THESIS FORMATTING AND SUBMISSION

Fall 2017

Graduate Resource Center
www.calstatela.edu/graduatethesis
Introductions

- Name
- Department
- Style guide/manual (e.g., APA, MLA, Chicago/Turabian, IEEE, etc.)
Deadlines, Fall 2017

- **Friday, November 17, 12 noon (Week 13)**
  Priority deadline for preliminary review

- **Monday, November 27, 12 noon (Week 14/15)**
  Deadline to upload complete draft of thesis

- **Friday, December 8, 12 noon (Finals Week)**
  Deadline to submit GS-13 form and upload final draft

Candidate will receive notification of acceptance by Friday, December 15.
Before You Do Anything Else

www.calstatela.edu/graduatethesis
Culminating Project Fund

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.

- Amount: Up to $750
- Deadline: Ongoing
- Submit application: Graduate Studies (LIB N A124)
- Questions? Call 323-343-3820.

Submit ASAP!

www.calstatela.edu/graduatestudies
## Cycle of Thesis Completion

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<td>8. Thesis Published</td>
<td>Full text, Cal State LA Digital Repository</td>
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- **Thesis Completion**
  - Research and Write Thesis
  - Writing Assistance
  - Style Guide
  - Review and Approve
  - Content (Committee)
  - Format (GRC)
  - Submit Thesis
  - Upload to ProQuest
  - GS-13 Form
  - University Accepts Thesis
    - Completion and grade change memo sent
    - Thesis delivered to ProQuest and Cal State LA Digital Repository
  - Thesis Published
    - Abstract and citation, ProQuest
    - Full text, Cal State LA Digital Repository
Plan for the Unexpected

- In case of emergency, contact your committee and GRC
- Must be enrolled
  - UNIV 9000
- Backup all the things!
- 7-Year Rule
- Renew IRB before expiration
Resources

- Committee & defense
- Citation manager (e.g., RefWorks)
- Style guide
- Copyright & Fair Use (copyright.universityofcalifornia.edu)
- Graduate Writing Support Program
- Library Reference Liaisons
- Library Digital Repository
- Software support (lynda.calstatela.edu)
- Hire editor
PRELIMINARY REVIEW

First Deadline: November 17
Your Thesis Reviewer

- GRC staff
- Graduate students
- Semester assignments
- Book appointments online
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!
Title is in all caps, double spaced.

A Comparison of the Effects of High-P Sequences and Fixed-Time Schedules of Reinforcement on the Probability of Compliance to Instructions

"A Thesis" or "A Project Report"

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

Name on school records

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)

Make sure to specify if your program is a department, division, or school. This varies by college.
The thesis of Alicia Winsome Tyson is approved.

Stephen Rothman, Committee Chair
José Cruz González
Marni Dean

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

1.25" margin (right and left)

1" margin (top and bottom)

Same month and year as on title page
Abstract

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

Ily

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 latter 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 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 Dune 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 Michener, Dr. Esther Williams, and Mr. Edward Dening, who have all taught me techniques of programming and writing. Thanks are also due to Ms. Carol Morales, commuter specialist, Mr. Henry Chau, eligibility supervisor, and Mr. Hau Lee, 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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Version 1; can be used for tables, figures, photographs — just about any list
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Chapter 1

Each chapter starts on a new page

No running head

Apply this style to all chapter headings. No bold or underline.

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

Arabic numerals start here

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
- Appendix/ces
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.

If only one Appendix, do not use letter in page heading.

Continue page numbers from previous section.

1.25” margin (right and left)

1” margin (top and bottom)

Figure A1. Amounts of scholarship aid received from public and private sources.
Proper Application of Style Manual

- Citations and references
- Headings
- Formatting of tables
- Formatting of figures
Citations and References

- References — Elements and formatting
  


- Citations — In text, footnotes, end notes

- No hyperlinks for URLs
Tables

- Place table number and title above table.
- Legible font and organized data.
- No color. Make use of horizontal lines and white space.
- If table will be broken by page break, bump table to next page. If table is longer than one page, always start it on new page anyway, so as to keep most of it together.

Table 1

<table>
<thead>
<tr>
<th>Level of Difficulty</th>
<th>Mean Error Rate</th>
<th>Standard Deviation</th>
<th>Sample Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>0.05</td>
<td>0.01</td>
<td>12</td>
</tr>
<tr>
<td>Moderate</td>
<td>0.07</td>
<td>0.02</td>
<td>15</td>
</tr>
<tr>
<td>High</td>
<td>0.11</td>
<td>0.02</td>
<td>16</td>
</tr>
</tbody>
</table>

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.
Figures

Figure 3. Amounts of scholarship aid received from public and private sources.

- Place figure number, title, and caption below figure.
- High quality image and legible font.
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.
CDs, DVDs, and other media will be stored in the Library Special Collections. Must store in traditional jewel or DVD cases (not the skinny ones) and include **labels on cover and disc** with following information:

- Name
- Title of Project
- Department
- Semester 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.”
UPLOAD COMPLETE DRAFT

Second Deadline: November 27
Upload to ProQuest ETD Administrator

www. etdadmin.com/calstatela

Make your thesis or dissertation available to the research community with ProQuest
ETD Administrator

At California State University, Los Angeles

Here's why:
- It's easy.
- Submissions, revisions, re-submissions, and approvals with your administrator, online.
- Your work deposited, as applicable, into California State University, Los Angeles repository.
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global.
- Your university resources and guidelines just a click away.

Here's the workflow:

1. Submit
   Yes
2. Review
   Your institution's administrator
3. Revise & Approve
   You and your administrator
4. Deliver
   Your administrator, to ProQuest
5. Done
   Your work is now on ProQuest

Sign up and get started today!
What is this deadline?

- Make requested edits, upload
- Reviewers get to work!
- Revisions still accepted
- Waiting for GS-13
- Format edits
Preparing for Upload

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

Before *and after* you **upload** PDF:
- ✓ 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!
TIP: Create only ONE thesis submission
FYI: ProQuest ETD Administrator

- Hardbound copies & register copyright
- Automated emails
- **DO NOT** delay with your edits!

See “ETD Administrator Upload Instructions” PDF!
SUBMIT GS-13 FORM AND FINAL DRAFT

Third Deadline: December 8
NO PHOTOCOPIES OR SCANS!!
ORIGINAL SIGNATURES!
Submit Final Draft

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

No content edits will be accepted after this deadline!
CANDIDATE RECEIVES NOTIFICATION OF ACCEPTANCE

As late as one week after third deadline
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 LA Thesis/Dissertation Coordinator
What’s Next?

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

AND THEN...
Celebrate! You’re done!
Andrea Gutierrez  
Coordinator, Graduate Resource Center  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
5151 State University Drive, Los Angeles, CA 90032–8253  

Phone  
323.343.3822  

Email  
aguti111@calstatela.edu  

Web  
www.calstatela.edu/graduathesis  
www.calstatela.edu/graduateresourcecenter