



**GUIDE TO PREPARATION OF
MASTER'S THESES AND PROJECT REPORTS**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Presented for the

Use of Graduate Students, Faculty Advisors and Others

Prepared by

The Office of Graduate Studies and Research

In Cooperation and Consultation with

the University Library, the Educational Policy Committee

the Graduate Studies Subcommittee, and the College Graduate Deans

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PREFACE

This guide has been developed for the use of students of California State University, Los Angeles, in preparing their master's theses and reports of master's projects in final form for presentation to the University. The guide includes information about candidate requirements; style and format regulations; steps for submission of theses to the University, including payment of fees; and procedures for the approval of theses. In addition, sample pages of such elements of the thesis as the table of contents, title page, approval pages, etc., are provided in the appendix.

It is strongly recommended that all students and their faculty advisors engaged in preparation of a master's thesis, master's project, or doctoral dissertation become thoroughly familiar with the contents of this guide before preparation of the thesis. Students are strongly advised against consulting previously submitted theses concerning style or format requirements since numerous changes have been made in the requirements, and few of the previously written theses and reports follow all requirements completely. Furthermore, departments have style and format guidelines for master's theses or project reports that complement those given in Chapter 3. For example, many departments use specific style manuals or sets of instructions for footnotes, endnotes, lists of references, and other discipline-specific materials. Therefore, it is important for students to check with their respective departments to ascertain their specific requirements. Note: In all matters, university-wide approved policies and procedures shall not be contradicted by those at the individual college and department.

No guide or manual can encompass all possible questions or situations, which might arise in the course of preparing theses. If a question occurs that is not addressed in this guide, students are advised to consult their thesis committee or the University Thesis Coordinator for an answer, who also offers workshops. They are offered each quarter (dates are communicated to department chairs early in the quarter) to assist graduate students in preparing their master's theses or project reports in conformance with the guidelines articulated in this document.

The effective date of this thesis guide and its complementary department guides will be the start of the Fall 1993 quarter¹. All theses submitted to the University Thesis Coordinator on or after that date must adhere to them.

CHAPTER 1

University Responsibilities, Regulations and Procedures Governing the Master's Thesis or Project

Introduction

"A thesis or project that is submitted in partial fulfillment of the requirements for a graduate program at California State University, Los Angeles, must satisfy the following definitions excerpted from Section 40510, Title 5, of the California Code of Regulations (prior to January 1, 1988, referred to as the California Administrative Code).

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."

Initiation, preparation, and approval of graduate theses and project reports shall be governed by the procedures included in this document. Henceforth in this guide, the term "thesis" will refer to master's theses, projects, and joint doctoral dissertations, unless specified otherwise. Students, in consultation with their thesis committees, shall be held responsible for understanding and meeting the standards for theses and projects stated in this guide and in the university catalog.

Responsibilities

The shared goal of students, faculty, staff and administrators is to assure quality theses in terms of both content and style, and to have as efficient and fair a thesis preparation and acceptance procedure as possible.

Responsibility of Students

Students themselves are ultimately responsible for the successful completion of their theses, including submission of information and drafts in a timely fashion. Theses must evidence originality and independent thinking, appropriate form and organization, and a rationale. The student's responsibility includes not only completing the work of the thesis itself in a professionally competent manner, but also knowing and adhering to all university, college, and department requirements related to the master's thesis. It also entails adequate and regular contact, as appropriate, with individual faculty members and committees.

Responsibility of the Thesis Committee Chair

The Thesis Committee Chair has the leading role in guiding the student in a thesis or project, from its inception to acceptance by the university, and assumes a special mentoring role to help the student excel.

The Thesis Committee Chair assures that theses are of high quality and will reflect positively on the department. Thus, the Thesis Committee Chair is especially alert to assure that the student has the proper preparation in terms of coursework and research skills to pursue the proposed research and scholarship. The Chair also interacts with the student as appropriate, coordinates the efforts of other thesis committee members, and generally assures that the thesis research and the document itself meet the expected standards of quality.

Responsibility of Thesis Committee Members

Once faculty members agree to serve on a candidate's committee, they are responsible for reviewing all submissions by the candidate in a timely fashion and for offering appropriate constructive responses. They are further responsible for meeting with other committee members to perform duties and assessments as needed.

Responsibility of Departments

Departments are responsible for ensuring that procedures exist for establishment and maintenance of master's thesis committees and for appropriate and adequate guidance of graduate students engaged in preparation of theses.

The department will maintain information on all aspects of style and format required by the department but not explicitly stated in Chapter 3 of this document as university format requirements. Information on department requirements will be readily available in up-to-date written form at a sufficiently detailed level.

The department, through its chair, shall ensure that all theses and projects are properly reviewed by thesis committees and conform to current guidelines before

submission to the University Thesis Coordinator and that all required corrections and changes are made before theses are approved for final deposit in the University Library.

NOTE: Throughout this thesis guide, the term "department" refers collectively to a department or a division (in the Charter College of Education).

Responsibility of Colleges

Colleges have general oversight responsibility to assure that graduate theses and projects completed in their departments are of high quality in content and style.

The College Dean or designee, with the consultation of the college's graduate studies committee, reviews and approves department format and style guidelines and assures that they do not conflict with university format requirements. The College Dean or designee forwards a copy of department guidelines and revisions as they occur, to the Dean of Graduate Studies and Research.

Responsibility of the University Thesis Coordinator (UTC)

The University Thesis Coordinator assures that each thesis submitted meets approved university format guidelines and assists in the verification that department guidelines are met. The UTC also transmits the final approval to the University Graduation Office, indicating that the thesis requirement has been satisfied, oversees the thesis binding process and related procedures such as microfilming. To accomplish the above functions, the UTC provides workshops and individual consultation for students and thesis advisors. The UTC does NOT check a thesis for subject content or research quality.

Responsibility of the Office of Graduate Studies and Research

The Office of Graduate Studies and Research oversees and implements all policies and procedures governing graduate theses. It also publicizes and disseminates the articulation of these policies and procedures to the campus through such vehicles as the "Thesis Guide."

Regulations

Authorship of Theses

It is university policy that a thesis may be authored by one and only one student (i.e., a thesis may not be authored jointly by more than one person).

Plagiarism

The policy concerning plagiarism is stated in the University catalog:

Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarisms refer to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source, use of a paper made up of passages copied word for word without acknowledgment. Paraphrasing another author's idea or quoting even limited portions of her or his text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment.

In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension or expulsion.

See the current California State University, Los Angeles, general catalog for further information on plagiarism and student discipline.

Registration in Courses for Thesis Work

Graduate students completing research units and thesis or project units required for master's degrees must be regularly enrolled during any quarter in which they use university facilities or consult with faculty.

Students who have exceeded the one calendar year time limitation associated with the SP grading symbol for research units must petition to register in Univ 900. Petition forms and instructions are available in college graduate studies offices.

Students who have previously enrolled in all allowable research units and are not enrolled in any other credit-bearing courses or thesis or project units but who will use university facilities or consult with faculty must register in UNIV 900.

To maintain residence requirements and continuing student registration privileges, graduate students who are not enrolled in credit-bearing coursework must register for Univ 900 two quarters out of four.

Graduate Thesis Procedures: Initiation, Preparation and Submission

Some departments on this campus allow their graduate students to select either a thesis option or a comprehensive examination option for the master's degree. Some departments have special eligibility criteria that must be met in order for students to select the thesis option. A student who selects the thesis option or whose graduate program requires a thesis must complete the steps described below. The steps are initiated after the

student has applied through the department to the college dean for candidacy using the University's Form GS10 and has been formally advanced to candidacy. The next steps are as follows:

- Establish an approved thesis committee and thesis title (Form GS-12).
- Follow department requirements for enrolling in thesis courses.
- Fulfill registration requirements during thesis preparation, submission, and the quarter in which you intend to graduate.
- Submit an acceptable thesis or project proposal to the appropriate department (for special majors, to their thesis committee) and fulfill all of their respective requirements.
- Meet the department or division and college requirements for thesis or project defense.
- File the signed thesis or project approval page in the department and college offices.
- Submit the thesis or project to the University Thesis Coordinator in the Library following university and department requirements. Students are strongly advised to attend a campus wide workshop about thesis preparation requirements.

NOTE: The date of submission of the thesis or project will determine in which quarter a student graduates, assuming all other graduation requirements are met. If revisions are needed, the revised thesis must be submitted within the allowed period. Otherwise, graduation will be at a later date. The deadline for master's degree theses and projects is two weeks after the last Friday of regular classes in the quarter. No extensions of thesis/project filing deadlines will be allowed.

Thesis Committee Creation

The thesis committee provides guidance to the student in the planning and execution of the thesis. The committee usually consists of a minimum of three full-time faculty members. Normally, students approach appropriate faculty members to inquire if they would be interested in serving on the committee or as chair of the committee. The department chair or the committee chair may assist the student in finding faculty for the committee or to replace existing members if they become unable or unwilling to serve. Students should follow departmental guidelines for the establishment of the thesis

committee. After the committee has been established, a completed Request for Thesis Committee form (GS12) should be submitted to the college dean for approval.

Thesis Proposal Submission

In most departments a thesis proposal must be approved before the student may undertake thesis work. Some departments may have additional requirements. Verify the above with the graduate advisor in the specific department, who also can explain the formal thesis proposal submission process.

Research with Human or Animal Subjects

For master's theses that involve research with human or animal subjects, it is necessary to adhere to the established policies regarding the use of such subjects. For research involving either human or animal subjects approval must be obtained in advance of conducting the research. Information on regulations affecting both is available in the Office of Graduate Studies and Research.

Defense of Thesis

For most departments it is a requirement that a student present an oral defense of her or his thesis before the thesis committee. The defense is open to the public and is publicized through distribution of a thesis abstract. If required by the department, a thesis abstract must be submitted to the departmental office, or for an intercollege special major to the Office of the Dean of Graduate Studies and Research. A typed draft of the thesis must be provided to each committee member no later than two weeks before the scheduled oral defense (or later with the consent of the entire committee). The final draft of the thesis is prepared following the defense. The approval page should be signed only after the final draft has been reviewed and approved by the committee members.

Submission of Completed Theses to the University

After the contents of the thesis or project and report have been approved by the Thesis Committee, the candidate prepares a copy of it in finished format, along with copies of approval pages. The finished copy is again submitted to the committee for approval, with a sufficient number of copies of the approval page to satisfy university, departmental committee, and personal requirements. If the finished copy satisfies the university format requirements, in the opinion of the committee, all approval pages are signed by committee members. Then the finished copy and signed approval pages are presented to the University Thesis Coordinator.

The finished copy is reviewed by the University Thesis Coordinator for acceptability of physical format. The candidate must submit the finished copy by the absolute deadline for the quarter, which is the second Friday after the last day of classes (not of examinations). If corrections are required, the University Thesis Coordinator will return the thesis within

two weeks, with directions for corrections to be made, and will discuss these revisions with the candidate. Assuming that all suggested changes are made in the allotted time, the quarter in which the final draft of the thesis is submitted to the University Thesis Coordinator is the quarter in which the student will graduate. Currently, the absolute deadline for a corrected, acceptable thesis or project to be received by the University Thesis Coordinator is before any courses on the student's official program expire. The student is responsible for ascertaining this date, ahead of time.

After the corrections have been made and the corrected copy approved and accepted, two copies are submitted to the University Thesis Coordinator. Each of these two copies must contain an original signed approval page. Each copy must be submitted individually in a large unsealed envelope for its protection when being sent to the bindery. The candidate must check the order of pages of each copy before submitting it to the University Thesis Coordinator. The University Thesis Coordinator issues the candidate a card authorizing the student to pay the current binding fee (currently \$15.00 per copy for each submitted volume; this price is subject to change).

Binding fees are paid at the University Cashier's Office; the authorization card, stamped by the Cashier, is returned to the University Thesis Coordinator who then notifies the University Graduation Office and College Graduate Dean, that the thesis was accepted.

Additional Original Signed Approval Page

A third original signed approval page must be provided to the University Thesis Coordinator. This third approval page will be maintained as a file copy.

Additional Copies of the Thesis

Some departments require a "departmental" copy of every thesis. The candidate must make individual arrangements for providing all other copies (bound or unbound), be they for the department, for committee members or for personal use. The University Thesis Coordinator can provide the name and address of the Library's contract binder. Inexpensive ("pressure-type, etc.) binders may prove sufficient for all or some of these copies.

CHAPTER 2

Requirements for Thesis Preparation and Acceptance, Except Format Requirements

After several important reminders, Chapter 2 presents information on requirements related to actual thesis preparation, except format requirements, which are discussed in Chapter 3.

Important Reminders

Formal Registration at the University

As stated in Chapter 1, candidates for graduate degrees at this University must be formally registered as classified graduate students for every quarter in which they consult with faculty concerning the thesis or in which the thesis is submitted.

Regular Consultation with the Thesis Committee

The candidate is advised to consult regularly with the thesis committee, as well as to follow closely the requirements in this Guide and departmental requirements, in preparing the thesis manuscript. This can prevent extensive rewriting and reformatting.

Deadline for Submission of Theses

For a given academic quarter, the deadline for submission to the University Thesis Coordinator of the final approved copies of a master's thesis is published in that quarter's Schedule of Classes. That deadline is currently before noon on the Friday fourteen days following the last Friday of regular classes for the quarter. No extension of this deadline is permitted. If a thesis is not submitted by the quarter deadline, the candidate cannot graduate in that quarter and must register for a succeeding quarter in order to graduate.

The candidate must ascertain early in the quarter in which she or he expects to graduate whether any members of the thesis committee may have plans or commitments, which would make it difficult to assure adequate time for its reading, approval and signature, and still meet the quarter's deadline date. If such a problem arises, the candidate and thesis chair should work together to resolve the problem.

Thesis Preparation Requirements

Candidate's Name

The candidate shall use in all appropriate parts of the thesis (title page, approval page, copyright page, and abstract) the name under which she or he is registered in the

University. The name under which the student is registered should be the current legal name of the student.

Thesis Approval Page

A thesis approval page must accompany each copy of a thesis submitted to the University Thesis Coordinator for deposit in the Library. An example of the only acceptable approval page is provided in the appendix. The candidate is not to use any other approval page forms that were formerly distributed through departmental offices but instead is to print or type onto 20/24 lb., 100 percent cotton content paper, the approval pages following the example provided in the appendix.

Thesis Approval Signatures

Original signatures (i.e., not photocopies of signatures) of the following thesis committee members and faculty are required on the approval page for every copy of a thesis submitted to the University Thesis Coordinator.

1. The candidate's committee chair
2. A second member of the candidate's committee (and third if required by the department)
3. The chair of the candidate's department

If the department chair is also a signing member of the committee, the department chair must sign twice, once as committee member, once as department chair. In some colleges, the dean or associate dean may sign instead of a department chair. The three required signatures are the minimum; signatures of additional committee members may be included. Below each signature space must be typed the committee member's or department chair's or dean's name and their department. The candidate is responsible for the accuracy of this information. All signatures must be in black ink.

Date of Thesis

The date on the title page of a thesis should be the month and year in which the thesis is submitted in anticipated final approved form to the University Thesis Coordinator. No day of the month appears in the date on the title page. The date on the approval page may include a day of the month; the date should coincide with the month and year on the title page. The date on the copyright page, if one is included, should be the year in which the thesis is submitted.

Length of Thesis

The University prescribes no minimum or maximum length for a thesis. The topic chosen by each candidate should be of scope and importance sufficient to qualify for

research or performance at the graduate level, must meet the standards specified in Title 5 of the California Code of Regulations (also known as the California Administrative Code) as cited in Chapter 1 of this guide, and must be treated adequately and appropriately in the opinion of the candidate's committee.

Copyright Releases for Works Used in Preparation of a Thesis

The candidate must obtain written permission from the copyright holder to reproduce or adapt in a thesis all or part of a copyrighted table, figure, line drawing, or other material that is a complete unit in itself. Copyright holders, especially publishers, differ on what constitutes "fair use" without copyright and some require permission for use of even short quotations, although generally it is not necessary to obtain permission to use short quotations from a copyrighted source in the thesis unless the thesis or portion of it is published. It is necessary, however, to secure permission if the quotation is extensive. If in doubt, the candidate should contact the copyright holders to determine their requirements.

Written permission may take from two weeks to several months to secure, therefore the candidate should request permission as soon as it becomes evident that she or he expects to use the copyrighted material. In addition to being acknowledged in the thesis, all completed permission forms or letters must be prepared and submitted as a formal appendix of the thesis.

Permissions in a thesis should be credited according to instructions provided in the style manual that the candidate's department requires be used for this purpose. If the style manual lacks such instructions, the candidate is referred to information on permissions in the latest edition of Form and Style by Campbell, Ballou and Slade. Frequently, a copyright holder will specify the wording to be used in the permission statement.

If permission to reproduce copyrighted material is denied, the material must be removed from the thesis and appropriate modifications made before the thesis can be approved. If requested permissions have not been received at the time the thesis is submitted, the candidate should notify the University Thesis Advisor, so that the thesis will not be sent for binding until all permissions are received.

The candidate's thesis committee is responsible for advising the candidate concerning the need to secure copyright permissions; however, the ultimate responsibility rests with the author of the thesis. The University Thesis Coordinator is not responsible for providing advice concerning securement of copyright permissions.

Copyright of the Thesis Itself

The laws of the United States provide protection to authors of original works (e.g., literary, dramatic, musical, artistic and some other intellectual works) through copyright. The protection is available to both unpublished and published works and is secured automatically when the work is created (i.e., fixed in a print copy or non-print representation for the first time). Registration of copyright makes a public record of the copyright and carries several advantages, but it is not a condition of copyright.

When a work is published by the copyright owner, it is advisable to place a copyright notice in all publicly distributed copies. The copyright notice makes the published work subject to the requirement of mandatory deposit with the Library of Congress. Candidates considering using notice and registration of copyright should study the U.S. Government's publication, *Copyright Basics*, which is available in the Government Publications unit of the Library. University Microfilms, Inc. (UMI) indexes submitted copies of theses in their publication, *Master's Abstracts*, and for a fee offer its assistance to authors in registering copyright.

Joint Doctoral Dissertations

Because of the doctoral candidate's need to fulfill the format requirements of the cooperating doctoral granting institution (e.g., UCLA), California State University accepts dissertations, which are prepared according to the cooperating university's format and according to its prescribed arrangement of elements or parts. All copies of dissertations submitted by candidates to this campus must, however, adhere to the requirements concerning quality of paper, number of copies, and original signatures on approval pages.

CHAPTER 3

Format Requirements for the Thesis

Format requirements for theses and special project reports at California State University, Los Angeles consist of university and individual department guidelines.

Students must consult with their thesis/project committee and department regarding format requirements applicable to their individual thesis or project before the writing process begins. Such consultation should continue on a regular basis.

University Format Requirements

The following paragraphs state university format requirements, which all theses and special project reports therefore must follow.

NOTE: All other aspects of format not explicitly specified as university format requirements are the responsibility of the department, which shall maintain such requirements in up-to-date written form at a sufficiently detailed level, and make them readily available.

Paper

The original of the thesis or project is printed on 8 1/2 by 11 inch, 20 or 24-pound weight, 100 percent cotton, plain white paper.

Margins

The left, top, and bottom margins measure 1 1/2 inches and the right margin 1 inch.

Typeface

The thesis or project uses one side of the paper only, double-spaced, with a 12 point size typeface of letter-quality black printing only. A legible typeface (Times New Roman, Ariel, Courier, etc...) must be used. Error correction by a cement-over process (opaque liquid and others) or any similar method is not acceptable.

Arrangement of the Thesis or Project Parts

The main text is preceded by preliminary pages arranged in the following order: thesis/project approval (signature) page, title page, copyright page, acknowledgements (if any), abstract, table of contents, list of tables (if any), and list of figures (if any). The approval and title pages follow approved university format. The abstract summarizes the purpose and scope of the study, the principal findings and their significance. The main text is divided into chapters. When present endnotes, glossary, list of references, appendices, and

index follow the main text, and in that order. Each preliminary page, chapter in the main text, the start of endnotes, references and appendices, begins on a new page.

Numbering of Pages

Preliminary pages, except the approval page and title page, are numbered using lower case Roman numerals (ii, iii, iv, etc.). All preliminary pages, except the approval page, are counted in pagination. After the preliminary pages, all other pages of the thesis or project report are numbered using standard Arabic numerals and are counted in pagination.

Headings and Subheadings

Individual department guidelines are followed. Regardless of specific style, headings and subheadings of chapters and sections are constructed and presented in a consistent manner within a thesis.

Notes

Placement of notes, footnotes, etc. is determined by individual department guidelines, and is consistent within the thesis.

Literature References

For reference citation format, a thesis follows the guidelines specified by the student's individual department and must be consistent within the thesis.

Tables and Figures

Tables are comprised of data, such as statistical information, which are typed in column and row format. Illustrative materials such as graphs, charts, diagrams, plans, maps, and photographs, are referred to as figures. Tables and figures are numbered uniquely, consecutively, and in separate sequences, and conform to department guidelines. Figures contained on large size paper are to be folded to the 8 1/2 by 11 inches page size and follow thesis margin requirements.

Placement of Tables and Figures

Tables and figures are placed as close as possible to the first reference to them in the main text or may be placed in appropriate appendices at the end of the thesis or project. Departments will provide specific guidelines about placement.

CHAPTER 4

Special Instructions for Projects and Project Reports

Projects

As indicated earlier, Title V describes a project explicitly:

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.

A master's project may be presented in any of a variety of appropriate media, including video cassettes, audio cassettes, slides, kits, games in boxes, teaching materials in ring binders, microcomputer diskettes, and book-type materials. Non-print media, which are not acceptable, include phonograph records, audiotapes on reels and film on reels. Please consult the University Thesis Coordinator for additional information.

Reports of Projects

A master's project submitted to this University must be accompanied by a report in which are summarized the project's objectives, methodology, significance, outcomes, and recommendations. The report is prepared using the same format as that for a thesis, with all appropriate frontis materials, chapters, list of references and other parts. Approval pages with original signatures must accompany all submitted copies of project reports.

The report is submitted separately when accompanying non-print media. It may be submitted separately or bound in the same volume with projects in print media, such as novels, plays, and manuals.

Number of Copies of Projects to Be Submitted

Two copies of each project, whether in print or non-print media, and two copies of the report are submitted to the University Thesis Coordinator.

Music Compositions

A music composition may be bound separately from its report. The music composition then would be accompanied by its own title page. The title page should be on

paper of the same size as that used for the composition. Information about margins is provided in Chapter 3 of this guide.

Creative Writings and Manuals Bound with Reports

Novels, plays, manuals and other printed projects may be bound with their reports. The counting and numbering of pages should be continuous throughout the report and project. In addition, if the candidate desires to do so, another set of numbers may also be assigned to the pages of the project itself. This is particularly useful if the project has its own title page, table of contents and other frontis materials. In this case, and if the second set of numbers is used, the report's table of contents will list only the title of the project and the page number of the project's title page which is the basic continuous numbering scheme for the entire bound volume.

Non-Print Projects

All non-print projects must be submitted in containers, which will protect the media. Both media and boxes must be labeled. Labels must be typed and include the following information: (1) name of candidate, (2) name of project, (3) department in which the candidate is seeking the degree, and (4) quarter and year in which the candidate will complete the degree. At the bottom of the report's table of contents, the following phrase should be typed: "This report is accompanied by a name of the medium, e.g., "video cassette", which is housed in the Music and Media Center of the Library."

Audio Tapes

Audio projects may be submitted on major brand, high or extra high standard, non-metallic, sixty or ninety minute cassette tapes. Each cassette tape must be in a container designed for tape. All tapes must be protected against erasure when submitted. Recordings must be of high quality and entirely audible throughout.

Video Cassette Tapes

Television projects must be submitted for deposit in the Library and in the department on videocassette tape. For filmed projects, two videocassette tape copies must be submitted for deposit in the Library. Videocassette tapes must be major brand VHS, high or extra high standard. Tapes must be erasure protected when submitted.

Computer Diskettes, CD-ROMs or Videodiscs

Computer programs, data and knowledge bases may be submitted on diskettes, CD-ROMs or videodiscs. Each copy of a project so submitted must be in a separate container. Each must be write-protected before submission and include a printed list of all characteristics (computer or other equipment make and model, storage density, etc.) required for its subsequent use.

Slides

Slides must be 2 x 2 inches in size, mounted in glass, plastic, metal or cardboard. Slides must be numbered and each set submitted in a separate box. Each box must be appropriately labeled. Plastic album sheets are not acceptable as containers.

Contents of each slide should be described in the report of the project and captions or titles provided. Additionally, a list of the slides must be included in the report accompanying the project. The list is prepared in the format used for a list of figures. After the list, the following phrase should be inserted on the page: "Slides are housed in the Special Collections Unit of the Library."

Boxed Games

Games must be in appropriately sized, sturdy boxes. If a game contains sets of small pieces, the sets should be enclosed in sturdy plastic bags of appropriate size. The box should close securely. In addition to a complete discussion of the game, its purpose, uses, and instructions, a set of playing instructions should be included with the boxed game.

Photographs

Photographs may be in black and white or in color. Photographs must be mounted so that thesis page margin requirements are met.

Other Non-Print Media

As an example, a telecommunications project might involve creation of an electronic "bulletin board." One possible, partial solution in some cases might be a videotape of the computer screen during interactive sessions.

NOTICE: For all non-print media or projects not explicitly described above, approval concerning format and other requirements must be obtained as early as possible, in writing, from the student's department and from the Office of Graduate Studies and Research.

APPENDICES

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

GS-12
(7/92)

REQUEST FOR THESIS OR PROJECT COMMITTEE AND TITLE

For: _____
Last Name First SS# Department

Title or topic area for the proposed thesis or project is:

I hereby approve the following faculty to serve as the Thesis/Project Committee for the above named student:

(*TYPE IN NAMES AND DEGREES OF COMMITTEE MEMBERS AND OBTAIN THEIR SIGNATURES)

Committee Chair *NAME/DEGREE Signature

Faculty Member *NAME/DEGREE Signature

Faculty Member *NAME/DEGREE Signature
(as required)

Faculty Member *NAME/DEGREE Signature
(as required)

Department Chairperson Date

Committee membership is certified by:

Associate Dean Date

APPROVAL PAGE FOR GRADUATE THESIS OR PROJECT

GS-13

SUBMITTED IN PARTIAL FULFILLMENT OF REQUIREMENTS FOR DEGREE OF
MASTER OF _____ AT CALIFORNIA STATE UNIVERSITY, LOS ANGELES
BY

Candidate

Field of Concentration

TITLE: _____

APPROVED: _____
Faculty Member Signature

Faculty Member Signature

Department Chairperson Signature

DATE: _____

THE PRESENCE OF FOSSILIZED SALIX SITCHENSIS IN
THE CRETACEOUS IN CENTRAL CALIFORNIA AND ITS
GEOLOGICAL SIGNIFICANCE

A Thesis

Presented to

The Faculty of the Department of Geology
California State University, Los Angeles

In Partial Fulfillment

of the Requirements for the Degree

Master of Science

By

Barbara A. Allen

June 2002

A HISTORICAL STUDY OF THE HISPANIC POPULATIONS OF
CALIFORNIA: THEIR ORIGINS AND
CULTURAL AND LINGUISTIC DEVELOPMENT

A Thesis

Presented to

the Faculties of the Departments of History
and Anthropology

California State University, Los Angeles

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

By

Esteban T. Sanchez

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ABSTRACT

A Point Mutation in the p53 Tumor Suppressor

Gene in DAOY Cell Line

By

Luis Lopez

Mutations in the p53 tumor suppressor gene are found frequently in human mammary, colon, and bladder carcinomas. In this study, a brain tumor cell line, DAOY, was evaluated for the presence of similar mutations. Previous analysis of the DAOY genomic DNA has revealed that the human p53 tumor suppressor gene has lost its heterozygosity and that the remaining p53 allele produced p53 mRNA of normal size (Raffel, 1990). To test the possibility that the remaining p53 allele was the target of mutation, a sequence analysis of the evolutionarily highly conserved region of p53 cDNA was carried out and showed that a point mutation of guanine to thymine transition occurs at codon 242. When normal, base 725 is part of a cysteine codon (TG⁷²⁵C); when mutated, it becomes a phenylalanine codon (TT⁷²⁵C). These results have led to a general model of tumorigenesis requiring loss of both alleles at a tumor suppressor locus. This study has also started to test for the effect of expression when a wt-p53 is transfected into DAOY cell line. Among 9 G418-resistant clones screened, 3 showed the right molecular size of cDNA p53 when analyzed by Southern Blotting techniques.

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CHAPTER 1

Introduction

The prime rate for bank loans has long been a source of discussion. Bankers, consumers, and business people have often used it as a measure of the economy's strength and the availability of credit. The purpose of the prime rate has changed over the years; however, this controversy surrounding it goes on. At one time, it was frequently used in the pricing of loans to Fortune 500 companies. Today prime is used in the pricing of loans to small and medium-sized businesses, as well as some consumer loans. For borrowers, unforeseen changes in the rate can make them feel they are at the mercy of the banking industry's whims. For economists, the prime rate is a meaningful measure of the banking industry's willingness to lend money to both businesses and consumers.

Purpose

This paper will examine some of the patterns of the past movement of the prime lending rate. The analysis of the data that is derived from past prime rate levels will be used to determine if there is any truth to a commonly held belief among bank critics. This belief is that bankers are quick to raise and slow to lower the prime rate. Bank....