THESIS SUBMISSION AND FORMATTING WORKSHOP

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INTRODUCTIONS

• Name
• Department
• Style guide (APA, Chicago/Turabian, MLA, IEEE, etc.)
DEADLINES, SPRING 2016

• **Friday, May 27, 12 noon**  
  Priority deadline for preliminary review

• **Friday, June 3, 12 noon**  
  Deadline to upload complete draft of thesis

• **Friday, June 10, 12 noon**  
  Deadline to submit GS-13 form

• **Friday, June 17, 12 noon**  
  Candidate will receive notification of acceptance
BEFORE YOU DO ANYTHING ELSE:

• Visit the Cal State LA Thesis and Dissertation website!
  
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• Read the Guide to Preparation of Theses, Project Reports, and Dissertations!
  
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This fund is a reimbursement program designed to support Cal State LA Graduate Student research and/or scholarship conducted towards completing a thesis, creative activity or dissertation. Students funded through this award will receive reimbursement for approved supplies, equipment, and services.

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CYCLE OF THESIS COMPLETION

1. **Research and write thesis**
   - Writing assistance
   - Style guide

2. **Review and Approve**
   - Content (Committee)
   - Format (GRC)

3. **Submit Thesis**
   - GS-13 Form
   - Upload PDF to ProQuest

4. **University Accepts Thesis**
   - Completion and grade change memo sent
   - Thesis delivered to ProQuest and Cal State LA Digital Repository

5. **Thesis Published**
   - Abstract and citation, ProQuest
   - Full text, Cal State LA Library Digital Repository
WRITE A THESIS

• Communicate with Committee. Schedule defense.
• Use citation manager for references (e.g., RefWorks, EasyBib, etc.).
• Confirm style guide and software.
  – DO NOT use Apple Pages, Google Docs, or Open Office!
• Secure permissions.
  – IRB and IACUC
  – Copyrights: http://copyright.universityofcalifornia.edu
• If needed, seek additional assistance.
  – Graduate Writing Studio in GRC
  – GRC Workshops
  – Library Reference Liaisons
  – Seek software support: http://lynda.calstatela.edu.
  – Hire editor
• Reviewers are not the same as your Committee.
• Reviewers’ assignments change every quarter.
• Schedule appointments online.
First Deadline: May 27

PRELIMINARY REVIEW
WHAT ARE WE LOOKING FOR?

• Margins
• Correct pagination
• Preliminary pages and end matter are in correct order
• Proper application of style manual, especially in headings and subheadings, citations, references, tables, and figures
• Permissions

USE THE TEMPLATE AND SAMPLE PAGES!
ORDER OF PRELIMINARY PAGES

- Title page
- Copyright page
- Approval page
- Abstract
- Acknowledgments (optional, unless you received funding or permissions)
- Dedication (optional)
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- Definition of Terms (if any)
A COMPARISON OF THE EFFECTS OF HIGH-P SEQUENCES AND FIXED-TIME SCHEDULES OF REINFORCEMENT ON THE PROBABILITY OF COMPLIANCE TO INSTRUCTIONS

Title is in all caps, double spaced.

“A Thesis” or “A Project Report”

Make sure to specify if your program is a department, division, or school. This varies by college.

Font size and type should remain consistent throughout document (size 12, common font). Entire document is double spaced.

This is the name your degree program within your department. Do not include specific option or concentration (e.g., ABA, Studio Art, etc). See “College, Departments, and Degree Programs” PDF.

No page number

1” margin (top and bottom)

1.25” margin (right and left)

A Thesis
Presented to
The Faculty of the Department of Psychology
California State University, Los Angeles

In Partial Fulfillment
of the Requirements for the Degree
Master of Science
in
Psychology

By
Benjamin Thomas Heimann
August 2013

Name on school records
The thesis of Alicia Winsome Tyce is approved.

Stephen Rothman, Committee Chair
José Cruz González
Meredith Greenburg
James A. Hatfield, Department Chair
Suzanne Regan, Department Chair

California State University, Los Angeles
December 2013

Names may also include degree or honorific, not both.

List committee chair first and department chair(s) last.

Name on school records

Same month and year as on title page

1.25” margin (right and left)

1” margin (top and bottom)
ABSTRACT

Berkeley's System in a Virtual World and the Gap between “Is” and “Ought”

By

Jianli Wang

George Berkeley's immaterialism and idealism are usually considered as wild because they are considered as counter-intuitive. The two different readings of Berkeley: the idealist reading and the phenomenalist reading, all have several problems. I will compare Berkeley's world with virtual worlds and use everyday digital technologies as examples to illustrate his view. This new reading of Berkeley can avoid the problems that the other two readings have, and also make Berkeley's theory less counter-intuitive.

The is-ought problem is the view that there is a fundamental distinction between naturalistic descriptive statements and moral normative statements, so we cannot derive the later from the former. In this paper I will show that we can derive “what we should do” from statements of our desires of well-being and means to achieve a greater well-being, which are naturalistic descriptive, and then we can derive “what I should do” from “what we should do.”

There is no longer a word limit on the abstract; however, a typical abstract should be no longer than 250 words. If possible, avoid using special characters, symbols, “smart” quotation marks. For more info, see ETD Admin FAQ.
ACKNOWLEDGMENTS

I would like to thank Dr. Julio Gonzalez and Dr. Irene Dunne for their direction, assistance, and guidance. In particular, Dr. Gonzalez’s recommendations and suggestions have been invaluable for the project and for software improvement.

I also wish to thank Dr. James Mischener, Dr. Esther Williams, and Mr. Edward Deming, who have all taught me techniques of programming and writing. Thanks are also due to Ms. Carol Morales, commuter specialist, Mr. Henry Chea, eligibility supervisor, and Mr. Hau Lua, tax consultant, for their assistance.

Special thanks should be given to my student colleagues who helped me in many ways. Finally, words alone cannot express the thanks I owe to Don Smith, my husband, for his encouragement and assistance.
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CHAPTER 1

Title of the Chapter

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.

Level 1 Heading

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.

Level 2 Heading

The belief is that bankers are quick to raise and slow to lower the prime rate.

Level 2 Heading

Level 3 heading. For economists, the prime rate is a meaningful measure of the banking industry’s willingness to lend money to both business and consumers. …
ORDER OF END MATTER

- Tables and/or figures (optional)
- References
- Appendices
Figures or table numbers in Appendix are always preceded by a letter. If there is only one Appendix, the letter is A. If there is only one item in the Appendix, the title of the item is the title of the Appendix.

Figure A1. Amounts of scholarship aid received from public and private sources.
PROPER APPLICATION OF STYLE MANUAL

Cal State LA LibGuides

Purdue OWL

• Citations and references
• Headings
• Formatting of tables
• Formatting of figures

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CITATIONS AND REFERENCES

• References
  – Order of elements (author, year, book title, article title, etc.)
  – Formatting
  – Line spacing
• Citations (In text? Footnotes? End notes?)

Use citation manager!
Register for RefWorks
CHAPTER 1
Title of the Chapter

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.

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**Level 2 Heading**

The belief is that bankers are quick to raise and slow to lower the prime rate.

**Level 2 Heading**

**Level 3 heading.** For economists, the prime rate is a meaningful measure of the banking industry’s willingness to lend money to both business and consumers. …

Check your style manual for how to format your headings and subheadings (bold/italics/underline; centered/flush left, etc.). Level 1 headings are always the first type of level in a chapter. (This example is APA format.) See “Sections, Headings, and Subheadings” PDF.
TABLES AND FIGURES

What we are checking:

• Color (figures may have color; tables may not)
• Placement of title and caption (usually above table, below figure)
• Layout and organization of data
• High image quality and legible font
• Placement of tables and figures in manuscript (e.g., inline with text, all together at the end of the thesis, or in the appendix)
Table 1

Error Rates of Older and Younger Groups

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*Note.* Younger groups were 12–14 years old. Older groups were 18–21 years old. One participant gave only one incorrect response.

Tables can be used to display data or text in a clear and concise manner. Tables typically display numerical data in column and row format. All tables should be numbered and given a brief title.
Figure 3. Amounts of scholarship aid received from public and private sources.
Table 1. Periodic Table of the Elements

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* Lanthanide series
** Actinide series

Figure 4. The periodic table of the elements.
Figure 4. The periodic table of the elements.
PERMISSIONS

• Working with Human and/or Animal Subjects
  – IRB or IACUC memo
• Unpublished images
  – Image release form

You must show these forms to your reviewer.
NON-PRINT MATERIALS

• CDs, DVDs, and other media will be stored in Media Library. Must store in traditional jewel or DVD cases (not the skinny ones) and include label on cover and disc with following information:
  – Name
  – Title of Project
  – Department
  – Quarter and year of project completion

This is due the same day as the signed GS-13.
PRELIMINARY REVIEW TIPS

• Near-complete drafts are fine.
• Bring laptop or USB drive with thesis file
• Reviewers are graduate students. Plan ahead!
• “Early bird gets the worm.”
Second Deadline: June 3

UPLOAD COMPLETE DRAFT
WHAT IS THIS DEADLINE?

• Edit thesis per Thesis Reviewer feedback. Upload corrected PDF of thesis to ProQuest.
• Most students will submit Committee-approved thesis at this time; however, thesis will not be approved until we receive GS-13 form.
• Committee may still request content edits.
• Reviewer will review thesis via ETD Administrator and may request format edits.
• Complete edits ASAP!
PREPARING FOR UPLOAD

Before you create PDF:
✓ Check page numbers
✓ Embed fonts (PC only)
✓ Remove password protection

Before you upload PDF:
✓ Check file size (250 MB max)
✓ Open PDF and check pages for accuracy
PUBLISHING OPTIONS

• Traditional (most students) — FREE
  – Restricted access to full text of thesis.

• Open Access Publishing PLUS — $95
  – You really want the whole world to read your thesis!
PROQUEST ETD ADMINISTRATOR TIPS

www.etdadmin.com/calstatela

• Create account ahead of time.

• Create only **ONE** thesis submission.

• Order hardbound copies now (easier) or later (more complicated).

• ProQuest sends your reviewer automated emails every time you make a change.

• **DO NOT** delay with your edits. We have a short turnaround time and need to approve your thesis ASAP!

  See “ETD Administrator Upload Instructions” PDF!
Third Deadline — THE BIG ONE: June 10

SUBMIT GS-13 FORM AND FINAL CONTENT EDITS
GS-13 FORM

- Fill out PDF on your computer
- All members of committee sign same form
- Submit original, inked form to Thesis Reviewer — NO PHOTOCOPIES OR SCANS

Guard the GS-13 with your life!
Deliver it yourself!
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
APPROVAL PAGE FOR MASTER'S THESIS OR PROJECT

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

Candidate Last Name, First and Middle Names

Department/Program

TITLE:

THIS THESIS IS APPROVED:

Committee Chair  Signature

Member  Signature

Department Chair  Signature

Date

Name of degree — this is drop-down menu!

Name on school records

Approximate date that committee signs
SUBMIT FINAL CONTENT EDITS

• Any content edits required by Committee must be completed and submitted by noon on the last Friday of the quarter.

No content edits will be accepted after this deadline!
Final Deadline: July 17

CANDIDATE RECEIVES NOTIFICATION OF ACCEPTANCE
THE MOMENT YOU ARE WAITING FOR

From: Administrator.of.California.State.University@proquest.com
To: You
Sent: Friday, June 17, 2016
Subject: “Your Awesome Thesis” has been accepted

Congratulations! Your submission, 12345, has been approved. It will soon be delivered to ProQuest/UMI for publishing and will be available via the Cal State LA Library Digital Repository.

You have met the Office of Graduate Studies requirements for filing the thesis or dissertation. Any remaining requirements for your degree, including grade changes and the issuance of the diploma, will be monitored by the Graduation Office.

Regards,
Cal State L.A. Thesis/Dissertation Coordinator
WHAT’S NEXT?

• Thesis completion memo sent to Graduation Office and your college one week after quarter ends.
• Memo triggers grade changes.
• If you need to expedite degree posting, please contact Graduation Office.

CELEBRATE!!
HELPFUL RESOURCES

• Cal State LA Thesis and Project Guidelines  
  http://www.calstatela.edu/graduatethesis

• ProQuest ETD Administrator  
  http://www.etdadmin.com/calstatela

• Style Manuals & Writing Guides  
  http://calstatela.libguides.com/style

• Graduate Resource Center  
  http://www.calstatela.edu/graduateresourcecenter
HELPFUL RESOURCES

• Office of Graduate Studies
  http://www.calstatela.edu/graduatestudies

• Purdue Online Writing Lab (OWL)
  https://owl.english.purdue.edu/owl/

• RefWorks
  http://calstatela.libguides.com/refworks
THANKS FOR COMING!

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www.calstatela.edu/graduatethesis  
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