THESIS FORMATTING AND SUBMISSION

Fall 2019

Graduate Resource Center
www.calstatela.edu/graduatethesis
INTRODUCTIONS

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INTRODUCTIONS

- Name
- Department
- Style guide/manual
  (e.g., APA, MLA, Chicago/Turabian, IEEE, etc.)
DEADLINES, FALL 2019

- **Friday, November 15, 12 noon**
  Priority deadline for preliminary review

- **Friday, December 6, 12 noon**
  Deadline to upload complete draft of thesis

- **Friday, December 13, 12 noon**
  Deadline to submit GS-13 form, complete defense, and upload final draft

Candidate will receive notification of acceptance by Friday, December 20.
BEFORE YOU DO ANYTHING ELSE

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CYCLE OF THESIS COMPLETION

1. Research and Write Thesis
2. Writing Assistance
3. Style Guide
4. Review and Approve Content (Committee)
5. Format (GRC)
6. Submit Thesis to GS-13 Form
7. Upload to ProQuest
8. University Accepts Thesis Completion and grade change memo sent
9. Thesis Published Abstract and citation, ProQuest
10. Thesis delivered to ProQuest and Cal State LA Digital Repository
11. Thesis Published Full text, Cal State LA Digital Repository
PLAN FOR THE UNEXPECTED

- In case of emergency, contact your committee and GRC
- Backup all things!
- Must be enrolled during submission term
  - **UNIV 9000**
- 7-Year Rule
- Renew IRB before expiration
Committee & Department
Graduate Writing Support Program
JFK Memorial Library
Information Technology Services
Office of Research, Scholarship & Creative Activities
Also:
  Copyright & Fair Use (copyright.universityofcalifornia.edu)
  Hire editor
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
PRELIMINARY REVIEW

First Deadline: November 15
YOUR THESIS REVIEWER

- GRC staff
- Graduate students
- Meet with any reviewer
- 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!
BE CONSISTENT!
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)
Title is in all caps, double spaced.

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.

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

“A Thesis” or “A Project Report”

No page number
The thesis of Alicia Winsome Tyce is approved.

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

California State University, Los Angeles
December 2013

1.25" margin
(right and left)

1" margin
(top and bottom)

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
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 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.

iv
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 Michener, 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. Han Lui, 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.
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>iv</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>v</td>
</tr>
<tr>
<td>List of Tables</td>
<td>vii</td>
</tr>
<tr>
<td>List of Figures</td>
<td>viii</td>
</tr>
<tr>
<td>Chapter</td>
<td></td>
</tr>
<tr>
<td>1. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Purpose of the Project</td>
<td>3</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>5</td>
</tr>
<tr>
<td>Scope/Delimitations</td>
<td>7</td>
</tr>
<tr>
<td>Significance of the Project</td>
<td>7</td>
</tr>
<tr>
<td>2. Review of Literature</td>
<td>9</td>
</tr>
<tr>
<td>CAI Drill-and-Practice in Schools</td>
<td>10</td>
</tr>
<tr>
<td>Computer Games and Reasoning Skills</td>
<td>13</td>
</tr>
<tr>
<td>Rewards and Learning</td>
<td>14</td>
</tr>
<tr>
<td>3. Procedure</td>
<td>15</td>
</tr>
<tr>
<td>4. Evaluation/Conclusion</td>
<td>20</td>
</tr>
<tr>
<td>References</td>
<td>23</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>A. Storyboards</td>
<td>25</td>
</tr>
<tr>
<td>B. Evaluation</td>
<td>103</td>
</tr>
<tr>
<td>C. Instructions</td>
<td>111</td>
</tr>
</tbody>
</table>
LIST OF TABLES

Table

1. Carrying Capacities (K) and Environmental Variations (SD) for Long-term Coexistence Sites ................................................................. 21
2. Demographic Data for Scurius griseus ................................................................................................................................. 22
3. Habitats that Tested the Presence/ Absence HSM ........................................................................................................ 29
4. Habitats Predicted ........................................................................................................................................... 30
5. Univariate Regression Results of Habitat Variables with Relative Abundance of Scurius griseus .................................................................................................................. 33
6. HSM Model and Equation Created to Describe the Relationship between S. griseus Relative Abundance and Three Selected Habitat Variables ................................................................. 37
7. Probabilities of Extinction Risk and Predicted Persistence Times for Scurius griseus in Six Long-term Coexistence Sites before and after the Arrival of Scurius Niger into the Site .................................................................................................................. 42

Version 1; can be used for tables, figures, photographs — just about any list
LIST OF FIGURES

Figure 1. Map of sites tested using the presence/absence Habitat Suitability Model (HSM) ............................................................... 14

Figure 2. Long-term coexistence study sites within Los Angeles County, CA ............ 17

Figure 3. Western gray squirrel and eastern fox squirrel three-month moving average census numbers at Rancho Santa Ana Botanical Garden (RSABG) from October 2009 to February 2013 ......................................................... 32

Figure 4. Observations of S. griseus relative to S. niger as a function of Quercus spp. in a habitat fragment ........................................ 34

Figure 5. Observations of S. griseus relative to S. niger as a function of conifers in a habitat fragment ..................................................... 34

Figure 6. Observations of S. griseus relative to S. niger as a function of trees that are sources of food in a habitat fragment .......................... 35

Figure 7. Observations of S. griseus relative to S. niger as a function of the Shannon-Wiener Index for tree diversity in a habitat fragment ................. 35

Figure 8. The mean persistence time of S. griseus in the six actual long-term coexistence habitats modeled with the Vortex software ...................... 39

Figure 9. Sciurus griseus population sizes over 100 years for each long-term coexistence site before S. niger introduction into the habitat ......... 40

Figure 10. Sciurus griseus population modeled for 100 years at the long-term coexistence sites after S. niger introduction into the sites ..................... 41

Figure 11. Extinction risks for S. griseus at RSABG before and after S. niger arrival simulated over 100 years ............................................. 43

viii
Each chapter starts on a new page

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. …

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.

No running head

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

Arabic numerals start here
Order of End Matter

- Tables and/or figures (optional)
- References
- Appendix/ces
Appendix

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

1.25" margin (right and left)

1" margin (top and bottom)

Continue page numbers from previous section

Figure A1: Amounts of scholarship aid received from public and private sources.

Graphs

Private

Public

2005 2006 2007 2008

$0.00 $2,000.00 $4,000.00 $6,000.00 $8,000.00 $10,000.00
PROPER APPLICATION OF STYLE MANUAL

- Citations and references
- Headings and subheadings
- Formatting of tables
- Formatting of figures
References — Elements and formatting


Citations — In text, footnotes, end notes

No hyperlinks for URLs
Table 1

Error Rates of Older and Younger Groups

<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></td>
<td>Younger</td>
<td>Older</td>
<td>Younger</td>
</tr>
<tr>
<td>Low</td>
<td>0.05</td>
<td>0.14</td>
<td>0.08</td>
</tr>
<tr>
<td>Moderate</td>
<td>0.05</td>
<td>0.17</td>
<td>0.07</td>
</tr>
<tr>
<td>High</td>
<td>0.11</td>
<td>0.26</td>
<td>0.10</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.
Figure 3. Amounts of scholarship aid received from public and private sources.
Figure 4. The periodic table of the elements.
Figure 4. The periodic table of the elements.
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  - IRB or IACUC memo
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  - Image release form
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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:

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- Title of Project
- Department
- Semester and year of project completion

This is due the same day as the signed GS-13.
✔ 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: December 6
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   - You and your administrator
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- Make requested format edits from preliminary review, then upload
- Reviewers get to work!
- Revisions still accepted until GS-13 submitted

Do not submit GS-13 if content edits are not done!
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✓ Embed fonts (PC only)
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SUBMIT GS-13 FORM AND FINAL DRAFT

Third Deadline: December 13
If your department requires a defense, schedule it before December 6

- Feedback at defense
- Formatting of new content added
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!
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 

December 20
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!
Helpful Resources

- Cal State LA Thesis and Project Guidelines
  www.calstatela.edu/graduatethesis

- ProQuest ETD Administrator
  www.etdadmin.com/calstatela

- Style Manuals & Writing Guides
  calstatela.libguides.com/style

- Graduate Resource Center
  www.calstatela.edu/graduateresourcecenter
Helpful Resources

- Office of Graduate Studies
  www.calstatela.edu/graduatestudies

- Purdue Online Writing Lab (OWL)
  owl.english.purdue.edu/owl

- RefWorks
  calstatela.libguides.com/refworks
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