

Dissertation and Thesis Manual: Policies, Procedures, and Format

Edition 11.1

Linda Kilroy, Editor

A detailed listing of specific formatting changes
introduced in this 11th edition is available at:

<http://gra.sdsu.edu/Graduate/Thesis/changes.htm>

Interim updates to this edition will also be posted at this web site.

*Software Templates
and Training
Available!*

Information at:

<http://gra.sdsu.edu/Graduate/Thesis/index.htm>

San Diego State University
San Diego January 2005

Table 2.1. Major Departments for Interdisciplinary Programs

Interdisciplinary Degree Programs	Major Departments
Asian Studies (MA)	Asia Pac. Stud.; Anth.; Art, Design, & Art Hist.; Bus. Admin.; Comm. Dis.; Econ.; Educ.; Engl.; Geog.; Hist.; Ling.; Music; Phil.; Poli. Sci.; Public Admin. & Urban Studies; Public Health; Socio.; Span, & Port..
Bioengineering (MS)	Normally, the chair will be from either Mec. Engin, or Elec. Engin., the 2nd from any of the four Engin. departments, and the 3rd from a department outside the College of Engineering. Discuss committee composition with the Graduate advisor.
Child Development (MS)	Normally, Child & Fam. Development. On an ad hoc basis: Geron., Chicana/o Stud., Econ., Geog., Psych., Public Admin. & Urban Studies, Public Health, Social Work, Socio., Spec. Ed., Women's Studies.
Comp. Sci. (MS)	Biol., Chem., Comp. Sci., Engin., Geological Sciences, Math & Stats., Phys.
Criminal Justice and Criminology (MS)	Public Admin. & Urban Studies, Socio.
Gerontology (MS)	To be decided by the Gerontology Program and its Steering Committee.
Interdisciplinary Studies (MA and MS)	Determined individually (see Sec. 2.2.5.1), but selected department must offer an advanced degree.
Latin American Studies (MA)	Anth.; Art, Design, & Art Hist.; Bus. Admin.; Comm. Dis.; Econ.; Geog.; Hist.; Poli. Science; Public Admin.; Socio.; Span. & Portuguese.
Liberal Arts and Sciences (MA)	Determined individually (see Sec. 2.2.5.1), but selected department must offer an advanced degree.

NOTE: These are the Major Departments in effect as of fall 2004.

Table 2.2. Style Manuals

ACS	American Chemical Society (ACS) Style Guide: A Manual for Authors and Editors, 2nd ed. Edited by J.S. Dodd. Washington, DC: ACS, 1997. ACS web site: www.ChemCenter.org
AIP	American Institute of Physics (AIP) Style Manual, 4th ed. New York: AIP, 1990. AIP web site: www.aip.org
APA	Publication Manual of the American Psychological Association (APA), 5th ed. Washington, DC: APA, 2001. APA web site: www.apa.org
APSA	American Political Science Association (APSA), Style Manual for Political Science; rev. ed. Washington, D.C.: APSA, 2001 APSA web site: www.apsanet.org
ASA	American Sociological Association (ASA) Style Guide, 2nd ed. Washington, DC: ASA, 1997. ASA web site: www.asanet.org
MLA	MLA Handbook for Writers of Research Papers, 6th ed. New York: MLA, 2003. MLA web site: www.mla.org
LaTeX	Specialized text formatting program (sciences). A "sample thesis" with the departmental style instructions, as well as a LaTeX template for SDSU thesis formatting, is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources . Be aware that you may need to modify the template depending on the contents of your thesis.
LSA	Language, Journal of the Linguistic Society of America (LSA). The LSA style sheet is available from: www.lsadc.org/language/langstyl.html
Slade	Slade, Carole. Form & Style: Research Papers, Reports, Theses, 12th ed. Boston, New York: Houghton Mifflin Company, 2002.
Turabian	Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed. Chicago, London: University of Chicago Press, 1996.
Department	See Table 2.3 for specific references to departmental style guides not listed here. Check with the departmental graduate adviser or departmental secretary for any supplemental style sheets.

NOTE: Students should check relevant web sites for up-to-date information and use the most current guidelines.

Table 2.3. Departmental Information – Degrees Offered, Acceptable Text Formats, Style Guides, and Copy Requirements

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Aerospace Engineering and Engineering Mechanics	•Master of Science in Aerospace Engineering	C - T*	Slade (references ⁴) or AIAA Journal ²	O
Anthropology	•Master of Arts in Anthropology	C* - S - T	Slade (references ^{5,2}), American Anthropologist, ² American Journal of Physical Anthropologists ²	None
Art, Design and Art History	•Master of Arts in Art •Master of Fine Arts in Art	C* - S - T	Art History: Turabian MFA & Studio Arts Projects: Slade (references ⁴)	None
Asia Pacific Studies	•Master of Arts in Asian Studies	C* - T	Turabian or See Section 2.2.5.1 and Table 2.1 for style of Major Department	DL/VV
Astronomy	•Master of Science in Astronomy	C - S - T	Slade (references ⁴) or Astrophysical Journal ²	DL/E
Bioengineering	•Master of Science in Bioengineering	C - S - T	Slade ⁴ or Department ⁸	DL/HB
Biomedical Quality Systems	•Master of Science in Biomedical Quality Systems	C - S - T*	APA, MLA, or Slade	DL/HB
Biology	•Master of Arts in Biology •Master of Science in Biology •Master of Science in Microbiology	C - S* - T	Department ⁷ and ⁸	None
Business Administration, College of (all departments.)	•Master of Science in Accountancy •Master of Science in Business Administration •Master of Business Administration (MBA) •MBA and MA in Latin American Studies ⁹ •MBA and Juris Doctor ⁹	C* - S - T	Department ⁷ and APA (Alternative=Slade ⁵)	None
Chemistry	•Master of Arts in Chemistry •Master of Science in Chemistry	C* - T	Department ⁷ and either ACS ² or Department ¹	B/HB
Child & Family Dev.	•Master of Science in Child Development	C* - S	APA	O
Civil & Environ Engineering	•Master of Science in Civil Engineering	C - T	Slade (references ⁴ with square [] brackets)	None
Communication	•Master of Arts in Communication	C - S - T	APA	4 copies/HB
Communicative Disorders: See Speech, Language, & Hearing Sciences				

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Departmental Style Guide²	Copies/ Binding Requirement³
Computational Science	•Master of Science in Computational Science	C* - T	See Section 2.2.5.1 and Table 2.1 for style of Major Department	O
Computer Science	•Master of Science in Computer Science	C - T*	L _A T _E X ⁶	O
Counseling and School Psychology	•Master of Science in Counseling	C - S*	APA	None
Creative Writing	See English & Comparative Literature			
Economics	•Master of Arts in Economics	C	Slade	None
Education (all departments, except Counseling)	•Master of Arts in Education •Doctor of Education ¹	C	APA (exceptions to APA for the Ed.D. must be approved by the dissertation chair.)	None
Electrical and Computer Engineering	•Master of Science in Electrical Engineering	C - T*	Any IEEE Journal ² (alternative = Slade)	O
English and Comparative Literature	•Master of Arts in English •Master of Fine Arts in Creative Writing	C* - S	MLA	None
Exercise and Nutritional Sciences	•Master of Arts in Kinesiology •Master of Science in Exercise Physiology •Master of Science in Nutritional Science •Master of Science in Nutritional Science and Master of Science in Exercise Physiology ⁹	C - S	APA or Department ⁸	DL/E* CH/E* *HB preferred but either is acceptable
European Studies	•Master of Arts in French	C* - T	MLA	O
Geography	•Master of Arts in Geography •Master of Science in Geography	C* - T	Department ⁸	DL/HB
Geological Sciences	•Master of Science in Geological Sciences	C	GSA journals ² , AAPG Bulletin ² , Department ⁸ or Slade ⁵	B/COMBO-1
Gerontology	•Master of Science in Gerontology	C* - T	APA	O
History	•Master of Arts in History	C	Turabian	O
Homeland Security (M.S.)	See Interdisciplinary Studies			

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Interdisciplinary Studies	<ul style="list-style-type: none"> •Master of Arts in Interdisciplinary Studies: [Insert Specific Title] •Master of Science in Interdisciplinary Studies: [Insert Specific Title] 	See Section 2.2.5.1	Table 2.1 for style of Major Department	0
Latin American Studies	<ul style="list-style-type: none"> •Master of Arts in Latin American Studies •Master of Business Administration and Master of Arts in Latin American Studies⁹ 	See Section 2.2.5.1	Table 2.1 for style of Major Department	0
Liberal Arts and Sciences	<ul style="list-style-type: none"> •Master of Arts in Liberal Arts and Sciences 	C - S - T	BA department ⁷ and APA (preferred), or BA department and Slade ⁵	0
Linguistics and Oriental Languages	<ul style="list-style-type: none"> •Master of Arts in Linguistics 	C - S - T	APA or LSA	0
Mathematics and Statistics	<ul style="list-style-type: none"> •Master of Arts in Mathematics •Master of Science in Statistics •Master of Science in Applied Mathematics 	C - T*	APA or LAT _E X ⁶	DL/HB ¹²
Mechanical Engineering	<ul style="list-style-type: none"> •Master of Science in Mechanical Engineering •Master of Engineering in Manufacturing and Design 	C - T	LAT _E X ⁶	DL/HB ¹²
Microbiology	See Biology		Slade ⁴	0
Music and Dance	<ul style="list-style-type: none"> •Master of Arts in Music •Master of Music 	C	Turabian	0
Nursing	<ul style="list-style-type: none"> •Master of Science in Nursing 	C	APA (Turabian for historical theses)	B/COMBO-2
Nutritional Sciences	See Exercise and Nutritional Sciences			
Philosophy	<ul style="list-style-type: none"> •Master of Arts in Philosophy 	C - S - T	Slade (references ⁵ or 10)	None
Phys Ed/Kinesiology	See Exercise and Nutritional Sciences			

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Physics	<ul style="list-style-type: none"> •Master of Arts in Physics •Master of Science in Physics •Master of Science in Radiological Health Physics 	C	Department ⁷ or AIP	DL/HB
Political Science	<ul style="list-style-type: none"> •Master of Arts in Political Science 	C	<i>APSA Style Manual for Political Science</i>	O
Psychology	<ul style="list-style-type: none"> •Master of Arts in Psychology •Master of Science in Psychology 	C - S	APA	None
Public Administration and Urban Studies	<ul style="list-style-type: none"> •Master of City Planning •Master of Public Administration 	C	APA or MLA	O
Public Health	<ul style="list-style-type: none"> •Master of Science in Criminal Justice and Criminology •Master of Science in Public Health •Master of Public Health •Master of Public Health and Master of Social Work⁹ 	C	APA or ASA	DL/HB
Public Health	<ul style="list-style-type: none"> •Master of Science in Public Health •Master of Public Health •Master of Public Health and Master of Social Work⁹ 	C* - T	APA	O
Regulatory Affairs	<ul style="list-style-type: none"> •Master of Science in Regulatory Affairs 	T	APA, MLA, or Slade	DL/HB
Rhetoric and Writing Studies	<ul style="list-style-type: none"> •Master of Arts in Rhetoric and Writing Studies 	C	MLA or APA	CH/VV
Social Work	<ul style="list-style-type: none"> •Master of Social Work •Master of Social Work and Juris Doctor⁹ 	C* - T	APA	O
Sociology	<ul style="list-style-type: none"> •Master of Arts in Sociology •Master of Science in Criminal Justice and Criminology 	C* - T	ASA or Slade using APA or Chicago for references	DL/E
Spanish	<ul style="list-style-type: none"> •Master of Arts in Spanish 	C	APA or ASA	DL/E
Speech, Language and Hearing Sciences	<ul style="list-style-type: none"> •Master of Arts in Spanish •Master of Arts in Communicative Disorders 	C	MLA or Turabian	O
Speech, Language and Hearing Sciences	<ul style="list-style-type: none"> •Master of Arts in Communicative Disorders 	C	APA	None

Department, School, or Program	Degrees Offered	Approved Text Formats ¹	Departmental Style Guide ²	Copies/ Binding Requirement ³
Statistics	See Mathematics and Statistics			
Theatre, Television and Film	<ul style="list-style-type: none"> •Master of Arts in Theatre Arts •Master of Fine Arts in Theatre Arts 	C* - T	Turabian	DL/HB
	<ul style="list-style-type: none"> •Master of Arts in Television, Film, and New Media Production 	C - S - T	MLA	DL/HB plus DVD
Women's Studies	<ul style="list-style-type: none"> •Master of Arts in Women's Studies 	C* - S	APA or MLA	DL/E

¹ Key: **C** = Chapter, **S** = Section, **T** = Technical. The asterisk (*) designates the *preferred format* but you may choose the style that works best for your thesis as long as your thesis chair concurs. If all of the formats listed are equally acceptable, there will be no asterisk. See Chapter 4, Section 4.7 for descriptions of these formatting styles.

² Some departments offer students a choice between formal style guides (e.g., Slade) and the use of journals as style guides. When you have these options, select and use *only one* guide. If there is a style question not addressed by your chosen guide or the *SDSU Dissertation and Thesis Manual*, the other style guide could be used as an alternate source.

³ Key to copies required: **DL** = Departmental Thesis Library **B** = Both DL & CH **O** = Other: Check with your thesis chair
CH = Thesis Chair

Key to binding requirements: **HB** = Hardbound, exactly like SDSU library copy **VV** = Vinyl Velobind **E** = Either binding is acceptable
COMBO-1 = E for departmental library and ask thesis chair for preference
COMBO-2 = HB for departmental library and ask thesis chair for preference

⁴ Author-number system of referencing. (With **Slade**, refer to Appendix C of the 11th ed., Since the most recent version of the Slade manual no longer contains this appendix, it is available on the Thesis Review web site under Guidance/Handouts and Other Resources (<http://gra.sdsu.edu/Graduate/Thesis/index.htm>).

⁵ Author-year system of referencing. (In Slade, this is APA style.)

⁶ The style guide contained in the pdf file, "Sample Thesis," is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources. There is also a thesis template (programmed in LaTeX) from that site. Be aware that you may need to modify the template depending on the contents of your thesis. Some faculty prefer that students use the LaTeX program (vs. M.S. Word, e.g.); check with your thesis chair.

⁷ Departmental style sheet, sometimes called "Instructions for Master's Theses"—Obtain from graduate adviser, department secretary, or thesis reviewer.

⁸ Relevant refereed journal approved by your thesis chair. (A copy of the journal's Notes to Authors and a published article must be submitted with the thesis.)

⁹ Concurrent Degree. In the case of the concurrent MSW/Juris Doctor degree program, the Juris Doctor will be awarded by California Western School of Law.

¹⁰ Standard Footnote System. (In Slade, this is Chicago style.)

¹¹ Doctoral degree granted jointly with the University of San Diego.

¹² This is a preference; the department will reimburse students for the cost.

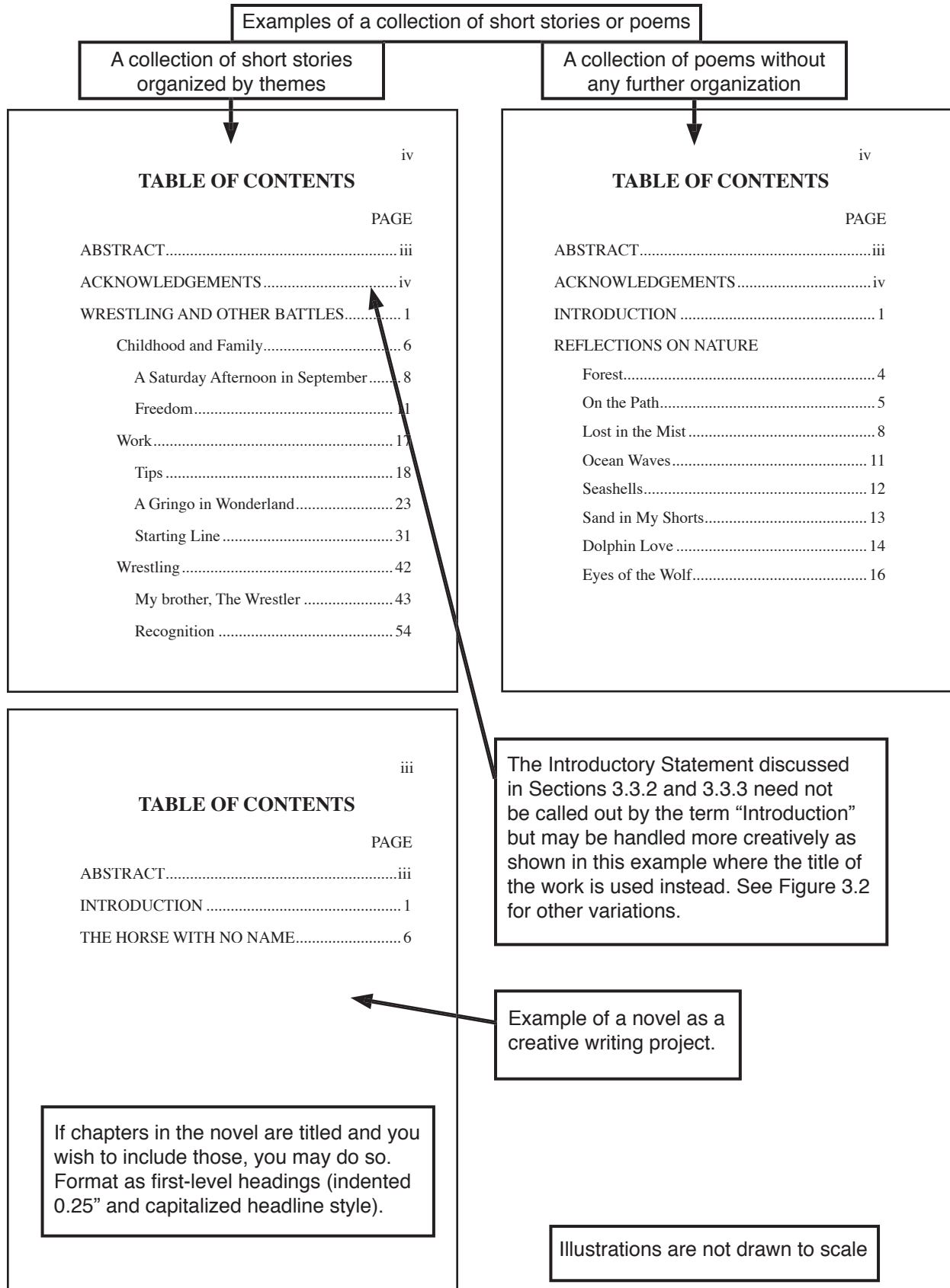


Figure 3.1. Sample tables of contents for creative writing projects.

Two variations when plates are shown in an appendix rather than integrated with text.

TABLE OF CONTENTS		iv
	PAGE	
ABSTRACT.....	iii	
ACKNOWLEDGEMENTS.....	iv	
LIST OF PLATES.....	v	
CHAPTER		
1 INTRODUCTION	1	
2 PERSONAL ASPECTS	9	
3 HISTORICAL BACKGROUND.....	12	
4 THE WORK.....	17	
5 CONCLUSION.....	32	
BIBLIOGRAPHY	35	
APPENDIX		
PLATES	36	

TABLE OF CONTENTS		iv
	PAGE	
ABSTRACT.....	iii	
LIST OF PLATES.....	v	
ACKNOWLEDGEMENTS.....	v	
CHAPTER		
1 THE PROJECT	1	
Introduction.....	1	
Personal Aspects	5	
Historical Background	9	
Conclusion	17	
2 THE WORK.....	20	
BIBLIOGRAPHY	35	
APPENDIX		
PLATES	36	

If you discuss each work under separate headings, include the headings in the Table of Contents.

TABLE OF CONTENTS		iii
	PAGE	
ABSTRACT.....	iii	
LIST OF PLATES.....	iv	
CHAPTER		
1 STATEMENT OF THE PROBLEM.....	1	
2 THE SCULPTURES.....	5	
Cursor.....	5	
Gefangnis	9	
Warriors Vanity	13	
Dark One.....	18	
Ball and Chain: Shattered	23	
3 CONCLUSION.....	28	
BIBLIOGRAPHY	30	

2 THE WORK.....	20	
Toma abrelo.....	20	
Ofrenda a Xilonen.....	22	
Ofrenda a Xipe.....	26	
Concibiendo el Pasado.....	30	
Memorias	32	

Example of another variation, this time when plates are integrated with text rather than placed in an appendix. Also in this example, there is no Acknowledgements section.

Illustrations are not drawn to scale

Figure 3.2. Sample tables of contents for art projects.

CHAPTER 1

INTRODUCTION

Text introduces the chapter and describes, in general, what the chapter is about before dividing the chapter into parts and using headings.

**SMALL CAPS, CENTERED, BOLD,
MAJOR WORDS CAPITALIZED**

Heading 1 should be preceded by 12 points of additional space (1 blank line). The font size should be increased by 2 points from that used for the text. The longest line must not exceed 4.5 inches and multiple lines should be single-spaced. Inverted pyramid format (longest line on top) is preferred for multiple-line centered headings, but not required. Heading 1 should be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

HEADING 1

Centered, Bold, and Major Words Capitalized

Heading 2 formatting is identical to Heading 1 except for omitting the use of small caps. Heading 2 should be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

HEADING 2

**SMALL CAPS, FLUSH LEFT, BOLD, AND
MAJOR WORDS CAPITALIZED**

Heading 3 should be preceded by 12 points of additional space (1 blank line). The font size should be increased by 2 points from that used for the text. The longest line must not exceed **3.5 inches** and multiple lines should be single spaced. Heading 3 should be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

HEADING 3

Flush Left, Bold and Major Words Capitalized

Heading 4 formatting is identical to Heading 3 except for omitting the use of small caps. Heading 4 should be followed by text. If the information under this heading is divided into parts, this text should introduce that information.

HEADING 4

Heading 5--The “paragraph heading.” Heading 5 should be preceded by 12 points of additional space (1 blank line). The font size should *not* be increased. This heading starts a paragraph of text and is bold. The heading text is capitalized “sentence style,” although it is not a complete sentence, and also ends with a period. Text begins immediately as a continuation of the paragraph. When using the *SDSU Template*, you must manually bold the heading text.

HEADING 5

Figure 4.3. Heading Levels 1 – 5: Formatting instructions. Note that these examples are abbreviated to show headings. You do not apply headings to every paragraph of text!

Chapter/Section Title page, see Sec. 4.7

v

TABLE OF CONTENTS

	PAGE	
ABSTRACT.....	iv	
LIST OF TABLES.....	vii	
LIST OF FIGURES.....	...	
ACKNOWLEDGMENTS.....		vi
CHAPTER.....		
1 INTRODUCTION.....	49	
2 LIQUID CRYSTAL.....	50	
3 LIQUID CRYSTAL.....	52	
3.1 Birefringence.....	65	
3.1.1 Properties.....	77	
3.1.2 Movement.....	87	
3.2 Birefringence of.....	89	
3.3 Phase Shift Caus.....	90	
4 PRODUCING AN IN.....	91	
5 EXPERIMENTAL SE.....	92	
5.1 The Read Beam.....	102	
5.2 The Write Beam.....	106	
5.3 The Electrical.....	106	
6 THE ORIENTATION OF THE LCLV.....		
7 THE PHASE SHIFT I WRITE INTENSITY, FREQUENCY.....		
APPENDIX.....		
TIME DEPENDENCE OF THE LCLV RESPONSE DUE TO THE AC VOLTAGE..... on CD-ROM*		
REFERENCES.....		

*The CD-ROM is available at the Media Center of Love Library.

Set indent levels at 1/4" intervals

Keep page number column free of text.

See Figures 5.9 and 5.10 for additional instructions.

Multiple-line entries are single-spaced with normal text spacing preceding and following the entry. Subsequent lines should wrap to the same tab position as the first line.

Entry for appendix material that is stored on a CD-ROM or other media, See Section 5.2.2

Example of only one appendix for Chapter and Technical formats. The title is aligned at the same position as chapter titles.

Figure 5.11. Example of Table of Contents for technical format.

Index

Abbreviations 36,44

Abstract 22,67

Library Abstract 67

Manuscript Abstract 67

Acknowledgments 76

Animals in Research 5

Appendices 3,24,28

Appendix 79

B

Back-to-Back Formatting 54

Binding 16

Bold 41

C

Chapter Format 38

Committee 9

Copyright of Dissertations and Theses 6

Rights to Thesis Data and Publication Authorship 7

Copyright Page 64

Copyright Restrictions 6,90

D

Deadlines 13

Dedication 66

Departmental Guidelines 2,11

Style Guides 12,16

Dissertation Committee 9

Dissertations 21

General framework 21

Doctoral Committees 9

Policy for Service on Doctoral Committees 94

E

Editorial Style 41

Electronic media 24,28

End Matter 57,76

Appendix 79

Footnotes 78

Notes 77

Reference Lists 77

Enumeration 46

Epigraph 66

Equations 47

F

Figures 47,52

Caption 47

Color 54

Copyrighted Material 47

Font Size and Typeface 50

Landscape Orientation 50

Multiple-page Figures 52

Numbering 47

Offset Spacing 48

Oversized Material 50

Photocopied or Scanned 47

Photo Duplication 54

Placement in Text 47,49

Reference Citation 47

Size and Orientation 48

Fonts 34

Font Color 34

Font Consistency 34

Font Size 34

Font Style 34

Footnotes 78

Foreign Languages (theses in) 8

Foreword 76

Formatting 1,33

Back-to-Back Formatting 54

Compliance with Manual 1

Overall Appearance 33

Format Review 81,84

Format Review copy 81

Intake Process 84

Thirty-Day Deadline 86

Turn-Around Time 86

G

H

Headings 3,39

Heading Format 41

Heading Format (examples) 42

Heading Levels 39

Text Division Rules 39

Human Subjects in Research 5

Institutional Review Board (IRB)

5

Hyphenation 43

I

Illustrations 47

Illustrative Materials 3

Institutional Review Board (IRB) 5

Interdisciplinary Degree Programs 10,12

Introduction 76

Italics 41,43,88

J

K

L

Landscape Orientation 50

Library Copy 81,87

Line Breaks 43

Hyphenation 43

Names: Personal Names and Titles/
Letters as Names 44

Numerals 44

Line Spacing 37

Lists (see Enumeration) 46

List of Figures 73

List of Plates 73

List of Tables 69

M

Major Department 12

Manuscript Submission 81

Ed.D. with USD 82

Final Proofreading and Approvals 82

Format Review copy 81

Library Copy 81

Paper and Printer Specifications 81

Submission Checklist 83

Thesis or Project 83

Maps 47

Margins 35,36

Bottom Margin Variance 36

Dropped Margin for New Sections 36

Margins for Oversized Material 37

Ragged Right Margin 36

N

Notes 77

O

Oversized Material 50,88
 11"x17" Foldout Page 51
 Large-scale Maps and Blueprints 51

P

Page Breaks 44
 Page Layout 3
 Pagination 35
 Manuscript 35
 Placement of 35
 Preliminary Pages 35
 Paper and Printer Specifications 81
 Photographs 47
 Plagiarism 7
 Planning Considerations 5,12
 Costs Related to the Thesis Process 14
 Deadlines 13
 Timeline 12
 Time Considerations for Formatting 13
 Plates 29,30,47,54
 Policies 5
 Animals in Research 5
 Copyright of Dissertations and Theses 6
 Copyright Restrictions 6
 Foreign Languages (Theses in) 8
 Human Subjects in Research 5
 Plagiarism 7
 Policy for Service on Doctoral Committees 94
 Policy for Service on Master's Thesis Committees 93
 Restricted Use of Master's Theses 7,92
 Rights to Thesis Data and Publication Authorship 7
 Preface 76
 Preliminary Pages 2,21,26,57
 Abstract 22,67
 Acknowledgments 76
 Copyright Page 64
 List of Figures 73
 List of Illustrations 73
 List of Plates 73
 List of Tables 69
 Preface 76
 Signature Page 62
 Table of Contents 68

Title Page 57
 Procedures 5,9
 Approval of Topic 10
 Faculty Committee (establishment of) 9
 Registration in Thesis 799 10
 Research Clearance 9
 Use of Departmental Style Guides 11
 Projects 21,24
 General Framework 21
 Title 5 Definitions 21
 Projects, Formatting for 28
 Art Projects 29
 Creative Writing Projects 28
 Print Projects 28
 Theatre Arts and Dance Projects 30
 Publication of Manuscript 81,87
 Binding 88
 Color Printing 88
 Greek and other symbols 34,88
 Italics 88
 Library Copy 81,87
 Oversized Materials 88
 Paper and Printer Specifications 81
 Special Processing needs 88

Q

Quotations 45
 Block Quotations 46
 Citing Page Numbers 45
 Quotation Marks and other Punctuation 45
 Run In or Set Off 45

R

Reference Lists 77
 Registration in Thesis 799 10
 Full-Time/Part-Time Status 11
 Registration in 799B 11
 Rejection, Conditions for 2
 Research Clearances 9
 Restricted Use of Master's Theses 7,92

S

Section Format 38
 Section Title Pages 38
 Signature Page 62
 Spacing 37
 Line spacing 37
 Normal Text Spacing 37
 Single Spacing 37
 Style 1,41
 Submission Checklist 83

Submission of Manuscript 82
 Ed.D. with USD 82
 Final Proofreading and Approvals 82
 Format Review 84
 Format Review copy 81
 Paper and Printer Specifications 81
 Submission Checklist 83
 Thesis or Project 83

T

Tables 47,51
 Copyrighted Material 47
 Font Size and Typeface 50
 Landscape Orientation 50
 Multiple-page Tables 52
 Numbering 47
 Offset Spacing 48
 Oversized Material 50
 Photocopied or Scanned 47
 Placement in Text 47,49
 Reference Citation 47
 Size and Orientation 48
 Spacing 52
 Title 47,51
 Citation within 51
 Table of Contents 68
 Technical Format 38
 Templates 3
 Text Formatting 38
 Chapter Format 38
 Paragraph indentation 38
 Section Format 38
 Technical Format 38
 Text justification 38
 Theses 21
 General framework 21
 Title 5 Definitions 21
 Thesis Committee 9
 Policy for Service on Master's Thesis Committees 93
 Title 5 Definitions 21
 project 21
 thesis 21
 Title Page 57

U

Underlining 41,43

V**W****X****Y****Z**