

## Format Requirements

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

### Department Format Requirements

Students must consult with their Committees and departments 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, project reports, and Ed.D. dissertations 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.

### Margins

The left and right margins measure 1.25 inches, and the top and bottom margins measure 1 inch.

### Typeface

The thesis or dissertation will be double spaced, with a 12-point size typeface. A conservative, common, legible typeface (e.g., Times New Roman, Ariel, Courier) must be used.

### Arrangement of the Thesis, Project, or Dissertation Parts

Preliminary pages, which precede the main text, shall be arranged in the following order:

- Title page
- Copyright page
- Approval page (without signatures)
- Acknowledgments (optional; required if funding was received or copyright permissions obtained)
- Abstract

- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- List of Terms or Definitions (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, the end matter follows the main text and shall be arranged as follows:

- Tables and figures (if, on the advice of the Committee, the candidate opts to place them together outside of the main text)
- Endnotes (if any)
- Glossary (if any)
- List of References
- Appendices
- Index (optional)

Each preliminary page, chapter in the main text, list 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 dissertation are numbered using standard Arabic numerals and are counted in pagination.

### **Headings and Subheadings**

The candidate shall consult the appropriate style manual as approved or recommended by the department or Committee when creating and formatting headings and subheadings. Regardless of specific style, headings and subheadings of chapters and sections are constructed and presented in a consistent manner within a thesis.

### **Notes**

The candidate shall consult the appropriate style manual as approved or recommended by the department or Committee for the placement of notes, endnotes, and footnotes. This style must remain consistent throughout the thesis or dissertation.

## **Citations and References**

The candidate shall consult the appropriate style manual as approved or recommended by the department or Committee when formatting citations and references. This style must remain consistent throughout the thesis or dissertation.

## **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. The candidate shall consult the appropriate style manual when formatting tables and figures, paying special attention to the placement and style of titles and captions.

## **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 the end matter, either directly following the main text or in appropriate appendices at the end of the thesis or dissertation. Departments will provide specific guidelines about placement.