THESIS OR PROJECT FORMATTING GUIDELINES FROM THE UNIVERSITY

LIBRARY AT CAL POLY POMONA

A Project or Thesis

Presented to the

Faculty of

California State Polytechnic University, Pomona

In Partial Fulfillment

Of the Requirements for the Degree

Master of Arts or Science

In

Program

By

Student Name

Year completed

Please be sure to put the correct description of thesis or project, whether you are receiving a master of art or science, and the department or program

COMMITTEE MEMBERSHIP

PROJECT or THESIS: THESIS OR PROJECT FORMATTING GUIDELINES FROM THE UNIVERSITY LIBRARY AT CAL POLY POMONA

AUTHOR: Student Name (Same as Title Page)

DATE SUBMITTED: Semester and Year completed (Spring 2024)

Department of (Name of Department)

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Project Committee Chair
Professor of Chemistry

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Will Kellogg
Assistant Principal
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ACKNOWLEDGEMENTS

The acknowledgements page is for you to say thanks to any person in particular who has helped you complete this paper or degree. This is an entirely optional page to have in your paper.

ABSTRACT

The abstract is a description of what your paper will be about. Check with your department for length and content of your abstract.

This is required**

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CHAPTER 1:

GENERAL FORMATTING RULES

Typing

Theses/Projects must be typed double-spaced. Font size must be no smaller than 10 points or larger than 12 points. Pick one font size and use it consistently.

Standard typefaces such as Arial, Calibri, and Times New Roman are required. Pick one font size and use it consistently.

When in doubt regarding type font, format, illustrations or non-printed materials, consult the Library Reviewer before the final copy is prepared.

Margins

Margins on the top, right and bottom must be 1 inch all around. [All material to be included (including appendices) must fit within the margins. Make sure you are checking your setting on your margins and you can also view by the ruler of your document. Margins are measured from the edge of the text to the edge of the sheet.

Pagination

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

Photographs and Illustrations

Scanned or digital photographs may also be inserted into the text.

All photographs, illustrations, graphs, tables, drawings, and charts must fit within the specified margins.

Sequence of Parts

Ask your advisor which citation style should use, e.g. APA, MLA, Chicago, etc. They are the experts in your field and understand its publishing conventions. It is the responsibility of the student's thesis/project committee to verify that the style manual is followed. For examples of commonly used formats check this FAQ about Bibliographic Citations.

1. Title page [counted, no page number printed]

2. Committee Membership [page ii]

Your name, on this page, should be consistent with how it appears on the title page. In the Date section indicate the semester and year submitted.

3. Acknowledgments (optional) [page iii, etc.]

An acknowledgment page is optional.

4. Abstract [page iii or iv]

Check with your department for abstract length. This is required.

5. Table of Contents (includes all parts listed in this Sequence of Parts section, with the exception of the title page and table of contents) [continue pages numbers with lower case Roman numerals].

This template is an example of one format, but you may use other formats as directed by your department/College based on a citation. Check for correct page numbers before final submittal.

6. List of Tables (if applicable) [continue pages numbers with lower case Roman numerals].

This template is an example of one format, but you may use other formats as directed by your department/College.

7. List of Figures (if applicable) [continue pages numbers with lower case Roman numerals].

This template is an example of one format, but you may use other formats as directed by your department/College.

8. Main Body of the Text [page 1, 2, 3, etc.]

Ask your advisor which citation style you should use, e.g. APA, MLA, Chicago, etc. They are the experts in your field and understand its publishing conventions. It is the responsibility of the student's thesis/project committee to verify that the style manual is followed. For examples of commonly used formats check this FAQ about Bibliographic Citations.

9. References (or Works Cited or Bibliography) [continue pages numbers with Arabic numerals].

COMPLETE CITATIONS ARE REQUIRED. Follow the citation style you selected. Take special care to note the full citation information when referencing electronic or web resources. It is the responsibility of the student's thesis/project committee to verify that this is done correctly.

10. Appendices (if applicable) [continue pages numbers with Arabic numerals]. If you have more than one appendix, label them Appendix A, B, etc.

** Please visit the library format review guide to access video tutorials, FAQ, steps on finishing your library submissions paper, and more.

<p style="text-align:center">CHAPTER 2:</p>

<p style="text-align:center">TITLE AND COMMITTEE MEMBERSHIP</p>

Title Page:

Be sure you have your top margin for the title page set at 1 inch and all text will be center justified. You can refer to the title page in this document for visual representations of a title page. The title of your document will be in all capital letters, centered, and bolded font. In general, you will have 2 blank lines (press enter 3 times) at double space line spacing. The next bit of text will cover four lines and will be as follows (be sure to un-bold your font):

- Line 1: A Thesis or Project (Only choose one)

- Line 2: Presented to the

- Line 3: Faculty of

- Line 4: California State Polytechnic University, Pomona

There will be another 2 blank lines (press enter 3 times) at double space line spacing followed by 5 lines of text. The 5 lines are as follows:

- Line 1: In Partial Fulfillment

- Line 2: Of the Requirements for the Degree

- Line 3: Master of Arts or Science (You will only put one)

- Line 4: In

- Line 5: Program or Department

Next there will be one blank line at double space line spacing (press enter 2 times) followed by 3 more lines of text. The 3 lines are as follows:

- Line 1: By

- Line 2: Your name as your wish it to appear.

<p style="text-align:center">4</p>

- Line 3: Year your document has been completed (ex: 2023)

Once completed, your title page should look like the one in this document.

COMMITTEE MEMBERSHIP:

      The Approval Committee Members page is the only page in your document that will be done in single space line spacing. This page also starts with 1 inch on top. Line 1 you will start with center paragraph, then left Align for line 2-5. On line 6 you will select center paragraph to enter your committee information follow the instructions below for each line.

- Line 1: **COMMITTEE MEMBERSHIP** (must be bold and uppercase)
  - [Center align] After the heading <u>press enter 4 single spaces</u> for the next line. (Start on the 4th line after enter)

- Line 2: **THESIS OR PROJECT** (must be bold and uppercase)
  - [Left align] Same line hit tab 3 times and enter your TITLE in uppercase no bold. Please make sure you see the example on this template in order to fit on your paper. Then press enter 3 single spaces for the next line. (Start on the 3rd line after enter).

- Line 3: **AUTHOR** (must be bold and uppercase)
  - [Left align] Same line hit tab 3 times and enter your full name as it is on the title page and on government paperwork (no bold). If you have another name that you go by, in parenthesis enter the name next to your government name. Example Bill (Billy) Bronco Jr. Then press enter 3 single spaces for the next line.

- Line 4: **DATE SUBMITTED** (must be bold and uppercase)
  - [Left align] Same line hit tab 3 times and enter the <u>semester and the year </u>(no bold) that you are submitting.

- o <u>Line 5:</u> Right under neath the semester and year, enter 2 single space and enter: Department of (your department) not bold. Example would be Department of Biological Sciences, (see example on page ii). Then after enter 5 single space to go to Line 6.

- Line 6: [Center align from this point on] Enter- Name of committee member. [enter single space] from here on regular typeface and no bold.

- Line 7: Enter- Thesis or Project Committee Chair [enter single space]

- Line 8: Enter- The word "Professor of" and then the name of the department they are teaching in. Then enter 3 single spaces for the next line. (Start on the 3rd line after enter).

- Line 9 and on: Name of professor, [single space] Professor of" (the department they are teaching) please read the paraph below for more information regarding the committee's information.

If your additional committee members are Cal Poly Pomona employees, you do not need to enter the name of their employment. If they are employed elsewhere, include where they are employed. An example of this will be found on the Committee Membership of this instruction document. If your committee members have a doctorate in their subject, you will want to ask them how to represent this. They may wish to be known as Dr. John Doe or John Doe Ph.D.

Some committee's will only have 2 members and some may have 4. Please adjust your Committee Membership accordingly. Once completed, your Committee Membership will look similar to the one in this instruction document.

CHAPTER 3:

HEADINGS

In our document, we want to use the headings features. These features help set up the table of contents at the beginning of your paper. We will show how to set up the table of contents later in this paper. On the home tab, in the styles pane, you will see the different styles that can be used.

Figure 1: Style pane for headings

You will want to modify these to reflect the font and style that you want to use in your different headings. Heading 1 will be your main section headings and chapter titles. Heading 2 will be any subheadings within your chapters. If you have another layer of subheadings, you can set those up as a heading 3.

To modify the headings, you will want to right click on the heading you wish to modify shown in figure 2. This will open up a modify style window shown in figure 3.
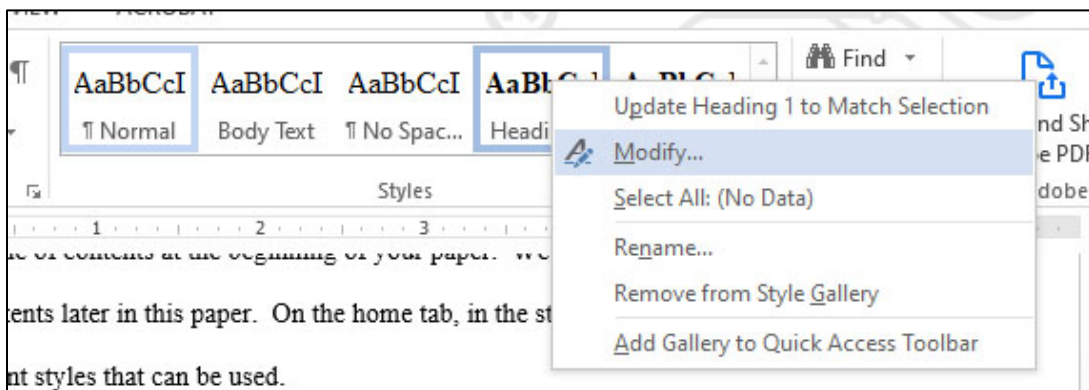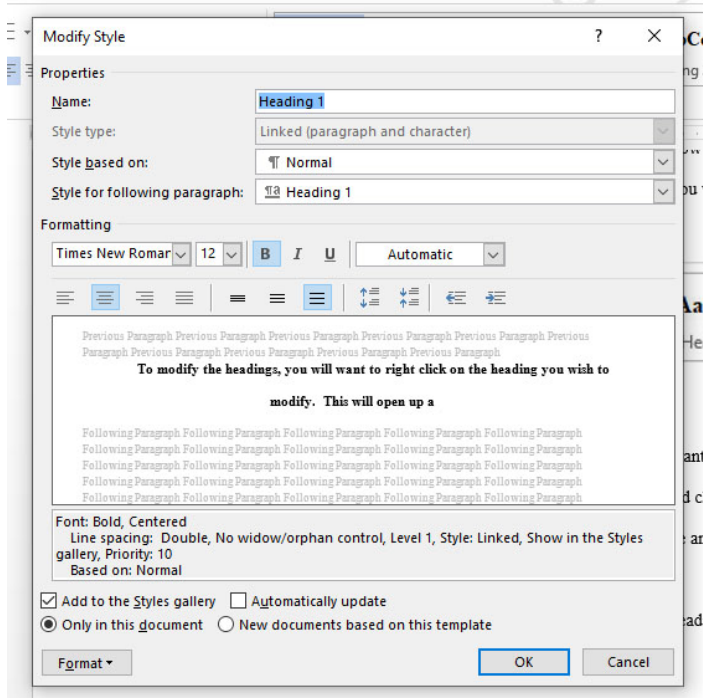

Figure 2: Modify the heading style

Here you will want to set the different settings for your headings like font, size, bold, and center as we have used in this example. One more step that needs to be taken while in the modify style panel is to click format and then paragraph as seen in figure 4 and 5. This will take us to another panel and allow us to set the line spacing other settings so when we select text and set it to the heading we want, it will match the formatting of our document.
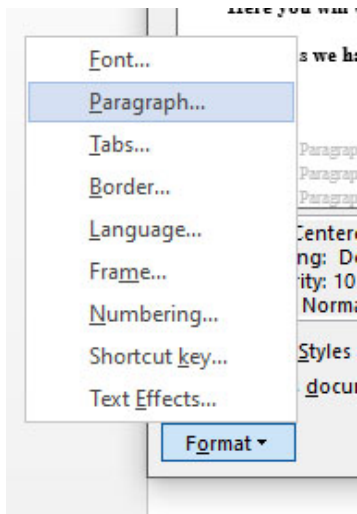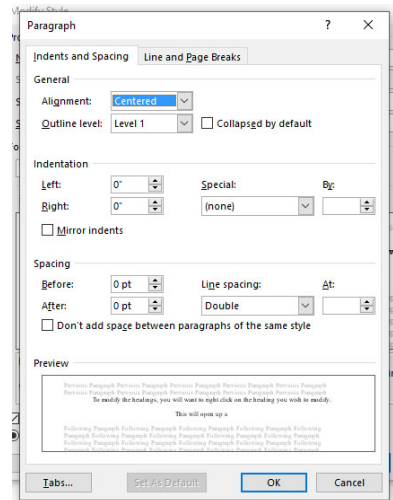
Figure 3: Modify style window

Figure 4: Click format then paragraph

Figure 5: Panel to modify the paragraph settings

Once these settings are configured, you are ready to set the different headings throughout your document. To do this, highlight the text, for example chapter title, and select the heading

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you wish to set it as. For this example we have selected main section headings and chapter titles and set them as a heading one. Figure 6 shows the before and after of setting the heading, in this case heading 1. Be sure to select normal when returning to typing the remainder of the document. One tip that can be used to making sure you don't use a heading in the main text of your document is to apply the heading styles after you complete each section.
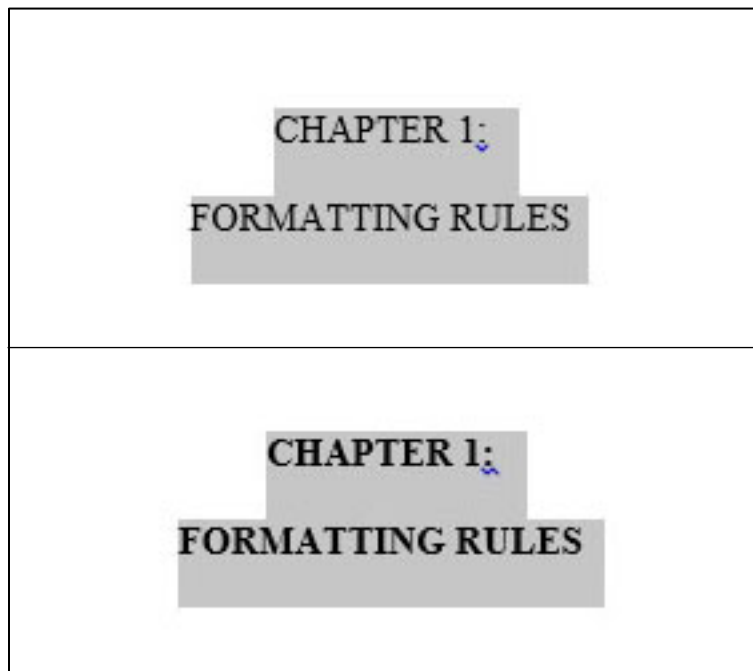
CHAPTER 1:

FORMATTING RULES

CHAPTER 1:

FORMATTING RULES

Figure 4: Before and after setting the heading style to our text. Visually you can only see the bolded difference but the other settings we have set will be applied as well

CHAPTER 4:

FIGURES

Inserting Figures:

Here we will show you how to insert an image and a caption. Please note that there are multiple other methods to insert an image. When you click on insert tab, then pictures, figure 7,
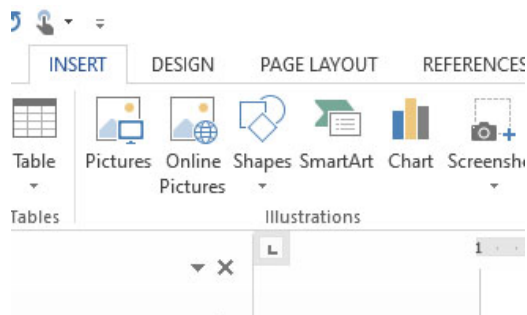

you'll be asked to find the image saved on your computer. Once inserted, adjust the image to the desired size. The next step is to select the text wrapping options, figure 8. For our example, we have

Figure 5: Illustrations pane on the insert tab

chosen the square option and selected the "fix position on page"

Figure 8: Text wrapping options

radio button. This will allow us to position the image where we would like
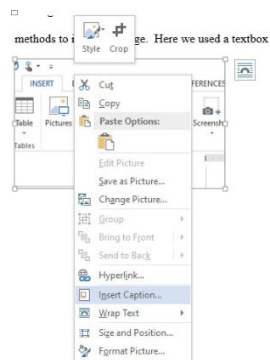

on our page and have the text continue around the image. Once we have positioned the image we then want to insert a caption, figure 9. Once captions are inserted, we can create a list of tables. This will be touched on later. For the figures and tables labels, captions, and notes/sources please make sure they are spaced out between the figures/tables and the text. Please look at the examples throughout on this paper regarding the space.
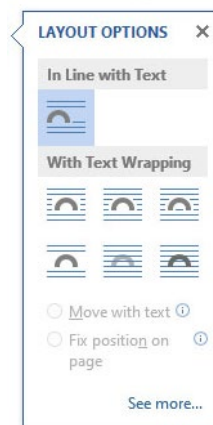
Figure 9: Inserting a caption

CHAPTER 5:

TABLES

Inserting Tables:

Inserting tables can be done in a number of ways. For our example, we are going to insert a basic table and a basic design layout. For this, you will want to select the insert tab, select table to bring up the drop down menu, select "insert table" and set the size of the table you wish to insert.

Table 1: Thesis, Project, & Students research downloads, page views, and uploads

	Thesis	**Project**	**Student Research**	**Page Views**	**Uploads**
2017-2018	2117	1606	1872	87616	386
2018-2019	2608	1672	1517	90340	394
2019-2020	3613	2975	2110	100039	620
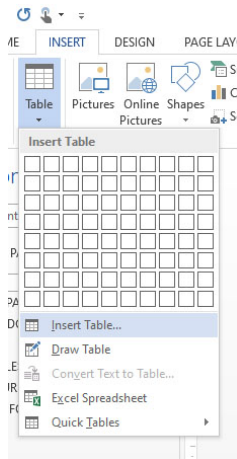
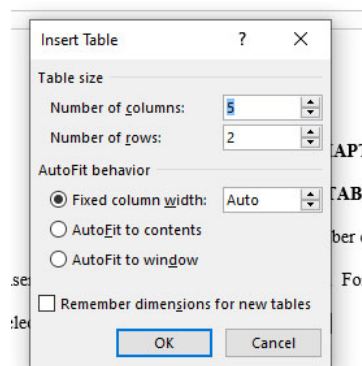*Figure 6: Table selection tab*

Figure 11: Table options

Additional settings and styles can be added to your table. To do this, you click on the

table you wish to manipulate and you should have a design and layout options show up for you.
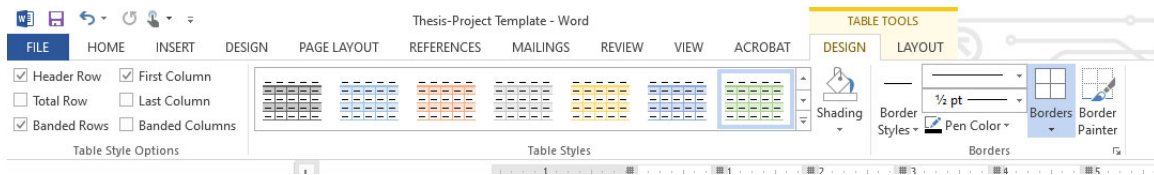

Figure 12: Design and layout tools for tables

CHAPTER 6: INSERTING TABLE OF CONTENTS,

LIST OF TABLES, & LIST OF FIGURES

You've written your paper and you're now ready to add your table of contents, list of figures, and list of tables.

Table of Contents:

To insert your table of contents, you will first want to make sure you have selected the appropriate text throughout your document and assigned it the proper headings. Heading 1 is for main section headings and chapter titles. Examples of these include: Abstract, List of Tables or Figures, Chapter 1, 2, 3, Etc. Heading 2 is for the first level of subheadings. In this example document, the bolded line Table of Contents in this chapter, chapter 5, is an example of the first subheading and assigned heading 2 from the styles section. Additional subheading levels will then be assigned a heading 3 or heading 4 and so on.   In this example document, we do not have any subheadings that would be assigned a heading 3 or 4.

When inserting a table of contents, be sure you are on the appropriate page where your table of contents will reside. You will go to the references tab and click on table of contents, figure 13. Then you will want to create a custom table of contents and make any modifications you need to it. Some of the modifications you can make are the type of tab leader you want, how many levels you want visible in the table of contents, for example, heading 1, heading 1 and 2, heading 1, 2 & 3, etc.
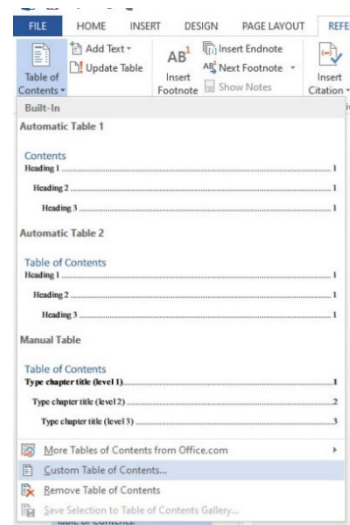

Figure 7: Inserting a custom table of contents

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To successfully create a table of contents like the one in this paper, you will need to click on modify while in the custom table of contents panel. You will then want to click on modify again. Here you will want to check that your font and size are set appropriately according to your document specifications. In this example we keep the table of contents settings the same as the main body text of the document. You will then want to click on format in the lower left of the panel and click on paragraph. This will take you to paragraph settings similar to the ones you modified when starting your paper. Figures 14-17 show these steps. Make sure the settings are in line with the settings you wish to have in your paper. These steps may seem complicated but are important in making sure your table of contents acts correctly within your document. Once you have the various settings set for your table of contents, you are ready to insert it into your document. You will click the "OK" button on the custom table of contents panel and it will place the table of contents according to your settings.
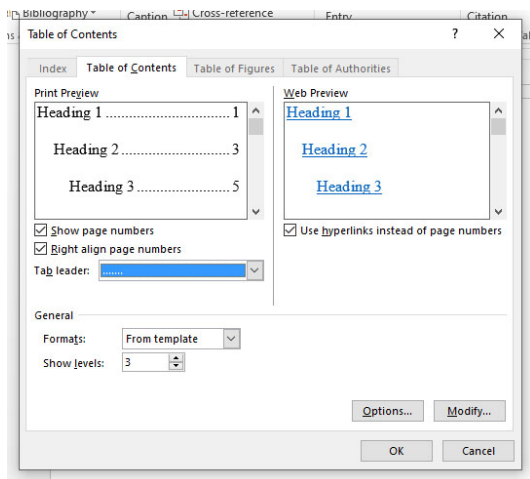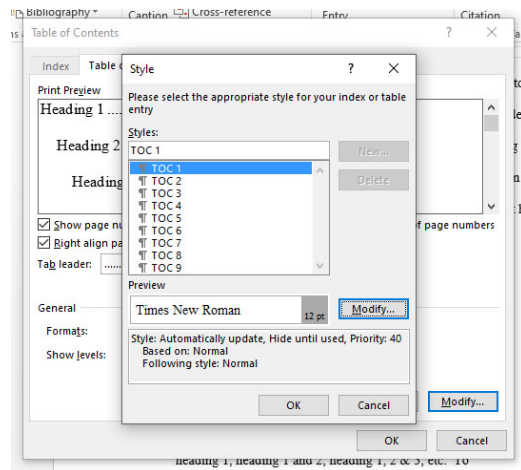

Figure 14: Table of contents settings

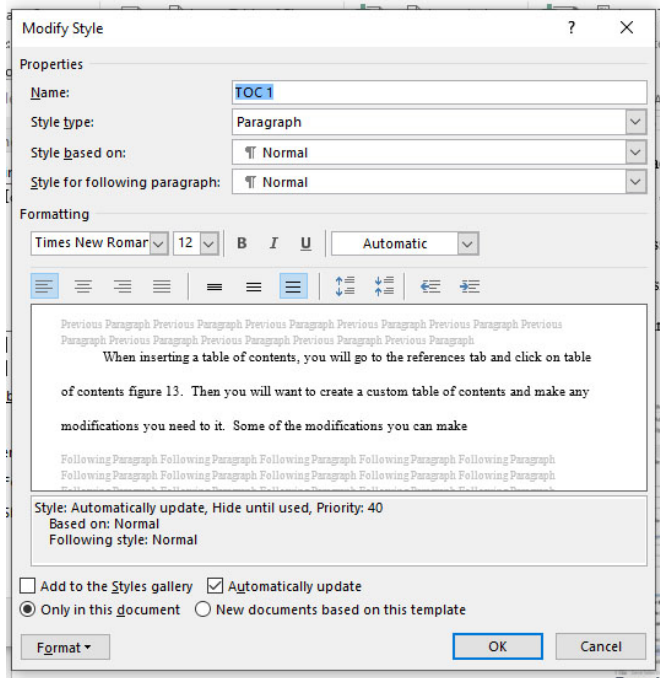*Figure 15: Clicking modify on the table of contents settings panel*

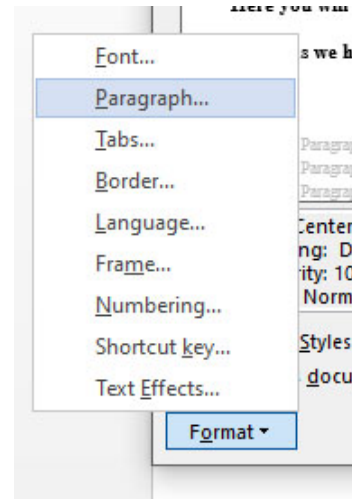*Figure 16: Clicking modify again to check additional settings*

Figure17: Format then paragraph to further check settings

Should you make any changes, modification, additions, or removals of your various headings throughout your paper, or page numbers change due to the addition or deletion of text, you simply click update table on the reference tab. You then select the appropriate radio button or the type of update you are preforming and everything should be automatic. Selecting page numbers only will update just the page numbers. Selecting the option to update the entire table will update any new text that has been added to your various headings.
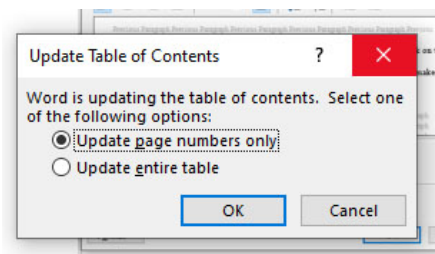

Figure 18: Updating the table of contents

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List of Tables:

Inserting a list of tables is just like inserting a list of figures. You will head to the references tab and click on "insert table of figure". Once inside the panel here, you will want to click on the drop down menu for caption label and click on tables instead of figures as shown in figure 20. Once again you will make sure your settings are correct through the modify button and proceed.
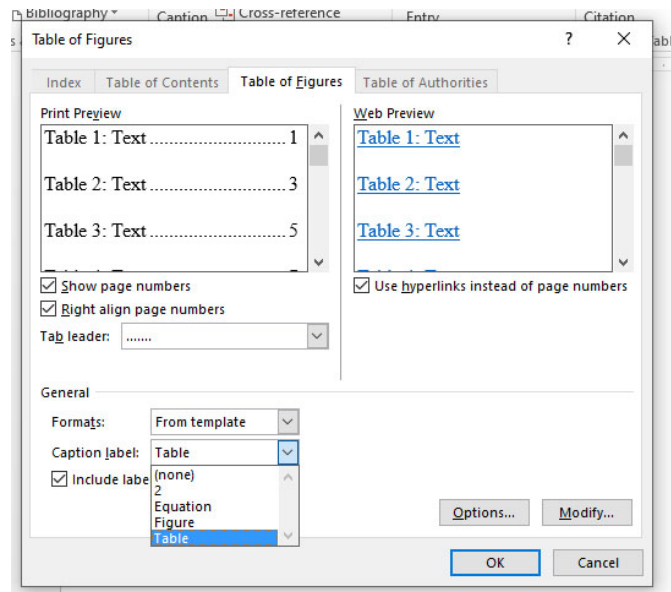

Figure 19: Inserting a list of tables

If you need to update the list of figures or tables, you simply click on the list you have placed, then click the "Update Table" option under the captions section of the references tab. This will update figure or table numbers and page locations.
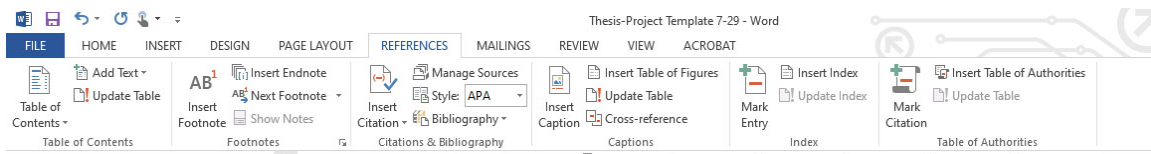

Figure 20: Updating list of figures or tables

Last Updated 2/19/2024

List of Figures:

Inserting a list of figures is similar to inserting a table of contents. Like the table of contents, you will go to the references tab and click on "Insert Table of Figures". A panel will open up similar to the one when inserting a table of contents. Just like when inserting a table of
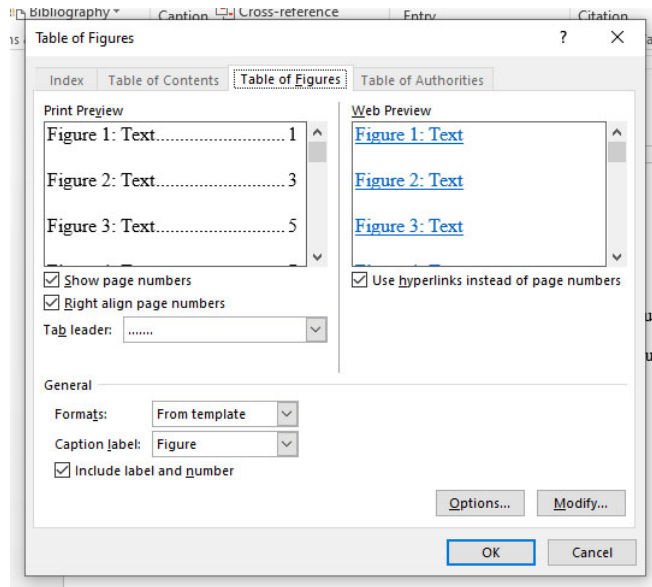

Figure 21: Inserting a list of figures

contents, you will want to click on modify again, and go through the motions of checking your settings. This is to ensure that your list comes out the way you intend it and according to the specifications you set. In addition, when labeling and captioning the figures and tables make sure you are following the citation that you have been using for your paper.
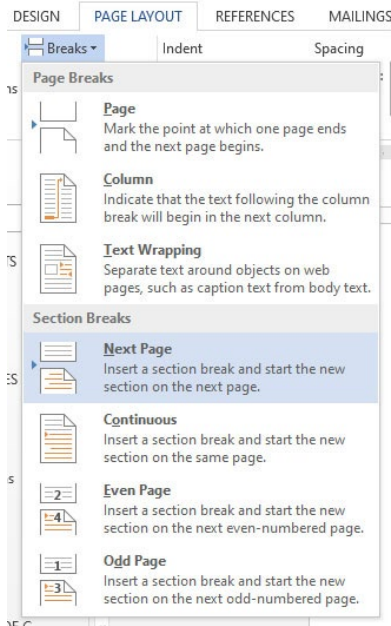
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CHAPTER 7:

OTHER SETTINGS

Page Numbering:

Sometimes students run into errors transitioning from Roman numeral page numbers to Arabic page numbers. When you are ready to make the change in page numbers, you will want to insert a section break. To do this, you will want to click on the breaks option on the page layout tab. This will present you with multiple page and section breaks. You will want to select "Next Page" under the "Section Break" options. This will move your cursor on to the next page.

Figure 22: Section break

You will then want to go to the insert tab and click on "Page Number", then click on "format page number". This will open the panel where you can select the type of page numbering and where to start.
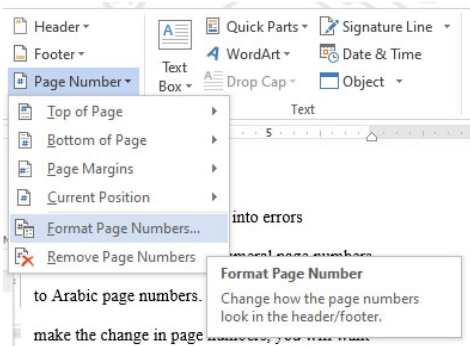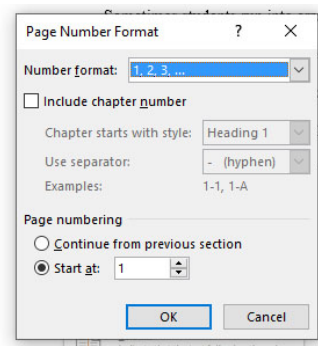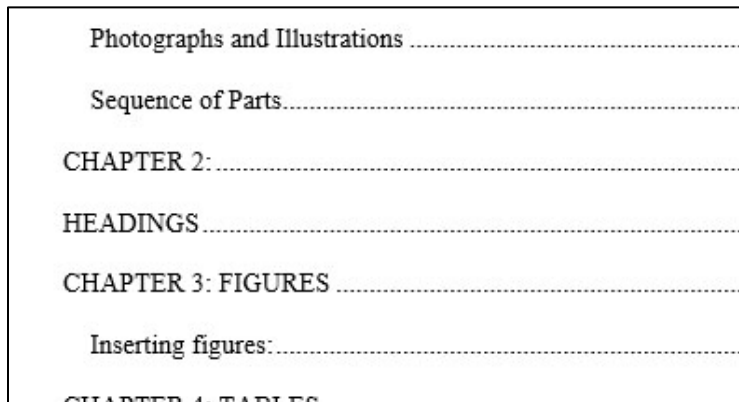

Figure 23: Selecting format page number

Figure 24: Page number format panel

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Creating a Soft Return:

You may be asking yourself what a soft return is. This becomes useful if you create your chapter titles on two lines but wish them to be reflected as one line in your table of contents. The figure below shows the visual difference between chapter 2 and 3.

Figure 25: Difference between a soft return and regular return

To do this, you simply hold the shift button and hit enter. This is the quick and easy way to create a line break and will show like Chapter 3 in the figure above in your table of contents.

Incorrect Figure Captions:

While you are creating your document and inserting figures, you may notice that some of the figure caption numbers are out of order. This is a very annoying thing to fix and takes some time. There are these little anchors related to the image and caption that need to be moved on the page. Both the image and caption have their own ancho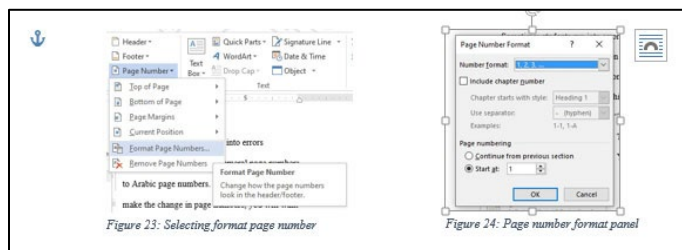r and it can be a little annoying, but adjusting the location of the image anchor then inserting the caption usually helps keep the numbers correct. It may take some trial and error, deleting and

Figure 26: Picture of image and anchor

reinserting the caption to get it to stick. This seems to happen when you decide to change the text wrapping options. Something to keep in mind as you create your paper.

Accessibility:

Accessibility is an important topic when creating online content. It helps individuals who cannot access the content in the traditional manner still view documents and other content through devices such as screen readers and zoom assistance. Using Microsoft word there are a number of ways to make items accessible. One of those ways is assigning the headings like you have throughout your document. Another is adding alternative text to images. This is a descriptor of the image so that when a screen reader passes over it, it can dictate what the image is about to the user. You will right click on the image and click format. Then you will click on layout & properties and open the Alt Text area and insert your description.
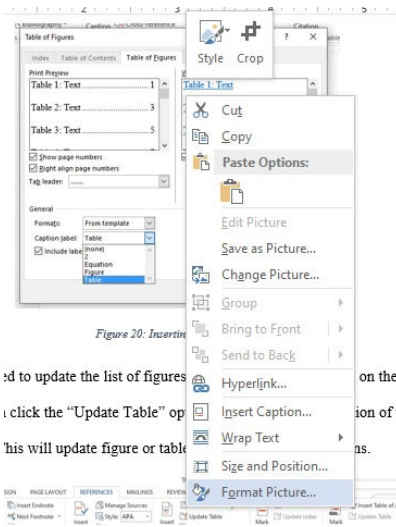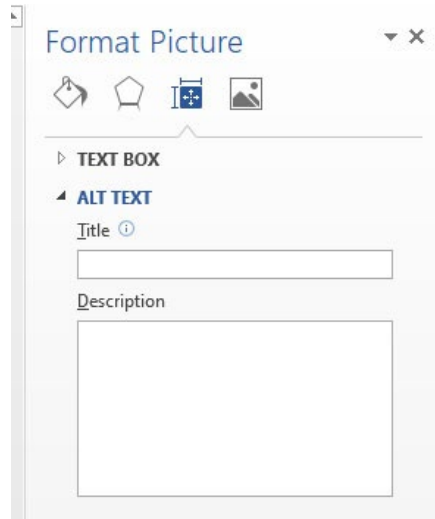

Figure 27: Format picture

Figure 28: Alternative text box

Once your document is saved as a PDF, these accessibility settings should carry over. When opened in Adobe Acrobat Pro, the Bronco Scholar team can take care of other more complicated accessibility settings upon submission.

Margins and Paragraph Settings:

When starting your paper, you're going to want to format certain settings like the ones listed in Formatting Rules section of this document. To set things like margins and double spacing, you will want to go to do this in the page layout tab. For the margins, you will want to click on margins in the page setup area. If the appropriate setting is not available, you may need to click on custom margins. Once you begin the Title page, you will modify the settings to 1 inch on the top, bottom, and right, and 1 inch on the left and then select this point forward. This should keep your settings throughout the rest of your paper.
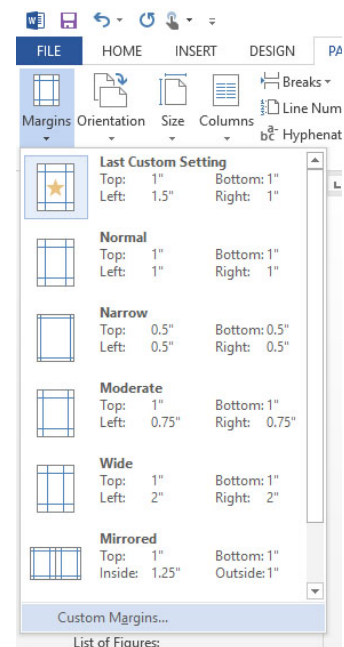
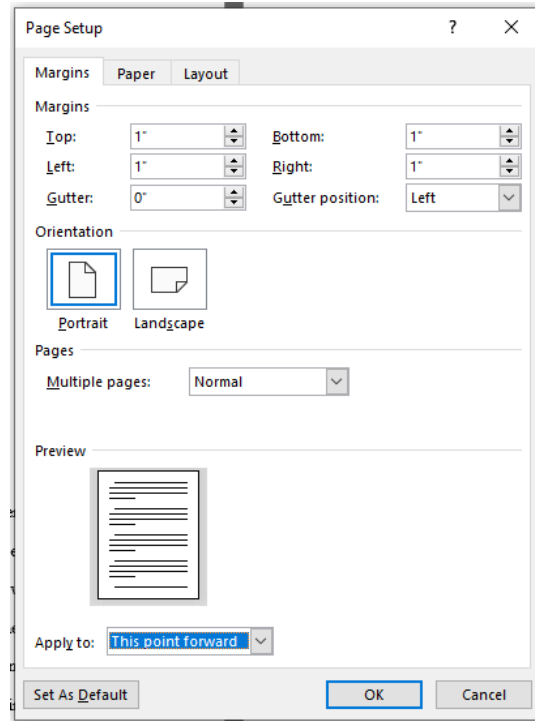

Figure 29: Custom margin settings

Figure 30: Page setup panel

Be sure to set your paragraph settings as well when starting your document. In your document you will be using double spaced lines. To set this you will want to open the paragraph settings from the home tab. On this version of word we clicked on the little arrow in the bottom corner of the paragraph section. This will take you to the paragraph settings panel where you can modify line spacing. Many times the default setting in the after box in the spacing area will be set to 8pt. You will want to set that to zero for your document. Under line spacing choose double. There will be one page that is set to single space and this is the Committee Membership and was explained earlier in this document.
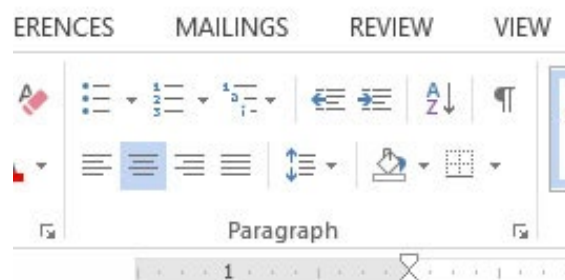

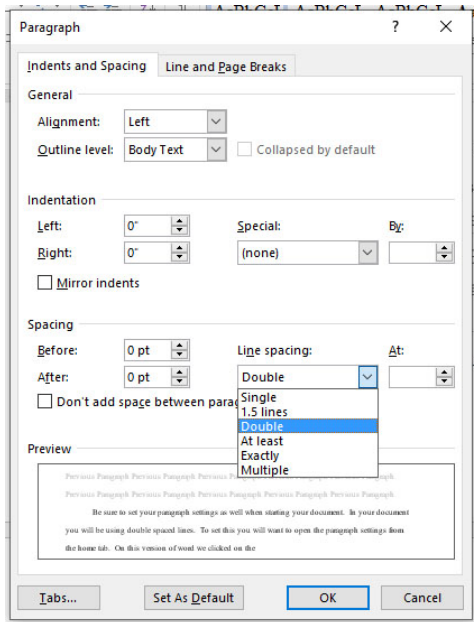*Figure 31: Paragraph settings on the home tab*

Figure 32: Paragraph settings and double spacing

REFERENCES

This section will hold the various references you have used for your research to compile your paper. This page will be double spaced. Check with your department for reference style.

APPENDIX

An appendix will contain supplementary material for your paper. If you have multiple appendices, you will want to label them Appendix A, Appendix B, Appendix C, and so forth. If you do not have multiple appendices, you will simply label this section Appendix. Not every paper will have an appendix.

***Please note: This instruction document has been created in Microsoft Word 2013 on a PC. Many of the steps displayed in this document may aesthetically be different from other versions, however, they should be in a similar location and/or function that is displayed here. Older versions of Microsoft Word may have more drastic differences. This instruction document has been created to help instruct master's students at California State Polytechnic University, Pomona and may not be suitable instructions for students at other universities. If you have any questions or concerns regarding formatting a master's project or thesis, please contact libraryformat@cpp.edu or broncoscholar@cpp.edu ***