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, office 15-2334M
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.
New Office Location

Starting October 1st, my new location will be in the second floor room **2334M** of the library. You can also ask for me in the **Knowledge Center** and they will call me so I can come out and speak to you.
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

話し 目録


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

Make sure you do All CAPS on title

THESIS:

STUDIES OF THE NERVOUS SYSTEM OF FRESHWATER CRAYFISH

AUTHOR:

Charles W. Cranston

DATE SUBMITTED:

Spring 2016

Please change quarter and year you are submitting

Department of 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.?

Dr. Donald Q. Dumit
Thesis Committee Chair
Biological Sciences

Dr. Harvey P. Padiddle
Biological Sciences

Dr. Fred Soring
Biological Sciences

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
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.
Sample of Formatting

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

REFERENCES

success. International Journal of Contemporary Hospitality
Management, 19(2), 107-119.

performance in the Barbados hotel industry. International Journal of

Azar, M., & Shafighi, A. A. (2013). The effect of work motivation on employees’ job
performance (Case study: employees of Isfahan Islamic Revolution Housing
Foundation). International Journal of Academic Research in Business and
Social Sciences, 3(9), 432.

practice, 3(4), 77-86.


University Press, USA.

performance in the Indian hotel industry. Employee Relations, 19(6), 176-194.

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

- APA Citation Sample

![Pie chart showing smoking habits of adolescents.](image)

*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.
# APA Citation Table sample

<table>
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<th>Level of difficulty</th>
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</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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<thead>
<tr>
<th>STUDENT INFORMATION</th>
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Graduate Office Submission

- Appointments are not required but if you would like to schedule one please contact Rebecca Rivas, Graduate Analyst or her assistant at

  909-869-3331, rrivas@cpp.edu

- Graduate Studies office, Student Services Bldg., 1st floor, orange counter
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](http://www.cpp.edu/~gradstudies/graduate-office-submission.shtml)