THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID

FORMAT: USE ALL CAPS AND BOLD FONT

A THESIS

Presented to the Department of Science Education

California State University, Long Beach

In Partial Fulfillment

of the Requirements for the Degree

Master of Science in Science Education

Committee Members:

John D. Smith, Ph.D. (Chair)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:

Jean D. Smith, Ph.D.

By Firstname M. Lastname

B.S., 2004, University of California, Riverside

May 2016

ABSTRACT

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID

FORMAT: USE ALL CAPS AND BOLD FONT

By

Firstname M. Lastname

May 2016

A word count of 150 words is recommended for abstracts by Master's degree candidates because ProQuest Dissertations and Theses database uses the text of each candidate's abstract as the abstract used in the item record of the database. Because of the design of the database item record screen, each abstract is cut off at about 150 words in the database. Doctoral level abstracts are cut off at 350 words in the database. All key concepts should be included in your abstract before these cut-off points.

Begin page numbering with the abstract. Use lowercase Roman numeral ii for the first page of the abstract. Indent all paragraphs, and do not justify the right margin, which means the right edge of text should be ragged. Citations and direct quotes are not used in the abstract. As a point of reference, the word count at the end of this paragraph is 150 words.

ACKNOWLEDGEMENTS

The acknowledgements page is not required, but many people include one. You may give appreciation to anyone who has assisted you with writing or researching your manuscript as well as friends and family or anyone who has inspired you or supported you during your life or the course of your education.

If you wish to dedicate your manuscript to someone, you can write out a dedication as part of your acknowledgements, but a separate dedication page is not allowed. All of the formatting rules that apply to your text apply to the acknowledgements page.

Acknowledgements can be spelled either acknowledgements or acknowledgments, but be consistent in spelling as a title on this page and as a listing in the table of contents.

Sentences or paragraphs in languages other than English can be used in the acknowledgements without quotation marks or italics or translation. Slang and colloquialisms can be used, but keep in mind that your manuscript will be accessible online to future employers and others assessing your background who may be find such language unprofessional.

If you have received funding for your research and the funding organization requires recognition, mention it on the acknowledgements page.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1

INTRODUCTION

The formatting in this document illustrates the formatting rules laid out in the *University Style and Format Guidelines for Theses, Project Reports, and Dissertations* (California State University, Long Beach [CSULB], 2016)*,* also known as the University Guidelines Manual, maintained by the Thesis and Dissertation Office and approved by the Dean of Graduate Studies at CSULB. The University Guidelines Manual lists all formatting rules in detail. The newest edition of the manual is available online at http://www.csulb.edu/library/guide/serv/documents /thesis_manual.pdf.

The text of this mini-manuscript does not cover all formatting rules. If you have specific questions about formatting your thesis, refer to the University Guidelines Manual or call the Thesis and Dissertation Office at 562-985-4013 or email lib-thesis@csulb.edu.

Use of the Word "Thesis" for Brevity

For brevity, wording throughout these chapters will refer to "thesis," but all comments pertain to project reports and dissertations as well unless specifically stated otherwise. For instance, the title page at the beginning of this document uses wording for a thesis. Examples of the wording used for a title page for a project report or a dissertation are included in Appendix A.

Use of American Psychological Association (APA) Formatting

A few in-text citations and a references list are included in the mini-manuscript to represent citations from a webpage, a journal article, a book, and a chapter in a book. Formatting rules detailed in the *Publication Manual of the American Psychological Association* (APA, 2010) have been used for citation format as well as textual format (such as use of numbers and capitalization) because it is the predominantly used format among departments at CSULB.

Appendix D includes examples of Turabian formatting (footnotes and bibliography). Appendix E shows examples of references lists with numbered citation, one with bracketed numbers.

One Inch Margins

Use one inch margins for all margins for all pages throughout the document. That is, one inch top margin, one inch right margin, one inch bottom margin and one inch left margin.

Definition of Terms

A list of definitions is often included in theses. This is the recommended formatting for definition of terms, although other arrangements can be used and still follow University Guidelines Manual rules.

Paragraph format: Paragraph format is a top priority in the University Guidelines Manual. The first line of each definition is indented like a paragraph. Italics (rather than underlining) is used for terms at the beginning of definitions to avoid confusion with third level subheads. Note that one space is used after the colon. Sentence style capitalization is used for terms being defined.

Uniform double line spacing: The blank space between lines of text is roughly equivalent to the measurement between the highest extended character of the font used and the lowest extended character of the font used. No extra blank space is allowed between titles and subheads, titles and text, subheads and text, or between paragraphs. If spacing between lines is too wide, select text before and after the gap and set line spacing to 0 pt.

Single spacing: Single spacing refers to spacing between words and should not be confused with single line spacing. Single spacing can be used after punctuation that ends a sentence in the text, usually periods, but also question marks and exclamation points. The single spacing rule applies to block quotes, table notes and figure captions. If superscript numbers are

used to designate footnotes, place them immediately after the end punctuation and then use single spacing after the superscript number. Double spacing may be used after punctuation at the end of sentences if it is used consistently in all chapters and the abstract.

Right justification: When text uses right justification, the right edge of the text is even. Right justification of text is not allowed by University Guidelines. The right edge of text should appear ragged.

CHAPTER 2

PRELIMINARY PAGES

Preliminary Pages Illustrated in Appendices

The preliminary pages require special attention because formatting requirements like page numbering and use of bold font vary. The formatting for some preliminary pages is demonstrated in the appendices.

Appendix B includes an example of a copyright page, which is optional. The copyright page may be included whether or not the document has been registered with the Copyright Office. If follows the title page and does not have a page number.

Appendix C includes examples of a list of abbreviations and a list of works. A list of abbreviations, which is optional, can be helpful to readers if the manuscript contains many acronyms. Each acronym must still be explained in text even if there is a list of abbreviations.

Variation in Requirements for Different Pages

The preliminary pages can be the most difficult pages to format in your thesis. Table 1 gives details about the formatting requirements for preliminary pages. The preliminary pages listed in Table 1 are listed in the order in which they should be arranged in the document.

Title Page and Abstract

It is important to proofread the first two preliminary pages of your document several times to check for spelling errors and placement of lines of text. Be sure that the title of your thesis is formatted with the longest line first followed by progressively shorter lines (an inverted pyramid). The wording of the title and the line breaks of the title should match exactly on these two pages. Your name should also be an exact match. Use the name that you have used in your official university records**.**

TABLE 1. Breakdown of Requirements for Preliminary Pages

Page Description	Required or Optional	Page Number Format
Signature Page	Not included in the manuscript! Required at time of thesis submission--but this page is stored separately in Thesis Office	No page number
Title Page	Required	No page number
Copyright Page	Optional	No page number
Abstract	Required	Begin page numbering with lowercase Roman numeral ii
Acknowledgements Page	Optional	Lower case Roman numerals
Table of Contents	Required for all manuscripts that are divided into chapters	Lower case Roman numeral
List of Tables	Required for all manuscripts that have numbered tables	Lower case Roman numerals
List of Figures	Required for all manuscripts that have numbered figures	Lower case Roman numerals
List of Abbreviations	Optional	Lower case Roman numerals
List of Works	Required for manu-scripts with CDs or DVDs containing multiple works that are referred to by number in the text	Lower case Roman numerals

TABLE 1. Continued

Page Description	Required or Optional	Page Number Format
Preface	Optional	Lower case Roman numerals

Note: A table must fill an entire page before continuing to a new page. If a table continues to a second page, no spanner line is used at the bottom of the first page. The next page begins with the word "TABLE" in all upper case letters and bold font, then the table number, then a period and one space, and then the word "Continued" with an upper case "C" and bold font. The column headers should be repeated as the first row of the continued table. Note that 11 point font is used for the data within the table for compactness. The table title and table note use 12 point.

Table of Contents and Lists of Tables and/or Figures

The format of the table of contents has recently been simplified, but it still requires close attention to indentation, line spacing, and page number alignment, to name just a few of the details. Tab settings are no longer required to align page numbers to the right and create dot leaders. Table 2 lists Microsoft Word tab settings that can be used for alignment in a table of

TABLE 2. Tab Settings and Justification Settings for Table of Contents Used to Create Uniform Indentation and Align End Points of Dot Leaders and Right Align Page Numbers

Table of contents element	Tab setting	Left or right justification
Chapter title indent	0.25	Left
Indent for lines that follow first line of title in a multi-line title	0.75	Left
Dot leader (leader size = 2)	6.32	Right
Page number (leader size = 0)	6.45	Right

Note: The table itself can be centered, but the table title and table note must begin at the left margin. If the table title or table note is more than one line, single line spacing is used. Also note the alignment by decimal or assumed decimal of the numbers in the second column.

contents. These tab settings can also be used to align page numbers in a list of tables or a list of

figures as well. Other options for creating dot leaders and page numbers aligned to the right. The

alignment setting "Justify" can be used and dots manually inserted or the table of contents feature in Microsoft Word can be used. With either of these methods, line spacing and some indentation may need to be adjusted.

It is important to note that only the titles of major sections, including listings for each chapter title and appendix title is required for the table of contents. Headings above the column of page numbers or the column of chapter numbers should *not* be used in the table of contents, list of tables or list of figures.

The list of tables and list of figures are very similar to the table of contents. The title of each one is in bold font and all caps. Each listing begins with a number for the list of table and list of figures. Headline style caps are used for table titles (An Example of Headline Style of Capitalization) in the text and in the list of tables. Sentence style caps (An example of sentence style of capitalization) are used for figure captions in text and in the list of figures. In the list of figures, list only the words up to the first period of each figure caption.

CHAPTER 3

THE FORMATTING OF CHAPTER TITLES WITHIN THE TABLE OF CONTENTS AND IN THE TEXT AND SUBHEAD FORMAT IN TEXT

Formatting of Chapter Titles

Each chapter must begin on a new page. Chapter titles contain two elements. The first element begins with the word "CHAPTER" in all uppercase letters and bold font followed by the chapter number in Arabic numerals (1, 2, 3, etc.) in bold font. The second element contains the words of the title of the chapter in all uppercase letters and bold font. Fill a full line of text with the words in the title of the chapter before continuing to another line if the chapter has a long title and use uniform double line spacing between the lines.

However, for a chapter title requiring more than one line in the table of contents, single line spacing is required.

Placement of Subheads Within Text

Throughout the ages, men and women have developed their skills of communication (Donawerth, 2002). One technique for informing and persuading is to arrange facts into logically progressive segments that lead to a conclusion. First level subheads are used to alert the reader to major topics being covered in each chapter. Second and third level subheads mark subdivisions within the major topics. The placement of the subheads within the text designates the hierarchy of the subheads. To maintain this hierarchy, the first subhead of each chapter must be a first level subhead and subheads must always be placed in first-second-third-level order (i.e., a third level subhead cannot immediately follow a first level subhead).

Formatting of First Level Subheads and Lower Level Subheads

First level subheads are centered on a line separate from text, and they are in bold font and use headline style capitalization. For headline style capitalization, the first word and all significant words are capitalized. The definition of *significant word* varies between style guides. Figure 1 lists the types of words that are not capitalized in headline style caps.

Line Spacing for Long First Level or Second Level Subheads That Take up More Than One Line

If a first level subhead or a second level subhead uses more than one line, use single line spacing within the subhead and double line spacing before and after it. Fill the first line of the subhead with text before continuing to a new line.

Second Level Subheads and Lower Level Subheads

Second level subheads begin at the left margin on a line separate from text, and they are in bold font and use headline style capitalization.

Third level subheads. Third level subheads are very different from first and second level subheads. Third level subheads are in bold font like the other levels of subheads. However, third level subheads are placed on the same line as text. Third level subheads are indented and end with a period before beginning the first sentence of the text. Third level subheads use sentence style capitalization in which the first word is capitalized as well as any word or words that would be capitalized in a sentence in the text. Table 2 has examples of sentence style caps. If a third level subhead fills more than one line, use double line spacing.

Non-hierarchical heading: Sometimes a heading is needed that does not fit within the hierarchical arrangement of topics, like the definition of a term. Use italics for these headings with sentence style caps and a colon at the end.

CAPS FACTS

ALL CAPS—Every letter is upper case

THE TITLE OF YOUR MANUSCRIPT

Headline Style of Caps—The first word is capitalized and all significant words are capitalized

All First Level Subheads and the Titles of Tables

WHAT ISN'T CAPITALIZED IN HEADLINE STYLE CAPS?

ARTICLES	CONJUNCTIONS	SHORT PREPOSITIONS
a	or	on
an	and	for
the	but	at

Sentence style of caps—The first word of title or subtitle and anything that is normally capitalized in a sentence

Third level subheads. All figure captions.

WHAT IS CAPITALIZED IN SENTENCE STYLE CAPS?

ACRONYMS	NAMES OF ORGANIZATIONS	NAMES OF COUNTRIES/PLACES
IEEE	U.S. Post Office	United States
NASW	Reed College	Colombian
CSULB	Urban Outfitters	Long Beach

FIGURE 1. Different formats of capitalization. All caps, headline style caps, and sentence style caps are the types of capitalization used within a manuscript. Notice how the figure is centered on the page when it is placed on a page with no text.

CHAPTER 4

TABLES AND FIGURES

Comparison of Formatting of Tables and Figures

Tables and figures are differentiated by formatting in several ways:

1. Table titles are placed above tables and figure captions are placed below figures.

2. Table titles do *not* have a period at the end. Figure captions do have a period at the end.

3. Table titles use headline style capitalization—the first word and all significant words are capitalized. Figure captions use sentence style capitalization—the first word is capitalized and any word following a period is capitalized as well as any word that would be capitalized in a sentence in the text. Headline style capitalization is used for table titles in the list of tables and sentence style capitalization is used for the truncated figure captions in the list of figures.

4. The font style for data within tables should be consistent for all tables in the document, the font size can be as small as 10 point font size if needed to fit rows and columns within margins. Font used in a figure must be legible, but it is not restricted by style or size. Color can be used in a figure as well as bold font. A table must have horizontal lines that span the width of the table at the beginning of the table (above the column headings), below the column headings, and at the end (below the last row of the table). Other lines (horizontal and vertical for grid design) are optional. A figure can be enclosed with lines on all edges or not enclosed with lines.

5. The complete table title should be listed in the list of tables. In the list of figures, only the words of the figure caption up to the first period should be listed.

Tables and figures have many similarities:

1. Table titles, notes to tables, and figure captions use font style that matches the font style of the text and use 12 point font style. Table titles and figure captions use bold font, but notes to tables do not use bold font

2. Table titles, notes to tables, and figure captions begin at the left margin and fill the fill all the way to the right margin before continuing to a new line.

3. If a table title, a note to a table or a figure caption is longer than one line, single line spacing is used.

4. The heading that begins table titles (TABLE) or figure captions (FIGURE) uses all caps, followed by the number and then a period.

5. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, 2.1, 2.2., 2.3, etc.) is permitted if that type of hierarchical numbering is used for chapter subheadings.

6. The wording of each table title or figure caption (and the page number location) must match exactly in the text and in the list of tables or list of figures.

Placement of Tables and Figures

Tables and figures can be placed within text, or on a page without text, or in appendices. Figure 2 illustrates a frequent error made in the placement of tables and figures. Often people space down to begin a table or figure on the next page because that blank area is not big enough for the table or figure to fit. Rather than spacing down, continue to fill that page with text. By referring to the table or figure by number, you alert the reader that relevant material is being
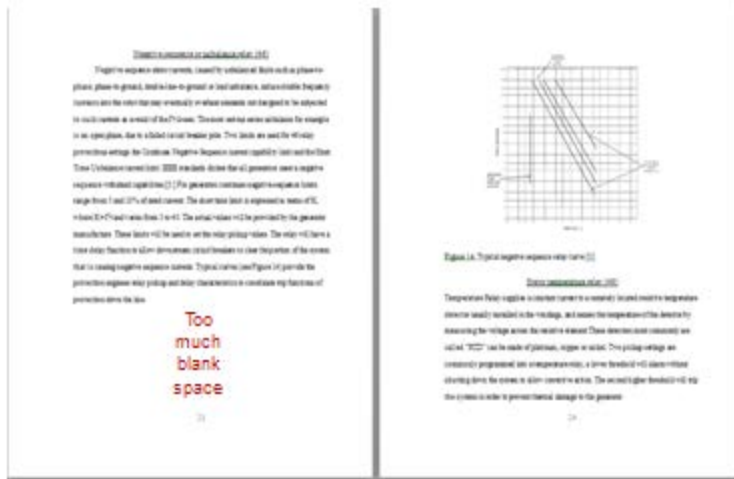
FIGURE 2. A page of text must be filled as much as possible with text. As a rule of thumb, more than an inch and a half of blank space between the last line of text (or bottom of table or figure) rarely occurs, either for a page with text only as illustrated above or for a page that contains text followed by a small table or figure. Tables 1 and 2 illustrate correct placement of tables or figures within text. This figure, which is centered top to bottom on the page illustrates correct placement of tables or figures on pages without text.

graphically presented. The reader can refer to the list of tables or list of figures if he or she cannot intuitively determine the location of the figure or table.

Spacing Between Tables or Figures and Text

Extra spacing is required between tables and figures if they are placed on a page with text. Keeping track of this spacing during revisions of the text can be time-consuming. Therefore, it is recommended to choose to place figures or tables on the same page as text only if your thesis committee requires it.

One to three blank lines (of single line spacing height) are required above, below, or above and below a table or figure to create a visibly apparent break between the text and the table or figure. The blank space is approximately one quarter of an inch to one half of an inch.

Tables 1 and 2 demonstrate correct spacing within text. If there is no text above the table on a page, then the table begins at the top of the page as shown with Table 1. If there is text above and below the table or figure, then there is extra spacing above and below the table or figure as demonstrated by Table 2. If there is enough room (after the one to three lines of blank space) to fit two lines of text or a subhead and two lines of text below a figure or table which has text above it, then those lines of text should be included on that page, as shown below Table 2. As a rule of thumb, more than an inch and a half of blank space between the last line of text (or bottom of table or figure with text above it) rarely occurs.

Placement of Tables or Figures on Pages Without Text

Placing tables or figures on pages without text often simplifies the formatting process. Two, three, or four smaller tables or figures (or combinations of tables and figures) can be placed together on a page without text as long as one to three blank (single line-spaced) lines can be

fitted in between them. If a figure or table (or group of tables and figures) is placed on a page without text, it should be centered top to bottom on the page as demonstrated by Figures 1 and 2.

Placement of Tables or Figures in Appendices

Tables or figures can also be placed in one or more appendix. Using an appendix for tables or figures allows the reader to flip through all graphic material without interruption by text. It should be noted that all options of table or figure placement—on page with text, on page without text, and/or in appendices—can be used within the same thesis. Be aware that the numbering of tables or figures is determined by the order in which they are mentioned in the text rather than their order of appearance in the text, so combining tables or figures in text with tables or figures in appendices requires extra care to clarify their location to readers.

The Numbering of Tables and Figures

If a table or figure is placed in chapters, it must be numbered. If a table or figure is specifically referred to in the text it must be numbered (whether the table or figure is located in chapters or in appendices). However if graphic material is placed in appendices and is not discussed in the text as a specific item, it does not have to be numbered or listed in the list of tables or list of figures. For instance, all of the graphic material that is contained in the appendices in this document would have to be numbered and formatted as figures if this graphic material had been placed in chapters.

Tables of More Than One Page

Tables can fill more than one page. However, the table must be large enough to fill a complete page before it continues to a second page. Table 1 illustrates the formatting for a multi-page table. There is no end line at the bottom of a table that continues to another page. Each new page of a table after its first page begins with the word "TABLE" in all upper case letters and

bold font, then the table number, then a period and one space. The word "Continued" with an upper case "C" and bold font follows. The headers used on the first page of the table must be repeated as the first row of each page of a long table.
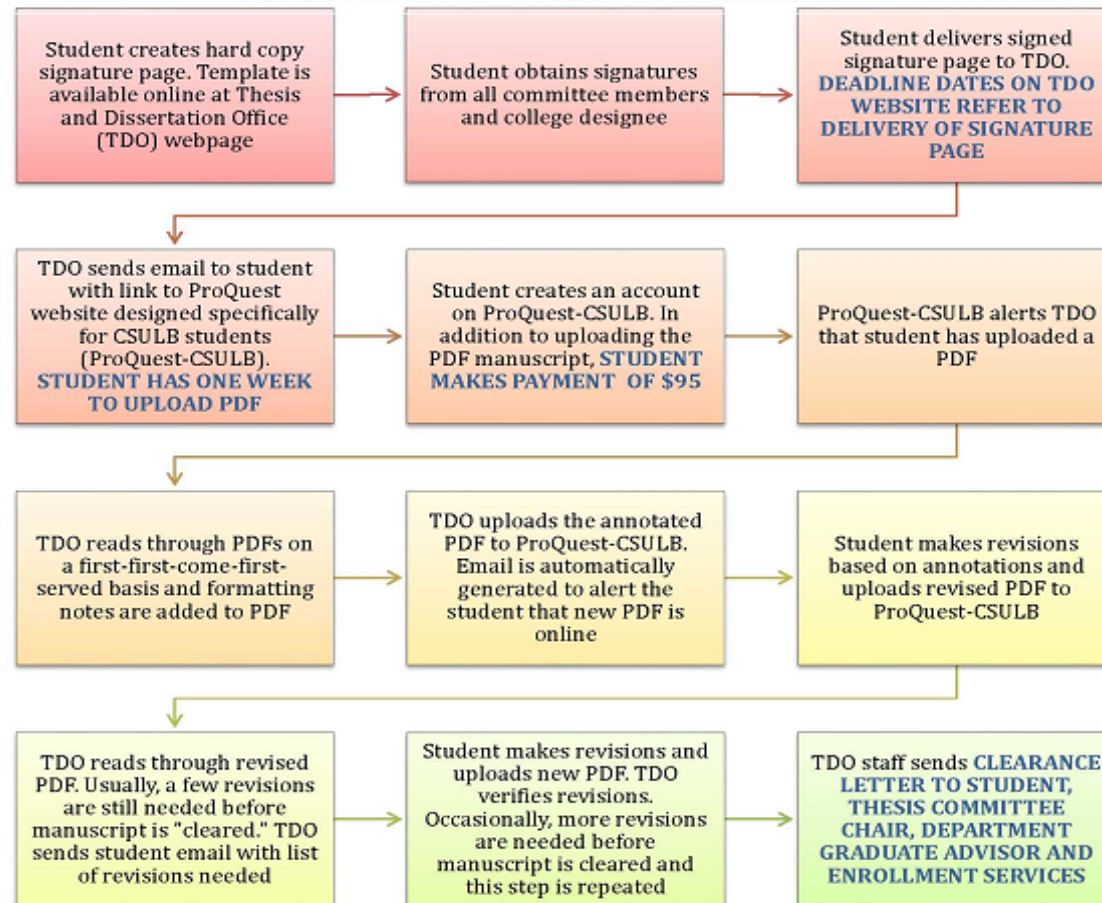
Wording of Figure Captions

Special attention should be given to the wording of figure captions due to the rule about truncating figure captions when listed in the list of figures. Only the words up to the first period of a figure caption should be listed in the list of figures. The words in figure captions do not have to be grammatical sentences to end in a period. Therefore, it is often easier to begin a figure caption with a brief phrase ending with a period and then continue with description or explanation of the figure with as many sentences as needed. All of the figures in this document begin with a descriptive phrase.

Formatting with Landscape Orientation

Also, since figures must fit on a single page, it can be necessary to use landscape rather than portrait orientation. (Tables with many columns can be formatted with landscape orientation as well.) Figure 3 demonstrates the formatting for landscape orientation. Tables or figures using landscape orientation must be placed on a page without text. The top of a table or figure using landscape orientation should begin at what is normally the left margin and fit inside all required margins. The page number must be centered and located just above what is normally the bottom one inch margin. The easiest way to move and rotate the page number is by using a text box. Contact the Thesis and Dissertation Office for help if you have trouble formatting a landscape oriented figure or table.

CSULB Electronic Thesis Evaluation Process

Student creates hard copy signature page. Template is available online at Thesis and Dissertation Office (TDO) webpage	Student obtains signatures from all committee members and college designee	Student delivers signed signature page to TDO. DEADLINE DATES ON TDO WEBSITE REFER TO DELIVERY OF SIGNATURE PAGE
TDO sends email to student with link to ProQuest website designed specifically for CSULB students (ProQuest-CSULB). STUDENT HAS ONE WEEK TO UPLOAD PDF	Student creates an account on ProQuest-CSULB. In addition to uploading the PDF manuscript, STUDENT MAKES PAYMENT OF $95	ProQuest-CSULB alerts TDO that student has uploaded a PDF
TDO reads through PDFs on a first-first-come-first-served basis and formatting notes are added to PDF	TDO uploads the annotated PDF to ProQuest-CSULB. Email is automatically generated to alert the student that new PDF is online	Student makes revisions based on annotations and uploads revised PDF to ProQuest-CSULB
TDO reads through revised PDF. Usually, a few revisions are still needed before manuscript is "cleared." TDO sends student email with list of revisions needed	Student makes revisions and uploads new PDF. TDO verifies revisions. Occasionally, more revisions are needed before manuscript is cleared and this step is repeated	TDO staff sends CLEARANCE LETTER TO STUDENT, THESIS COMMITTEE CHAIR, DEPARTMENT GRADUATE ADVISOR AND ENROLLMENT SERVICES

For a full description of the evaluation process, go to the TDO webpage: http://www.csulb.edu/library/guide/serv/thesis_process.html

FIGURE 3. Landscape orientation. A figure or table in landscape orientation begins at what is normally the left margin. The page number is moved and rotated using a text box so that it is located in the same area of the page as other page numbers on other pages.

CHAPTER 5

APPENDICES AND CITATION LISTS

Appendices and citation lists follow the text of your thesis. Because the formatting of appendices and citation lists can be very different from the text, simple title pages (sometimes called half page title pages because the title is placed halfway down the page) are used to alert the reader that a new section is beginning.

Appendices

Appendices have only three requirements. First, all material in appendices must fit inside the margins: one inch top, right bottom and left margin. Second, all pages of the appendices (including title pages) must have page numbers following the sequence of page numbers in the text. Third, each appendix must have a simple title page before the first page of the appendix.

Title Pages for Appendices

For appendix title pages, all words use uppercase letters and bold font. Lines are double line spaced. The text is centered—left to right and top to bottom—on the page. The page number of the title page is the page number indicated in the table of contents.

If there is only one appendix, the first line of the title is the word "APPENDIX" (quotation marks are used in the text but they should not be used on the title page). The following line (or lines) gives the title of the appendix. For a long appendix title, fill the line with text before continuing to another line.

If there is more than one appendix, an introductory title page is used. The only word on this introductory title page is "APPENDICES." The next page is the title page for the first appendix. The first line is "APPENDIX A" and the next line (or lines) gives the title of Appendix

A. A title page comes before the first page of each appendix, indicating a letter sequence (APPENDIX B, APPENDIX C, etc.) and giving the title of each appendix.

Citation Lists

The creation of new analysis based on previous research is a time-honored tradition of the academic community. Dodson (2008) recalled an era before computers when "everyone in the department celebrated when a member of the faculty published a manuscript [and] . . . the author passed around reprints for others to see" (p. 2795). With the advent of computers it is still important to document the source of your information to avoid accusations of plagiarism and guide the reader to the facts within the ever expanding labyrinth of information sources.

Citation List Format

The formatting of each citation is determined by the style guides, but the University Guidelines Manual has rules about the formatting of the citation list itself. A simple title page comes before the first page of the citation list. Like title pages for appendices, all words use uppercase letters and bold font. The text is centered—left to right and top to bottom—on the page. The page number of the title page is the page number indicated in the table of contents. The title of the citation list varies according to the style guide used, but the most common titles are "Bibliography," "References" and "Works Cited."

The title is repeated (in all upper case letters, bold font and centered) above the first citation in the citation list. Each citation uses single line spacing with a blank line between each citation. Each citation uses a hanging indent, which means that the first line begins at the left margin and all other lines are indented. Avoid splitting the last citation on a page onto the two pages by moving it so that it is complete at the top of the next page.

APPENDICES

APPENDIX A

**EXAMPLES OF TITLE PAGE FOR PROJECT REPORT AND TITLE PAGE FOR
DISSERTATION AND SIGNATURE PAGES FOR THESIS, PROJECT REPORT AND
DISSERTATION**

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

A PROJECT REPORT

Presented to the Department of Health Care Administration

California State University, Long Beach

In Partial Fulfillment

of the Requirements for the Degree

Master of Science in Health Care Administration

Committee Members:

John D. Smith, Ph.D. (Chair)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:

V.I.P. Smith, Ph.D.

By Jane D. Smith

B.S., 2004, University of California, Riverside

May 2016

This is an example of a title page for a project report.

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

A DISSERTATION

Presented to the Department of Educational Leadership

California State University, Long Beach

In Partial Fulfillment

of the Requirements for the Degree

Doctor of Education

in Educational Leadership

Committee Members:

Jean Jones, Ph.D. (Chair)
John Green, Ph.D.
Henry Johnson, Ph.D.

College Designee:

Marquita Grenot-Scheyer, Ph.D.

By Firstname M. Lastname

M.S., 2004, University of California, Riverside

May 2016

This is an example of a title page for a dissertation.

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,

HAVE APPROVED THIS THESIS

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

By

Firstname M. Lastname

COMMITTEE MEMBERS

_____

John D. Smith, Ph.D. (Chair)   Science Education

_____

Jack D. Smith, Ph.D.   Science Education

_____

Jill D. Smith, M.A.   Director, Long Beach USD

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

_____

V. I. P. Smith, Ph.D.
Head Honcho, Appropriate Department, College or School [names listed online]

California State University, Long Beach

May 2016

This is an example of a thesis signature page.

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,

HAVE APPROVED THIS PROJECT REPORT

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

By

Firstname M. Lastname

COMMITTEE MEMBERS

John D. Smith, Ph.D. (Chair)	Health Care Administration

Jack D. Smith, Ph.D.	Nursing

Jill D. Smith, M.D.	Director, Long Beach Memorial Hospital

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

V. I. P. Smith, Ph.D.
Head Honcho, Appropriate Department, College or School [names listed online]

California State University, Long Beach

May 2016

This is an example of a project report signature page.

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,

HAVE APPROVED THIS DISSERTATION

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

By

Firstname M. Lastname

COMMITTEE MEMBERS

_____

John D. Smith, Ph.D. (Chair)   Educational Leadership

_____

Jack D. Smith, Ph.D.   Advanced Studies in Education and Counseling

_____

Jill D. Smith, M.A.   Director, Long Beach USD

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

_____

Marquita Grenot-Scheyer, Ph.D.
Dean, College of Education

California State University, Long Beach

May 2016

This is an example of a signature page for a dissertation.

APPENDIX B

EXAMPLE OF A COPYRIGHT PAGE

This is an example of a copyright page. The copyright page is optional. If it is used, it should be placed after the title page. The copyright page does not have a page number.

APPENDIX C

EXAMPLES OF A LIST OF WORKS AND A LIST OF ABBREVIATIONS

LIST OF WORKS

1. *Titles of Paintings, Sculptures, and Other Works of Art Use Italics and Headline Style Capitalization and Dimensions of the Piece Can Be Included at the End in Parentheses* (8.5 in. by 11 in.)

2. "Titles of Photographs Use Quotation Marks and Headline Style Capitalization and Dimensions of the Piece Can Be Included at the End in Parentheses" (40 cm by 40 cm)

3. Descriptions of the items depicted in a photograph of an untitled work or a photo of an element in the design of the exhibition can use headline style capitalization or sentence style capitalization; if a title or description takes up more than one line, indent all lines that follow the first line further so that words on those lines begin underneath words on the first line (rather than beginning flush with words on the first line

---

Images of these works are available as supplemental files to this manuscript in ProQuest Dissertations and Theses database.

iii

This is an example of a list of works, sometimes used for manuscripts from School of Art and the Theatre Arts Department. The footnote at the bottom is required.

LIST OF ABBREVIATIONS

AAA	American Anthropology Association
ACS	American Chemical Society Style
APA	American Psychological Association
ASA	American Sociological Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
CBE/CSE	Council of Biology Editors, now Council of Science Editors
AAG	Association of American Geographers
GSA	Geological Society of America
IEEE	Institute of Electrical and Electronics Engineers
MLA	Modern Language Association

This is an example of a list of abbreviations. This page is not required. If it is used, it is placed after the list of tables and/or the list of figures.

APPENDIX D

EXAMPLE OF A PAGE WITH FOOTNOTES AND EXAMPLES OF TWO

BIBLIOGRAPHIES USING TURABIAN/CHICAGO STYLE

text following from sentence on previous page. The text on this page does not follow a logical pattern or relate to the footnotes inserted into the text. The footnotes are formatted correctly, but the information about sources is false. This is filler to simulate the text of a page with footnotes.

An increase in father involvement stabilizes children's emotional health and behaviors, the children will increase their learning capacity in school and have improved comprehension and academic achievement. The increased learning capacity will help improve the overall educational outcomes for children and decrease the need for additional services that can be stressing school budgets. The resources available could be allotted to more educational resources by the schools leading to a higher quality of education for the child and with it, brighter career opportunities.[1]

Motivational influences play an important role in the academic success of African American high school students. In Burr et al.'s study on motivational influences in academic success, college-bound students were found to have better grades than those who did not plan to attend college.[2] The researchers found the greatest motivational factors for high school students include grades, teachers, career aspirations, culture, self-satisfaction, family, and love of learning. High school students who value academic achievement and have high academic motivation for themselves surround themselves with friends who encourage and support their academic goals.[3] High school students who trust that their educational success will lead to

_____

[1]John Brooks-Gunn and Paula L. Lansdale, " Children Having Children: The Effects on the Family System," *Pediatric Annals* 20 (2013): 471.

[2]William R. Burr, Robert Hill, F. I. Nye, and Inez Lane Reiss, "*Contemporary Theories About Family*, vol. 2 (New York: Free Press, 2015), 288.

[3]D. Cahn, *Intimates in Conflict* (Hillsdale, NJ: Erlbaum, 2001), 45.

47

This is an example of a page with footnotes. Notice the two inch separator line. Also the first line of each footnote uses a half inch indent and a blank line is used between footnotes if more than one footnote is on the page.

BIBLIOGRAPHY

Ackerman, Nora. J. *A theory of family systems*. New York: Gardner Press, 1999.

Albrecht, R. "The Parental Responsibilities of Grandparents." *Marriage and Family Living* 16 (2004): 201-204.

Ashford, J. B., Conrad W. Lecroy, and Kathleen. L. Lortie. *Human Behavior in the Social Environment*. Pacific Grove, CA: Brooks/Cole, 2007.

Barth, Rebecca. "Educational Implications of Prenatally Drug-Exposed Children." *Social Work in Education* 13 (2011): 130-136.

Baydar, Naomi., and John Brooks-Gunn. "Profiles of Grandmothers Who Help Care for Their Grandchildren in the United States." *Family Relations* 47 (2008): 385-393.

Brooks-Gunn, John, and Paula L. Chase-Lansdale. "Children Having Children: Effects on the Family System." *Pediatric Annals* 20 (2013): 470-481.

Brown, Delia E., and Sussan DeToledo. *Grandparents asParents: A Survival Guide for Raising a Second Family*. New York: Guilford Press, 2015.

Bryson, K., and Lynda. M. Casper. "Co-Resident Grandparents and Grandchildren." *Bureau of the Census, Current Population Reports*, 1999. Accessed October 6, 2015. http://www .census.gov:80/population/www/documentation/twps0026/twps 0026.html.

Burr, William R., Robert Hill, F. I. Nye, and Inez L. Reiss. *Contemporary Theories About the Family*. Vol. 2. New York: Free Press, 2015.

Burton, L. M. "Black Grandparents Rearing Grandchildren of Drug-Addicted Parents: Stressors, Outcomes, And Social Service Needs." *The Gerontologist* 32 (2002): 744-751.

Cahn, D. *Intimates in conflict*. Hillsdale, NJ: Erlbaum, 2001.

Canary, D. J., W. R. Cupach, and S. J. Messman. *Relationship Conflict*. Thousand Oaks, CA: Sage, 1995.

Carter, Brian, and Mary McGoldrick. *The Changing Family Life Cycle: A Framework for Family Therapy*. 2nd ed. New York: Gardner, 2013.

Centers for Disease Control and Prevention. *HIV/AIDS Surveillance Report*. Atlanta, GA: Centers for Disease Control and Prevention, 2014.

Chalfie, Douglas. *Going It Alone, A Closer Look at Grandparents Parenting Grandchildren*. Washington, DC: AARP, 2013.

65

This is an example of a bibliography using Turabian/Chicago style.

BIBLIOGRAPHY

Primary Sources

Ackerman, Nora. J. *A theory of family systems*. New York: Gardner Press, 1999.

Albrecht, R. "The Parental Responsibilities of Grandparents." *Marriage and Family Living* 16 (2004): 201-204.

Ashford, J. B., Conrad W. Lecroy, and Kathleen. L. Lortie. *Human Behavior in the Social Environment*. Pacific Grove, CA: Brooks/Cole, 2007.

Barth, Rebecca. "Educational Implications of Prenatally Drug-Exposed Children." *Social Work in Education* 13 (2011): 130-136.

Baydar, Naomi, and John Brooks-Gunn. "Profiles of Grandmothers Who Help Care for Their Grandchildren in the United States." *Family Relations* 47 (2008): 385-393.

Brooks-Gunn, John, and Paula L. Chase-Lansdale. "Children Having Children: Effects on the Family System." *Pediatric Annals* 20 (2013): 470-481.

Brown, Delia E., and Sussan DeToledo. *Grandparents as Parents: A Survival Guide for Raising a Second Family*. New York: Guilford Press, 2015.

Bryson, K., and Lynda. M. Casper. "Co-Resident Grandparents and Grandchildren." *Bureau of the Census, Current Population Reports*, 1999. Accessed October 6, 2015. http://www.census.gov:80/population/www/documentation/twps0026/twps 0026.html.

Burr, William R., Robert Hill, F. I. Nye, and Inez L. Reiss. *Contemporary Theories About the Family*. Vol. 2. New York: Free Press, 2015.

Burton, L. M. "Black Grandparents Rearing Grandchildren of Drug-Addicted Parents: Stressors, Outcomes, And Social Service Needs." *The Gerontologist* 32 (2002): 744-751.

Secondary Sources

Cahn, D. *Intimates in conflict*. Hillsdale, NJ: Erlbaum, 2001.

Canary, D. J., W. R. Cupach, and S. J. Messman. *Relationship Conflict*. Thousand Oaks, CA: Sage, 1995.

Carter, Brian, and Mary McGoldrick. *The Changing Family Life Cycle: A Framework for Family Therapy*. 2nd ed. New York: Gardner, 2013.

Centers for Disease Control and Prevention. *HIV/AIDS Surveillance Report*. Atlanta, GA: Centers for Disease Control and Prevention.

74

This is an example of bibliography with citations separated into categories. The titles of the categories use first level subhead format.

35

APPENDIX E

EXAMPLES OF REFERENCE LIST WITH BRACKETED CITATIONS AND

REFERENCES LIST WITH NUMBERED CITATIONS

REFERENCES

[1] S. M. Hemmingsen, *Soft Science*. Saskatoon: University of Saskatchewan Press, 1997.

[2] A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems,* Vol. 69, *Multidimensional Systems,* C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

[3] D. Sarunyagate, Ed., *Lasers*. New York: McGraw-Hill, 1996.

[4] G. Liu, K. Y. Lee, and H. F. Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," *IEEE Transactions on Computers,* vol. 46, pp. 695-701, June 1997.

[5] J. R. Beveridge and E. M. Riseman, "How easy is matching 2D line models using local search?" *IEEE Transactions on Pattern Analysis and Machine Intelligence,* vol. 19, pp. 564-579, June 1997.

[6] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference,* 1997, pp. 9-16.

[7] S. Al Kuran, "The prospects for GaAs MESFET technology in dc-ac voltage conversion," in *Proceedings of the Fourth Annual Portable Design Conference,* 1997, pp. 137-142.

[8] H. A. Nimr, "Defuzzification of the outputs of fuzzy controllers," presented at 5th International Conference on Fuzzy Systems, Cairo, Egypt, 1996.

[9] K. E. Elliott and C. M. Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.

[10] H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

[11] Bell Telephone Laboratories Technical Staff, *Transmission System for Communications,* Bell Telephone Laboratories, 1995.

[12] "Signal integrity and interconnects for high-speed applications," class notes for ECE 497-JS, Department of Electrical and Computer Engineering, University of Illinois at Urbana-Champaign, Winter 1997.

[13] Computational, Optical, and Discharge Physics Group, University of Illinois at Urbana-Champaign, "Hybrid plasma equipment model: Inductively coupled plasma reactive ion etching reactors," December 1995, http://uigelz.ece.uiuc.edu/Projects/HPEM-ICP/index .html.

57

This is an example of a references list with bracketed numbers for each citation. Notice the hanging indent for each citation in which the lines following the first line use extra indentation. Note: The format used within the citations should not be used as examples of citation format style.

REFERENCES

1. S. M. Hemmingsen, *Soft Science*. Saskatoon: University of Saskatchewan Press, 1997.

2. A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems,* Vol. 69, *Multidimensional Systems,* C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

3. D. Sarunyagate, Ed., *Lasers.* New York: McGraw-Hill, 1996.

4. G. Liu, K. Y. Lee, and H. F. Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," *IEEE Transactions on Computers,* vol. 46, pp. 695-701, June 1997.

5. J. R. Beveridge and E. M. Riseman, "How easy is matching 2D line models using local search?" *IEEE Transactions on Pattern Analysis and Machine Intelligence,* vol. 19, pp. 564-579, June 1997.

6. N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference,* 1997, pp. 9-16.

7. S. Al Kuran, "The prospects for GaAs MESFET technology in dc-ac voltage conversion," in *Proceedings of the Fourth Annual Portable Design Conference,* 1997, pp. 137-142.

8. H. A. Nimr, "Defuzzification of the outputs of fuzzy controllers," presented at 5th International Conference on Fuzzy Systems, Cairo, Egypt, 1996.

9. K. E. Elliott and C. M. Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.

10. H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

11. Bell Telephone Laboratories Technical Staff, *Transmission System for Communications,* Bell Telephone Laboratories, 1995.

12. "Signal integrity and interconnects for high-speed applications," class notes for ECE 497-JS, Department of Electrical and Computer Engineering, University of Illinois at Urbana-Champaign, Winter 1997.

13. Computational, Optical, and Discharge Physics Group, University of Illinois at Urbana-Champaign, "Hybrid plasma equipment model: Inductively coupled plasma reactive ion etching reactors," December 1995, http://uigelz.ece.uiuc.edu/Projects/HPEM-ICP/index .html.

48

This is an example of a references list with numbered citations. Notice the hanging indent for each citation in which the lines following the first line use extra indentation. Note: The format used within the citations should not be used as examples of citation format style.

REFERENCES

REFERENCES

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

California State University, Long Beach. (2011). *University style and format guidelines for theses, project reports, and dissertations.* Retrieved from http://www.csulb.edu/library/guide/serv/2016-University-Guidelines-Manual.pdf

Dodson, M. V. (2008). Research paper citation record keeping: It is not for wimps. *Journal of Animal Science, 86*(10), 2795-2796. doi:10.2527/jas.2008-1172

Donawerth, J. (2002). "Introduction." In J. Donawerth (Ed.), *Rhetorical theory by women before 1900: An anthology* (pp. xiii-xlii). Lanham, MD: Rowman & Littlefield.