BEFORE WE BEGIN

- This webinar will be recorded and uploaded to GRC Canvas Course
- All participants will be muted but chat function will be open
- There will be time for a Q/A session at the end
- This webinar will not cover any department-specific protocols or requirements.
Andrew Chavez, M.A.
Coordinator, Graduate Resource Center
achav143@calstatela.edu

• Oversees thesis formatting and submission for the university
• Supervises Thesis Reviewers
• Sends thesis completion memos to Registrar, Graduation Office, and College at the end of each term
Friday, November 13, 12 noon
Priority deadline for preliminary review

Friday, December 4, 12 noon
Deadline to upload complete draft of thesis

Friday, December 18, 12 noon
Deadline to submit GS-13 form, complete defense, and upload final draft

Candidate will receive notification of acceptance by December 23.
BEFORE YOU DO ANYTHING ELSE

www.calstatela.edu/graduatethesis
RESOURCES

- Committee & Department
- Graduate Writing Support Program + GRC Workshops
- JFK Memorial Library
- Information Technology Services
- Office of Research, Scholarship & Creative Activities
- Editors for hire: Email Andrew to request list
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:** gradstudies@calstatela.edu
- **Questions, email us:** gradstudies@calstatela.edu

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PRELIMINARY REVIEW

First Deadline: November 13
STUDENTS MEET WITH A THESIS REVIEWER

- Not a draft or upload deadline (whew!)
- GRC’s early warning system
- Reviewers give format feedback to students on initial thesis draft
- Students can book appointments online
WHAT ARE WE LOOKING FOR?

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

= Did you use the templates 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)
Title Page

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.

"A Thesis" or "A Project Report"

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

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.

Name on school records

No page number

1" margin (top and bottom)

1.25" margin (right and left)
The thesis of Alicia Winsome Tycer 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)

Name on school records
List committee chair first and department chair(s) last.

Names may also include degree or honorific, not both.

Same month and year as on title page

Approval 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 illusory, because they are considered as counter-intuitive. The two different readings of Berkeley: the idealist reading and the phenomenalist reading, both 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 to 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, commutator specialist, Mr. Henry Chea, eligibility supervisor, and Mr. Huu Luu, 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

Take note of how each line is indented, especially different levels of headings.

Be sure to check these numbers and titles against the rest of document.

A single Appendix would say “Appendix” followed by colon, the title, and page number on the same line.
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 Scirrus griseus in Six Long-term Coexistence Sites before and after the Arrival of Scirrus aeger 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 (RSAABG) from October 2009 to February 2013 ......................................................... 32
Figure 4. Observations of S. grisescens relative to S. niger as a function of Quercus spp. in a habitat fragment ......................................................... 34
Figure 5. Observations of S. grisescens relative to S. niger as a function of conifers in a habitat fragment ............................................................... 34
Figure 6. Observations of S. grisescens relative to S. niger as a function of trees that are sources of food in a habitat fragment ........................................ 35
Figure 7. Observations of S. grisescens 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. grisescens in the six actual long-term coexistence habitats modeled with the Vortex software ........................................ 39
Figure 9. Sciurus grisescens population sizes over 100 years for each long-term coexistence site before S. niger introduction into the habitat .................................. 40
Figure 10. Sciurus grisescens 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. grisescens at RSAABG before and after S. niger arrival simulated over 100 years ......................................................... 43
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
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 and subheadings
- Formatting of tables
- Formatting of figures
<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.

* Lanthanide series

** Actinide series
PERMISSIONS

- Working with Human and/or Animal Subjects
  - IRB or IACUC memo
- Unpublished images
  - Image release form
- Copyright (if needed)

Must show to your Thesis Reviewer!
PRELIMINARY REVIEW TIPS

✓ Schedule your preliminary review appointment once you have one or two chapters completed.

✓ Send your draft to a Thesis Reviewer **AFTER** you’ve merged it into the template.

✓ Reviewers are graduate students. Plan ahead!
UPLOAD COMPLETE DRAFT

Second Deadline: December 4
WHAT IS THIS DEADLINE?

- Make requested format edits from preliminary review, then upload.
- Reviewers get to work!
- Content revisions still accepted until GS-13 submitted

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- **DO NOT** delay with your edits!
Thesis Reviewers will give detailed feedback on your draft.

Make your edits ASAP!
THESIS DEFENSE

- If your program requires a defense, schedule it no later than the second thesis deadline.
- This allows adequate time for you to incorporate feedback received at your defense into your draft (which will eventually be checked for formatting).
SUBMIT GS-13 FORM AND FINAL DRAFT

Third Deadline: December 18
The GS-13 is the approval page for theses, project reports, and dissertations.

GS-13 forms must be submitted to GRC@calstatela.edu with digital signatures of all committee members.

DocuSign is the easiest way to acquire digital signatures.
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.
Any content edits required by Committee must be completed and submitted by noon on the last Friday of the term.

We work with you, even beyond the final deadline, to correct outstanding formatting errors. Check your emails for feedback even after finals week.
CANDIDATE RECEIVES
NOTIFICATION OF ACCEPTANCE

As late as one week after third deadline
December 23
WHAT’S NEXT?

- Thesis completion memo sent to Graduation Office, Registrar, and your College one week after term ends.
- Memo triggers grade changes for 5970, 5990, 5995, 9000.
- If you need to expedite degree posting, please contact the Graduation Office.
From: Administrator.of.California.State.University@proquest.com
To: You
Sent: Friday, May 24, 2019
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 LA Thesis/Dissertation Coordinator
CELEBRATE! YOU’RE DONE!
FINAL THESIS TIPS/REMINDERS

- Save multiple drafts in multiple places.
- You must be enrolled during submission term (fall, spring, and summer*)
  - UNIV 9000
- 7-Year Rule for course expiration
- Renew IRB before expiration

*If a student wishes to submit their thesis during the summer. All committee members must confirm in writing that they will be available to serve on the student’s committee during the summer. Forward this to the GRC Coordinator.
QUESTIONS?
Contact Us

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