THESIS FORMATTING AND SUBMISSION

Spring 2019

Graduate Resource Center
www.calstatela.edu/graduatethesis
Deadlines, Spring 2019

- **Friday, April 26, 12 noon (Week 13)**
  Priority deadline for preliminary review

- **Monday, May 3, 12 noon (Week 15)**
  Deadline to upload complete draft of thesis

- **Friday, May 17, 12 noon (Finals Week)**
  Deadline to submit GS-13 form and upload final draft

Candidate will receive notification of acceptance by Friday, May 24.
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

1. **Research and Write Thesis**
2. **Writing Assistance**
3. **Style Guide**
4. **Review and Approve**
5. **Content (Committee)**
6. **Format (GRC)**
7. **Submit Thesis**
8. **Upload to ProQuest**
9. **GS-13 Form**
10. **University Accepts Thesis**
11. **Completion and grade change memo sent**
12. **Thesis delivered to ProQuest and Cal State LA Digital Repository**
13. **Thesis Published**
14. **Abstract and citation, ProQuest**
15. **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 & 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
PRELIMINARY REVIEW

First Deadline: April 26
Your Thesis Reviewer

- GRC staff
- Graduate students
- Book appointments online through May 3
- Meet with any reviewer
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!
Title Page

Title is in all caps, double spaced.

1.25” margin (right and left)

“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.

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)
The thesis of Alicia Winsome Tyser is approved.

Stephen Rothman, Committee Chair
José Cruz González
Meredith Greenburg
James A. Haffield, 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 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 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, committer specialist, Mr. Henry Chea, eligibility supervisor, and Mr. Han Lu, 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>CAT 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 Scirpus 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 Scirpus 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 Scirpus griseus in Six Long-term Coexistence Sites before and after the Arrival of Scirpus nigro 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. S. griseus population sizes over 100 years for each long-term coexistence site before S. niger introduction into the habitat ........................................ 40

Figure 10. S. 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
Chapter 1

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.

No running head

Each chapter starts on a new page

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.

**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
### 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.

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
- Copyright (if needed)

Must show to your reviewer.
Non-Print Materials

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: May 3
Upload to ProQuest ETD Administrator

www.ETDadmin.com/calstatela

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

Here's why:
- It's easy
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- 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
- Our university resources and guidelines just a click away

Here's the workflow:
1. Submit
2. Review Your institutional 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!
TIP: Create only ONE thesis submission
What is this deadline?

- 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!
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!
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: May 17
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!
Contact Us

Office of Graduate Studies & Graduate Resource Center
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
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Phone
323.343.3820

Email
gradstudies@calstatela.edu

Web
www.calstatela.edu/graduatethesis
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