

A Quick Guide to Thesis Formatting. Things to Know Before Writing Your Thesis.

The *University Thesis Writing Guide (Guide)* <http://www.csueastbay.edu/thesis> is the source of information for writing a Thesis. Refer to the *Guide* for all **format requirements**, (such as margins, font block quotes, etc.). Use a **Stylebook** to **format** the **References** or **Works Cited** and **In-text Citations**.

Choose a **Style Guide** before writing, such as **APA, MLA, CMS (Turabian)** or the style recommended by your **Department**. See https://owl.purdue.edu/owl/avoiding_plagiarism/guide_overview%20.html.

The **MLA Style Guide** and others are available here:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html. Use the **OWL** website for more information.

The **Thesis** must have **4 sections**, which are marked in **Bold** below. The other sections are optional. The **page order is: Title Page; Copyright Page; Abstract; Signature Page; Acknowledgments; Table of Contents; Lists of Figures, Graphs, Photos, Plates, Maps and Tables if used; Preface; Page 1-End of thesis content; Endnotes, if not in text or end of chapters; Reference List or Work Cited; and Appendices.**

To format the **Title Page** and **Signature Page**, refer to the **Templates** at the back of the *Guide*, p. 19.

Use the same margins for the entire Thesis including the **Appendices, Graphs, and Charts**. Make the **Left Margin 1.5 Inches**, the **Right Margin 1 inch**, and the **Top and Bottom Margins** must each be **1.25 inches**. Use this page as a template.

Indent all paragraphs 0.5 inches; exception: do not indent the first paragraph of the **Abstract**. **Indent Block Quotes 0.5 inches from both the left and right margins**. **Appendices**.

Every Reference must have an In-text Citation, and every and (x(e)0. (.)JJTT1 1 Tj0.001 Tc 0.001 (o he(ta)-1.r (f)4. I