

ADDENDUM

University Style and Format Guidelines for Master's Theses and Project Reports
February 2007 Edition
(Effective Spring 2009)

- Candidates are no longer required to submit a Candidate Information Sheet to the Thesis and Dissertation Office. The new online "Thesis Author Form" takes its place.

Candidates submit their contact and thesis information online using the "Thesis Author Login Form" link on the Thesis and Dissertation Office web page at <http://www.csulb.edu/library/guide/serv/>

- Only one Abstract is required for submission to the Thesis and Dissertation Office.
- A new Title Page outline is now required listing committee members and college designee (see an example along with this addendum).
- ALL faculty committee and college designee (Dean, Associate Dean, Department Chair, etc.) signatures are required prior to submission to the Thesis and Dissertation Office.

GENDER TRENDS IN THE EMPLOYMENT AND ASSIGNMENT OF
COACHES AND ATHLETIC DIRECTORS

A THESIS

Presented to the Department of Social Work
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Social Work

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UNIVERSITY STYLE AND FORMAT GUIDELINES FOR
MASTER'S THESES AND PROJECT REPORTS

California State University, Long Beach

February 2007

PLEASE NOTE: This version of the university formatting manual is subject to change. It is intended to serve as an information source of the style and format required for preparation of theses and project reports.

GUIDELINES AND TIME FRAMES: CHECKLIST

The following checklist is intended to be a general outline of the steps necessary to complete a thesis/project report. Because it is intended to apply to all departments, some steps are not applicable to all students while some departments may require additional procedures. Please consult with the departmental graduate advisor for more detailed instructions.

- ___ 1. Prior to advancement to candidacy, select thesis committee chair plus a minimum of two members in consultation with your department graduate adviser. See current CSULB catalog for specific requirements.
- ___ 2. Obtain approval of thesis/project topic from committee chair. (Use approved department forms which are available from the graduate adviser or the graduate secretary.)
- ___ 3. Begin review of literature/project work.
- ___ 4. Obtain approval of research methodology, such as questionnaire distribution, personal interview, field or lab procedure, or other research from committee chair.
- ___ 5. If there will be involvement of human and/or animal subjects, secure departmental clearance, file appropriate paperwork with the Institutional Review Board (IRB) and/or University Animal Welfare Board (UAWB). Contact the Office of University Research, located in the Foundation Building, Room 310, (562) 985-5314, at least 1 semester before beginning data collection to secure appropriate IRB and or UAWB forms if human and/or animal subjects are involved. Their approval must occur prior to initiating involvement of human and/or animal subjects.
- ___ 6. After obtaining permission from the department and the IRB and/or UAWB, begin data collection. When using questionnaires allow sufficient time (usually about 1 semester) to mail questionnaire, receive responses, and conduct necessary follow-ups.
- ___ 7. Students should be familiar with copyright laws and requirements. When applicable, begin sending copyright release forms (Appendix F) to obtain approval for reproducing or modifying copyrighted or unpublished materials in your thesis). This process may require up to 3 months for response.

- ___ 8. While awaiting responses, begin writing the introduction, review of literature, and methodology chapters.
- ___ 9. Obtain departmental guidelines for writing and approval processes from department's graduate adviser. If there are no formal guidelines, submit first draft to thesis chair and correct as directed until content is approved.
- ___10. Submit revised thesis draft to remaining committee members and correct as directed until they also approve the content.
- ___11. Schedule committee meeting or oral defense, if required by department, prior to thesis office submission.
- ___12. Print the approval page on 20lb. copy paper so it is ready for committee signatures at this time, provided the oral defense is satisfactory. Some departments require that the entire thesis be presented at the oral and ready for submission; other departments accept a final draft at this stage. Check with the graduate adviser for the applicable departmental procedures.
- ___13. Check with the graduate adviser to establish whether her/his review is required and, if so, to establish a submission date for that review. Some departments require that the thesis be submitted in its final form with committee signatures on the approval page to the graduate adviser for final departmental review.
- ___14. Prepare thesis for submission to the University Thesis Office after all departmental approvals and releases have been obtained. If additional changes were requested at the final committee meeting, or by the graduate adviser, make those before doing final formatting and printing.

Procedures for Submitting Thesis

- ___ 1. Print out thesis on 20lb. copy paper.
- ___ 2. Obtain committee signatures on original thesis printed on required paper. Signatures must be in black ink, using a medium or fine point felt, nylon tip or ball-point pen.
- ___ 3. Submit to the University Thesis Office items "a" through "g" listed below. They must be packaged together in a thesis box or boxes which can be purchased at the University Bookstore. If item "g" applies to your thesis, it must be packaged and labeled in CD, DVD, or slide boxes.

- ___ a. Final thesis project report signed by all committee members.
 - ___ b. Two copies of your original abstract.
 - ___ c. Two copies of the Candidate Information Sheet.
 - ___ d. Department release form, if applicable.
 - ___ e. Two copies of each copyright release form, when applicable.
 - ___ f. One set of black and white photographs or plates and one set of color photographs or plates, if applicable. Additional sets of color photographs for each required bound copy of the thesis may be submitted when corrections are checked by the Thesis Office.
 - ___ g. Two sets of media materials, when applicable, separate from boxed thesis or thesis project report.
- ___ 4. The Thesis Office will contact you to pick up your thesis after the format has been evaluated. You will be required to make any necessary corrections before receiving format evaluation clearance and before obtaining the dean/department chair's signature.

Corrections, Dean's/Department Chair's Signature, and
Payment of Thesis/Project Report Fees

- ___ 1. Contact Thesis Office staff for interpretation of corrections if necessary. Note date by which corrections must be completed.
- ___ 2. Make corrections and return completed thesis/project report to the University Thesis Office. Corrections will be checked and clearance will be given to proceed to the dean's/department chair's office for signature if all corrections are complete. Retain yellow correction list with the thesis/project report.
- ___ 3. Obtain dean's/department chair's signature. Check with the appropriate college dean's/department chair's office to determine whether an appointment is necessary and/or what turn-around time can be anticipated.
- ___ 4. Some deans/department chairs will require that additional corrections be made before approving the thesis/project report. Follow any instructions given by the dean's/department chair's office.
- ___ 5. Check to verify that all pages in the thesis/project report are present and in the correct order.

- ___ 6. Deliver approved thesis/project report to the University Bookstore, Campus Copy Center for duplication and payment of reproduction, binding, and microfilm fees. Personal copies may also be ordered at this time.

Important

- ___ 7. Call the University Thesis Office with your receipt number. Without this information, your clearance letter will not be issued and your Thesis requirement will remain incomplete.
- ___ 8. Notify the University Thesis Office of any address change during the period between submission and receipt of original thesis/project report and personal copy orders.

The University Bookstore will complete the final processing of your thesis including binding and distribution of all copies. Your original thesis, and any personal copies you ordered, will be mailed to you via United Parcel Service (UPS).

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CHAPTER 1
UNIVERSITY REGULATIONS GOVERNING
THE MASTER'S DEGREE

Introduction

The following information is quoted from California State University, Long Beach, Policy Statement 95-07 approved by the President on May 31, 1995.

Theses and projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions quoted from the amendment to Section 40510, Title 5.

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

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

Students shall be held responsible for understanding the definition of a graduate thesis or project as outlined above and must follow the format guidelines prescribed by the department in which the thesis is completed.

Students, acting in accordance with prevailing college and department policies, shall be responsible for selecting a suitable thesis or project advisor.

Each student shall prepare a thesis or project proposal in accordance with prevailing college and department guidelines.

The preparation and acceptance of graduate theses and projects shall be governed by the processes, procedures, duties and responsibilities outlined below.

Colleges and Programs

Each college shall be accountable for the quality of graduate theses and projects completed through each of its departments.

Each college dean shall ensure that procedures exist for the establishment of thesis and project committees and for the guidance of thesis and project students consistent with this policy statement.

College deans/department chairs shall ensure that all theses and project reports have been properly reviewed by the thesis or project committee and the University Thesis Office, and that required corrections and changes are made before theses or project reports are submitted for placement in the University Library.

Departments

Each department shall prepare procedures for the establishment of thesis or project committees and for the guidance of thesis or project students consistent with those established by their college and consistent with this policy statement.

Prior to approval, departments should determine that a thesis or project proposal is consistent with the available space, equipment, facilities, and qualified faculty. The University does not assume responsibility for supplying everything that a student might need in order to complete a thesis or project.

Departments in which theses or projects are required shall establish procedures to ensure that all students develop as a part of their graduate education the requisite research skills and knowledge appropriate to the completion of acceptable theses or projects.

Each department shall develop a procedure to monitor thesis or project progress each semester following student enrollment in Thesis or Project 698.

Departments shall be responsive to any extraordinary circumstances that may develop during the thesis or project effort over which the student, thesis or project committee, or the department have no control, such as reduction in funding, equipment failures, unobtainable supplies, departure of qualified faculty, denial of access to needed data, et cetera. In most cases, an amended graduate program, a redesigned thesis or project proposal, or a reassignment of faculty to the thesis or project committee will be sufficient to alleviate the circumstances.

Thesis or Project Committees

A student's thesis or project committee shall consist of at least three members qualified in the areas relating to the thesis or project. At least two shall be full-time faculty members at CSULB, one of who must be tenured or tenure-track. The chair of the thesis or project committee, including the chair of a committee for an interdisciplinary degree (special major), must be tenured or tenure-track from a department authorized to offer a graduate degree. The thesis committee must be approved by the appropriate department graduate adviser, department chair, and college dean or director of graduate studies. Normally the chair of the committee also serves as thesis or project director, but this is not necessarily so. The thesis or project director must be a person qualified in the specific area of the thesis or project, but need not be a tenured or tenure-track faculty member. When the thesis or project committee includes a thesis or project director who is not the chair of the committee, this person may be identified on the thesis or project report approval page as the thesis director or project director. The committee shall be responsible for the guidance of the student throughout the thesis or project effort. Any change in the composition of the committee requires justification and must be approved by the appropriate department graduate adviser and college dean or director of graduate studies.

If the college or department offering the degree funds the workload credit generated by the thesis director or committee chair, prior approval of such workload by the college dean or department chair is required. In the absence of such prior approval, the thesis director or committee chair will not be reimbursed for the workload generated in connection with the thesis or project.

Before agreeing to serve on a thesis committee, the prospective members shall review the thesis or project topic and determine that they possess the requisite expertise to serve on such a committee, and that sufficient resources and materials exist and are reasonably available to the student to support such a study.

Thesis or project committee members shall review the research competence of the thesis student before approving a thesis or project proposal.

Thesis or project committee members shall advise and direct students in their thesis or project work and ensure that the thesis or project meets the standards and definition of a thesis or project specified in the first section.

Thesis or project committee members shall determine the grade to be awarded for completion of the thesis or project; and by signing the thesis or project approval page, thesis or project committee members certify that they have determined that the thesis or project meets required standards of scholarship, format, and style of the discipline.

Thesis or Project Committee Chairs

Thesis or project committee chairs shall determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed thesis or project.

In departments where this function is not carried out by graduate advisers, thesis or project committee chairs shall advise the student in the selection of other members for the thesis or project committee, ensuring that the other members are appropriate to the proposed thesis or project effort.

Thesis or project committee chairs shall be the major contact point with the student and shall oversee the other committee members' work with the student.

Thesis or project committee chairs shall assure that the editorial and format standards appropriate to the mechanical preparation of a thesis are followed.

Thesis or project committee chairs shall establish guidelines for the student and timetables to be followed to ensure completion of the thesis in a reasonable amount of time.

Thesis or project committee chairs shall arrange for the oral defense of the thesis when required.

The thesis or project committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members. After the approval page has been signed by the committee and by the dean, and the completed thesis or project report has been reviewed by the University Thesis Office for conformance with prescribed format criteria, the final grade shall be submitted.

Thesis Office

Students shall consult the University Thesis Office for information, advice, and assistance on the mechanics of preparing a completed thesis or project report. The University Thesis Office shall verify that each thesis or project report meets the format criteria prescribed by the department or program, and by the University, and that it meets all procedural requirements for theses imposed by the University. The Thesis Office does not review theses for scholarship, copyright compliance, or plagiarism.

All theses and project reports must be acceptable for deposit in the University Library.

CHAPTER 2

THESIS AND PROJECT REPORT APPROVAL PROCEDURE

The committee and departmental graduate adviser approve the content of theses and project reports. The University Thesis Office examines the thesis or project report for mechanical preparation and ProQuest Company (formerly Bell and Howell) format; however, the student and committee are responsible for presenting to the University Thesis Office a thesis that meets University guidelines.

Copies of all theses submitted in partial fulfillment of the requirements for the Master's Degree become the property of the University. Requirements for the master's degree are not fulfilled until the thesis or project report has been approved by the college or graduate dean and cleared for deposit in the University Library. The thesis requirement for the degree is not completed until all copies and supplemental materials have been received in the University Thesis Office.

Submission

The following items must be completed before submitting a thesis or project report for format evaluation to the University Thesis Office.

Committee Signatures

The candidate must obtain signatures of committee members on the approval page of the thesis or project report. The thesis or project report may be submitted to the University Thesis Office only after all committee members' signatures have been

obtained. Signature of the college dean/department chair or dean of graduate studies must be obtained after the thesis or project report format has been evaluated and corrections approved by the University Thesis Office. All signatures on the approval page must be original signatures; committee members cannot designate someone else to sign or initial for them.

Department Release Form

After the committee members have signed the approval page (Appendices B, C, and D), the candidate must obtain the department release from the graduate advisor, if this form is required by his/her department, before submitting the thesis or project report to the University Thesis Office.

Candidate Information Sheet

The candidate must submit two copies of this form (Appendix E, see additional information in Chapter 3) when submitting the thesis or project report for format evaluation.

Submission of Thesis/Project Report

To submit a thesis or project report, the candidate must present the signed original thesis or project report, including two copies of their original abstract, two candidate information sheets, departmental release form (if required). Supplemental materials (slides, CDs, DVDs, scores, etc.), if required, must accompany the submission of the thesis or project report. Submit the thesis or project report in a box or boxes available for purchase at the University Bookstore. Theses will not be accepted for submission unless all of these steps have been completed.

Should the thesis or project report not meet the standards set forth in this guide, the University Thesis Office will notify the candidate. Theses with formatting errors so numerous that the thesis does not meet even minimum standards will be rejected and the candidate will be instructed to resubmit his/her corrected thesis during the next submission period.

Microfilm Agreement Form

Each Master's candidate submitting a thesis or project report must complete the microfilm agreement form before the thesis or project report can be submitted for publication. All theses or project reports accepted by the University will be microfilmed. This agreement form, available in the University Thesis Office, gives ProQuest permission to make and sell copies of the thesis or project report to any institution or individual who requests a copy. The author of the thesis or project report retains all copyright or publishing rights to the thesis or project report, except the right to sell copies of the thesis or project report which is reserved by ProQuest. All payments will be made at the Copy Center located in the Bookstore.

If the candidate knows in advance that he/she will not be submitting their thesis or project report in person, he/she should obtain the form beforehand to avoid a delay in having their thesis or project report published.

Corrections

After evaluating the thesis or project report format for University and ProQuest formatting requirements, the University Thesis Office prepares a report indicating necessary changes. The candidate will be notified to pick up the thesis or project report, and return it for final approval after the corrections have been completed. When the

University Thesis Office has approved all the corrections, the thesis or project report must be taken to the college dean's/department chair's office or the office of the dean of graduate studies, as applicable, for his/her review and approval of research methodology and content.

Duplication/Payment of Fees

After the college dean/department chair or the dean of graduate studies has signed the approval page, the thesis or project report is taken to the University Bookstore, Campus Copy Center for duplication. Before duplicating, the candidate should check to make certain all pages are present and in the correct order, and all facing pages are turned up for copying purposes. It is the candidate's responsibility to make sure all the pages are present and in the correct order. **IMPORTANT:** You must call the University Thesis Office with your receipt number after you have paid your duplicating, binding and microfilming fees. Without this receipt number, your clearance letter will not be issued and your thesis requirement will remain incomplete. See Chapter 7 for details on charges and payment deadlines.

Distribution of Completed Theses or Project Reports

After the thesis or project report has been photocopied, the University Bookstore will check, sort, and distribute the copies for binding and microfilming. The Bookstore will distribute campus and department copies, and send the original and any personal copies to the candidate via United Parcel Service (UPS).

The candidate is responsible for keeping the University Thesis Office and University Bookstore informed of his/her current delivery address and must designate a street location in his/her address. United Parcel Service does not deliver to a post office box.

If errors in binding are found, or if the number of theses ordered is incorrect, notify the University Bookstore for correction.

CHAPTER 3
CANDIDATE REQUIREMENTS

Deadlines

The deadlines for submission of a master's thesis or project report to department committees can be obtained from the department committee and/or graduate adviser. Deadlines for submission to the University Thesis Office can be obtained by contacting the University Thesis Office, or by consulting the University Thesis Office's web page directly (available at: <http://www.csulb.edu/library/guide/serv/thesis.html>).

Candidate's Name

Throughout the thesis or project report, the candidate must use his/her full legal name as it appears on his/her official university records.

Thesis Date

The date on the preliminary pages—the Abstract, Title and Approval pages—shall be the month and year of the end of the semester/session in which the thesis or project report is accepted.

Abstract

The Abstract consists of the complete thesis or project report title, the date, and the candidate's name on the top of the first page, followed by an Abstract not to exceed two pages, or 150 words (Appendix A). Abstracts exceeding 150 words will be shortened by ProQuest editors. The title, as it appears on the Abstract, must be identical in formatting

to the titles on the Title and Approval pages, verbatim, and formatted in an inverted pyramid. Two copies of the original Abstract must be submitted. No direct quotations or reference citations may be used in the Abstract. Numbers are formatted as numerals for conciseness.

Title and Approval Pages

Title and Approval pages must appear as shown in the examples in Appendices B, C, or D. The thesis title, as it appears on the Title and Approval pages, must be identical to that on the Abstract. The official name of the degree must be listed on these pages. If the department offers more than one degree, then the complete name of the discipline needs to be included.

Candidate Information Sheet

Each candidate must include two copies of the Candidate Information Sheet (Appendix E) when the thesis or project report is submitted to the University Thesis Office.

Short Title

If the formal thesis or project report title exceeds 50 characters (the count must include the spaces in between words and the special characters used), the candidate must include a shortened title which does not exceed 50 characters (including the spaces in between words and the special characters used) on the Candidate Information Sheet. This shortened title will appear on the spine of all hard bound copies. Although abbreviations are not acceptable, initialisms and acronyms recognized in the candidate's field of study may be used.

Committee Approval Page

Spaces must be available for the signature of each of the committee members and that of the dean of graduate studies or the college dean/department as appropriate

(Appendices B thru D). The candidate must be certain that each member's legal name, his/her highest degree, and the current department are correctly typed below the signature space. The thesis or project report submitted to the University Thesis Office must bear original signatures. All signatures must be in black ink, signed in roller ball, felt, nylon tip, or ball-point pens. If corrections necessitate redoing this page, new original signatures must be obtained. NOTE: Candidates should prepare the signature page early so that faculty who plan to be absent at the deadline can sign the approval page before they leave. Committee members, not designees, must sign the approval page.

Departmental Thesis Policy

It is the responsibility of the departments and programs offering Master's Degrees with a thesis or project option to develop a policy governing how a thesis committee will operate. This policy should specify that all members of a thesis or project committee should agree at the time of the thesis or project proposal on the appropriateness of the topic and methodology to be used.

Advisement

The candidate must consult regularly with the thesis committee during the period of manuscript preparation. The committee chair is responsible for advising the candidate on matters such as protection of human and animal rights, and the use of nonsexist language.

Questions regarding the protection of the rights of human and animal subjects should be directed to the Office of University Research.

Oral Examination

The oral examination should be scheduled at least 1 week prior to the final deadline for thesis submission, but as early as possible, thereby allowing students time to make necessary adjustments to the thesis and obtain committee signatures on the approval page in a timely fashion.

Use of Copyrighted Material in Thesis

Federal copyright law reserves certain rights, including the right to modify or reproduce original materials, exclusively to the author, whether or not such material is published. A candidate who plans to modify and/or reproduce in a thesis or project report any copyrighted, published, or unpublished material must obtain written permission to do so from the originator, or copyright holder, and submit two copies of each release obtained to the University Thesis Office.

The “educational use” clause does not apply to materials reproduced in the thesis because copies of the thesis can be sold by ProQuest. The candidate must be aware that permission to use the item is not the same as permission to reproduce and sell copies.

Examples of materials requiring permission to amend, modify, or reproduce are:

1. Tables, figures, or illustrations
2. Line drawings
3. Cartoons
4. Photographs
5. Any part or adaptation of a published or unpublished test or scale

6. Chapter from a book, play, or a poem
7. Some reproductions of computer screens or other software applications
8. Redrawing graphs or figures for inclusion in the thesis

To reproduce or modify copyrighted material without permission of the copyright holder is illegal. Specific wording is required on permission forms to provide legal protection for the Candidate, the University, and the microfilm company (Appendix F). Without permission, material cannot be microfilmed; therefore, copies of the thesis or project report duplicated from the microfilm (including the one for our University Library archives) will be incomplete. If permission to reproduce and/or modify published or unpublished materials is denied, the items must be removed from the thesis or project report and the text revised accordingly.

When permission to reproduce and/or modify the material has been obtained, a statement to that effect must be added below the item being reproduced. If the copyright holder does not specify wording for the permission statement, the following bibliographic information must be displayed in the format prescribed in the style manual designated by the candidate's department:

Author, title, edition number, city of publication, publisher, date of publication, volume number, page numbers on which the materials appear, and the statement "Reproduced with permission."

The author's name must be listed on any material being reproduced, whether or not that material is copyrighted. This applies to materials created by the candidate as well as to materials used from published or unpublished sources.

CHAPTER 4
MANUSCRIPT REQUIREMENTS FOR A THESIS

Style and Bibliographical Form

For answers to any question of style, mechanics, or format that are not answered in the style manual required by the department or in these regulations, the candidate should consult his/her thesis adviser, departmental graduate adviser, or the University Thesis Office.

Reference lists should contain only those sources cited in text; bibliographies may contain sources other than those cited within text. Both reference lists and bibliographies should be prepared with a hanging indent format using single spacing within each individual source, and double line spacing between source entries.

When parenthetical reference style is used for in-text citations, the initial citation of each source within a paragraph should include the author and year; subsequent citations of the same source within the same paragraph should list only the author (page numbers may be included as necessary for proper citation of quoted or paraphrased materials).

Order of precedence for combining manuals and department format guidelines is:

1. University Manual (*University Style and Format Guidelines for Master's Theses and Project Reports*)
2. Department Style Guides
3. Thesis manual and publication manual, or journal format

Departments specify the publication manuals and journals to be used for basic formatting, proper citations, and the use of technical terminology, if applicable, for your thesis or project report. The University Manual is used for the following items:

1. Acceptable font and formatting of chapter headings and titles
2. Spacing of text
3. Table and figure captions, notes, appendix materials, and bibliography or references
4. Typing and format of half-title pages, facing pages, acknowledgement, table of contents, list of tables, list of figures, nomenclature, and any items not covered by the publication manual

Paper Requirements

Original

The final thesis must be submitted on 20lb. white copy paper, available from the University Bookstore and office supply stores.

Copies

Copying must be done by the Campus Copy Center located in the University Bookstore to insure consistency, quality of reproduction, and retention of an original for future accessibility.

Typing Requirements

Refer to Chapter 6 for rules and guidelines for producing the final copy of theses or project reports.

Chapter Headings

Every chapter must begin on a new page. The chapter and its Arabic number is centered and begins two inches below the top of the page. The title of the chapter follows on the next (double-spaced) line, is also centered, and appears all in capital letters.

Chapter Subheadings

Every major subdivision (chapter or section) of a thesis or project report must have a heading. Subheading organizations must be consistent throughout thesis or project report. Various combinations of subheading levels may be used, but selections must be formatted and arranged in a descending order of importance as indicated below, starting with first level subheads through third level.

First Level Subhead

First level subheads are centered, underlined, and formatted in headline style capitalization. First line of text is indented and begins two line spaces below the heading. Subhead titles of two or more lines are single spaced.

Second Level Subhead

Second level subheads are formatted flush left, underlined, using headline style capitalization. First line of text is indented and begins two line spaces below the heading.

Third level subhead. Third level subheads are indented at the beginning of the paragraph, underlined, using sentence style capitalization. Text immediately follows heading.

All first level subheads must be listed in the Table of Contents. Listing of second and third level headings in the Table of Contents is optional, but if you list second, you must list third level. Be consistent.

Contractions

Contractions may not be used in the text of the thesis or project report except when they are included in a direct quotation.

Dedications

Dedications are not permitted; however, if the candidate wishes, a special notation may be included as part of the Acknowledgement.

Ditto Marks

Ditto marks may not be used in the text of the thesis or project report, or the body of tables or figures, when intended to denote repetition of information.

Guard Sheets

Every thesis or project report must contain two blank pages called “guard sheets.” These are neither counted nor numbered. One guard sheet is placed between the Abstract and Title sheet, and the other is placed at the end of the thesis or project report.

Half-Title Pages

Half-title pages are used to introduce the Appendix section, each individual Appendix, and Bibliography or References sections. The title is typed half way down the page, in capital letters. The pages are numbered.

Margins

Theses must adhere to required one and one-half inches left; one inch top, right, and bottom margins. Note, however, the first page of each major section adheres to a two inch top margin; subsequent pages within each section revert to the prescribed one inch top margin. The margins must not be stapled, punched, or perforated in any way. All

typing, including page numbers, footnotes, graphs, tables, figures, and appendices must be clear of the prescribed margins.

Typing Service

Each candidate is ultimately responsible for the proper format preparation, submission, and correction of his/her own thesis or project report, whether the candidate personally does the work or hires an independent contractor to do it. The University is not a partner in contracts/agreements negotiated between students and typists, and has no liability for any conditions that may result from such agreements. The University Thesis Office no longer provides a listing of approved typists; however, typing/editing service advertisements might be found at individual departments or in the student newspaper.

Page Numbering and Order of Elements

The candidate must distinguish between counting and numbering, as in some instances a page (e.g., facing pages, Title page, and Approval page) is counted, but not numbered. Page numbers must be sequential and cannot be omitted, duplicated, or designated with letters (e.g., 12, 12a, 13, etc.) when extra pages are inserted.

Placement of Page Numbers

Page numbers must be affixed at the center bottom of each page and must not intrude into the clear one inch margin area.

Order of Elements

Following is the required order for thesis elements and instructions for numbering each of the three pagination systems within a thesis or project report:

ABSTRACT: If the Abstract is only one page, do not number; if it is two pages, use Arabic numbers.

GUARD SHEET: Not counted, not numbered.

TITLE PAGE: Counted in sequence, but not numbered.

APPROVAL SIGNATURE PAGE: Counted in sequence, but not numbered.

COPYRIGHT PAGE (Optional): Not counted, not numbered.

ACKNOWLEDGEMENT OR PREFACE (Optional): If included, it must be the first listing in the Table of Contents and is numbered in lower case Roman numeral “iii.”

TABLE OF CONTENTS: Numbered in lower case Roman numeral “iii” if there is neither an Acknowledgement or Preface page.

LIST OF TABLES (if applicable): Counted and numbered in lower case Roman numeral.

LIST OF FIGURES AND NOMENCLATURE (if applicable): Counted and numbered in lower case Roman numeral.

LIST OF ABBREVIATIONS (if applicable): Counted and numbered in lower case Roman numeral.

LIST OF SLIDES (if applicable): Counted and numbered in lower case Roman numeral.

LIST OF WORKS (if applicable): Counted and numbered in lower case Roman numeral.

CHAPTERS IN ORDER (chapter pages are numbered in Arabic numerals): Begin numbering of first chapter with Arabic numeral “1,” and number every page consecutively up to the final guard sheet. Note that if you have a Table or Figure caption on a facing page, count but do not number these facing pages.

APPENDIX or APPENDICES HALF-TITLE SHEET (if applicable; numbered in sequence in Arabic numerals). Designated A, B, C, and so forth in order with half-title sheets preceding each individual Appendix.

BIBLIOGRAPHY or REFERENCES HALF-TITLE SHEET: Counted and numbered.

BIBLIOGRAPHY or REFERENCES: Counted and numbered.

GUARD SHEET: Not numbered, not counted.

Tables and Figures

Tables and figures may be arranged throughout the text of the thesis or project report, or placed in the appendix. More than one table or figure may be placed on a page if carefully spaced and labeled. If a table or figure is placed on a page without text, it must be optically centered as a unit. If a table must be continued onto a second page, the beginning of the table must start entirely on a new page with no text. Although tables may be continued onto subsequent pages, figures must be complete on one page.

Titles/Captions

Each table or figure must have a title or caption, and a number. Table titles are placed above the table and are formatted in headline style capitalization; figure titles are placed below the figure and are formatted in sentence style capitalization (Appendix H). Titles and captions on text pages must be identical in wording, punctuation, and capitalization as those listed in the Table of Contents.

Table titles and captions of more than one line are single spaced. If sufficient space is not available for the caption, legend, and explanation on the same page as the table or figure, this information can be placed on a facing page (a separate page immediately

preceding that on which the illustration appears). If a title or caption is placed on a facing page, it must be optically centered and read in the same direction as the table or figure (portrait/landscape). Facing pages are counted in the numeric sequence, but not numbered. Chapter 6 offers more information on figure preparation using graphics software.

Numbering

Each table and figure must be numbered separately and consecutively throughout the thesis (e.g., 1, 2, 3, . . . 14). Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, or 1a., 1b., 1c., etc.) is not permitted.

Reductions

Table, figure, and appendix materials that are too large to fit within the prescribed margins can be handled in two ways: 1) Print the material using a smaller size font in the same style as text (smallest legible font size in Courier is 8 point; smallest legible font size in Times New Roman is 10 point); or, 2) Use a photocopier to reduce the material, then cut, paste and copy onto 20lb. bond paper. Note: If you reduce the content to fit, the numbers and titles/captions for the tables or figures must remain in 12 point.

Line Drawings

Because microfilming is a photographic process, the use of black and white line symbols and cross-hatching is preferred to shading or coloration for distinction among components. Line drawings for figures, graphs, maps, and diagrams, must be drawn on white paper in black ink, and may be photocopied onto copy paper. Transparent overlays are not allowed. All drawings must adhere to required margins (including page numbers).

Photographs/Prints

Photographs and prints may also be used, provided they will copy properly for microfilm purposes. Black and white photographs that do not have excessive contrast are preferred for microfilming. The print must be clean and of high quality. Photographs and prints, whether black and white or color, may be copied onto photo quality paper, or may be computer-generated onto copy paper. Page numbers are added after the page has been copied.

The same typeface and printer used for the body of the thesis or project report must be used for labeling and page numbering.

Large Illustrations

Illustrations larger than the margin requirements will be folded. Such illustrations should be reduced as much as possible to minimize the number of folds. Page numbers for reduced items must be added after the material has been reduced so that all page numbers throughout the thesis or project report will be the same size. Oversized illustrations must be reproduced, not in taped sections, but on a single sheet of lightweight vellum paper.

Color in Theses and Project Reports

The University policy conforms to that of ProQuest, which utilizes black and white reproduction. However, if the student wishes to have color pages in his/her thesis or project report, they must provide the appropriate number of colored pages to the University Bookstore for hand insertion before binding.

Hard Copy of Computer Programs

Candidates submitting computer programs as part of their master's thesis or project report must submit a complete printed text of the program since only printed material is reproduced by ProQuest. However, candidates may also submit the program on disk (two complete sets) if they wish to have the program used in the evaluation process.

CHAPTER 5
MANUSCRIPT FORMAT AND MEDIA REQUIREMENTS FOR
PROJECT REPORTS

In order for the University Library to have a record of projects, the following regulations have been prepared for those graduate students submitting creative or applied works.

Format for Written Materials

A descriptive essay outlining the problem and its solution must be prepared in regular thesis format as outlined in these regulations. All format requirements set forth in preceding chapters of these regulations will apply.

Music Compositions

The music composition shall be prepared with margins customary to musical compositions. The overall size may not exceed 11 by 17 inches. Exceptions to this guide must be cleared in advance with the graduate adviser of the Music Department. The score and thesis or project report will be bound separately.

Nonbook Materials

Any candidate who produces nonbook materials as part of the project work must submit two complete and individually labeled sets of those materials when the project report is submitted to the University Thesis Office. Nonbook materials in visual

representations may consist of CD-ROMs, photographs, slides, or DVDs. The Music Department's media requirements are CDs or DVDs only.

1. CD-ROMs must be submitted in individual durable storage cases.
2. Photographs may be either black and white or color. They must not extend beyond the allowable margins. A three-dimensional project must be depicted from several angles. All photographic materials must have a matte or semi-matte finish.
3. Slides must be two inches by two inches and submitted in boxes, one set per box. Plastic sheets are not acceptable.

Labeling of Nonbook Materials

All labeling should be typed or neatly printed in ink on self-adhesive labels. Slide labels must include the candidate's graduation date, last name, initial, and sequence number from the list of slides. CD-ROM and DVD labels must include the candidate's name and the thesis or project report short title.

List of Slides or Works

All theses for which slides are submitted must contain a list of slides as one of the preliminary pages. This list must be formatted following the style shown in Turabian for a list of figures. The list of slides must include titles for all slides submitted as part of the project work. At the bottom of the list of slides or works, type the following sentence in footnote format: "Slides of these works may be obtained from the University Library at California State University, Long Beach."

Project Reports in Theatre Arts and Art

The reporting of creative projects in Theatre Arts and Art must be prepared in accordance with the regulations outlined by the respective departments. For visual

representation, candidates must submit two sets of slides for the University Library and one set of slides to the Department. Audio or video representation that may be accepted by the Theatre Arts Department must conform to the existing thesis or project report format, a copy of which is available from the Department of Theatre Arts. Both the Theatre Arts and the Art Departments have prepared comprehensive guides for project reports. Copies may be obtained from the Graduate Adviser of these departments.

CHAPTER 6

TEXT PREPARATION

Word Processing Rules

The following word processing rules must be observed when preparing theses and project reports:

1. Two spaces are required after all colons and periods, except periods which follow abbreviations or initials.
2. A heading appearing at the bottom of the page must be followed by a minimum of two lines of text. If this is not possible, place the heading on the following page.
3. Hyphenated words are divided only at the hyphen.
4. Excessive blank spaces should not be left at the end of lines. Fill each line of text as much as possible.
5. All text pages, excluding appendix materials, must be full except under the following conditions:
 - a. To avoid separating a footnote from the page on which the note indicator appears;
 - b. To avoid breaking an equation or a chemical structure or formula at an inappropriate place;
 - c. To avoid placing a heading as the last line on the page;

d. To avoid placing the last line of a table or figure caption on a page by itself when typing the List of Tables or Figures;

e. To avoid placing only a chapter title (no subheadings) at the bottom of the page when typing the table of contents.

6. Block quotes may be either single spaced or double spaced. Be consistent in your choice.

Correcting Typographical Errors

Typographical errors must be corrected in such a way that copies of the thesis or project report indicate no visible evidence of correction.

Cut and paste corrections are not acceptable at any time. If corrections must be made, and particularly if changes must be inserted, the entire page must be reprinted and, if necessary, all subsequent pages must be reprinted until pagination is correctly blended into the remaining document.

General Requirements for Formatting

Computer Graphics Software

Many computer graphics packages and printers give satisfactory results for producing figures for the thesis or project report. If the candidate is uncertain whether or not one's graphics package or printer is satisfactory, the candidate may consult the University Thesis Office for approval prior to preparing the illustration for inclusion in the original thesis copy.

Desktop Publishing Features

Text should be simple and plain. The use of bullets at the beginning of paragraphs or enumerations is not acceptable. The use of borders or boxes around text is also not acceptable except for occasional use around graphics.

Justification

Theses and project reports are prepared using a left only margin justification with a ragged right margin. Exceptions are chapter titles and level one subheadings which require center justification.

Margins

Margins for word processors must be set so that all information is contained within the prescribed margins. In order to assure that clear margins are maintained, it is acceptable to set the word processor's left margin at 1.6, the right margin at 1.1, and top and bottom margins at 1.1. Spacing within and between words must remain uniform. Single space between words, double space after punctuation at the end of all sentences.

Page Numbering

Page numbers must be placed at the bottom center of the page, and printed in the same font and size used for the body of the thesis. Using a printer for the body of the thesis, and then typing page numbers or correcting errors with a typewriter, is not acceptable.

Printers

Candidates preparing their own theses or project reports must use either true letter-quality ink jet or laser printers. The printer must underline with a solid line rather than a

dashed line. The printer must have the capability to roll up or down a half-line to print subscript or superscripts.

Spacing

The thesis or project report text must be double spaced throughout, except for those parts that are normally single spaced such as the Table of Contents (see this guide's Table of Contents as an example), table and figure captions, footnotes, notes to tables, and so forth. The Bibliography, or Reference list, is single spaced (double space between entries) and formatted in a hanging indent. Tables and appendices may be single or double spaced. Footnote text is placed two lines below the separator line from the text and begins on the page it is referenced on.

Textual Materials

All materials occurring within the text, but not found on a keyboard or font such as symbols in equations, formulae, graphic elements of figures, and other such details may be inserted by hand with permanent black ink, if neatly done. A distinction must be made between the use of brackets [] and parentheses (), and between dashes (—) and hyphens (-).

Type Quality and Font

Text in theses and project reports should be prepared in either 12 point Courier, Courier New, Times Roman, or Times New Roman font. The thesis must be printed in one size and one style of type font throughout. Thesis and project report preparation should incorporate these additional specifications:

1. Outlined or shadowed material is not acceptable.

2. Italic fonts may be used conservatively and consistently to replace underlining in bibliographies, genus and species names, and statistical symbols.

3. Smaller or condensed fonts may be used in certain tables and figures where space is an issue. The smallest acceptable font size for tables and figures is 8 point for Courier and Courier New; and 10 point for Times Roman and Times New Roman. However, the table or figure number and title/caption must remain in 12 point.

4. A separate and distinct type font may be necessary for tables, figures, charts, and graphs. The font should be similar in appearance to the Courier, Courier New, Times Roman, or Times New Roman text font, even if the size is different.

5. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a type font as similar to the basic text as possible.

6. Footnotes shall be printed in the same font and size as the general text.

7. Bold and bullets are not allowed.

CHAPTER 7

FEES/UNIVERSITY AND DEPARTMENT REQUIREMENTS

Duplicating, Binding and Microfilming Fees

Candidates must pay for photocopying, binding and microfilm processing of all Library and required departmental copies of theses or project reports. Fees for these services must be paid when the order is placed at the Campus Copy Center in the University Bookstore. The candidate may also order and pay for additional personal copies at this time.

Photocopying

The cost of photocopying a thesis or project report is a separate charge which is paid for by the candidate at the time the original is left at the Campus Copy Center. In addition to the Library and microfilm copies, each candidate may be required to furnish his/her department with bound copies as stipulated by his/her department.

Binding

Binding charges include the cost of shipping the original and any personal copies to the candidate via United Parcel Service (UPS) after completion of all microfilm and binding processing.

Charges may be added for theses or project reports that contain photographs, foldout pages, music scores, or plates that will be placed in a pocket on the inside back cover.

Additional charges must be paid prior to shipment of the original and the personal copies of the thesis or the project report.

Microfilming

The microfilm fee includes the cost of microfilming the thesis or project report, plus the publication of the abstract in *Masters Abstracts International*.

Copyrighting

A microfilm agreement form is completed by the candidate when the thesis or project report is submitted for publication. Copyright privileges reside with you immediately upon creation of your work. If you wish to register your copyright, but prefer not to handle the details yourself, ProQuest will act as your agent with the Library of Congress Copyright Office for a fee. If you choose this option, you will need a cashier's check or money order made out to PQIL, and submitted to the Campus Copy Center, in the Bookstore when you pay your duplicating, binding, and microfilm fees (please see the Campus Copy Center in the Bookstore for total amount due).

University/Department Requirements

An approved copy of all theses or project reports is required by the University for deposit in the University Library. In addition, a copy of all theses or project reports is submitted to ProQuest for microfilming and publication of your abstract in *Masters Abstracts International* and in the ProQuest Digital Dissertations database.

An approved copy of the thesis or project report may also be required by the student's academic department and/or chair as part of the requirements for graduation.

APPENDICES

APPENDIX A
SAMPLE ABSTRACT

ABSTRACT

GENDER TRENDS IN THE EMPLOYMENT AND ASSIGNMENT OF
COACHES AND ATHLETIC DIRECTORS

By

John Smith

January 2006

The purpose of this study was to determine gender trends in the employment and assignment of leadership positions (coaches and athletic directors) of girls' interscholastic sports in the California Interscholastic Federation—Southern Section (CIF) for the years 1975-76. The CIF Blue Book was used to determine gender.

Throughout the literature, it has been reported that women represented 90% or more of the girls' sports leadership positions prior to Title IX.

The results of this study indicated that, between the school years 1976-77 and 1988-89, the number of girls' sports leadership positions increased almost 50%; while the number of females holding those positions had decreased over 10%. In the CIF during 1975-76, 85.5% of the girls' sports leadership positions were held by women. During the school year, female representation had declined to 25.5%.

APPENDIX B
SAMPLE TITLE PAGE AND APPROVAL PAGE FOR
THE DEGREE IN INTERDISCIPLINARY
STUDIES

IMPROVING CUSTOMER SATISFACTION IN AFRICAN AMERICAN
HAIR CARE SERVICE INDUSTRY USING
TOTAL QUALITY MANAGEMENT

A THESIS

Presented to the Departments of
Mechanical and Aerospace Engineering,
Chemical Engineering, and Civil Engineering and
Construction Engineering Management
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Interdisciplinary Studies
(Check manual for options in degree)

By John Smith
B.A., 1990, University of California, Riverside

January 2006

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS THESIS

IMPROVING CUSTOMER SATISFACTION IN AFRICAN AMERICAN
HAIR CARE SERVICE INDUSTRY USING
TOTAL QUALITY MANAGEMENT

By

John Smith

COMMITTEE MEMBERS

Mihir K. Das, Ph.D. (Chair) Mechanical and Aerospace Engineering

Ashok Nainpally, Ph.D. Chemical Engineering

Tesfai Goitom, Ph.D. Civil Engineering and Construction
Engineering Management

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

Hamid Hefazi, Ph.D.
Department Chair, Department of Mechanical and Aerospace Engineering

California State University, Long Beach

January 2006

The final designee for Interdisciplinary Studies degrees should be the final designee from the major department

APPENDIX C
SAMPLE APPROVAL PAGE SHOWING
A THESIS DIRECTOR

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS THESIS
GENDER TRENDS IN THE EMPLOYMENT AND ASSIGNMENT OF
COACHES AND ATHLETIC DIRECTORS

By
John Smith

COMMITTEE MEMBERS

Linda Jones, Ph.D. (Chair) Social Work

Lynn Burke, Ph.D. (Director) Social Work

Margaret Emery, Ph.D. Social Work

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

John Oliver, Ph.D.
Director, Department of Social Work

California State University, Long Beach

January 2006

APPENDIX D
SAMPLE PROJECT REPORT TITLE PAGE
AND APPROVAL PAGE

GENDER TRENDS IN THE EMPLOYMENT AND ASSIGNMENT OF
COACHES AND ATHLETIC DIRECTORS

A PROJECT REPORT

Presented to the Department of Social Work
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Social Work

By John Smith
B.A., 1990, University of California, Riverside

January 2006

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS PROJECT REPORT
GENDER TRENDS IN THE EMPLOYMENT AND ASSIGNMENT OF
COACHES AND ATHLETIC DIRECTORS

By
John Smith

COMMITTEE MEMBERS

Linda Jones, Ph.D. (Chair) Social Work

Lynn Burke, Ph.D. Social Work

Margaret Emery, Ph.D. Social Work

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

John Oliver, Ph.D.
Director, Department of Social Work

California State University, Long Beach

January 2006

APPENDIX E
CANDIDATE INFORMATION SHEET WITH
SHORTENED TITLE FORM

CANDIDATE INFORMATION SHEET

The following information is required by the Thesis Office when the thesis is submitted.
This sheet may be used as is or as a guide for preparation of another sheet

Student Name: _____

Campus I.D. #: _____ (Not Social Security number)

Address: _____

City, State, Zip: _____

Primary contact number—circle: Home Work Cell: _____

e-mail: _____

Fax number: _____

Program (Major): _____ Semester Graduating: _____

Thesis Committee Chair

Name and Degree: _____

Department: _____

e-mail: _____

Campus Telephone Extension: _____

Committee Members

Name and Degree: _____

Department: _____

e-mail: _____

Name and Degree: _____

Department: _____

e-mail: _____

Name and Degree: _____

Department: _____

e-mail: _____

Graduate Advisor of the Department

Name: _____

Department: _____

e-mail: _____

Style Manual/Journal Style Used: _____

SHORTENED TITLE FORM

If possible, please type. No abbreviations may be used. The shortened title (not to exceed 50 letters, including spaces in between words and special characters used) for binding is:

The shortened title is used only for the purposes of listing the title of your thesis on the spine of your hard bound copies. The full title of your thesis does not change in text.

APPENDIX F
COPYRIGHT RELEASE FORM

REQUEST FOR PERMISSION TO INCLUDE COPYRIGHTED
OR UNPUBLISHED MATERIAL IN A MASTER'S THESIS

Date:

From: (Student's name and address)

To: (Copyright holder)

I request permission to *quote/reproduce/modify* (circle all that apply) the material described below in my master's thesis or project report on which you hold the copyright. The material will be used as a complete unit. Upon acceptance of the thesis, microfilm copies may be published and sold on demand by ProQuest Information and Learning Company (PQIL).

If the material is from a journal, I have enclosed a letter from the author of the article giving me his/her permission to reproduce the material.

Description: Give author(s) full name(s), title of work, title of journal, edition, series, publisher, date, volume number, page number(s):

Signed: _____

Permission is hereby *granted/denied* (circle one) for the above named student to include the materials described above in his/her master's thesis or project report and for ProQuest to reproduce and sell on demand said thesis or project report on microfilm

Signed: _____ Date: _____

Permissions Editor

For: _____

Copyright Holder

APPENDIX G
SAMPLE COPYRIGHT PAGE

Copyright 2006

Candidate's Name

ALL RIGHTS RESERVED

APPENDIX H
SAMPLE TABLE/FIGURE

TABLE 1. Sample of a Table (N = 156)

Participants	Male	Female	<i>n</i>
Caucasian	23	34	57
African American	21	33	54
Hispanic	20	25	45

Note: Table numbers and captions are placed at the top of the table and are formatted in headline style capitalization. Three horizontal lines are used in this basic Table style, which span the entire width of the table. The first horizontal line is placed below the Table title as shown. The second horizontal line is placed after the column headers. The third horizontal line is placed at the end of the table before any Table notes. For more complex/complicated Tables please contact the Thesis Office for formatting options.

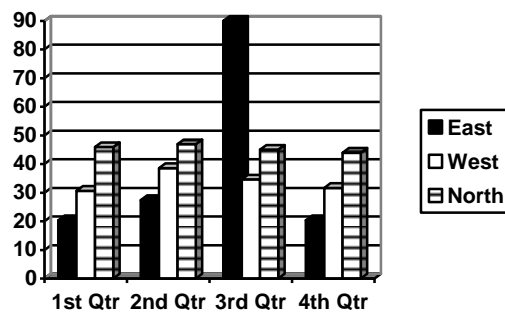


FIGURE 1. Sample of figure formatting. Figure numbers and captions are placed at the bottom of the figure and are formatted in sentence style capitalization. Figures are considered to include, but are not limited to, the following: images, photographs, illustrations, graphs, charts, maps, etc.