



Graduate
Studies

A GUIDE TO CSUSB THESIS, PROJECT, AND DISSERTATION FORMATTING

2026-2027
edition

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CHAPTER ONE: GETTING STARTED

Welcome, CSUSB Students! This guidebook details the formatting required of all theses, projects, and dissertations posted on CSUSB ScholarWorks. (The Master of Arts in Mathematics is the only exception; Mathematics students may use their program's LaTeX template.) Please note that this guide is also set up to mimic a formatted thesis/project/dissertation; the type style, chapter titles, headings, etc. can be used as examples. If you have any questions or would like extra assistance, please email gradstud@csusb.edu.

It is the responsibility of the student to follow this guidebook and their designated style guide to meet all the requirements necessary for their thesis/project/dissertation. Please do not attempt to follow the format of previously completed theses, as the guidelines may have changed since the publication of those manuscripts.

Templates

There are Individual Page Templates available, but **we recommend every student to use the provided “Full Manuscript Template”** available on the [Graduate Studies website](#). Please watch our [Thesis Formatting Workshop Recording](#) for a tutorial on how to properly utilize our Full Manuscript Template.

To use this template, you must have Microsoft Word downloaded onto your electronic device. If you do not yet have this program downloaded, please

visit CSUSB's [Information Technology Services](#) to download your free student Microsoft 360 account.

The Mathematics (M.A.) program provides a separate template in LaTeX. See the Mathematics program for details and the [Math Formatting Guidelines](#).

Style Guides

Each graduate program specifies which citation style guide their students should use alongside the requirements of this guidebook. Your program's style guide determines the format of the following elements in your project:

- The referencing system throughout the manuscript
- The list of references at the end of the work
- The formatting and labeling of all tables and figures

Please confirm with your program which style guide is required for your manuscript. Here are some examples of the most common style guides:

- APA: Publication Manual of the American Psychological Association
- MLA: Modern Language Association Style Manual and Guide to Scholarly Publishing
- CSE: Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers
- CMOS: The Chicago Manual of Style

Accessibility

The Office of Graduate Studies makes every effort to ensure the documents on our website and ScholarWorks repository are accessible to everyone. This means we all must follow certain best practices for creating accessible pdf files for posting on Scholarworks.

Best Practices

When you upload your Word document to ScholarWorks, the ScholarWorks platform converts your Word file to a pdf file. In most cases, reading order, tags, and other tools for accessibility are automatically inserted. But there are steps you can take to make sure your final document is as accessible as possible.

- Use the Graduate Studies Full Manuscript Template when you format your thesis. Use the preformatted heading styles and update the table of contents using the auto update feature. Follow the template instructions for best results.
- Add alternate text to figures and images, including any screenshots.

(Tables created in Word or Excel are usually accessible.)

Adding Alt Text to an Image in Microsoft Word. Right click on the image. In the dialogue box, click on View Alt Text. This action will open a sidebar where you can add a description of the image or mark it as decorative. When the document is converted to a pdf file, mousing over the image will reveal the alternate text.

Checking Accessibility in Acrobat Pro (pdf doc). You can check accessibility and make corrections in the Check Accessibility tool in Adobe Acrobat Pro. This is recommended if you didn't use the Graduate Studies template or used a program other than Word. Follow the instructions provided by Adobe Acrobat.

CHAPTER TWO: GENERAL APPEARANCE

Document Set Up

The following elements described in this chapter (font, line spacing, margins, and paragraph indentation) are already embedded in the “Full Manuscript Template.” Please make sure that these features stay consistent throughout your document. (Appendices do not need to adhere to the font and type size requirements.)

Note that if you are working in Google Docs, you will not have access to many of the features needed to format your manuscript correctly. For example, Google Docs does not insert the Roman numeral page numbers needed at the beginning of your document. You may run into similar formatting issues when using the web version of Microsoft Word. While these two platforms are great for sharing your manuscript with your faculty and receiving feedback, they provide only basic formatting tools. Once you have finished writing your thesis, project, or dissertation and are ready to focus on formatting, we recommend using the desktop version of Microsoft Word. You can download the desktop version from the Information Technology Services website.

Font

- Arial (DO NOT USE ANY OTHER ARIAL VARIATIONS)
- Font Size: 12-point

The font requirements apply to entire manuscript (page numbers, chapter

titles, headings, table of contents, etc.) with the exception of the appendices.

Line Spacing

The entire document must be double-spaced (2.0 in Word). This includes lists. Exceptions to this requirement include headings that exceed one line, as well as extended quotations and footnotes, which are formatted according to the style guide chosen by your program.

Margins

These margin regulations apply to every page of the manuscript, including the content of your appendices:

- Left Margin: one and one-half inches (1½")
- Right Margin: one inch (1")
- Top and Bottom Margins: one and one-fourth inches (1¼")
- Page numbers should be centered three-quarters of an inch ($\frac{3}{4}$ ") above the bottom of the page.

The margins described above are used by most companies that bind theses/projects/dissertations into hardcover books. Although Graduate Studies no longer requires bound copies, some students may wish to order bound copies for themselves. For the purposes of binding and uniformity, the entire manuscript should be set within the margins noted above.

Paragraph Indentation

The first line of all paragraphs should be indented one-half inch ($\frac{1}{2}$ ") or 5 spaces on some word processing programs.

CHAPTER THREE:

PAGINATION

Pre-Text Pages

Pre-text pages refer to the set of pages before the first chapter of the manuscript. Some of these pages will not have page numbers on them and others will be numbered with lowercase Roman numerals (iii, iv, v...). The pages should appear in the order listed below.

1. Title Page (no page number)
2. Committee Page (no page number)
3. Copyright Page (no page number)
4. Abstract (must start as page iii)
5. Acknowledgments (if included, use Roman numeral)
6. Dedication (if included, no page number)
7. Table of Contents (use Roman numeral)
8. List of Tables (if included, use Roman numeral)
9. List of Figures (if included, use Roman numeral)

Main Text Pages

Aside from the Pre-Text Pages mentioned above, the rest of your thesis/project/dissertation should be labeled with Arabic numerals (1, 2, 3...). Chapter One should begin on Page 1.

CHAPTER FOUR: FORMATTING PRE-TEXT PAGES

Title Page

The title page is the first page of your manuscript. Please refer to this guidebook's [APPENDIX C](#) for full-page examples. Photo Example:

FIRST LINE OF THESIS/PROJECT TITLE GOES HERE
SECOND LINE (IF NEEDED) GOES HERE

A (Thesis/Project/Dissertation)
Presented to the
Faculty of
California State University,
San Bernardino

In Partial Fulfillment
of the Requirements for the Degree
Master of (Arts/Science)
in
(Insert Degree Here)

by
(Insert Full Name Here)
(Insert Graduation Month and Year)

The Title Page consists of 4 evenly spaced components separated by three two-inch (2") long horizontal division lines. The Title Page is counted but not numbered at the bottom of the page nor listed in the Table of Contents.

Section 1: Title

Type the title of your thesis/project/dissertation in all capital letters. Do not use the ampersand (&), please spell out "and."

Section 2: Thesis, Project, or Dissertation

Indicate if you are writing a thesis, project, or dissertation. Copy the example from the template accordingly.

Section 3: Identify Degree Title.

Identify if your degree is a Master of Arts or Science. You may also identify the concentration that you are completing. At the end of the last word in your degree title, place a colon (:). On the next line, identify the concentration.

Section 4: Author Name(s) and Graduation Date

Include the full name(s) of the author(s) of the document. If there is more than one author, stack the names on top of one another. However, keep in mind that the title page should not exceed one page. If space is an issue place the names side-by-side.

Beneath the author names, state the month and year of your expected graduation. For example: December 2026, May 2027, or August 2027.

Committee Page

The Committee Page is the second page of your manuscript. Please refer to this guidebook's [APPENDIX C](#) for full-page examples. Photo Example:

FIRST LINE OF THESIS/PROJECT TITLE GOES HERE
SECOND LINE (IF NEEDED) GOES HERE

A (Thesis/Project/Dissertation)
Presented to the
Faculty of
California State University,
San Bernardino

by
(Insert Full Name Here)
(Graduation Month and Year)

Approved by:

John Smith, Committee Chair, Psychology

John Smith, Committee Member

John Smith, Committee Member

The Committee Page consists of three components separated by two two-inch (2") long dividing lines. The committee page is counted but not numbered at the bottom of the page nor listed in the Table of Contents.

Section 1: Title

Type the title of your thesis/project/dissertation in all capital letters. Do not use the ampersand (&), please spell out "and."

Section 2: Thesis, Project, or Dissertation

Indicate if you are writing a thesis, project, or dissertation. Copy the example from the template accordingly.

Section 3: Author Name(s) and Graduation Date

Include the full name(s) of the author(s) of the document. If there is more than one author, stack the names on top of one another. However, keep in mind that the committee page should not exceed one page. If space is an issue, place the names side-by-side.

Beneath the author names, state the month and year of your expected graduation. For example: December 2026, May 2027, or August 2027.

Section 4: Committee Members

Under "Approved by:", list your committee chair and committee member(s). You do not need to repeat the department name unless your committee members are from different departments. Some programs require you to list the department chair or graduate program coordinator, others prefer to use a different designation, such as First Reader, Faculty Supervisor, Research

Coordinator, etc. Check with your program for the correct wording.

Copyright Page

The copyright notice should be centered on the page and positioned four inches (4”) from the top of the page. Use one of the following formats: “© 2023 Maria McLeod Mason” or “Copyright 2023 Maria McLeod Mason”. Use your full name, as it appears on the title page in your manuscript. The copyright page should not be counted, numbered, or listed in the Table of Contents. Please refer to this guidebook’s [APPENDIX C](#) for full-page examples.

For published works, the law provides that a copyright notice in a specified form “shall be placed on all publicly distributed copies from which the work can be visually perceived.” Use of the copyright notice is the responsibility of the copyright owner and does not require advance permission from the Copyright Office. For further information about copyright registration, notice, or special questions relating to copyright problems, visit the [U.S. Copyright Office website](#).

Abstract

Type “ABSTRACT” in all capital letters centered at the top of the page. The Abstract should generally not exceed 250 words, but this is dependent on what your program specifies. The Abstract must start on page number iii and be listed accordingly in the Table of Contents. Mathematical formulae, diagrams, footnotes, illustrative materials, and quotations are not usually

included in the abstract, but check with your program for guidance. The

Abstract should:

- Provide the reader with an overview of the study written in complete sentences with the essential information about the thesis/project/dissertation.
- Include statements of the research problems, procedure, design/methods, results/major findings, accomplishments, pertinent facts, implications of the study, and conclusions.

Acknowledgments Page

The Acknowledgments Page is where you may recognize specific contributions by other people or institutions, especially if financial support was received. It is also customary to recognize your graduate committee and/or graduate coordinator. **The Acknowledgments Page is optional.** Type the title “ACKNOWLEDGMENTS” in all capital letters centered at the top of the page. This page should be numbered at the bottom with the next Roman numeral after the Abstract section and listed accordingly in the Table of Contents.

Dedication Page

The Dedication Page is where you may pay tribute to personal inspirations or loved ones. You do not need to include the word “dedicated”. The word “To” is sufficient (ex: To John). **The Dedication Page is optional.** Type the title

“DEDICATION” in all capital letters centered at the top of the page. This page should not be counted, numbered, or listed in the Table of Contents.

CHAPTER FIVE:

TABLE OF CONTENTS

Please refer to this guidebook's [APPENDIX C](#) for a full-page example.

Photo Example:

TABLE OF CONTENTS	
ABSTRACT.....	iii
ACKNOWLEDGEMENTS.....	iv
LIST OF TABLES	vi
LIST OF FIGURES	vii
CHAPTER ONE: CHAPTER ONE TITLE INSERTED HERE.....	1
First-level Heading.....	1
Second-level Heading	1
First-level Heading	1
CHAPTER TWO: CHAPTER TWO TITLE INSERTED HERE.....	2
First-level Heading: If the First Level Heading is Long, Divide into Two Lines and Single Space	2
Second-level Heading	2
CHAPTER THREE: CHAPTER THREE SAMPLE TITLE.....	4
First Level Heading	4
CHAPTER FOUR: THIS IS A TEST CHAPTER	5
This is a First Level Heading.....	5
This is my Second Level Heading	5
APPENDIX A: INSERT APPENDIX TITLE HERE	7
APPENDIX B: INSERT APPENDIX TITLE HERE	9
APPENDIX C: INSERT APPENDIX TITLE HERE	11
REFERENCES	13

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General Formatting – Table of Contents

“TABLE OF CONTENTS” should appear in all capital letters and centered at the top of the page. The leader dots (series of dots and spaces) should run from the last word in the chapter title or heading to the page number. There should be at least three dots between the title or heading and the page number. Headings and titles that are more than one line should be single-spaced. Do not use the ampersand (&), please spell out the word “and.”

Pre-Text Pages – Table of Contents

The following pre-text pages must be listed in the Table of Contents:

- “ABSTRACT” (must start on page iii)
- “ACKNOWLEDGMENTS” (if applicable)
- “LIST OF TABLES” (if applicable)
- “LIST OF FIGURES” (if applicable)

Chapter and First Level Headings – Table of Contents

Listing all Chapter and First Level Headings of your manuscript in the Table of Contents **is mandatory**. All titles and headings in the Table of Contents must exactly match its wording, spelling, and capitalization in the body text.

Chapter Titles must be written in all capital letters and a colon separates the chapter number from the title (CHAPTER ONE: INTRODUCTION). The chapter number should be spelled out (ONE, TWO, THREE). If the chapter title

exceeds one-line, single space the carry-over line.

First-Level Headings should only have the first letter of each major word capitalized. For example: Purpose of the Study. In the table of contents, these headings are indented one-half inch ($\frac{1}{2}$ ") from the left margin. If a heading is too long to fit on one line, single space the carry-over line.

Second and Third Level Headings – Table of Contents

Including Second and Third Level Headings of your manuscript in the Table of Contents **is optional**. However, if you want to list one of your Second and/or Third Level Headings, then you must list all your Second and/or Third Level Headings for uniformity. All headings in the Table of Contents must exactly match its wording, spelling and capitalization in the body text.

Both Second and Third Level Headings should only have the first letter of each major word capitalized. In the table of contents, Second Level Headings are indented one inch (1"), and Third-Level Headings are indented one and a half inches ($1\frac{1}{2}$ ") from the left margin.

Appendices – Table of Contents

If appendices are included in your manuscript, you must list them in the table of contents. The appendix letter and title must exactly match its wording, spelling and capitalization in the body text.

"APPENDIX" should be in all capital letters. Each separate appendix must

be assigned a letter ("APPENDIX A", "APPENDIX B", etc.). If the appendix includes a title, type the title in all capital letters as well (APPENDIX A: MAPS).

Bibliography/References/Works Cited – Table of Contents

The last entry of the Table of Contents should be the BIBLIOGRAPHY/ REFERENCES/WORKS CITED page. This title should be typed in all capital letters. (The one exception is the Assigned Responsibilities page – see below.)

Assigned Responsibilities – Table of Contents

Coauthored projects must include an "ASSIGNED RESPONSIBILITIES" page after the bibliography/references/works cited page.

CHAPTER SIX:
LIST OF TABLES/FIGURES

List of Tables

Please refer to this guidebook's [APPENDIX C](#) for full page examples.

Photo Example:

LIST OF TABLES	
Table 1. Comparison of Favorite Ice Cream Flavors by Poll	2
Table 2. A Second Table	3
Table 3. Comparison of Least Favorite Ice Cream Flavors	4
Table 4. Test Title	6

The List of Tables follows the Table of Contents on a new page and is numbered with a lowercase Roman numeral at the bottom of the page. **A List of Tables is only used when tables appear in the main body of the text. Tables in the appendices are not included in the List of Tables.**

The title should be typed in all capital letters at the top of the page. Table titles should begin with the word “Table” and are numbered sequentially in the order in which they appear in the text. A period separates the table number and table title (Table 1. Participant Demographics). Single space titles that exceed one line. Dots should run from the last word in the table title to the page number (at least three dots should be left between the table title and the page number). Only include the table’s title; do not include any notes, citations, or explanations.

List of Figures

Please refer to this guidebook's [APPENDIX C](#) for full page examples.

Photo Example:

LIST OF FIGURES	
Figure 1. The Title of the Figure	6
Figure 2. The Title of the Figure	9
Figure 3. Figure Title	11
Figure 4. Figure Titles That are Longer than One Line Should be Single-Spaced	20

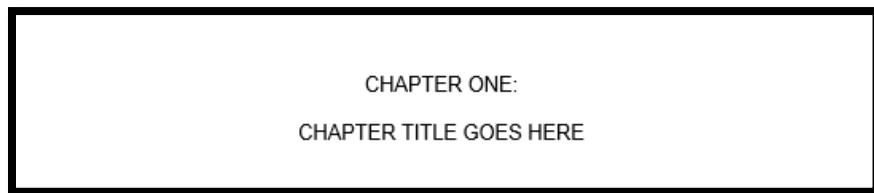
The List of Figures follows the List of Tables and uses the same format. **A List of Figures is only used when figures appear in the main body of the text. Figures in the appendices are not included in the List of Figures.**

The title should be typed in all capital letters at the top of the page. Figure titles should begin with the word “Figure” and are numbered sequentially in the order in which they appear in the text. A period separates the figure number and title (Figure 1. Image of Animal). Single-space titles that exceed one line. Dots should run from the last word in the table title to the page number (at least three dots should be left between the table title and the page number). Only include the figure’s title; do not include any notes, citations, or explanations.

CHAPTER SEVEN:
MANUSCRIPT TEXT

Chapter Titles

Begin each chapter on a new page. Type “CHAPTER” and the chapter number (spelled out as the word, not the digit: ONE, TWO, etc.) at the top of the page with a colon in all capital letters. Type the chapter’s title below this, also in capital letters. Chapter titles that exceed one line should remain double-spaced. Please refer to this guidebook’s chapter titles or [APPENDIX C](#) for full-page examples. Photo Example:



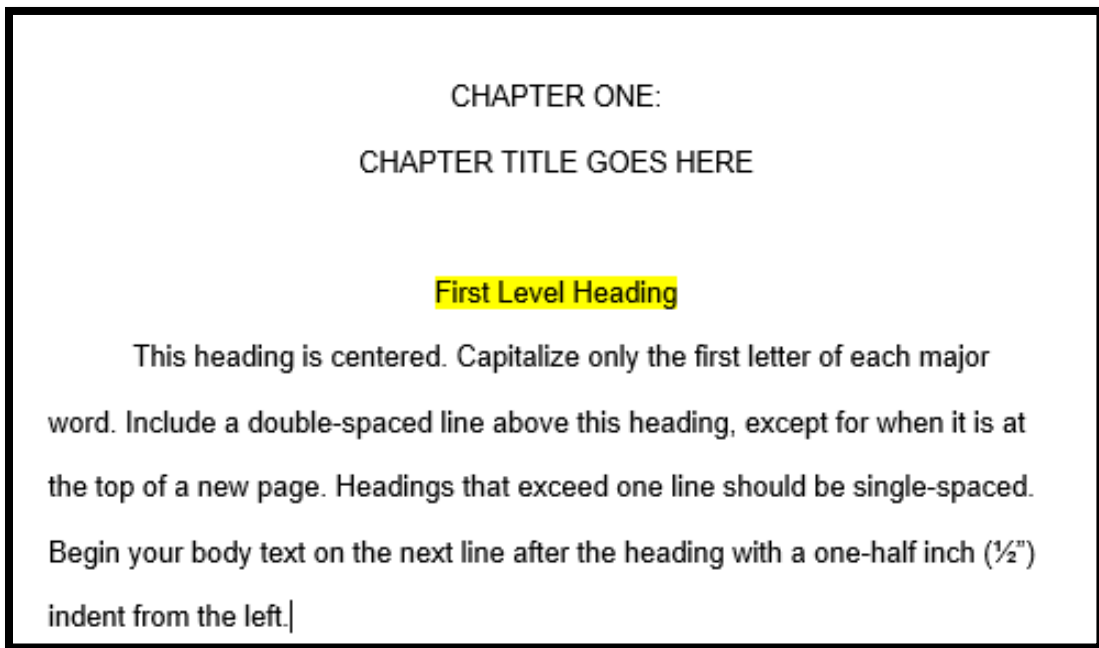
Headings

Headings are not required, but they may help organize your work by dividing it into topics and subtopics. Please refer to this guidebook’s headings or [APPENDIX C](#) for full-page examples.

Please note that abbreviations and acronyms should not be used in headings and titles unless they are part of the standard nomenclature in the field.

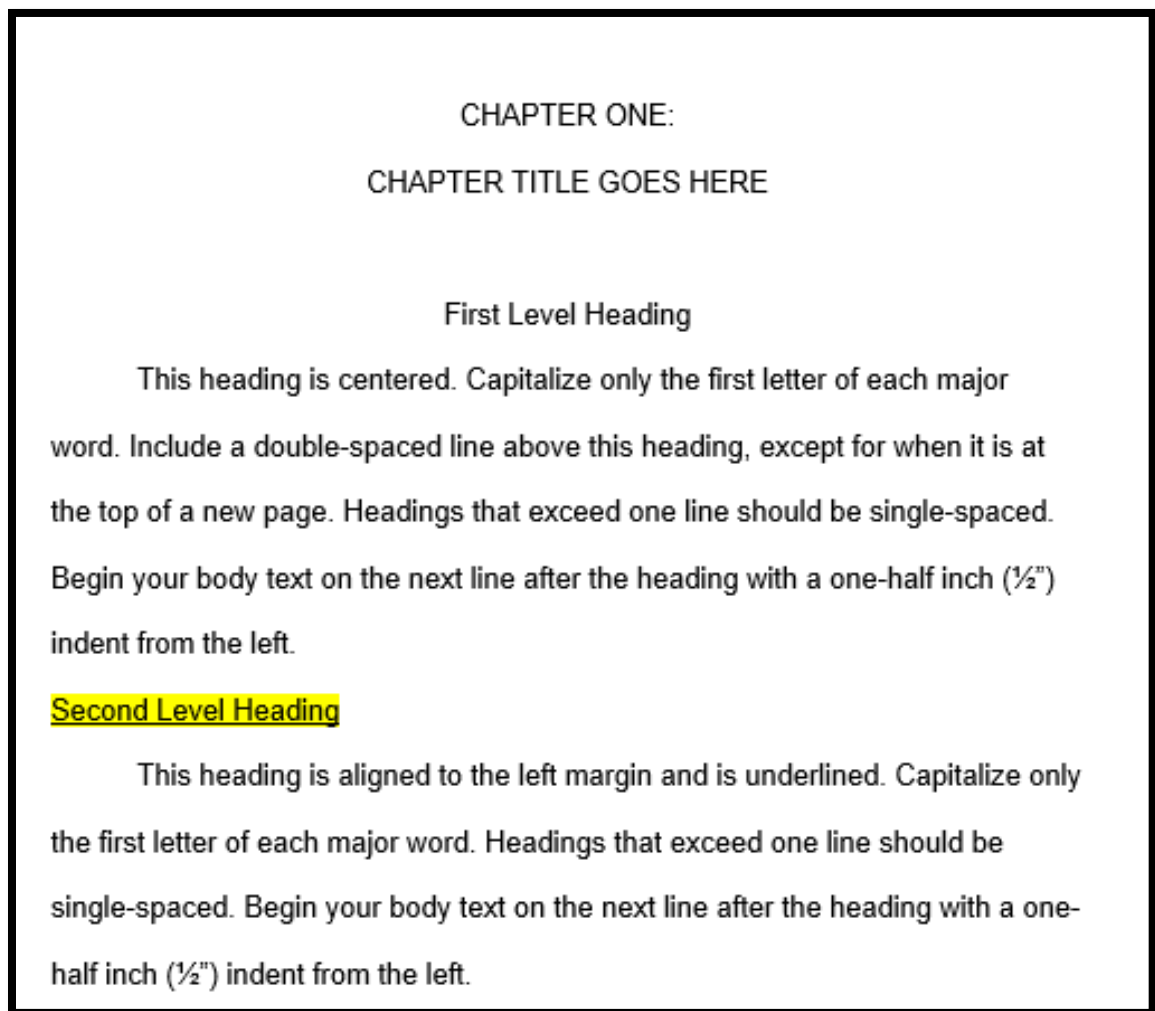
First Level Headings – Manuscript Text

First level headings are the main headings in the document. They introduce a new topic. First level headings are centered. Include a double-spaced line above this heading unless it is at the top of a new page. Begin body text on the next line after the heading. Photo Example:



Second Level Headings – Manuscript Text

Second level headings are subheadings; they are used to divide a topic (main heading) into subtopics or categories. Second level headings are aligned with the left margin and underlined. Do not include an extra line above this heading. Begin body text on the next line. Photo Example:



Third Level Headings – Manuscript Text

Third level headings further divide a topic into additional sub-categories. They are rarely used, and are not listed in the table of contents. Third level headings are indented one half inch (1/2") from the left margin, underlined and end with a period. Do not include an extra line above this heading. Begin your body text on the same line as the heading immediately after the period.

Photo Example:

CHAPTER ONE:
CHAPTER TITLE GOES HERE

First Level Heading

This heading is centered. Capitalize only the first letter of each major word. Include a double-spaced line above this heading, except for when it is at the top of a new page. Headings that exceed one line should be single-spaced. Begin your body text on the next line after the heading with a one-half inch ($\frac{1}{2}$ ") indent from the left.

Second Level Heading

This heading is aligned to the left margin and is underlined. Capitalize only the first letter of each major word. Headings that exceed one line should be single-spaced. Begin your body text on the next line after the heading with a one-half inch ($\frac{1}{2}$ ") indent from the left.

Third Level Heading This heading is indented one-half inch ($\frac{1}{2}$ ") from the left and is underlined. Capitalize only the first letter of each major word. Input a period at the end of the heading. Begin your body text on the same line as the heading immediately following the period.

Tables

Numerical results of research are frequently presented with tables. Some programs require students to follow their specific style manual for creating tables.

In the text, leave a double-spaced line above and below the table to

separate it from the main text. Two double-spaced lines should separate two consecutive tables.

All tables in the text should include a table number and title, placed directly above the table. Tables should be numbered consecutively. If necessary, the font used in tables may be reduced to 10 points.

Notes and citations are placed directly below the table. If the material has been reproduced or adapted from another source, you must include an in-text citation below the table and its full citation in the bibliography/references/works cited page. Refer to the following example:

Table 1. Table Title

X	Y	Total

Table caption/citation....

Figures

Figures refer to illustrations, photographs, maps, graphs, diagrams, and similar presentations. All presentations must be high quality and easy to read.

Leave a double-spaced line above and below the figure to separate it from

the main text. Two double-spaced lines should separate two consecutive figures.

All figures in the text should include a figure number and title, placed directly below the figure. Figures should be numbered consecutively. **Notes or citations are also placed directly below the figure.** The font size used for the title and notes may be reduced to 10 points.

If the material has been reproduced or adapted from another source, you must include an in-text citation below the figure and its full citation in the bibliography/references/works cited page.

Refer to the following example:



Figure 1. CSUSB Coyote Logo

Figure caption/citation...

Appendices

An appendix contains material too detailed for inclusion in the body of the work. Appendices might include such things as questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, and Institutional Review Board approval.. Create an appendix for each set of materials. **The appendices must observe the margin requirements, but do not have to adhere to the font, type size, or other requirements. To improve accessibility, please add alternate text to screenshots, images, and figures.**

Each appendix should have a title page preceding it. On this title page, type "APPENDIX" and the appropriate appendix letter in all capital letters four inches from the top of the page. On the line below, type the title of the appendix, also in all capital letters. The rest of the appendix title page will be blank. The appendix materials will begin on the next page. Appendices are paginated consecutively following the rest of the thesis/project/dissertation. Please refer to this guide's appendices for full-page examples.

Bibliography/References/Works Cited

The format for citing sources is determined by the graduate program or discipline. For example, students in psychology programs usually follow the American Psychological Association (APA) citation style. Reach out to your graduate program if you are unsure of which style to follow. Style guides are available on the [Pfau Library website under the Library Guides tile](#).

Regardless of which style guide you follow, you will type the title of your reference section at the top of the page, in all capital letters. Most programs use the title "REFERENCES," but some use "BIBLIOGRAPHY" or "WORKS CITED". References should be listed alphabetically and formatted with a hanging indent unless the department style guide uses a different system.

Additional Formatting Matters

Supplemental Files

All materials (maps, illustrations, figures, etc.) must fit within the margins. Items which cannot be reduced can be included in ScholarWorks as supplemental files. This can include videos, websites, PowerPoint presentations, etc. Please notify the Office of Graduate Studies if you wish to include supplemental files so we can enable this option for you.

Epigraphs

When used as the heads of chapters, epigraphs are blocked on the right half or two-thirds of the page, and they are not enclosed in the quotation marks. They may be typed in italics. The author of the quotation and title of the work are given below the epigraph, flush right.

Lists

All numbered or bulleted lists are indented ½" from the left-hand margin and double spaced. Any carry-over lines should line up with the first word in the first line of text in the listing. Listings may be preceded by numbers, dashes, bullets,

or other embellishments. Second-level listings (i.e. listings within listings) are indented 1" from the left-hand margin for the first line with all carryover lines lining up with the first word in the first line of text in the second-level listing.

- First-level listing
 - Second-level listing

Block Quotations

When formatting long quotations, follow the style guide for your program. If you are using APA format, quotations that are 40 words or more should be indented one half inch (½") from the left margin. With MLA format, direct quotations four or more lines in length are presented as block quotations and indented one inch (1") from the left margin.

If the quoted material begins mid-sentence, a series of three ellipsis points should precede the material. Do not use quotation marks around block quotations as indenting indicates that the material is a direct quotation. Unlike in-text quotations, all reference citation material falls outside of the closing punctuation for block quotations.

Final Suggestions

The key to success in any graduate program is organization and communication. Keep track of your program's deadlines as well as those found on the [Graduate Studies website](#) and the [Office of the Registrar](#). Communicate regularly with your thesis committee members and make use of the workshops and resources available at CSUSB. If you find yourself facing an unexpected

situation, remember that the Office of Graduate Studies and your program faculty are here to support you.

- Plan ahead. Keep a list of all deadlines in a convenient place and review them regularly. Remember, some of the steps required to meet a deadline take time. Committee members and graduate coordinators have other commitments and will not always be available when needed.
- Keep informed. Ask questions to your graduate committee members, the graduate coordinator, and the Office of Graduate Studies. Read the Coyote Graduate Student Guidebook and the University Bulletin regularly to review deadlines and requirements. Upcoming deadlines and events are emailed weekly in the Graduate Studies weekly newsletter.
- Be proactive. Remember, this is your graduate work; you are involved in an advanced level of study in which initiative and originality is expected. Discuss concerns with your committee members and with their input, resolve problems. Create a document you will be proud of for years to come.

APPENDIX A:
DEFINITION OF A THESIS

DEFINITION OF A THESIS

The State of California Education Code (Title V, Section 40510, p. 473) defines a thesis as

. . . the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

A thesis is distinguished by the following elements: an introduction to the study, a literature review, a methodology, results, summary, and recommendations for further research.

It should be noted here that a distinction is made between a quantitative thesis, which usually involves the collection and statistical analyses of numerical data, and a non-quantitative thesis, which does not. Thus, some of these thesis elements may not apply to everyone. Your committee chair will assist you with organizing your thesis and may add or omit sections.

Introduction to the Study

The introduction should contain one or more hypotheses which establish the purpose(s) of the study and upon which theoretical and organizational plans for the study are based. The following components should be included:

Background

Serves as a carefully organized lead-in to the problem under investigation. This section may include an overview of the historical evolution, the current status, and the projected future dimensions of the problem.

Statement of the Problem

Presents the focal point(s) of the research. It introduces the “what” of the present investigation (i.e., clearly state what the study will examine or investigate). It states the specific major question(s) or hypothesis(es) to be studied or tested and makes a precise statement of all questions to be explored.

Purpose of the Study

Justifies the study. Why is the present investigation significant? Explain how it supports other studies, differs from previous studies, extends present knowledge, and/or examines new issues.

Theoretical Bases and Organization

How does the research correspond with other studies? What are the underlying theoretical bases upon which the study is constructed? One or more hypotheses should create the solid foundation upon which the conceptual framework is built.

Limitations of the Study

Discusses both content and methodological limitations of the investigation.

How will the research work within or around these confines?

Definition of Terms

Defines any special terms used in the study and establishes abbreviations that will be used throughout the text.

Literature Review

The literature review should provide empirical evidence supporting the study and put the study in context with other research in the field. There are several ways this chapter may be structured: chronologically, categorically, or through related theoretical viewpoints. Emphasis should be placed on the reasons underlying particular areas, topics, and periods selected for review.

The chapter should:

1. Provide evidence supporting the historical, theoretical, and research background for the study.
2. Define how the investigation differs from other studies in the field.
3. Show how the study relates to other research studies in similar areas.
4. Include theoretical foundations, expert opinion, and actual research findings.
5. Use primary sources whenever possible.

Methodology

The methodology section explicitly describes how the research was conducted, including any statistical treatment. This chapter describes the research design or approach in depth. This should be a detailed and clearly written description which permits a precise replication of the study. Several parts of this chapter apply mainly to a quantitative thesis but may be appropriate to a non-quantitative thesis as well.

Design of the Investigation

Explain how the study is designed to investigate each question or hypothesis. If appropriate, identify all variables and how they are manipulated.

Population and/or Sample

Describe the principal characteristics of the population selected. If a random sample is used, describe the general population from which the sample was selected and the sampling procedure used.

Treatment

Describe the exact sequence followed to collect and tabulate the data. Describe the instrument(s) used to collect the data and establish the validity of the instrument(s) via studies by other researchers.

Data Analysis Procedures

Describe and explain data analysis procedures and/or statistical treatments used. Include descriptions of tests, formulae, computer programs, and procedures.

Results and Discussion

The results section reports and discusses the findings of the study and recommends areas for future research.

Presentation of the Findings

The results of the investigation are presented in narrative form and may be supplemented with graphics. Whenever appropriate, use tables and figures to present the data.

Discussion of the Findings

The discussion of the results should be well argued in relation to each question or hypothesis. Inferences, projections, and probable explanations of the results may also be included. Discuss the implications of patterns and trends and include any secondary findings.

Summary, Conclusions, and Recommendations

The summary presents an overview of the previous sections and how the final project addresses issues which have been raised. Reacquaint the reader with the conceptual framework and the design of the study. This section summarizes the entire project effort. The conclusion validates both the need for the study and explains how the present study responded to that need. The recommendations might include comments regarding content, technique, and the process of creating a master's project of this type. Implications for future research may also be included.

Appendices

Material too detailed for inclusion in the body of the text, or material which cannot be effectively presented due to its length or size may be included in the appendices. Appendices might include such things as questionnaires, raw data, maps, photos, artwork, letters of permission to reproduce material, Institutional Review Board approval, and personal correspondence.

Each appendix should be assigned a consecutive uppercase letter, be titled APPENDIX A, APPENDIX B, APPENDIX C, etc., and be included in the Table of Contents. The appendices themselves must observe the margin requirements but do not have to follow the font, print, and other formatting requirements as required by the rest of the manuscript.

References/Bibliography

Cite references according to your assigned department style guide. Be sure to include every source cited in the study, including material which has been adapted for use in tables and figures.

APPENDIX B:
DEFINITION OF A PROJECT

DEFINITION OF A PROJECT

The State of California Education Code (Title V, Section 40510, p. 473) defines a project as

. . . a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Whereas a thesis is an empirical scholarly research study, a project is distinctly more creative in nature. Often, projects will be based on a compilation of comparative analysis of the works done by other researchers. Although such material provides the study with substance, culminating projects must evidence originality, critical thinking, and reflect the scholarly or artistic capability of the candidate. While requirements for various creative projects will vary, there will be certain elements common to each project. All projects (creative or applied) consist of two distinct components: the project itself and a scholarly explanation of the project.

Due to the uniqueness of projects, the introductory sections in the main body will vary in number. The following outline is only a recommendation and should be adapted as necessary. Generally, however, projects will contain at least some descriptive sections selected from the following.

Introduction to the Project

The primary function of this introduction is to provide a comprehensive overview of the project.

Purpose of the Project

A statement of the purpose of the project explains why the project was attempted. Include personal interest as well as other identified needs which the project will help satisfy. Why is the project significant?

Scope (Description) of the Project

Define what the project is in terms of content and format. Include specific information regarding the subject matter, the intended audience, how the project is to be used, and the results or effects expected.

Significance of the Project

Explain the significance of the project in the field of study. What new dimensions or concepts have been presented? Emphasize the importance of the project in its use of techniques and specify the intended effects. If the project is designed to be informational, persuasive, or instructional, specify the effects in terms of behavioral objectives.

Limitations of the Project

Discusses both content and methodological limitations of the investigation.

How will the research work within or around these confines?

Definition of Terms

Define any special terms and establish standard abbreviations which will be used throughout the text.

Review of Related Literature

This section constitutes the major research effort of the project. It provides the source material for the content and puts the present project in context of existing information in the field. This section ultimately justifies the need for the project.

- Review and cite related studies and discuss their strengths and weaknesses pertaining to the purpose of the project.
- Discuss the theories or techniques examined and their respective implications for the present study.
- Summarize the review with a synthesis of the literature identifying the various approaches and themes.

Methodology

This chapter describes in depth how every aspect of the project was conducted, compiled, or created. It should be significantly detailed and should

describe the format and technique used in presenting the material. Techniques, questionnaires, interviews, study sites, and material used to accomplish the study should be described here.

Results and Discussion

There may or may not be a results section, depending on the type of project. If there are findings to report, they should be synthesized for inclusion in this section. Material too detailed to be included in the body of the text should be presented in the appendices.

Summary, Conclusions, and Recommendations

The summary presents an overview of the previous sections and how the final project addresses issues which have been raised. Reacquaint the reader with the conceptual framework and the design of the study. This section summarizes the entire project effort. The conclusion validates both the need for the study and explains how the present study responded to that need. The recommendations might include comments regarding content, technique, and the process of creating a master's project of this type. Implications for future research may also be included.

Appendices

Generally, the creative project itself is placed in Appendix A. This will allow more freedom in the format of the work. In addition, other material too detailed for inclusion in the body of the text may be placed in the appendices.

References/Bibliography

Cite references according to the department style guide and be sure to include every source cited in the study, including material which has been adapted for use in tables and figures.

APPENDIX C:
SAMPLE PAGES

THIS IS A SAMPLE TITLE PAGE FOR MOST PROGRAMS
IF THERE IS A SECOND LINE, IT IS KEPT DOUBLE SPACED

A Thesis
Presented to the
Faculty of
California State University,
San Bernardino

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts
in
English and Writing Studies:
Pedagogy

by
Sally Harris
June 2023

THIS IS A SAMPLE COMMITTEE PAGE FOR MOST PROGRAMS
IF THERE IS A SECOND LINE, IT IS KEPT AS DOUBLE SPACED

A Thesis/Project
Presented to the
Faculty of
California State University,
San Bernardino

by
Sally Harris
June 2023
Approved by:

John Smith, Committee Chair, Psychology

John Smith, Committee Member

John Smith, Committee Member

THIS IS A SAMPLE COMMITTEE PAGE FOR SOCIAL WORK
IF THERE IS A SECOND LINE, IT IS KEPT AS DOUBLE SPACED

A Project
Presented to the
Faculty of
California State University,
San Bernardino

by
Insert Full Name Here
Insert Graduation Date

Approved by:

John Smith, Faculty Supervisor, Social Work

John Smith, M.S.W. Research Coordinator

SAMPLE COMMITTEE PAGE FOR EDUCATION PROGRAMS

A Thesis/Project
Presented to the
Faculty of
California State University,
San Bernardino

by
Insert Full Name Here
Insert Graduation Date

Approved by:

John Smith, First Reader

John Smith, Second Reader

THIS IS A SAMPLE TITLE PAGE FOR DISSERTATION
INVERTED PYRAMID IF LONGER THAN 5"

A Dissertation
Presented to the
Faculty of
California State University,
San Bernardino

In Partial Fulfillment
of the Requirements for the Degree
Doctor of Education
in
Educational Leadership

by
Thomas Andrew Smith
December 2023

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CHAPTER ONE:
CHAPTER TITLE GOES HERE

First Level Heading

This heading is centered. Capitalize only the first letter of each major word. Include a double-spaced line above this heading, except for when it is at the top of a new page. Headings that exceed one line should be single-spaced. Begin your body text on the next line after the headings with a one-half inch (1/2") indent from the left.

Second-Level Heading

This heading is aligned to the left margin and is underlined. Capitalize only the first letter of each major word. Headings that exceed one line should be single-spaced. Begin your body text on the next line after the heading with a one-half inch (1/2") indent from the left.

Third-Level Heading. This heading is indented one-half inch (1/2") from the left and is underlined. Capitalize only the first letter of each major word. Input a period at the end of the heading. Begin your body text on the same line as the heading immediately following this period.

Additional Levels of Headings. For all subsequent levels of headings, you may refer to the style guide in your field. Or you may format additional levels the same as the paragraph heading with an additional one-half inch (1/2") indentation for each additional level.

APPENDIX D:
STATE OF CALIFORNIA EDUCATION CODE
(TITLE V, SECTION 40510)

State of California Education Code

(Title V, Section 40510)

5 CA ADC § 40510

§ 40510. The Master's Degree.

5 CCR § 40510

Barclays Official California Code of Regulations Title 5. Education

Division 5. Board of Trustees of the California State Universities Chapter 1.

California State University

Subchapter 2. Educational Program Graduate Degrees

§ 40510. The Master's Degree.

To be eligible for the Master's degree, the candidate shall have completed the following minimum requirements:

(a) Advancement to Candidacy. For advancement to candidacy for the Master's degree, the applicant shall meet the requirements of Section 41011, and such particular requirements as the Chancellor and the campus may prescribe.

(b) Requirements for the Degree.

(1) The completion of a specified pattern of study approved by the appropriate campus authority.

(2) A minimum of thirty semester units of approved graduate work completed within a maximum time to be established by each campus. Such maximum time shall be no more than seven years nor less than five years for each particular program. An extension of time beyond the limit may be granted by appropriate campus authority if warranted by individual circumstances and if the outdated work is validated by examination, in the relevant additional

course or subject field of work or such other demonstration of competence as may be prescribed. In the degree program:

(A) Not less than 21 semester units (32 quarter units) shall be completed in residence. The appropriate campus authority may authorize the substitution of credit earned by alternate means for a part of this residence requirement.

(B) Not less than one-half of the units required for the degree shall be in courses organized primarily for graduate students.

(C) Not more than six semester units shall be allowed for a thesis or project.

(3) Satisfactory completion of a thesis, project, or comprehensive examination, defined as follows:

(A) A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

(B) A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.

(C) A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the

records retention policy of The California State University.

- (4) A grade point average of 3.0 (grade of B) or better in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average.

Note: Authority cited: Sections 66600, 89030 and 89035, Education

Code. Reference: Section 89030, Education Code.

HISTORY

1. New Article 7 (Section 40510) filed 4-29-77; effective thirtieth day thereafter (Register 77, No. 18).
2. Amendment of NOTE filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).
3. Amendment filed 1-12-83; effective thirtieth day thereafter (Register 83, No. 3)