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GUIDELINES
FOR
THESIS
PREPARATION

DIVISION OF GRADUATE STUDIES
CALIFORNIA STATE UNIVERSITY, FRESNO

TO THE STUDENT

The completion of your thesis represents the culmination of a rich and rewarding experience for you as a graduate student. In this thesis you demonstrate your ability, under faculty supervision, to make a scholarly statement on a selected topic and to present your investigation and findings in a clear and concise manner, written in the style appropriate to publications in your field. A permanent record of your research attainment is kept on file with the university in the form of microfiches and both bound and electronic copies retained by the library.

Your thesis reflects both your own and the university's standards for quality scholarship. As such, it is important to maintain the highest possible publication standards in your submitted manuscript. This manual is designed to provide you with a uniform guideline for the technical and procedural aspects of thesis submission.

The university has established certain overall requirements for theses in order to secure university-wide consistency of format. You will find these outlined in this manual. For referencing format and other discipline-specific stylistic preferences, you should consult your department's chosen style sheet or manual. If you have unusual technical problems or need answers to questions not covered by this manual, you may call or make an appointment with the thesis consultant in the Division of Graduate Studies, Thomas Administration Building, Room 132; (559) 278-2418.

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Chapter 1

UNIVERSITY REQUIREMENTS AND APPROVAL PROCEDURES

The Thesis Office has established a set of procedures leading to acceptance of the final thesis manuscript for binding, microfilming, and placement on the library shelf. A checklist of these procedures appears in Appendix A. All theses submitted to the Thesis Office are reviewed in two steps: (1) the **Final Draft**, and (2) the final **Publication Copy**.

Final Draft

The final draft of the thesis must meet the following requirements:

1. The text must be typed with line spacing set at **“Exactly 24 point.”**
2. The thesis must be paginated.
3. The thesis must have an abstract, title page, approval page, table of contents, and lists of tables and figures as appropriate.
4. All thesis committee members must signify their approval of the text, including content, style, and format, by signing the **final draft approval page**.
5. All committee member additions or corrections must be incorporated into this draft.
6. The reference list must be complete and follow the format of a chosen style manual or journal style sheet.
7. A digital copy of your thesis should be submitted along with your thesis. Copies on CD, flash drive, or via email will be acceptable.

Note: Students should always retain a copy of their thesis submission for themselves. The approval sheet (APPROVED FOR FINAL DRAFT

SUBMISSION), should be the signed original. (In a circumstance where a committee member is on leave or out of town, a faxed signature is acceptable.)

The **final draft approval** sheet is included in the template and serves as the form that will “get your thesis in the door,” so to speak. In signing this page, your committee members are affirming their thorough review of your thesis and that it meets required standards of scholarship set by your degree program and the university. (See page 28 of these guidelines for more information on **approval pages**.)

Other requirements are more flexible:

1. Figures and tables may be included in draft form.
2. Photographs may be photocopied for both the final draft and the publication copy submission. Color copies are acceptable for the reproduction of photographs in the final publication copy.
3. Paper quality is not important for this draft. However, we ask that the approval page be the signed original (see *Note*, above).

The thesis consultant will review the final draft in several areas: general format; overall organization and consistency of layout; grammar, syntax, and spelling; correct documentation techniques; bibliographic format, per committee selection; table and figure format; direct quotation format. **If it becomes apparent that there are too many errors in any one of these areas, the thesis will be returned to the student for correcting before any further reading or processing of this draft.** Appendix B contains a formatting checklist that may help students to assess whether or not their thesis meets these requirements.

Theses are reviewed in the chronological order of their submission. A list of candidates with submitted theses is kept at the reception area in the Graduate Division, and may be checked by students who wish to know the progress of their

thesis review. Students who plan to leave the university prior to the end of the semester should submit their theses early; this is especially true for international students who expect to return home.

Careful reading of this manual before submitting the thesis should help the student to avoid any major difficulties. The thesis consultant will indicate all necessary corrections to the final draft via margin notes and a checklist of problems that will accompany the thesis when it is returned to the student.

Publication Copy

It is the student's responsibility to make all corrections indicated by the thesis consultant on the first draft. Students are generally given two weeks to make requisite changes/corrections before submitting the **publication copy**. This "pub copy" will be the master copy of the thesis from which the Kennel Bookstore's Print and Copy Center will run all copies that are to be bound. **This copy must be laser-printed, but may be done so on normal computer paper.**

The publication copy will be checked against the final draft/final draft checklist and will be reviewed again to be sure that it meets all publication standards. It is typical for students to resubmit publication copies or sections thereof multiple times until all corrections have been made. When all corrections have been made, the thesis consultant will approve the publication copy and the dean of the Division of Graduate Studies will sign the **publication copy approval page** (see page 29 of these guidelines). At this point, the thesis is returned to the student for fee payment and final processing.

Final Processing and Fees

In the interest of appropriate dissemination of knowledge and research findings, the Graduate Committee of the Academic Senate has supported the

participation of the California State University, Fresno campus in the national abstracting and filming services offered by the University Microfilms International (UMI) in Ann Arbor, Michigan. This means that the university will be sending one copy of each master's thesis to UMI for permanent microfilming. In addition, UMI will publish each student's thesis abstract in its publication *Masters Abstracts*. However, while the university does support student participation, **it is not required for students to publish their theses with UMI.**

All students will receive a University Microfilms information packet, which includes a submission form, when they submit their final drafts to the Graduate Division. This form, when signed, grants to University Microfilms the sole rights to the microfilming, **only**, of the thesis; the student as author of the thesis retains *all other* copyrighting, publication, and reproduction rights.

By following the Graduate Division's *Guidelines for Thesis Preparation*, students will have no difficulty in meeting the high standards set by University Microfilms for thesis submission. Two special requirements, however, stem from participation in UMI services: (1) All students will be responsible for procuring necessary permission to publish previously copyrighted material in their thesis, using the form obtainable from the Thesis Office; and (2) students will need to limit their abstracts to one page in order to meet publication requirements for the *Masters Abstract* periodical.

Additionally, candidates may wish to take advantage of the opportunity to copyright their thesis, as offered by University Microfilms. Material outlining this process appears in the UMI information packet distributed to each student. Those who elect to file a copyright should sign on the appropriate form line and pay the requisite fee (at the time of this printing, **\$65**) when they pay copying and binding fees at the Kennel Print and Copy Center. *Note: Election of this option will require*

the addition of a copyright page, following the title page in the thesis (see chapter 3). The Thesis Office will transmit the forms and checks to Ann Arbor, but will not be involved in any further transactions in this matter.

Fees

Required costs for thesis processing, as of this time, will be assessed as follows:

- Microfilming, abstract service (UMI) \$55.00
- 2 bindings (Madden library and department) \$43.50
- Microfiches for Madden Library (*Price varies depending on thesis length. Average length [100 pages] = \$17.00.*)

Optional costs for thesis processing include:

- Additional bindings for personal/presentation use (\$21.75 per copy)
- Photocopying fee (13 cents/page at Kennel Bookstore Print and Copy Center for B&W, 89 cents/page for color)
- Copyrighting fee (\$65.00)
- Mailing fee (\$6.00 per address)

Please note: Prices are subject to change at any time. The university collects and passes on directly to the service providers all fees for the abstracting, microfilming, and binding services, through the Cashier's Window in the Joyal Administration Building. These fees are separate from the photocopying fee, which must be paid directly to the Kennel Bookstore at the time of thesis approval. Payment of thesis copying and binding fees is the last step toward thesis clearance following approval of the final publication copy by the thesis consultant. Credit cards are accepted for thesis fee payment.

Final Processing and Distribution

The Thesis Office will handle all processing of publication copies. Upon approval by the thesis consultant, students may take their publication copy to the Kennel Bookstore Print and Copy Center, order and pay for their bound copies, and turn in their thesis work order receipt to the Thesis Office for final thesis clearance. The Thesis Office will assign spine titles and arrange for all microfilming, binding, and final distribution of theses to the library, departments, and students. *Usually, the entire packaging, binding, and distribution process will not be completed until eight to ten weeks following the end of the semester or summer session* of the thesis submission date. Students who are planning to leave the city or the country should take special care to leave precise instructions for the handling of their personal thesis copies.

Deadlines

Deadlines for submission of the final thesis draft to the Graduate Division are set at least 6 weeks before the last day of scheduled classes in order to guarantee clearance of the student's thesis in time for graduation that semester or term. Specific dates are posted on the Thesis Office Web page (<http://www.csufresno/gradstudies/thesis>). Students should expect deadlines to fall regularly around the first week of April (spring semester), the first week of July (summer session), and the first week of November (fall semester).

Thesis Approval Process

The Graduate Committee of the Academic Senate has approved certain procedural and formatting requirements judged essential to meeting uniform standards for quality graduate-level publication as outlined in the California Title 5 Education Code. These requirements are more fully spelled out in the following

pages of this manual. Any deviations should occur only with the explicit permission of the Dean of the Division of Graduate Studies.

Thesis Committee Structure and Responsibilities

The thesis committee normally consists of three members, with the chairperson and at least one other committee member being graduate faculty in the student's major department. See Appendix C for university guidelines, choice of committee members, and thesis committee responsibilities.

Basic responsibilities for procedural arrangements, content, and organization of the thesis rest with the student and the committee. Once the committee has been formed and the committee assignment sheet is on file in the Thesis Office, the student should set a timetable for researching and completing the thesis, under the direction of the committee, within the established deadlines for the individual program. In addition to obtaining these *Guidelines*, students should select and procure a copy of the department's chosen style sheet or manual (see Appendix D), which will be used for reference and special stylistic instructions. Major style manuals (e.g., APA, MLA, Turabian) also include sections on thesis organization and writing techniques that may prove helpful to the beginning student.

While the committee chair has primary responsibility for advisement in the process, the candidate is reminded that careful communication with all three committee members is essential to final committee approval. It is advisable to clarify at the outset the precise role and responsibilities of each member of the committee. In turn, students and committee members should be aware that **each committee member's signature on the required approval pages represents**

that member's approval of all aspects of the candidate's thesis: content, methodology, form, style, and mechanics.

Human or Animal Subjects Clearance

Students who will be conducting thesis research involving human subjects will need to procure written approval from the departmental Human Subjects Committee and, when judged necessary, the University Committee on Protection of Human Subjects (CPHS) before beginning their research. Forms are available from the departmental or college/school deans' offices, or from the Office of the Vice President for Administrative Services. Students should allow at least 2 weeks for this procedure.

Research being conducted on live animals housed on campus must be approved by the Animal Care and Use Committee.

Plagiarism

According to standards endorsed by the Chancellor's Office, each thesis "must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation." "Accurate and thorough documentation" requires the proper acknowledgment of the use of someone else's ideas or phraseology. Lack of due credit to the original source may lead to the charge of plagiarism, defined by the university as "a specific form of cheating which consists of the misuse of the published and/or unpublished works of another by representing the material so used as one's own work."

Specifically, the university has identified the following forms of plagiarism relevant to thesis students:

- failure to use quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
- copying phrases or ideas from a book, magazine, or other source without giving credit to the author;
- turning in a paper or computer program that is the work of another individual.

Penalties for plagiarism are severe, and may result in the assignment of an “F” grade for the thesis and/or dismissal from the university.

Copyright Releases

The student is responsible for securing permission to reproduce in the master’s thesis certain kinds of copyrighted material. Normally, this includes any of the following: more than one table, graph, or drawing from the same source; and any material that stands as a unit complete in itself, such as a poem, letter, complete chapter from a book, or a research test or instrument.

Requests for permission should be addressed to the copyright holder, and should include full identification of the material to be reproduced, specifying its intended use. The Thesis Office has drawn up a special form, Permission to Publish by Microfilm, which is available from the thesis consultant upon request. Since replies may take as long as 2 or 3 months, the student should seek permission well in advance of the estimated thesis submission date. Including a self-addressed, stamped envelope may help expedite the process. Faxed copies of signed permissions forms are acceptable; these forms are not included in the thesis and are used for verification purposes only.

Proprietary Rights

In accordance with established policy, which states that the university’s “instruction, research and services will be accomplished openly and without

prohibitions on the publication and dissemination of the results of its academic and research activities,” no thesis will be accepted that cannot be made public. In certain specified circumstances, a publication delay of 90 days may be allowed. For more information, students should check with the thesis consultant.

Chapter 2

GUIDELINES AND REQUIREMENTS FOR PUBLICATION COPY FORMAT

Publication copies of the thesis manuscript must meet the university-wide standards in appearance and format that are outlined in this section. *Students should follow all requirements set forth in this manual regarding basic format* (e.g., paper, font, margins, pagination, spacing, and headings). Departmental style manuals should be consulted for such matters as referencing format, use of figures or words for numbers, layout of figures and tables, and stylistic preferences related to the particular discipline. In the case of a conflict between the university guidelines and the departmental style sheet, *the university guidelines will take precedence.*

Paper Requirements

The publication copy may be printed on regular copy paper and submitted to the Kennel Print and Copy Center. From there, the thesis will be copied onto acid-free, 20-lb. weight, 25% cotton or rag content laser paper. The cost, as noted on page 5 of these guidelines, is 13 cents per black and white page and 89 cents for color copies. **The bindery will only bind copies that have been printed on this archive-quality paper.** The original copy, on the regular copy paper, will be sent to UMI for microfilming, as paper quality is not a factor in the filming process.

Occasionally, students prefer to make their own copies for binding. If so, the laser paper described in the above paragraph may be found at local office supply stores. These copies should not be made until the thesis consultant has declared the thesis “ready to copy.” However, it is important to note that any flaws

in the reproduction (e.g., crooked pages, faded or “banded” print) are the sole responsibility of the student. Any costs (e.g., purchase of more paper) to repair such flaws are incurred by the student before the archive-quality copies can be sent to the bindery.

Print Requirements

The entire thesis must be typed in one selected font and printed with uniform darkness of tone. Where space demands, however, it is permissible to change point size for tables, figures, and appendix material. Footnotes printed in the default point size (normally, 2 points less than standard point size) are acceptable.

All copies of theses submitted to the Graduate Division must be clean and carefully reproduced; pages that are crooked or that have gray edges, streaks, or spots are not acceptable. Copies made at the Kennel Bookstore Print and Copy Center fully meet all printing requirements.

Quality of Type

All type must be sharp, clear, and unbroken. Visible differences in quality or contrast of print resulting from a faulty or worn printer are unacceptable and will require a reprinting of those portions of the thesis.

Special Markings

Symbols, equations, formulae, and other such detailed markings can be handled by most word processing programs through special fonts, etc. If constructing such markings on your own, care should be taken to maintain appearance (size, density, etc.) close to that of the surrounding material.

Italics and Underscoring

Italicized print may be used for such items as book and journal titles and bibliographic elements such as volume numbers, if called for by the departmental style manual, and for foreign language and special terminology. Such use must be consistent throughout the text. Italics may not be substituted for underscoring in headings.

Margins

Margins for the running text should be set at 1.5” on the left and 1” on the right and bottom, throughout the thesis. The top margin for the running text should be set at exactly 24 points below the page number. In Microsoft Word for Windows, the top margin is placed at 1.2” and the header and footer also need to be set at .83” and .5”, respectively.

Chapter or major section title pages are dropped exactly 24 points below the running text. The text should be left justified, and variations should be within, not outside, the margin requirement. Tables, figures, and reductions of all oversized materials must fall within the 6” x 9” text frame margins.

Pages should be filled as much as possible and blank space at the bottom of pages should be kept to a minimum, except at the ends of chapters or sections. Occasionally, single lines or isolated words at the bottom (widows) or top (orphans) of the page will demand that the last line be moved from the preceding page to the top of the following page. Word processing programs usually address this problem through an automatic protective function (widow/orphan control), which should be activated for thesis writing. Shorter pages may also result from the presence of headings at the foot of the page, which must be moved to the next page if not accompanied by a minimum of two lines of text.

Spacing and Indention

Standard line spacing for the thesis is set at exactly 24 points. However, exceptions are made for the following material, which should be single-spaced:

- chapter/section titles
- headings
- footnotes
- table and figure captions
- tabular material as necessary
- reference list/bibliography items
- appendix material as appropriate

Quoted material of over four lines (MLA) or over 40 words (APA), calls for block quote format (others—consult style manual): Indent 1” (MLA) or .5” (APA) from the left margin, carry out to the right margin, and double space. For reference items, double space between entries. Aside from their captions and titles, tables and appendices may be single or double spaced, depending on the length and nature of the material to be presented.

No partially filled pages are permitted except at the ends of chapters or sections. Note, however, that when a heading occurs near the bottom of the page, it must be followed by at least two lines of text. If this cannot be accomplished within the remaining space, the heading must be moved to the top of the next page.

Organization of the Material

Elements of the thesis should be arranged in the following manner:

1. Abstract (see Appendix E)
2. Guard sheet (blank sheet)
3. Preliminaries (see Appendix F)
 - a. Title page

- b. Copyright page (optional)
 - c. Approval page
 - d. Authorization sheet
 - e. Acknowledgments or Preface (optional)
 - f. Table of Contents
 - g. List of Tables
 - h. List of Figures
4. Text (usually divided into chapters or sections)
 5. Reference material
 - a. References or Bibliography (Works Cited, MLA)
 - b. Appendix

Page Numbering

The abstract and guard sheet are not considered a formal part of the thesis, and are neither counted nor numbered. Page count begins with the title page of the thesis. All pages in the thesis are counted. Some, however, will not show a page number. Specific instructions follow.

Number Placement

All numbers should be placed in the upper right-hand corner of the page, right aligned at 1" and resting on the 1" line. Students who use the template available from the Thesis Office web site will find the page numbers automatically placed. Certain major heading pages containing a title, although counted, do not show a page number: title page, approval page, and authorization sheet; the first pages of the table of contents, lists of tables and figures, bibliography or reference list, and chapters or sections; any facing pages for figures (see p. 18); and half-title sheets.

Number Sequence

Formal page counting begins with the title page.

1. For the preliminary matter, use lower case Roman numerals for any pages that will show a number. In most theses, because this section consists mainly of major heading pages, only the second pages of the table of contents and the lists of tables and figures will show a page number.

2. Use Arabic numerals for the remainder of the thesis (text, references, and appendices). The first page to show a number will be the second page (2) of the first chapter or section.

As with number placement, number sequence has already been established in the template for students electing to use it.

Half-title Pages

A half-title sheet should precede the reference and appendix sections in most theses. Center the title, typed all in capital letters, slightly above the half-page mark. See sample half-title pages in these guidelines.

Headings

Headings in the thesis should conform to the format prescribed in these guidelines rather than departmental style manuals or journal style sheet. This includes such matters as order of headings (centered, side, paragraph); style (underscored, indented); or other preferences, such as spacing (see Figure 1, next page).

First Pages of Chapters and Sections

The first page of a chapter or section is dropped exactly 24 points from the normal top line (“running text”) of the manuscript text. Triple space (36 points,

Chapter 2

TITLE IN CAPITALS

It is expected that some text will always intervene between heading levels, including chapter or section titles and the first level of subheading, and between heading levels internally within each chapter. As with most accepted composition practices, paragraphs should consist of a minimum of two sentences.

Centered Heading

Triple space above a centered heading; double space below it to the text. If there is only one level of heading in the chapter, choose this level. For centered headings more than 4" long, use a single-spaced, inverted pyramid format. Capitalize all major words; underscore.

Side Headings Too Long for One Line Are Placed on Two or More Lines

Triple space above the side heading and double space below it. Align with the left margin, do not exceed a length of 3", and indent all lines but the first .25". Capitalize as in centered headings.

Paragraph heading. Triple space above this third-level heading; indent five spaces and continue text on the same line. Capitalize only the first word and proper nouns as in normal sentence format; end with a period.

Figure 1. Sample chapter and heading format

two blank lines) from chapter number to title, and from title to text. Paragraphs are indented .5” from the left margin.

Chapters or Sections?

Theses are presented in one of two formats: chapters or sections (see Figure 2, next page). Separate examples of first pages using either chapter or section format can be found in Appendix G.

Footnotes

The footnote numbering system, according to university policy, requires renumbering footnote sequence with each new chapter or section. Additionally, all footnotes appearing on the last page of a chapter or section should be typed at the foot of the page, regardless of the length of this final page.

Tables and Figures

Format for layout and captions of figures and tables should be chosen from among the options offered by the prescribed departmental style manual, and should be followed consistently throughout the thesis. Note stylistic differences in combinations of upper and lower case lettering, Arabic and Roman numerals, and punctuation. All figures and tables, including numbers and captions, should fit within a 6” by 9” area in order to comply with margin regulations. Tables and figures that must be positioned horizontally (landscaped) should face the outer edge of the page, with the widest margin at the top binding edge.

PROGRAM	CHOICE
Animal Science	Sections
Art	Chapters
Biology	Sections
Business Administration	Chapters
Chemistry	Sections
Civil Engineering	Chapters
Communication	Chapters
Communicative Disorders	Chapters
Counseling	Chapters
Creative Writing	Optional
Criminology	Chapters
Education	Chapters
English	Chapters
Family and Consumer Sciences	Chapters
Food and Nutritional Sciences	Chapters
Geology	Sections
History	Chapters
Industrial Technology	Chapters
International Relations	Chapters
Kinesiology	Chapters
Marine Science	Sections
Mass Communication and Journalism	Chapters
Music	Chapters
Nursing	Chapters
Physics	Sections
Plant Science	Sections
Psychology	Chapters
Public Administration	Chapters
Public Health	Chapters
Rehabilitation Counseling	Chapters
Social Work	Chapters
Spanish	Chapters
Special Education	Chapters
Viticulture and Enology	Sections

Figure 2. Thesis organization: Chapters or sections?

Captions

Captions for figures are placed below the figure. Captions for tables are placed above the table. In both cases, captions must be single-spaced. Normally, captions are placed one double space above the table or below the figure.

Numbering and Placement

Tables and figures appearing in the body of the paper must be referred to in the text, and should follow as closely as possible the first reference to them. Each table and figure should be separately numbered. Figures should be complete on one page. If spacing permits, more than one table or figure may be placed on a page.

Tables or figures less than one half page in length should be included as a part of the running text page wherever possible. In such cases, the figure or table is separated at either end by a triple space from the text. Try to avoid starting a page with a table or figure.

Tables and figures appearing in the appendix may be labeled according to two options: (1) They may be consecutively numbered from the last table or figure in the text; or (2) they may be separately labeled as Table A, Table B, Figure A, Figure B, etc. Numbered tables will be listed in the List of Tables; lettered tables will not be listed. The same rule holds true for figures.

Reductions

Where material for figures and tables is too large to fit within margin requirements, it may be reduced either by xerography or by means available to the word processing programs (reduction of point size in fonts, etc.). In all instances, care must be taken that the final reduction be clear and legible. All material, including the caption, should fit inside a 6" by 9" space. The page number may

need to be run through the printer separately, before or after the actual reduction has been placed.

Illustrations

Technological advances in software programs, color print, and color reproduction capabilities have created new options for thesis work. However, care must be exercised to maintain the highest quality in all areas of final production, and necessary distinctions between areas and surfaces on all types of figures and photographs must be readily discernible. Since the final microfilming process will reproduce only shades of gray, students often may do well to choose black and white shading or patterning rather than relying on color alone.

Oversize Illustrations

Occasionally, maps, tables, or charts may be too large to fit within the margin requirements, even after reduction. In special cases, with prior approval of the thesis consultant, such illustrations may be folded vertically, in progressive pleats, with the outer folds at least 1/2" from the edge of the manuscript in order to prevent its being cut during the binding process. Very large oversize figures may be reproduced onto a lightweight vellum paper, folded, and placed in a pocket to be included at the end of the thesis. The student should provide these pockets (one for each bound copy of the thesis) by purchasing 8" by 10" manila clasp envelopes and trimming the front, below the clasp, for inserting the material after the envelope has been sewn into the binding.

Word Processing

Printer quality is extremely important. Copy should be dark, and the characters and words should appear as discrete units, with uniform spacing.

Students who have questions about the acceptability of their printed copy should provide the thesis reader with a sample of their proposed print at some point well before the assigned deadline date for thesis submission.

In order to assure clarity of reproduction, for the publication copy *only laser-printed copy will be acceptable*. Theses submitted ink jet copy will be returned to the student for resubmission.

Appearance of publication copies must meet publication quality standards. Acceptable word processing font size is 12-point for all but Times New Roman, for which 13-point is recommended. Acceptable type fonts include Courier, Bookman, New Century Schoolbook, Palatino, Times New Roman, and Helvetica.

Further regulations specific to word processing include the following.

1. Only left-hand justification of text is allowed.
2. Text copy is formatted at six lines to the inch, with standard 24-point line spacing.
3. Underscoring in headings and titles as well as lines in headings and tables must appear as solid lines rather than a series of dots, dashes, or broken lines.
4. Page numbers must be printed in the same point size and font as the text of the thesis.
5. Table and figure captions should be typed in the same font as the text.
6. Software and printers should be able to produce subscripts and superscripts when called for by the particular required format.
7. Computer-generated graphics (bar graphs, pie charts, etc.) may be included in the thesis, either merged with text or inserted as separate illustrations. Depending on the application being used, pages with figures that are oriented

horizontally (landscaped) may need to be run through the printer twice in order to have both the page number and the figure in their proper location and direction.

Formatting with the Thesis Templates

The Thesis Office has developed templates for students who want to produce their own publication copies and who are familiar with using the computer and selected word processing applications. These templates provide basic formatting setup for theses according to the specific requirements of the California State University, Fresno *Guidelines for Thesis Preparation* and are available for download from the Thesis Office web site (<http://www.csufresno.edu/gradstudies/thesis>).

Typing Review and Style Instructions

1. Follow the *Guidelines for Thesis Preparation* manual as closely as possible; where discrepancies exist between this and the department's style manual or journal style sheet, the university guidelines will take precedence. *Note: Do not use previously approved theses as a formatting guideline* as they are likely to have been approved according to an earlier edition of this publication. In addition, during the binding process, thesis pages are trimmed; therefore, the margins of a published thesis will not accurately reflect the measurements put forth in this manual. Check your thesis against the Formatting Checklist provided in Appendix B before submitting your thesis for review.

2. Follow the rules of formal writing. This means a serial comma—the comma should be placed before the conjunction (“and,” “or”) in a series of three or more items (e.g., “. . . bears, bees, and blossoms”). Avoid use of contractions and colloquial expressions.

3. Do not guess at hyphenation of words at the end of a line. Use a dictionary. Never carry over from one line to another the endings of words that

consist of only two letters: “-er,” “-ed,” “-ly,” etc. Even three-letter suffix breaks, such as “-ing” or “-cal,” are not desirable. It is preferable to type the text in such a way that carryovers are rare. The last word on a page should not be hyphenated.

4. A minimum of two lines of text must follow all paragraph and heading divisions at the end of the page. Do not carry less than one-half line of text onto a new page (activating the widow and orphan protection on your word processing program takes care of this).

5. Consistency in capitalization, treatment of numbers, spelling, etc., is required. For the sake of uniformity, regardless of what style manual or sheet you are following, adopt the American (as opposed to the British) custom of placing all commas and periods inside quotation marks. “The comma and period go,” say American manuals, “inside every time.” “How about double quotes?” “The answer is, ‘Inside both.’”

7. List or enumeration format takes two forms. Long lists, especially those involving sentences, should be double-spaced, with the number and the first line indented as in the present list. Shorter phrase or single-word listings may be included in the sentence itself, using either the (1) . . . , (2) . . . format or, for the natural and physical sciences, (a) . . . , (b)

8. The style manual of your department governs specific forms of abbreviations as well as choice of words or numerals to represent numbers.

Chapter 3

STANDARD ELEMENTS OF THE THESIS

The preliminaries, or front matter, of the thesis should be typed according to a standard format. Examples of these pages are shown in Appendix F. This format will take precedence over any contradictory format represented in other style manuals. Explanations of the particulars for each item appear below.

Abstract

A sample abstract may be found in Appendix E. The abstract should consist of the thesis title, as it appears on the title page, followed by a short statement (no more than one page in length) concerning the purpose, methodology, and findings of the research, or, in creative works, a description of the thematic nature of the text and special techniques employed. Language should be kept as clear and concise as possible. No footnotes or citations should be included, since abstracts frequently stand alone, without accompanying text. The candidate's full registered name, as on the title page, should be typed one triple space directly below the body of the abstract, followed by the month and year of the term.

One extra copy of the abstract must be turned in to the Thesis Office at the time of submitting the final publication copy.

The abstract is the first page in the thesis and is followed by a guard sheet (blank sheet of paper) between it and the title page. It is not included in any page count and is not numbered.

Title Page

The title page should follow exactly the example shown in Appendix F. Wording of the thesis title should be precise and concise. The title should give the essence of the thesis in the first several words; qualifying phrases such as “. . . An Ethnographic Study of . . .” and limitations as to time period or locality may appear as a subtitle following a colon. Any title or subtitle that mentions a geographic location must give the location in full, including the name of the state or county, if appropriate — for example, “. . . Westside High School, Fresno, California.” Titles that exceed 103 spaces in length (including the writer’s last name and all spaces between words) may need to be cut in order to meet spine title printing limitations.

Note that the inverted pyramid form is followed for the title. The writer’s name should be spelled out in full; no middle initials are permitted. Observe carefully all punctuation and wording in the degree portion of the page. Students should check the University Catalog for the correct name of their college or school and degree. The date is the last month of the semester or term when the thesis was submitted.

Copyright Page

In certain cases, especially those in which patents may result from an invention or a discovery, or cases involving politically sensitive material or creative publication rights, students may wish to protect their work by obtaining statutory copyright through entering a copyright notice on a special copyright page immediately following the title page of the thesis. This procedure gives the student statutory copyright when the thesis is published (i.e., shelved in the library). A sample copyright page appears in the Sample Preliminaries, Appendix F.

Actual enforcement of this copyright (in cases of infringement) demands that the student register the copyright with the United States Copyright Office in Washington, DC. Thesis students electing this option may wish to use the University Microfilms service for this procedure. In this instance, they will need to pay the \$65 copyright fee when paying other fees at the Cashier's Window, and sign the "Authorization to Apply for Registration of My Claim to Copyright" section (p. A5) of the UMI form. Students with patentable work must also comply with policies and procedures established by the university. Information regarding the university's policy is available in the Academic Policy Manual in each department.

Approval Page

Two separate forms are provided for approval of the final draft and final publication copy of the thesis (see examples, Appendix F). The first draft requires signatures of the committee members only, with the chair signing on the first line. This form is to be discarded following the first submission. For the publication copy, lines should be provided for signatures of all committee members *and* the Dean of the Division of Graduate Studies. The committee chair must be listed first, with the name typed below the line, followed by the designation "Chair" in parentheses. Do not provide academic titles (i.e., "Dr." or "Ph.D.") before or after committee members' names. The full department name is typed to align with the right margin. Do not include phrases (i.e., "Department of") before the department name. Similarly, do not insert "Department" after the department name. Names of the remaining committee members should be placed in order according to committee preference.

Note that the title page states the *college or school* name, whereas the approval pages show the *department* name. All signatures should be written in black ink, to ensure clarity in reproduction. Following approval of the publication copy, the thesis consultant will obtain the graduate dean's signature for you on the final approval page.

Authorization Sheet

According to the best tradition of scholarship, it is important that the student allow the widest possible access to his or her work. This includes interlibrary loan of the thesis, examination of the work in the library, and other appropriate scholarly usage. The Thesis Office therefore recommends that the student select and check the first option on the Authorization Sheet (see Appendix F).

APPENDICES

APPENDIX A
PROCESS CHECKLIST

PROCESS CHECKLIST

- ___ 1. Be sure that you have been classified and advanced to candidacy for Thesis 299 through your department. See catalog for regulations concerning thesis continuation
- ___ 2. Choose your topic, form your committee, and file your committee assignment sheet in the Thesis Office. Submit appropriate human subjects, animal, or radiation safety clearance forms to the respective screening committees.
- ___ 3. Obtain a copy of all appropriate style manuals (*Guidelines for Thesis Preparation* and departmental selection for style manual).
- ___ 4. Do your research, consulting regularly with your committee. **Apply for your degree to be granted** during the first 2 weeks of the semester in which you plan to submit your thesis.
- ___ 5. Schedule a typist's services, if you plan to use them. The Thesis Office maintains a list of experienced professional typists; the expertise of typists such as these can help immeasurably in overcoming technical and final processing problems.
- ___ 6. Prepare your final draft, have all committee members sign the **final draft approval** page, and submit this thesis draft, along with a **digital copy of the thesis (CD, or Flash)** to the Thesis Office. Theses are read in the order submitted. **Submit early if you must leave town early** (especially true for international students).
- ___ 7. The thesis consultant checks for format in two stages. When the final draft is returned, you should make the necessary corrections noted on the thesis consultant's checklist and on the draft itself, and turn in the final publication copy by the assigned deadline (usually, two weeks from the date of return).
- ___ 8. Proofread the final publication copy, secure your committee signatures on the **approval** page, and submit this copy, along with the final draft, to the Thesis Office for a second and last reading. Be sure to obtain all signatures and your thesis grade on your **department clearance** form

and turn this form into the Thesis Office prior to the date that grades are due. Submit all **permission to publish** forms to the Thesis Office.

- _____ 9. Pay your processing fees. These fees will cover two microfiches, a minimum of two bindings, and the microfilming and abstracting of your thesis by University Microfilms International. The microfiches and one bound copy of the thesis go to the library; one bound copy goes to your department or college/school. The original may either be bound for your own use or returned to you in loose form. You may also pay for additional copies to be bound for your personal use.

- _____ 10. Thesis processing fees may be paid at any time, at the Kennel Bookstore Print and Copy Center. You must present your thesis work order slip to the thesis consultant before final clearance is granted.

APPENDIX B
FORMATTING CHECKLIST

FORMATTING CHECKLIST

MARGINS

- 1. Have you set your margins at 1.5” on the left, and 1” on the right and bottom sides?
- 2. Does your text top margin start approximately 24 points (one double space) below the page number? (Top margins vary with the software application. For Microsoft Word, is the top margin set at 1.2”? For Word Perfect at .9”?)

PAGINATION

- 1. Are your page numbers printed in the same font and point size as the text?
- 2. Are the page numbers placed on the 1” line from the top of the page, and right-aligned at the 1” margin?
- 3. Have you followed the two separate numbering systems for the preliminaries (Roman) and the text (Arabic)?

ABSTRACT

- 1. Is your title wording exactly the same as on the title page, and is it typed in *single spaced*, all upper case, inverted pyramid form?
- 2. Is your abstract 150 words or less?
- 3. Is your name (no initials) the same as on the title page?
- 4. Are the month and year (no comma) correct for the end of this term?

PRELIMINARIES

Title Page

- 1. Is your title the same as on the abstract, and is it typed in *double spaced*, inverted pyramid form? Have you spelled out all technical terms, place names, etc.?
- 2. Have you typed your full name (no initials), as it will appear on your diploma?
- 3. Have you correctly listed your degree major (e.g., Master of Arts in Biology) in the appropriate place on the title sheet?
- 4. Are the date and year (no comma) of the semester/term end correctly noted?

Copyright Page

- 1. Have you added this page if you intended to copyright your thesis?
- 2. If choosing to copyright, have you filled out required UMI/ProQuest paperwork? (The copyrighting fee is to be paid when your other processing fees are paid.)

Approval Page

- 1. Have all your committee members signed their names?
- 2. Are the committee member names and departments spelled correctly?

Authorization Sheet

- 1. Have you checked the appropriate option (first option recommended) and signed your name where indicated?

Acknowledgments

- 1. Have you checked the spellings of all names you wish to mention?
- 2. Have you acknowledged all external grant support, if any?

Table of Contents

- 1. Have you checked all chapter/section titles for consistency with the text in *wording, capitalization, and punctuation*?
- 2. Have you listed all first-level headings in each chapter/section?
- 3. Have you rechecked page listings for this current printed copy?
- 4. Are your leader dots (from titles to page numbers) spaced at quarter-inch intervals and aligned consistently on the page?
- 5. If your table of contents runs onto a second page, is the page number indicated by a lower case roman numeral in the upper right-hand corner?

List of Tables

- 1. Have you checked each listed caption to see that the *wording, capitalization, and punctuation* exactly matches the text?
- 2. Have you listed each table caption up to the first period?
- 3. Have you rechecked page listings for this current printed copy?
- 4. If your List of Tables has a second page, is that page numbered?

List of Figures

- 1. Have you checked each listed caption to see that the *wording, capitalization, and punctuation* exactly matches the text?
- 2. Have you listed each figure caption up to the first period?

- 3. Have you rechecked page listings for this current printed copy?
- 4. If your List of Figures has a second page, is that page numbered?

TEXT BODY

- 1. Is your text double-spaced, with a standard .5" paragraph indent?
- 2. Is your text left justified, in standard 12-point (13-point for Times and Times New Roman) type?
- 3. Have you dropped the first pages of your chapters/sections one extra double space, in order to set them off from the running text?
- 4. Have you turned on the widow and orphan protection/control in your word processing program?
- 5. Have you run a spell check on your document?
- 6. Have you had your document proofread?

Block Quotations

- 1. Have you used block format for all quotes exceeding 40 words (APA) or four lines (MLA)?
- 2. Are your block quotations indented .5" (APA) or 1" (MLA) from the left margin, carried out to the right margin, and double-spaced?
- 3. Have you included your reference source, *with page number*, at the end of your quote, punctuated in the style used by your style manual?
- 4. Is your text a standard double space both above and below the quote?

Footnotes, Documentation

- 1. Have you followed precisely the directions from your department's style manual or journal style sheet for all citation format?
- 2. Are all the works cited in your text also listed in the Bibliography/References list at the end of your paper?
- 3. If using traditional footnotes, have you started the numbering system anew with each chapter?
- 4. Have you checked to be sure that the spellings and dates are exactly the same as in the Bibliography/References section listing?

Headings

- 1. Have you triple spaced (two blank single lines) above each text heading?
- 2. Have you followed the correct order for heading levels (first level — centered; second level — side heading; etc.)?

Listings (Enumerations)

- 1. Have you checked your style manual for in-sentence listing format? Should you be using numbers or letters? Single or double parentheses?
- 2. Have you indented the first line only of all long listings?

Tables and Figures

- 1. Have you placed captions for your tables *above* the tables, and captions for figures *below* the figures?
- 2. Have you numbered your tables /figures consecutively (Arabic numerals) and placed them in the order referred to in the text?
- 3. Have you placed your tables and figures at the nearest text break *after* their first text reference?
- 4. Have you placed figures and tables over one-half page in length on a page by themselves (*no text*), following the page of text reference?
- 5. Have you triple spaced between text and tables/figures, above and below?
- 6. Are your table and figure captions printed in the same font as the text?
- 7. Do your tables and figures fall within the 6” by 9” margin parameters and, if reduced, are they fully legible?
- 8. If you are including photographs or color-print Xeroxed pages, do you have the correct number for all required copies?

REFERENCES/BIBLIOGRAPHY

- 1. Have you added a half title sheet for this section, as recommended?
- 2. Have you followed precisely your department’s style manual or journal style sheet format, including order and type of information, capitalization, punctuation, etc.?
- 3. If called for, have you listed only those works cited in the text (References Cited)?
- 4. Is your reference list single-spaced, with double spacing between entries?

APPENDICES

- 1. Have you added a half-title sheet for this section and for each separate appendix, if more than one is included?
- 2. If more than one appendix is needed, have you grouped similar materials together under a general title, as much as possible?
- 3. If incorporating printouts, photoreductions, reproductions, etc., is all of the material sufficiently dark print and clearly legible?

- ❑ 4. If including a survey or instrument, have you acknowledged your source (including your own authorship), and have you obtained permission to reproduce all copyrighted material?

APPENDIX C
THESIS COMMITTEE GUIDELINES

Thesis Committees

Thesis committees have an established place in the academic world and play a vital role in the guidance and direction of graduate student research. One member of the committee, the chairperson, has a more formal administrative relationship with the student because of the way the university recognizes the chairperson's responsibilities. On occasion, the roles of the chairperson and the committee members require clarification.

1.0 Thesis Committee Structure

1.1 Number of Members

- 1.11 Each master's thesis committee shall be composed of a minimum of three members.
- 1.12. Under extenuating circumstances (e.g., member's death or sudden leave), to be noted by the graduate program coordinator* in a letter to the graduate dean, an individual student in the final stages of the thesis may request to have fewer than three members on the committee.
- 1.13 A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

1.2 Committee Membership

- 1.21 Two of the three required committee members, including the chair, shall be members of the *Master's Graduate Faculty Group* of the student's degree program. Only members of this group are allowed to chair a thesis. In order for a member to chair a thesis, he/she must have previously served as a second or third member of a thesis committee (per APM 226-2, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 3).

The Graduate Group in the program, with the approval of the department, may invite their Faculty Early Retirement Program (FERP) faculty members to participate on thesis committees as second or third readers, with the stipulation that they demonstrate a personal commitment to function in this capacity and that they have been appointed as members of the consultative body. Graduate faculty members whose status has been terminated due to

* The terms *Program coordinator* and *Program director* are interchangeable in this document.

retirement or who are in FERP status may complete outstanding examining committee, thesis committee, and advising assignments as chair if they wish to do so, but they may not accept new assignments to chair such committees (see APM 226-3, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 8). *Note:* In order for the thesis committee to function as required, the program must appoint FERP faculty serving on these committees as adjunct faculty during each of the academic terms in which they have inactive status.

- 1.22 An individual who possesses requisite expertise, but who is not a member of the Graduate Faculty Group in the student's program, may serve as a third reader on a thesis or dissertation committee with the approval of the department chair. This may include part-time and adjunct faculty, retired program faculty, faculty from other programs or universities, and community professionals. In such cases, a curriculum vita of the individual concerned must accompany the submitted Master's Thesis (299) Committee Assignment form.
- 1.23 Each graduate program committee may establish additional procedures for the appointment of thesis committee members. It is recommended that these procedures be published and be made available to incoming graduate students and new faculty members.
- 1.24 The committee chair shall be a faculty member of the graduate faculty from the student's program. A faculty member from another department may assume the role of committee chair only if eligible for and appropriately appointed as program graduate faculty (see APM 226) in the student's degree program.
- 1.25 For the doctorate degree, the committee chair must be a member of the *Doctoral Graduate Faculty Group*, and possess requisite knowledge and experience in discipline-based research theory and methodologies at the doctoral level, knowledge of the requirements for doctoral dissertations in the discipline, and a demonstrated ability to successfully direct others in research activities. The first time an individual is being considered as a chair of a doctoral dissertation committee, supporting documentation must accompany the recommendation through all levels of review (per APM 227-2, III. *Criteria for Membership in a Doctoral Graduate Faculty Group*, par. 6c).
- 1.26 Each graduate program's graduate group should establish a reasonable maximum for the number of theses an individual faculty member may supervise.

- 1.27 The department chair should ensure that work of the thesis or dissertation committee chair is calculated as part of the faculty's required regular workload.

APPENDIX D
DEPARTMENTAL STYLE MANUAL GUIDELINES

DEGREE PROGRAM STYLE MANUAL GUIDELINES

PROGRAM	RECOMMENDED STYLE MANUALS (current edition or issue)
Animal Science	<u>Journal of Animal Science</u>
Art	<u>American Antiquity, Art Bulletin, Art Journal</u>
Biology	<u>Council of Biology Editors Style Manual, Am. J. of Botany, Auk, Analytical Biochemistry, Cell, Evolution, J. of Bacteriology, J. Biological Chemistry, J. Immunology, J. Mammalogy, J. Molecular Endocrinology, J. Wildlife Management, Microbiology, Molecular and Cellular Biology, American Society of Animal Science, Entomological Society of America</u> or other departmental selection
Business Administration	Turabian*, <u>Journal of Finance</u>
Chemistry	<u>Analytical Chemistry, J. of American Chemical Society, Journal of Organic Chemistry</u>
Civil Engineering	<u>American Society of Civil Engineers</u> journals, <u>Journal of the American Concrete Institute</u> , or departmental selection
Communication	APA Publication Manual*; MLA Handbook*; Turabian*
Communicative Disorders	APA Publication Manual*
Counseling	APA Publication Manual*
Creative Writing	MLA Handbook*
Criminology	APA Publication Manual*, <u>Journal of Forensic Science</u>
Education (all programs)	APA Publication Manual*
English	MLA Handbook*
Family and Consumer Sciences	APA Publication Manual*
Food and Nutritional Sciences/Dietetics	<u>Food Technology, Journal of Agriculture and Food Chemistry, Journal of Food Science, Journal of the American Dietetic Association</u>
Geology	<u>USGS Suggestions to Authors</u>
History	Turabian*
Industrial Technology	APA Publication Manual*; Turabian*

PROGRAM	RECOMMENDED STYLE MANUALS (current edition or issue)
International Relations	Turabian*
Kinesiology	<i>APA Publication Manual</i> *
Marine Science	Program selection
Mass Communication and Journalism	<i>APA Publication Manual</i> *; <i>MLA Handbook</i> *
Music	<i>The Chicago Manual of Style</i> ; <i>MLA Handbook</i> *; Turabian*
Nursing	<i>APA Publication Manual</i> *
Physics	<u>APS Style Manual</u>
Plant Science	<u>Agronomy Journal</u> , <u>Council of Biology Editors Style Manual</u> , <u>Crop Science</u> , <u>Crop Protection</u> , <u>Journal of Amer. Soc. Hort. Sci.</u> , <u>J. of Entomological Soc. of America</u> , <u>Proceedings Soil Science Society</u>
Psychology	<i>APA Publication Manual</i> *
Public Administration	Turabian*
Public Health	<i>APA Publication Manual</i> *
Rehabilitation Counseling	<i>APA Publication Manual</i> *
Social Work	<i>APA Publication Manual</i> *; Turabian*
Spanish	<i>MLA Handbook</i> *
Special Education	<i>APA Publication Manual</i> *
Viticulture and Enology	<u>Am. J. Enology and Viticulture</u>
Other E-Journals	
	<u>American Journal of Agricultural Economics</u> <u>American Philological Association</u>

*The following style manuals should be referred to in their published book format for complete style information (reference format, table and figure layout, special language, abbreviations, etc.). Some useful sites are offered here for quick consultation; the manuals are the final authority, however.

American Psychological Association, *Publication Manual of the American Psychological Association*, 5th ed. Washington, DC: Author, 2001: [APA official Web site](#); [Henry Madden Library APA citation summary](#);
Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. NY: MLA, 1999: [Henry Madden Library citation summary](#)
Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: Univ. of Chicago Press, 1996:

APPENDIX E
SAMPLE ABSTRACT

ABSTRACT

WOMEN IN BROADCAST JOURNALISM: A FEMINIST CRITICAL ANALYSIS OF THE RISE OF JANE PAULEY

This study examines the life of Jane Pauley as a television broadcast journalist in an effort to determine what factors have contributed to her elevated status as a broadcast journalist today. In addition, this thesis explores the lives of several women in broadcast journalism to gain a comprehensive understanding of the sexual discrimination, monetary disparities, age discrimination, and looksism that have affected a large percentage of women in broadcast journalism. A feminist critical analysis is utilized to determine how these issues correlate with the struggles and advancements women have made in the field of mass communications. It is suggested that the rise of celebrity-driven infotainment news programs has helped women advance in the field of broadcast journalism. Their success, however, has been attributed to their personal appearance, not their professional qualities. Aesthetics appears to be the determining criterion as to the success or failure of a female broadcast journalist.

Cynthia Christine Dodd
May 1999

APPENDIX F
SAMPLE PRELIMINARIES

THE INTERNATIONAL INFLUENCES ON THE HUSSITE
MOVEMENT IN BOHEMIA

by
Patrick Michael Craig

A thesis
submitted in partial
fulfillment of the requirements for the degree of
Master of Arts in History
in the College of Social Sciences
California State University, Fresno
May 1999

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APPROVED FOR FINAL DRAFT SUBMISSION

For the Department of English:

We, the undersigned, certify that the thesis of the following student meets the required standards of scholarship of the university and the student's graduate degree program and is ready to be reviewed.

James Joseph Student

Thesis Author

Holden Caufield (Chair)

English

Daisy Miller

English

Charlie Marlow

Educational Research,
Technology, and Foundations

APPROVED

For the Department of English:

We, the undersigned, certify that the thesis of the following student meets the required standards of scholarship, format, and style of the university and the student's graduate degree program for the awarding of the master's degree.

James Joseph Student

Thesis Author

Holden Caufield (Chair)

English

Daisy Miller

English

Charlie Marlow

Educational Research,
Technology, and Foundations

For the University Graduate Committee:

Dean, Division of Graduate Studies

AUTHORIZATION FOR REPRODUCTION
OF MASTER'S THESIS

_____ I grant permission for the reproduction of this thesis in part or in its entirety without further authorization from me, on the condition that the person or agency requesting reproduction absorbs the cost and provides proper acknowledgment of authorship.

_____ Permission to reproduce this thesis in part or in its entirety must be obtained from me.

Signature of thesis writer: _____

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APPENDIX G
MARGINS AND HEADINGS SAMPLE WORKSHEET

SECTION TITLE

The chapter number (or section title, if your department uses sections) falls on the tenth line from the top of the page. XXXX XXX XXX XXX XXX XXXXXXXX

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Centered Heading

Each heading has a triple space above it and then returns to standard double spacing, as in this example. A triple space shows two blank lines between typed lines.

Side Headings: The Second Level
Heading

Single spacing is used within headings. Two and one half inches is the maximum length of a line of a side heading. XXXX XXX XXX XXX XXX XXXXXXXX XXX
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The first line of "running" text on a page is placed one double space below the page number. If the first line is a centered, side, or paragraph heading, it is still placed one double space below the page number.

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APPENDIX H
SAMPLE TABLES AND FIGURES

Irrigation Experiment					Calcium Experiment					
B	B	B	B	B	B	B	B	B	B	B
B	100%	200%	75%	150%	B	224.4	0	336.6	448.7	B
B	100%	150%	200%	75%	B	0	224.4	336.6	448.7	B
B	200%	150%	75%	100%	B	336.6	448.7	224.4	0	B
B	75%	200%	100%	150%	B	224.4	448.7	0	336.6	B
B	150%	75%	100%	200%	B	0	336.6	224.4	448.7	B
B	B	B	B	B	B	B	B	B	B	B

Fig. 1. Plot schematic of the experiments at UAL with borders (B), irrigation rates as percentages of crop evapotranspiration, and calcium fertilizer application rates as kg calcium/ha shown.

Table 1.

Gender, Age/Grade, Ethnicity, and Classification for Internalizers and Externalizers: Preschool/Primary

	PRESCHOOL	PRIMARY
<u>GENDER:</u>		
Male	37	39
Female	42	19
<u>AGE:</u>		
3	34	N/A
4	30	N/A
5	15	N/A
<u>GRADE:</u>		
K	N/A	22
1	N/A	22
2	N/A	14
<u>ETHNICITY:</u>		
Hispanic	61	51
African American	10	0
Caucasian	4	6
Punjabi	0	1
Hmong	1	0
Other	3	0
<u>CLASSIFICATION:</u>		
Internalizer	27	18
Externalizer	52	40

Table 4: Combinations of initial column temperature, column flow and split ratio that were tried during method development on the GC-FID at Fresno State.

Initial Column Temperature (C)	Column Flow (mL/min)	Split Ratio
37	0.8	150:1
37	0.8	200:1
37	1.0	150:1
37	1.0	200:1
37	1.2	150:1
40	0.8	150:1
40	0.8	200:1
40	1.0	150:1
40	1.0	200:1
40	1.2	150:1

Table 4
Ethnic Distribution of Sample, by Specialty

Ethnicity	Family Practice		Obstetrics/ Gynecology		Pediatrics	
	<u>n</u>	%	<u>n</u>	%	<u>n</u>	%
White	35	66.0	10	71.4	12	52.2
Black	3	5.7	--	--	1	4.4
Hispanic	6	11.3	1	7.1	1	4.3
Asian	7	13.2	1	4.1	8	34.8
Native American	1	1.9	--	--	--	--
Missing or no response	1	1.9	2	14.3	1	4.3
Total	53	100.0	14	100.0	23	100.0

Note. $\chi^2 (10, \underline{N} = 90) = 12.1, p = .273$

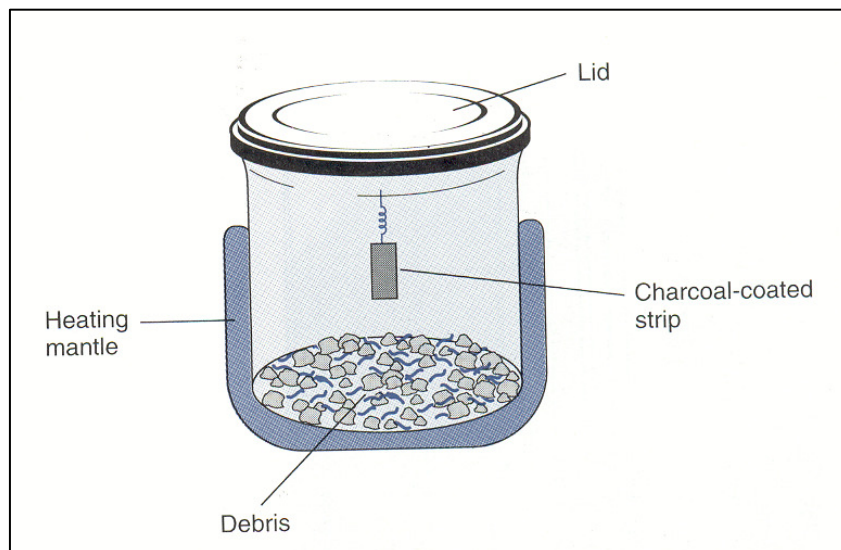


Figure 1: A typical sample prepared for carbon strip extraction(6).

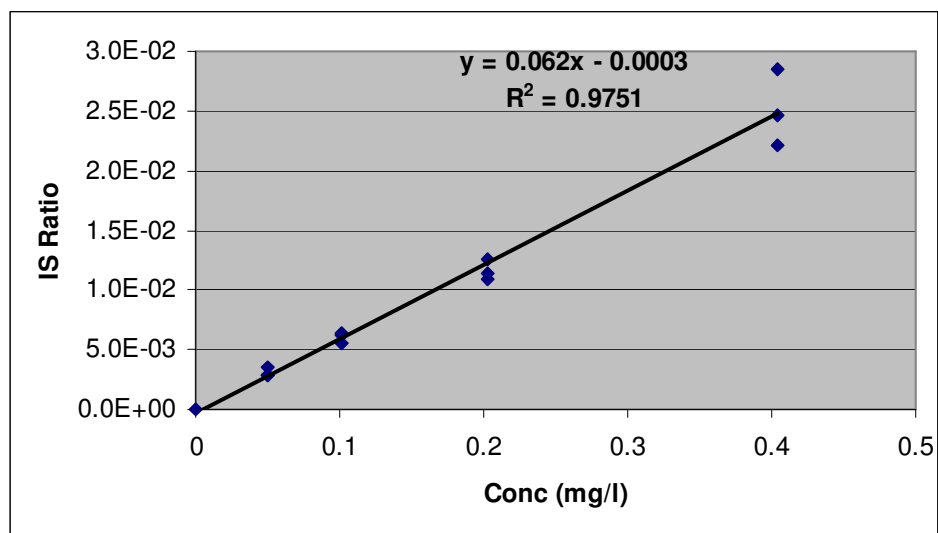


Figure 5. SPME calibration curve for guaiacol. Generated by plotting the ratio of the peak area of the internal standard (2-octanol) to the peak area of guaiacol in three separate analyses for four serial dilutions using GC/MS.