) or manuals of style specific to your area of expertise (such as the *American Psychological Association Manual*). Using these style guides will help you, but be careful because Graduate Studies regulations may differ.

General Requirements and Approval Procedures

This section outlines the responsibilities and procedures that students must follow to complete a Master's thesis or Doctoral dissertation. For additional questions, students should contact their department's graduate coordinator or their committee 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.

THE ELECTRONIC THESIS DISSERTATION SYSTEM (ETD)

CSUN uses an Electronic Thesis Dissertation (ETD) system <https://etd.csun.edu/>. The first time you visit the ETD website, you will be prompted to register. Click on the "Register Here" link and complete the Student Information page. Clicking the "Register" button will complete the registration process and bring you to your home page. Upon successful completion of registration, all relevant deadlines will appear for your expected graduation semester. Students are responsible to adhere to these deadlines.

THESIS/DISSERTATION COMMITTEE SELECTION

Once Classified status is attained, you must select the members of your Graduate thesis/dissertation 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 one of the following minimal qualifications to participate on the committee:

- ❖ Hold a Master's or equivalent degree in the field or in a related field
- ❖ Have experience in the topic or area of your thesis/dissertation such as employment with an established institution or agency as a staff member or consultant
- ❖ Be recognized professionally through publications or active membership in a national professional organization and/or working committees in their institution

or agency.

Note: Students completing a dissertation- The part-time faculty or off-campus committee member must submit a current Curriculum /Vitae to the Office of Doctorial Programs in order to be a member of the dissertation committee.

PROJECT PLANNING FORM AND APPROVAL OF TOPIC

Once you have formed your Thesis/Dissertation Committee, you will need to complete the Project Planning Form on the ETD system. Curriculum Vitae must be uploaded on the ETD system for all off-campus committee members.

Before starting research, the student must obtain the approval of all members of the thesis committee.

JOINT THESES/PROJECTS

Joint theses/projects require an addendum, which must be turned in to the Graduate Studies Office. 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 Research and Graduate Studies.

RESEARCH INVOLVING HUMAN/ANIMAL SUBJECTS

Federal law and university regulations require students who conduct 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 are available at:

<http://www.csun.edu/research-graduate-studies/human-subjects-research>

<http://www.csun.edu/research-graduate-studies/animal-subjects-research>

For questions, contact the Office of Research and Sponsored Projects Compliance Officer

at 818-677-2901.

PRELIMINARY DRAFT APPROVAL

The format review for your thesis is submitted electronically on the ETD system. Only after your planning form has been completed will you be permitted to submit your document for format review. Once you submit the draft, your Graduate Evaluator will be notified and your document will be reviewed.

The Graduate Evaluator will review a complete online preliminary draft of your thesis to determine whether the format complies with all university requirements. If it does not, the draft will be rejected and formal approval will be delayed until necessary revisions are made and the manuscript is resubmitted for review.

FINAL UPLOAD AND APPROVAL

1. COMMITTEE APPROVAL

Ample time must be provided for the review of your thesis by your Thesis/Dissertation Committee. At this point, major revisions may be necessary prior to their approval of your thesis/dissertation. Should this process occur during a summer session, it is imperative that you coordinate in advance with your committee in order to obtain their signatures prior to the 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. Committee members must approve through the ETD system, as well as signify their approval by signing the Signature Page (Appendix C) where there must be space provided for the approval of each of your committee members. A signed signature page must be submitted to the Office of Graduate Studies on or before the published deadline. Once the corrections are made to the document, it must be re-submitted to ETD. An original signature page, signed by your approved committee, must be submitted to the Office of Graduate Studies by **5:00PM** on the posted deadline day.

2. GRADUATE STUDIES APPROVAL

Once the steps above have been completed, the Office of Graduate Studies will review your final version and academic file for completion of degree requirements. Your thesis/dissertation status will remain “Awaiting RGS approval” until the end of the academic term, and your degree has been awarded.

NOTE: Degree and final thesis/dissertation will not be approved or conferred until the end of the semester.

Your thesis will read “Awaiting RGS Approval” until your thesis/dissertation has been approved and your degree has been awarded.

Filing your Thesis/Dissertation

The format review/rough draft and final version of your document must be uploaded to the ETD system. Email attachments, electronic files, and paper copies brought into the Graduate Studies office **cannot** be accepted.

Below is some helpful information regarding the filing of your thesis/dissertation. Please read the instructions and make use of the *Help Getting Started* link <https://etd.csun.edu/help.php> if necessary.

EMBARGO

If you request to delay the release of your work, prior approval from the committee chair must be obtained. Students who use this option are typically planning to publish all or part of the thesis/dissertation in the near future. The longest delay CSUN will currently allow is 2 years.

REGISTER U.S. COPYRIGHT

This is optional. Registering your work with the Library of Congress gives you additional recourse under the law if someone uses your work without permission. The copyright page can be included in the document even if you do not register.

BINDING YOUR WORK

This is also optional. Bound copies of theses/dissertations are not currently being produced or required, therefore you are not obligated to order bound copies. There are options for bound copies, such as Kater Krafts who has bound theses for CSUN in the past. If you do order bound copies from Kater Krafts, please keep in mind that it may take a few months before they arrive.

If your advisor or department would like a bound copy, you are responsible for creating that on your own. Quickcopies on campus, for a fee, will print your manuscript, reduce your graphs, and bind any of your extra copies in a hard or soft format for your personal use. You may also opt to use another printing and binding company of your own choosing.

FINAL TRANSCRIPT AND DIPLOMA

The official transcript with the degree posted will be available approximately 4 weeks after the conferral date. It will not be generated for you automatically.

Transcripts can be ordered online through the MyNorthridge portal, in person, or by mailing in the request form to Admissions and Records.

Approximately 4-6 weeks after your official degree conferral date, you will receive your diploma via USPS to the address on SOLAR.

You will have access to SOLAR after your graduation and use of your CSUN email account, as well as the MyNorthridge portal indefinitely.

NEED HELP?

The Graduate Studies Office is always available to answer any questions concerning interpretation of these instructions (818-677-2138 or graduate.studies@csun.edu). We are located in the University Hall, Room 265. You may also visit www.csun.edu/graduatestudies for additional links and information.

Preparing the Manuscript

TYPEFACE/FONT SIZE

The type size used should be 10 or 12-point and should remain consistent throughout the document. A notable exception to this rule is in tables and figures where it may be slightly smaller (but no smaller than 8pt).

The print should be black, and the characters consistently clear and dense. **Use Times New Roman throughout the manuscript.** Confirm that the typeface of your page numbers matches the text. Do not use script or italics as the main type face; use it only as necessary for book titles, Latin nomenclature, etc.

MARGINS

The margins of **one and one-half (1.5") inches on the left, and one-inch (1") on the top, right, and bottom of the page** must be observed. Tables, charts, maps, illustrations as well as appendices must have the same margins.

The choice of whether or not to justify the right-hand margin is at the discretion of students and their committees. We suggest that you use right-justified margins only if your software program does this well and does not leave large gaps in the text or separate punctuation from text characters.

SPACING

Your thesis/dissertation must be double-spaced; the following text may be single-spaced:

- ❖ Captions
- ❖ Footnotes
- ❖ Long quotations (those of more than three lines)
- ❖ Bibliography entries of more than one line
- ❖ Materials in tables and appendices (text in appendices should still be double-spaced)

A blank line must appear between footnotes and bibliography entries. Note that the acknowledgements and/or dedication section, if included in your manuscript, must be

double-spaced.

The text must be arranged so that gaps or white spaces within major sections are minimal. The only blank space should be appearing at the end of major sections when necessary to allow the first typing of the next major section to begin on a new page.

Avoid widows (one line of text from the end of a paragraph appearing alone at the top of a sheet of paper) and orphans (one line of text from the beginning of a paragraph appearing alone at the bottom of a sheet of paper or a heading or subheading at the bottom of a page that is not followed immediately by text on that page). There should be at least two lines of text at the top and bottom of each page.

HEADINGS

Main headings should be centered 1 inch from the top of the page. Be consistent within each chapter/section. All main headings should either be **Bold**, UNBOLD AND ALL CAPS, or First Letter of Each Major Word is Capitalized.

Subheadings are a free standing side heading and is placed flush with the left margin. Capitalize the first letter of each major word. The subheading must either be Underlined, *Italics*, or in **Bold** print. **Only one of these styles may be used at a time.**

PAGINATION

Theses and dissertations are to be paginated as follows:

- ❖ **Preliminary pagination:** The title page is counted in the pagination, but the number **IS NOT** printed on the page. The following pages are numbered with lower case Roman numerals centered on the text at the bottom of the page below the margin line, starting with “ii.”
- ❖ **Main body:** Numbered with Arabic numerals beginning with page "1" of the introduction and continuing throughout, including text, figures, bibliography and appendices.

Page numbers are centered on the text at the bottom of the page, below the margin line (or centered between the bottom margin and the bottom of the page). All pages except the title page, copyright page and signature approval page are to have page numbers printed on them. The numbers should appear without periods, parentheses,

or dashes. Pages that are landscape oriented must still have a portrait style page number.

The dissertation must be submitted as one PDF document. The different pagination areas can make this a challenge. There are two ways to accomplish this: make the correct pagination format in one document and convert the entire document to PDF or create two or three separate PDF documents and combine them into one before uploading.

TABLES, GRAPHS AND FIGURES

Tables, full-page diagrams, and pages with figures or photographs all require the same margins as text pages. Full-page figures may have accompanying captions on a separate page; such figures and their caption pages must be counted and numbered.

Landscape orientation may be used to print wide tables, figures, graphs and illustrations. All landscape pages must read from the bottom to the top of the paper. In other words, the top of the figure, when in landscape orientation, must be printed along the binding edge of the paper (left-side). The location of page numbers will remain the same (portrait style).

It is recommended that figures and tables be placed as near as possible to the part of the text they illustrate. This is to allow those reading your manuscript greater ease of access to the information contained in this illustrative material at the point that they first read about it.

Figure and table numbering must be either continuous throughout the manuscript, or continuous within each chapter (i.e., 1.1, 1.2, 2.1, 2.2, etc.). The numbering method chosen must be consistent throughout the document. Two figures cannot bear the same number. The use of color in figures, photographs, etc. is acceptable.

LANGUAGE CONSIDERATIONS

The manuscript must be written using the English language. If you are required to use excerpts in a different language, the English translation must immediately follow.

CREATIVE WRITING AND WRITING FOR THE PERFORMING ARTS

Candidates who present an artistic performance or other creative work in lieu of a thesis are required to upload an abstract of their performance or other creative work in the ETD system. The main areas of difference from a written thesis or project are:

- ❖ Preliminary Pages – A title page, signature page, table of contents, and abstract that match the samples in the appendices of this guide are required. The word(s) “abstract” or “graduate project” will replace the word “thesis.” The departmental thesis committee will determine the content, length, and organization of the abstract.
- ❖ Spacing – Single spacing is widely accepted for poetry and other genres.
- ❖ Plays/Screenplays/Teleplays – Margin and pagination requirements still apply. If you are using Celtx or screenplay software that cannot be adjusted to meet the requirements, you will need to use Word in order to format the thesis correctly.
- ❖ Music – Performance recordings and/or compositions will be uploaded as supporting documents in the ETD system.
- ❖ Mass Communication – All video will be uploaded as supporting files.
- ❖ Art – Photographs of work are to be included, either within the abstract or as supporting files.

This list cannot encompass all the questions students may have. Please contact our office with any questions regarding a thesis from these programs of study.

Format of the Thesis/Dissertation

After your committee members have read and given preliminary approval of the manuscript, the final draft is to be prepared using the following format:

PRELIMINARY PAGES: OVERVIEW

Preliminary pagination: The title, copyright, and signature pages are counted in the pagination but the number is not printed on the title page. If you are completing a document for the master's degree (thesis) remember to use the word "Thesis" instead of "Dissertation" on the preliminary pages. Preliminary pages include (in the following order):

- ❖ Title page – required
- ❖ Copyright page – optional
- ❖ Signature Approval Page – required
- ❖ Preface/Forward - optional
- ❖ Acknowledgements – optional
- ❖ Dedication – optional
- ❖ Table of Contents – required
- ❖ Lists – required if more than four figures, tables etc.
- ❖ Abstract – required

TITLE PAGE

The manuscript must include a title page. See Appendix A for a sample title page. Do not use any stylized text on your title page (italics may be allowed for Latin nomenclature). **No bold type!** Note the title page is counted in the pagination but should not have a printed number.

- ❖ **Dissertation /Thesis title** - The rules for capitalization in the title are strict. The first, last, all principal words, and words with 4 letters or more must have the first letter capitalized, including those that follow hyphens in compound terms. The only words that should not be capitalized are articles (a, an, the), prepositions (e.g., in, to), and conjunctions (e.g., and, but, for) with fewer than 4 letters. Use

word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols in the title.

- ❖ **Degree name** - The degree name on the title page will be: Master of Arts, Master of Science, Master of Music or Master of Fine Arts, Doctor of Education.
- ❖ **Program name** - Program name is the degree program plan that is listed on your University record. For example, if your major is English, do not list English Literature on your title page. Note: Not all options/emphasis or concentrations are listed.
- ❖ **Official name** - The name used on the title page is your name exactly as it is found on your University record. If you wish to record your name in a different manner, you may file a name change petition with the Office of Admissions and Records.
- ❖ **Date** - The month and year the degree is to be conferred or awarded (**not the month of filing**) is to appear at the bottom of the title page. Degrees are conferred three times per year: in December, May, and August.

COPYRIGHT PAGE

A Copyright page is not required, but optional. See Appendix B for correct format.

SIGNATURE PAGE

Original signatures are required on one signature page. The electronic version of the document must include an unsigned formatted signature page. The original signed version will be submitted separately to the Office of Graduate Studies. The signature page must be received by **5pm** on the posted deadline and is required for graduation.

See Appendix C for a sample signature page.

ACKNOWLEDGMENTS AND/OR DEDICATION

You may want to include an acknowledgment of help received from particular people or a brief note of dedication. Such notes should follow at this point. If you are using published material in the main body of the manuscript, you must enclose an acknowledgment indicating where your work has been published. Do not include acknowledgements at the end of each chapter.

This page should be numbered using lower case Roman numerals. If you choose to

include both Acknowledgements and Dedication, they should be on separate pages, with the Acknowledgement page appearing first. The text of these pages must be double-spaced.

TABLE OF CONTENTS

Each thesis or dissertation is expected to have a table of contents for the convenience of the reader. There is no specific format that students must follow in this case. The table of contents should be easy to read, consistent and have page numbers listed on the right side of the page. The table of contents must include page numbers for the preliminary pages, with the exception of the table of contents. A typical table of contents does not exceed 3 pages.

LISTS

If illustrations (i.e., figures, tables, maps, diagrams, charts, tables, photographs, etc.) are scattered throughout the text, or if more than four illustrations, etc., are used, then a separate "List of Figures", or "List of Tables", or "List of Illustrations" must be included after the "Table of Contents." This (these) list(s) must not only reference the figure/table/illustration number and the page that it appears on, but also the subject matter (e.g., caption). Each list must be separate and begin on a new page.

ABSTRACT

The abstract should state the research problem briefly, describe the methods and procedures used in gathering data or studying the problem, and give a condensed summary of the findings of the study. The abstract heading, prepared according to sample page in the Appendix F, must have "Abstract" as the main title, include the title of the thesis/dissertation, your name as it appears on your University records, the degree, and your graduate program.

THESIS TEXT

The text of the manuscript follows at this point. Typically, this will be "Chapter 1" or the Introduction chapter. **Begin using Arabic numerals here starting with page "1."**

NOTES

Notes may appear as footnotes at the bottom of individual pages, may be gathered together in a section at the end of each chapter, or be placed all together in a section at the very end of the text. This is a matter of preference that you should discuss with your committee. Remember that note entries should be single-spaced, with a blank line between each entry (see “Spacing” earlier in this manual). Notes that are grouped at the end of the document must have a header of “Endnotes” at the top of the page.

BIBLIOGRAPHY

A Bibliography, Works Cited or Reference Section should follow the text and notes and will always begin on a new page. References are single-spaced with a blank line between each entry. The order of the bibliography and its format is a matter for discussion with your committee. However, for the ease of the reader it is preferable to have one complete alphabetical listing at the end of the manuscript.

APPENDICES

A last section may contain supporting data for the text in the form of one or more appendices. Appendices should be placed after the bibliography. The appendices must fall within the margin requirements and may be single-spaced if necessary.

The ETD website gives students the option to upload “Supporting Files” in addition to the thesis/dissertation. Supplemental files can include large appendix type material, videos, images, audio files, PowerPoint presentations, and any other file type which will not be embedded into the main thesis document.

Published Material Copyright

COPYRIGHT AND PUBLICATION OF MANUSCRIPT

Under the Copyright Act of 1976, **your manuscript will automatically be copyrighted without notice or registration with the U.S. Copyright Office** and no one can legally copy your work without consent for your lifetime plus 70 years.

In order to register your work with the Library of Congress, you may obtain the necessary forms and information from <http://www.copyright.gov>.

If your graduate work was supported by outside agencies, you may have special obligations with respect to copyrighting the dissertation. Please consult the conditions pertaining to the award for further clarification.

If you have questions about copyright law, they should be directed to the U.S. Copyright Office (1-202-707-3000 or <http://www.copyright.gov>).

Useful Links

Graduate Studies Webpage:

<http://www.csun.edu/research-graduate-studies/graduate-studies>

Graduate Studies Handbook:

<http://www.csun.edu/sites/default/files/Graduate-Handbook-8.1.11.pdf>

Graduate Policies:

<http://www.csun.edu/research-graduate-studies/graduate-policies>

University Catalog:

<http://catalog.csun.edu/>

Human Subjects (IRB):

<http://www.csun.edu/research-graduate-studies/human-subjects-research>

Research and Sponsored Projects:

<http://www.csun.edu/research-graduate-studies/research-and-sponsored-projects>

Thesis Information:

<http://www.csun.edu/research-graduate-studies/thesisdissertation-guidelines>

Thesis Formatting Guidelines:

<http://www.csun.edu/sites/default/files/Format-guidelines-7-2013.pdf>

ETD (Thesis Upload site):

<https://etd.csun.edu/>

ETD Student Tutorial

<https://etd.csun.edu/studentTutorial.php>

CSUN Online Theses (Scholarworks):

<http://library.csun.edu/ScholarWorks/>

Student Financial Opportunities:

<http://www.csun.edu/research-graduate-studies/funding-sources>

CSUN Virtual Software Library:

<http://www.csun.edu/it/mycsunsoftware-0>

Kater Krafts (Thesis Binding):

<http://www.katercrafts.com/>

COMMON ERRORS

Entire Manuscript:

Out of margins
Page numbers printed above the margin line

Title Page:

Incorrect capitalization of title
Wrong degree and/or major
Name does not match University records
Inaccurate degree conferral date
Printed page number
Bold/Italics/Underlining

Copyright:

Name does not match University records
Printed page number
Bold/Italics/Underlining

Signature:

Name does not match University records
Printed page number
Bold/Italics/Underlining

Acknowledgements/Dedications:

Single spaced body
Page number missing
Page number not lower case Roman numeral
Acknowledgement and Dedication on same page
Bold/Italics/Underlining

Table of Contents:

Not included
Page number missing
Page number not lower case Roman numeral
Bold/Italics/Underlining

List of Figures/Tables/Illustrations:

Combining lists on one page
Page number missing
Page number not lower case Roman numeral
Bold/Italics/Underlining

Abstract:

Title does not match title page
Incorrect capitalization of title
Wrong date/name/degree listed

Body exceeds 350 words or 2,450 characters
Page number missing
Page number not lower case Roman numeral
Bold/Italics/Underlining

Text:

Numbering does not begin with 1
Text is not double-spaced
Style of headings is not consistent through manuscript

Footnotes/Endnotes/Bibliography:

Entries are not single-spaced
There is no blank line between each entry
Bibliography does not begin on a new page

Graphs/Tables/Illustrations:

Out of margins
Type is too small to read
Page number missing
Landscape pages not oriented correctly
Page number is not portrait style

Appendices:

Page numbers do not continue
Out of margins

Appendix A
Sample Masters 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 and Family Therapy

By
Jane Doe

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

December 2013
(Official end of the semester)

Sample Copyright Page

Copyright by Jane Doe 2013

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Appendix C
Sample Signature Page

The thesis of Jane Doe is approved:

Dr. Clark Kent

Date

Dr. Charles Xavier

Date

Dr. Bruce Banner, Chair

Date

Note: 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.”) Committee Chair is last on list and noted as chair.

California State University, Northridge

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(or iii if you have a copyright page)

Appendix D
Sample Table of Contents

Signature Page	ii
Dedication	iii
List of Tables	v
List of Figures	vi
List of Illustrations	vii
Abstract	viii
Chapter/Section 1: Introduction	1
Subheading	
Chapter/Section 2:	
Subheading	
Chapter/Section 3:	
Subheading	
Chapter/Section 4:	
Subheading	
Conclusion	
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ABSTRACT

OBSESSED:

A GRADUATE VOICE RECITAL

By

Jane Doe

Master of Music in Performance

Begin typing abstract here...