Guidelines-Master’s Thesis/Project
Formatting and Electronic Submission Workshop
Created by Marilu Salcedo
Important

If you have any questions in regards to graduation. Please contact Graduate Studies office.

A reminder to students, the Library Reviewer only reviews your preliminary pages and your formatting throughout your paper. Any further questions that does not involve with formatting or submissions please contact your department.
Know your Deadlines

- Please visit the link below to find out the date of your final submission.

Preliminary Library Format Review

If you have not made an appointment yet to have your paper review please do so as soonest possible.

Contact Library Format Reviewer: Marilu Salcedo at 909-869-3076, *prefer email: msalcedo@cpp.edu

http://libguides.library.cpp.edu/Libraryformatreview

Please bring with you a printed copy of your paper. We will not see you if you do not have it with you. We need a physical representation of your paper, in order to help you fix the errors of your paper.
Formatting Rules

- **Typing:** Theses/Projects must be typed double-spaced on one side of the page. Font size must be no smaller than 10 points or larger than 12 points. Standard typefaces including Arial, Calibri, and Times New Roman are required.

- **Margins:** Margins on the top, right and bottom must be 1", and the left margin must be 1.5" (to have room for binding). [Exceptions: The Title Page and Signature Page should each have 2" margins at the top.]

- **Pagination:** All pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, etc.). The title page is counted but the number is not printed on the page. This are preliminary pages.

- Beginning with the first page of the main body of the text, pages are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.).
Samples of Formatting

- Title Page
  - 2” on top
  - 1.5” left hand
  - 1” right hand
  - 1” Bottom
  - No page number
Samples of Formatting

✧ Signature Page
✧ 2” on top
✧ 1.5” left hand
✧ 1” right hand
✧ 1” bottom
✧ Start with roman number

Page 2 (ii)
Title page explanation

Make sure you write if you are doing a Thesis or Project

SIGNATURE PAGE

THESIS: STUDIES OF THE NERVOUS SYSTEM OF FRESHWATER CRAYFISH

AUTHOR: Charles W. Cranston

DATE SUBMITTED: Spring 2016

Biological Sciences Department

Please change quarter and year you are submitting

Dr. Donald Q. Dunnit
Thesis Committee Chair
Biological Sciences

Dr. Harvey P. Paddle
Biological Sciences

Dr. Fred Soring
Biological Sciences

Make sure you ask your Reader if they have a Ph. D how they want their name on the signature page, Dr.? or Ph.D.?

Please make sure you have Thesis or Project Committee Chair as title and then the departments name.
No need to write the name of the colleges, or Schools. Please see sample above.
Sample of Formatting

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Sample of Formatting

- List of Tables
- And List of figures
- Are the same style
- 1” all around
- 1.5” left hand
Sample of Formatting

- **Chapters**
  - All pages must follow same
  - Margins 1.5” left, 1” top, right, and Bottom
  - Chapter 1 starts with page 1 and on, Arabic numbers.
  - Make sure your chapter title Match with table of contents.

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**CHAPTER 1: Introduction**

1.1 Chapter Overview

The hotel sector is an important segment of the tourism industry in any economy and the employees play a crucial role in delivering services to customers or the tourists visiting the hotels (Chen, 2013). A brief overview of the research topic and the rationale behind choosing such a topic for the thesis is presented in the introduction chapter. The background of the hotel industry and the importance of the human resource management in enhancing performances of the employees for improving the quality of services are explained in this chapter. The main issues of the topic for the research thesis are illustrated in the problem statement. The chapter also presents the objectives of the research thesis and the relevance of the thesis paper in understanding the importance of employees’ performances for increasing the standard of services in the hotel industry of the UK. The research thus attempts to identify the factors that can motivate the employees to perform better. On the basis of these research objectives, the research hypothesis is framed. The research questions that are to be addressed by the researcher through the conduct of the thesis paper are presented in this chapter. The limitations of the thesis and the overall structure or summary of the paper are provided in the last section of this chapter.

1.1.2 Background

The hotel industry of the UK has grown considerably since 1006 as the UK offers some favourable destinations for the tourists all over the world. The UK accounts for...
Sample of Formatting

- Reference/Bibliography
- Double space
- Follow citation style
- We don’t check citation
  please make sure you
  check with your professor

REFERENCES

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Social Sciences, 3(9), 432.

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University Press, USA.

Chand, M. & Katan, A. A. (2007). The impact of HRM practices on organisational

Chand, M. (2010). The impact of HRM practices on service quality, customer
satisfaction and performance in the Indian hotel industry. The International
Samples of Figures and Tables

 adolescente smoking habits sample

Figure 1. Smoking Habits of Adolescents. Adapted from Lang et al. (2014, p. 1006).

- Label the figure.
- Provide a caption.
- Acknowledge how the information was used.
- Cite the source in modified split citation.
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>
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<td>.26</td>
<td>.10</td>
</tr>
</tbody>
</table>

Obtain signatures from committee chair and readers

- Please have the library format reviewer check your Signature Page for formatting prior to printing it and obtaining your committee members' signatures.

- One signed signature page is required, although we recommend you obtain an additional signed signature page for your records.
Final Library Format Review

- Once you have defended or your professor told you your paper is good to submit. Please schedule an appointment with your library reviewer.

- Please Bring with you the signature page with original signatures, and another draft of your paper so we can see it one more time, in order for us to sign off on the submission form.

- Please bring submission form completed.
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
PROJECT & THESIS ELECTRONIC SUBMISSION FORM

Circle One:  Thesis  Project  Semester Submitted:

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Full Name: _____________________________________________
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Home Phone: ___________________________ Alternate Phone: _______________________

Email: ____________________________________________

BRONCO ID: __________________________________________

Master’s Program: ______________________________________

LIBRARY FORMAT REVIEWER APPROVAL

Checked and approved by
Library Reviewer: ___________________________ Date: ___________________________
Graduate Office Submission

- Appointments are required and should be scheduled with Rebecca Rivas, Graduate Analyst or her assistant at 909-869-3331, rrivas@cpp.edu

- Graduate Studies office, Building 1, room 113
Overall Final Review

- Please bring the following paper work with you on the day of the final review to the library:
  - Electronic submission form.
  - The Signature page with actual signatures.
  - One printed copy of your final thesis/project.

- From the library then you will submit all paperwork to Graduate Studies office.

- Submit electronically through Bronco Scholar.
Building SSB 121
Submit paperwork to information desk. No need to make an appointment to submit paperwork.
TIPS

- Please print two pages for Signature Page, no double sided.
- Please follow up with your Library Reviewer on your final review.
- Do not do the accessibility until your library reviewer has signed your form.
- The writing center and the library review are two different things. Please make sure you schedule a preliminary review in order to submit.
- Please don’t wait until the last minute to do your formatting review.
Any Questions?
Survey

- We hope that this workshop provided you with valuable information. Please take a few minutes to answer the questions. Your feedback will enable us to continuously improve our programs.

- [http://cpp.libsurveys.com/libraryformattingworkshop](http://cpp.libsurveys.com/libraryformattingworkshop)

- I will be emailing this link later on!

- Thank you!
Graduate Studies Website

Let's navigate through Graduate Studies Website!

Please visit the website for more details on formatting guidelines and template:


Submission forms:

http://www.cpp.edu/~gradstudies/graduate-office-submission.shtml