

Listed below are the most basic aspects of the university's formatting guidelines for theses, projects and dissertations. More information and examples can be found in [A Guide To Thesis, Project, and Dissertation Formatting](#). The Guide is free and is available online at csusb.edu/graduate-studies.

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 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 above 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.)
- 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.
- Follow the same format for the List of Figures.

Appendices

- Each appendix begins with an 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. Appendix materials begin on the next page.

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.

Helpful Links and Contacts

- [Graduate Studies Formatting Templates and Tutorials](#)
- [Submitting your Document for Review](#)
- [Deadlines](#)
- Graduate Studies Contacts:
www.csusb.edu/graduate-studies
Phone: (909) 537-5058
Email: gradstud@csusb.edu
- To schedule a formatting consultation with a thesis reviewer, email gradstud@csusb.edu

