

VI. THESIS INFORMATION AND FORMATTING TIPS

The following guidelines are appropriate for either thesis or project. For thesis (Anth 598) you should also obtain a copy of the much more detailed “Graduate Thesis Manual” under Graduate Forms and Documents on the Graduate Studies Office website, at

<http://www.fullerton.edu/graduate/currentstudents/graduateforms.html>.

1. Margins

For all theses and projects, use a 1.5” margin on the left, and 1” margins on top, right side, and bottom.

2. Top Margins for Major Pages

The first page of each chapter and all other major titles (abstract, table of contents, and references cited) must begin 2” from the top of the page.

3. Title and Approval Page

Use template (available on department website) for either Thesis (Anth 598) or Project (Anth 597).

The title of the thesis or project must be capitalized. The thesis or project chair’s name is listed first; list committee members alphabetically.

4. Paper and Binding

A copy of the final Thesis (Anth 598) or Project (Anth 597) **MUST** be submitted to the Department of Anthropology. It should be printed on regular printer paper, with an original signed title page. The Department copy (and a copy for your thesis advisor) should be velo-bound at Kinko’s (use a clear cover and black back). The cost for velo-binding is approximately \$3.50.

For Thesis (Anth 598) only, the defended final draft is submitted to the Graduate Studies Office printed on regular paper, but with one original signed title page on 20 lb. 25% cotton paper. The Graduate Thesis Reader will advise you about any changes you need to make. After the Graduate Office approves the thesis, you must print your entire final, corrected thesis on 20 lb. 25% cotton paper for submission to the Bookstore. The cost is approximately \$200.

5. Order of Parts

- Title and Approval page
- Abstract
- Table of Contents
- List of Illustrations, Figures, Tables (use a separate page for each type, if any)
- Preface, acknowledgements, or foreword (if any)
- Your Chapters
- Conclusion (your last chapter)
- Appendix (if any)
- References Cited

6. Numbering of Pages

(1) Everything before Chapter One is “*frontis* material.” All *frontis* pages are numbered consecutively with small Roman numerals (using however many you need) at bottom, center (1” from bottom).

- Title and Approval page is understood to be page i, but it is not numbered.
- Abstract is page ii
- Table of Contents is page iii (and however many pages you need)
- And so on.

(2) The first page of Chapter One is page 1.

- All text pages from this point on, through appendix and references, use regular Arabic numbers, which should be in the top right corner (1” from top and side).
- **Exception:** for Thesis (598), the page numbers for first pages of each chapter must be bottom, centered (1” from bottom).

7. Format, Letter Case, and Spacing in the Table of Contents

Use capital and lower case letters as shown in the example below. Double space between major entries; single space between sub-headings—see example below.

ABSTRACT.....	ii	← Justify numbers on right
LIST OF TABLES.....	iv	<u>Note:</u> right hand margin is compressed for demonstration purposes
LIST OF FIGURES.....	v	
PREFACE.....	vi	Chapter title and heading names are for demonstration only. Use titles of your choice as appropriate.
Chapter		
I. INTRODUCTION.....	1	
Purpose.....	1	
Definitions.....	3	
Research Questions.	5	
II. THEORETICAL PERSPECTIVE.....	8	
Culture.....	8	
Archaeology.....	15	
Biology.....	20	
III. DATA COLLECTION.....	25	
[and so on.....]		
VI. CONCLUSION.....	100	
APPENDIX.....	110	

8. Titles and Headings

The word “CHAPTER” should begin 2” from the top of the page. Chapter title is capitalized. Headings are analogous to an outline; thus, sub-sections under a heading should be related organizationally to that heading. Read the text below, which explains proper use and format of headings.

CHAPTER 1

INTRODUCTION

This is a Primary Heading

After a primary heading, indent your paragraph as usual. There is one double space between your paragraph and your primary heading, and 3 spaces between your chapter title and your primary heading. Primary headings should be listed in the table of contents, and the wording must match exactly in both places. Use secondary headings if you wish to sub-divide the major ideas contained within your primary heading. Subdivide ONLY if there are two or more necessary divisions.

This is a Secondary Heading or Sub-Heading

A secondary heading is an ordinary double space below the previous paragraph, and it begins on the left margin. Indent text of paragraph as usual. There is no period after a secondary heading. The graduate office would like secondary headings to also be included in your table of contents. Make sure that your headings in both table of contents and text match exactly. Use tertiary headings if you wish to further subdivide the information contained within your secondary heading into two or more sections.

This is a Tertiary Heading. This third level heading is indented as you would indent a paragraph, and is underlined, with a period after it. Whether you include these in your Table of Contents is up to you. For all sections with headings, use the basic rules of outlining. Each Tertiary section is a sub-division of, and should be relevant to, the Secondary section it comes under. Each Secondary section is a sub-division of, and should be relevant to, the Primary section it is under.