# CAL STATE LA THESIS FORMAT CHECKLIST

# Margins, Font, and Spacing  ​

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| Throughout the document, the top and bottom margins are set to 1 inch. The left and right margins are set to 1.25 inches. |[ ]
| Page numbers fall within the margins and must be at least 0.5 inch from the edge of the page. |[ ]
| The font is a 12-point size professional typeface, such as Times New Roman, Arial, or Courier. Only one size and one style of type is used in the main sections of the manuscript; the size may vary in captions or footnotes but should nonetheless remain consistent throughout the document. |[ ]
| Hyperlinks are formatted similar to other text (i.e., they are not blue or underlined) |[ ]
| Typing of the document is double spaced. |[ ]

# Title Page

The month and year listed on the Title page and Approval page will correspond to the last month and year of the semester in which the thesis, project report, or dissertation is filed with the University (e.g., in Spring 2024, the date would be "May 2024").

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| Title is in all caps, in an inverted pyramid at the top of the page. |[ ]
| Thesis or Project Report is appropriately selected.* If enrolled in 5990, your manuscript is a “Thesis”.
* If enrolled in 5995, your manuscript is a “Project Report”.
 |[ ]
| The name of Department/School/Division matches the [official name in the catalog](https://ecatalog.calstatela.edu/content.php?catoid=54&navoid=10581#academic-offices-of-colleges-departments-and-programs). |[ ]
| Degree program and discipline match the [official name in catalog](https://ecatalog.calstatela.edu/content.php?catoid=54&navoid=9395). |[ ]
| Student’s name matches pages ii and iii. |[ ]
| Month and year are correct and match page iii.* May for Spring graduates
* August for Summer graduates
* December for Fall graduates
 |[ ]
| There is no page number on the title page |[ ]

# Copyright Page  ​

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| Student’s name matches the title page. |[ ]
| ALL RIGHTS RESERVED is written on the bottom line. |[ ]
| This page is labeled as page ii. |[ ]

# Approval Page  ​

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| The top line says “The Thesis/Project Report of [Student] is approved.” |[ ]
| The Committee Chair’s name is listed first, followed by all committee members, and the Department Chair/Division Chair/School Director. |[ ]
| The month and year matches the title page. |[ ]
| This page is labeled as page iii. |[ ]
| The names on this page match the GS-13 form. |[ ]

# Abstract

All theses, project reports, and dissertations in all disciplines must include an abstract. There is no word limit on the abstract. We suggest that candidates keep their abstracts to no more than 250 words for the sake of brevity. Candidates may include keywords on the Abstract page of the manuscript if they wish, but it is not required.

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| Thesis/Project Report has an abstract (no word limit, but students are encouraged to keep it to 250 words or fewer) |[ ]

# Other Preliminary Pages and End Matter

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| Preliminary pages are in the following order:Title page 1. Copyright page
2. Approval page
3. Table of Contents
4. Abstract
5. Acknowledgments (optional, unless you received financial support or permissions for your project)
6. Dedication (optional)
7. List of Tables (if any)
8. List of Figures (if any)
9. List of Definitions/Glossary/List of Abbreviations (if any)
 |[ ]
| The end matter follows the main text (chapters) and is arranged in the following order:* Endnotes (if any)
* List of references
* Appendices (if any)
 |[ ]
| Each preliminary page, each chapter page, the endnotes, the references, and each appendix begins on a new page. |[ ]

# Page Numbers

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| Preliminary pages are numbered using lower case Roman numerals (ii, iii, iv, etc.) | [ ]  |
| Pages of the main text (starting with Chapter 1) are numbered using standard Arabic numerals (1, 2, 3, etc.) |[ ]
| All pages, including appendices are counted and numbered. |[ ]

# Chapters

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| All chapter headings are correct (ALL CAPS, centered, no bold, no underline) | [ ]  |
| All chapter titles are one line below chapter headings and formatted correctly (Title Case, centered, no bold, no underline) |[ ]
| All chapters begin on new page |[ ]

Headings and Subheadings

Chapters must be constructed and presented in a logical and consistent manner. Chapter headings do not count as Level 1 headings. Students should follow their style manual's requirements for the styling of headings and subheadings. If the candidate's assigned style manual does not indicate how to format headings and subheadings, candidates are encouraged to follow APA Style or any of the other styles. Visit the Format Resources section of the [Cal State LA thesis website for assorted examples.](https://www.calstatela.edu/graduatestudies/graduate-thesis-project-and-dissertation-guidelines)

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| Headings are appropriately formatted. |[ ]
| Level 1 and Level 2 headings and subheadings are included in the Table of Contents. |[ ]

Citations and References

Citation format must follow the style manual or guidelines specified by the candidate's department and must be consistent throughout the document.Candidates may opt to use a citation manager to organize and format their references. Some common citation managers include RefWorks, Endnote, Mendeley, and Zotero, among others. Candidates might consider using [RefWorks](http://calstatela.libguides.com/refworks) to format their references, the use of which is free for Cal State LA students, staff, and faculty. Visit the Format Resources section of the [Cal State LA thesis website for assorted examples of citations and references from different styles.](https://www.calstatela.edu/graduatestudies/graduate-thesis-project-and-dissertation-guidelines)

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| In-text citations are formatted correctly |[ ]
| References are formatted correctly |[ ]

Tables and Figures

Tables are comprised of data or statistical information, which are presented in column and row format. Illustrative materials such as graphs, charts, diagrams, maps, and photographs, are referred to as figures. Tables and figures may be placed within the text, close to its first reference; together in their own section following the last chapter; or in appropriate appendices at the end of the document. Only figures may be rendered in color, not tables.

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| Tables and figures are numbered consecutively, and in separate sequences, and conform to department or style manual guidelines. |[ ]

# Appendices

Appendices are supplemental documents that are submitted within the thesis or project report. Because they are often standalone documents, they don’t need to be formatted according to the style guidelines listed above. A few components of an appendix’s format do need to be checked.

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| All appendix headings are correct (ALL CAPS, centered, no bold, no underline) | [ ]  |
| All appendix titles are one line below chapter headings and formatted correctly (Title Case, centered, no bold, no underline) |[ ]
| Page numbers in the appendices continue on from the References section. |[ ]

Visit the [Graduate Thesis, Project, and Dissertation Guidelines webpage](https://csula-my.sharepoint.com/personal/achav143_calstatela_edu/Documents/Thesis%20Review/Graduate%20Thesis%2C%20Project%2C%20and%20Dissertation%20Guidelines) for additional formatting resources.