FIRST LINE OF THESIS/PROJECT TITLE GOES HERE

SECOND LINE (IF NEEDED) GOES HERE

A Project

Presented to the

Faculty of

California State University,

San Bernardino

In Partial Fulfillment

of the Requirements for the Degree

Master of Social Work

by

(Insert Full Name Here)

(Insert Graduation Date)

FIRST LINE OF THESIS/PROJECT TITLE GOES HERE

SECOND LINE (IF NEEDED) GOES HERE

A Project

Presented to the

Faculty of

California State University,

San Bernardino

by

(Insert Full Name Here)

(Graduation Month and Year)

Approved by:

John Smith, Faculty Supervisor, Social Work

John Smith, M.S.W. Research Coordinator

© Year Student’s Name

ABSTRACT

Sample Text. Text should be 12 point type, Arial font, double-spaced. Indent first line of paragraphs. Abstract should be limited to 500 words (about 2 pages). The abstract should be numbered page iii.

ACKNOWLEDGEMENTS

This page is optional. Delete if you are not including acknowledgements in your manuscript. The acknowledgements page should be numbered at the bottom with a lowercase roman numeral and included in the table of contents.

**Note: Formatting is easier if you turn on the formatting marks so you can view page breaks, blank lines, etc. Click on the ¶ symbol in the paragraph section of the formatting ribbon to see formatting marks in the document.**

DEDICATION

The dedication page is not required. If you do not wish to include it, simply delete this page.

If you do choose to include it, it is to have no page number listed, and is also not to be counted in the pagination of the document. That means the preceding acknowledgements page is to be, for example, page iv, the dedication page is to have no page number, and the page following the dedication is to be page v. Additionally, the dedication page is not to appear in the table of contents.

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**Note: Delete this page if you do not include tables in your text. Tables that are included in an appendix do not need a “List of Tables”.**

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**Note: If you delete this page, make sure to create a new Section Break on the previous page or your pages may not number correctly. Go to “Page Layout” and click on “Breaks”. From the list of section breaks, choose “Next Page”.**

CHAPTER ONE  
CHAPTER ONE TITLE INSERTED HERE

# First-level Heading

Start writing your text here. First-level headings are centered and have an extra double-spaced line before them. Hit the “enter” key to create the extra space.

## Second-level Heading

Continue writing text here after using a second-level heading. Second-level headings are left justified and underlined with text beginning on the next double-spaced line. Titles longer than 5-inches will be single spaced and indented two spaces from left justification.

Third-level Heading. Text after this heading starts here. Third-level headings are indented, underlined followed by a period. The text begins on the same line following the heading. Continue writing text here.

# First-level Heading

Start writing your text here. First-level headings are centered and have either two-double spaced lines or a triple-spaced line before the heading.

CHAPTER TWO  
CHAPTER TWO TITLE INSERTED HERE

# First-level Heading: If the First Level Heading is Long, Divide into Two Lines and Single Space

Start writing your text here. First-level headings that are more than one line should be single-spaced. Hold down the shift key, then hit the enter key to move text down to the next line.

## Second-level Heading

Continue writing text here after using a second-level heading. Second-level headings are left justified and underlined with text beginning on the next double-spaced line. Titles longer than 5-inches will be single spaced and indented two spaces from left justification.

Third-level Heading. Text after this heading starts here. Third-level headings are indented, underlined followed by a period. The text begins on the same line following the heading. There is no option for third-level headings in the Styles ribbon.

Table 1. Comparison of Favorite Ice Cream Flavors by Poll

|  |  |
| --- | --- |
| Flavor | Percentage |
| Chocolate | 60% |
| Cookie Dough | 28% |
| Vanilla | 12% |

Figure 1. Comparison of Categories.

Table 2. A Second Table

|  |  |
| --- | --- |
| Flavor | Percentage |
| Chocolate | 60% |
| Cookie Dough | 28% |
| Vanilla | 12% |

CHAPTER THREE  
IF A CHAPTER TITLE EXCEEDS 5 INCHES, DOUBLE-SPACE AND   
ARRANGE IN AN INVERTED PYRAMID STYLE

Start writing your text here. When the first-level heading does not directly follow the chapter title, hit the “enter” key to create an extra double-spaced line between the chapter title and the text.

# First Level Heading

Continue writing text here after using a first level heading. Remember to insert an extra double-spaced line above first level headings. Using the “Show Formatting” function in Word makes it easier to see if you have formatted correctly. Click on the ¶ symbol in the paragraph section of the formatting ribbon to see formatting marks.

Table 3. Comparison of Least Favorite Ice Cream Flavors

| Flavor | Percentage |
| --- | --- |
| Rum Raisin | 42% |
| Bubble Gum | 33% |
| Cotton Candy | 25% |

CHAPTER FOUR  
THIS IS A TEsT CHAPTER

This is the text for the test chapter. This is the text for the test chapter. This is the text for the test chapter. This is the text for the test chapter. This is the text for the test chapter. This is the text for the test chapter.

# This is a First Level Heading

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Table 4. Test Title

| Flavor | Percentage |
| --- | --- |
| Rum Raisin | 42% |
| Bubble Gum | 33% |
| Cotton Candy | 25% |

**Note:**

**Table: Title must be at the top, source material/notes appear at the bottom.**

**Figure: Title must be at the bottom of the figure.**

APPENDIX A  
INSERT APPENDIX TITLE HERE

**Note: Appendix and letter should be centered and in all capital letters. Make sure top margin is 4” from top, and Appendix title is on the next double-spaced line, all caps.**

Contents of appendix goes here. Type does not need to be in Arial 12 point, but information does need to be within the margins.

APPENDIX B  
INSERT APPENDIX TITLE HERE

Contents of appendix goes here. Type does not need to be in Arial 12 point, but information does need to be within the margins.

APPENDIX C  
INSERT APPENDIX TITLE HERE

Contents of appendix goes here. Type does not need to be in Arial 12 point, but information does need to be within the margins.

REFERENCES

List in alphabetical order using a hanging indent, or follow the format for your program. There is not a style in the style ribbon for references.