Formatting Basics

For Theses, Projects and Dissertations at CSUSB

Listed below are the most basic aspects of the university's formatting guidelines for theses, projects and dissertations. More information on formatting can be found in chapter four *of A Guide To Graduate Studies*. The Guide is free and is available online at gradstudies.csusb.edu.

Margins: use the margins below on all pages of your manuscript.

- Top margin: 1.25 inches
- Bottom margin: 1.25 inches
- Left margin: 1.5 inches
- Right margin: 1 inch

Typeface: Use the type specifications below on all pages of the manuscript. The only exception is the *contents* of appendices.

- Arial, 12 point type.
- Double-spaced.

Page Numbers

- Placement: Centered, .75 inches (3/4) from the bottom of the page.
- Type: Arial 12 point.
- Pagination: Title page, committee page, and copyright page is not numbered. Use a lowercase roman numeral for all other pages preceding the first chapter. Chapter One begins on page 1. Number consecutively throughout the rest of the manuscript.

Abstract: The heading "ABSTRACT" is centered and in all capital letters. The text begins on the next double-spaced line below. Use the same format for the acknowledgements and dedication pages, if you decide to include them.

Chapter Titles: The words "CHAPTER ONE" are in capital letters with number written out. The title is on the next double-spaced line, also all caps. Include an additional double-spaced line between the chapter title and the text.

Headings within Chapters: The heading formatting signifies the heading hierarchy, or level, from broad topic to narrow.

- First level heading: centered, capitalize the first letter of each major word. Text begins on the next double spaced line. Place an extra double-spaced line <u>above</u> the heading.
- Second level heading: Align at left margin and underline. Capitalize the first letter of each major word. The text begins on the next double-spaced line below.

- Third level heading: Indent, as you would a new paragraph. Capitalize the first letter of each major word in the heading. Underline and place a period at the end of the heading to separate it from the text. The text will begin on the same line.

Table of Contents

- Begin with the heading "TABLE OF CONTENTS" in all capital letters. The table begins on the next double-spaced line below.
- Preliminary pages (abstract, acknowledgements, lists of tables and figures) are listed in all capital letters.
- Chapter titles are in all capital letters. A colon separates the chapter number and title.
- Capitalize the first letter of each major word in headings.
- First level headings are indented a half inch from the left margin. Second level headings are indented 1 inch from the left margin. Third level headings are indented 1.5 inches from the left margin. (Only the first level headings are required to be listed.)
- Page numbers are right-aligned.
- Appendices are listed in all capital letters.
- REFERENCES or WORKS CITED is listed last, in all capital letters.

List of Tables

- The heading LIST OF TABLES should be in all capital letters and centered at the top of the page. The list begins on the next double-spaced line below.
- Tables are numbered consecutively as they appear in the text.
- Capitalize the first letter of each major word.
- Follow the same format for the List of Figures.

Appendices

- Each appendix begins with an appendix title page. The contents of the appendix follows the appendix title page.
- Four inches from the top of the page, type the words APPENDIX A. Text should be centered. On the next double-spaced line below, type the title of the appendix, also in all capital letters.

References

- The heading REFERENCES or WORKS CITED should be in all capital letters and centered at the top of the page.
- Follow the style guide for your program.

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