

CHAPTER 1

Pre-Thesis

General Requirements and Approval Procedures

Before you begin the final phase of your master's degree, you should determine, in consultation with your committee, whether you need to prepare a thesis or project.

Master's Thesis: The master's thesis is a final, book-length paper that is based on the results of original and existing research and substantiates a question, concept, or hypothesis.

Graduate Project: The graduate project is a piece of original, creative work that does not lend itself to a book format (e.g., paintings, films, photographs, theatrical productions, computer programs, etc.).

A subject and title for the thesis or project must be submitted in writing to an assigned advisor who will serve as the chairperson of your committee. No student should undertake a thesis or project without having the subject and methodology approved by the advisor and/or committee.

All master's theses and graduate projects must conform to the format requirements as stipulated by Seaver College and Pepperdine University. **Additional requirements may be stipulated by your academic division. It is your responsibility to check with your division about additional requirements.**

You are responsible for all expenses related to thesis or project preparation, with the exception of binding. Pepperdine will cover the cost of binding four (4) copies of your thesis.

Style and Form

The format and style for theses and projects must, in most instances, follow the guidelines set forth in *Form and Style: Research Papers, Reports, Theses* (Twelfth Edition), written by Carole Slade. Arrangement of “front” matter (e.g., title page, signature page, table of contents), however, varies from school to school. Though Slade suggests a particular arrangement for front matter, she notes that “your dissertation adviser may require another arrangement” (Slade, 2003, p. 39). For specific arrangement of Pepperdine’s theses, see “Arrangement of Materials” on p. 8 of this thesis guide.

The format for supporting materials, such as footnotes, quotations, endnotes, and bibliographic references, are determined by the division’s choice of style guide.

Pepperdine recommends the following guides:

- *The Chicago Manual of Style* (15th Edition), University of Chicago Press
- *Publication Manual of the American Psychological Association* (Fifth Edition)

Slade also provides examples of such entries in *Form and Style*. If your division or department does not specify which style guide to use, any of the above will be sufficient. Regardless of which manual you use, your thesis must remain consistent throughout with respect to style.

At Seaver College, History and Religion graduate students must use the Chicago Manual of Style, while Communication graduate students must use the American Psychological Association (APA) style.

CHAPTER 2

The Paper

Paper Requirements

Final Drafts Prior to Binding Approval

The copies used for editorial and content corrections should be printed on **regular paper, not cotton bond paper**. *Final Four Copies to be Bound*

Original: The original copy of your thesis should be

- 8 ½ x 11 inches
- Printed on Acid and lignin-free paper
- Alkaline-buffered (such papers will usually register on a pH scale between 7.5 and 8.5)
- Durable
- At least 20 lb. bond weight
- White

Copies: As above. Photocopies must be from the printed original, and copies should be clean and sharp. Carbon copies will not be accepted.

Additional Copies: Additional copies, to be bound for personal use, can be processed by the Pepperdine University Library. Each additional copy costs \$25.00. Please submit any fees to the Dean's Office with your final copies. Please see details on Paper and Printing Requirements at the following Web page.

<http://seaver.pepperdine.edu/graduateprograms/currentstudents/PrintingPaperStandards.pdf>

Typefaces and Fonts

The required typeface is Times New Roman. Courier (typewriter style) is not acceptable. The font size for the entire thesis is 12-point. This includes front matter, page numbers, and headings. Avoid using unusual or decorative fonts as they are often

difficult to read. Your thesis may be returned if the font is unacceptable. Original copies must be printed on a laser printer. Dot-matrix and deskjet output will not be accepted

Margins and Spacing

Margin requirements for the thesis should be measured from the edge of the page. In order for the page number to be set at 1.0" from the top of the page, the top margin should be set to 1.4" to create a double-spaced line following the page number in the heading. The margins should measure as follows:

Top = 1.4"	Header Margin = 1.0"
Bottom = 1"	Footer Margin = 1.0"
Left = 1.5"	
Right = 1"	
Indent = half-inch for the first line of a paragraph	

The wider left margin is necessary for binding purposes. All margins should remain consistent throughout the document, including pages that hold tables; charts, graphs, appendices, etc. Foldout pages, if any, must be folded within the margins or they may be damaged during the trimming portion of the binding process.

Headings

Form and Style recommends the use of five levels: levels one and two for titles and levels three, four, and five for text. Headings should be underlined (*italicized* for APA) where appropriate and the heading fonts should match the rest of the text. Do not use bold type. Examples of each level and proper placement, order, and format follow.

*****EXAMPLE*****

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CHAPTER

Title of Chapter is the Second Level Heading

Third Level Heading

Text following third level is doubled space and the first line of paragraph is indented half-inch. If there is no third level heading after the chapter title, the following text should be doubled space and indented half-inch.

Fourth Level (left justified, title capitalization, no period)

Double space to text that follows. Indent the first line of paragraph half-inch.

Fifth Level. Indented half-inch; text follows the period on the same line; only the first word is capitalized.

Your thesis or project should not require more than five levels of headings. If you require a level beyond the fifth, it should take the form of numbered paragraphs indented five spaces from the previous heading (see *Form and Style*, pp. 47-48).

Page Numbering

With the exception of the title page, every page in the thesis must be numbered. The title page is not numbered but is counted as the first page of the document.

Preliminary pages (e.g., signature page, table of contents, abstract) should be numbered with lower case Roman numerals (e.g., ii, iii, iv) in the bottom center of the page. Begin page numbering with the second page (ii).

The main text, beginning with page one, is numbered with Arabic numerals (e.g., 1, 2, 3) and should be in the top right-hand corner of the page, one inch from the top. A double space should separate the page number from the first line of the text. **The font style and size for all page numbers and footnotes must be the same as the rest of the text; 12-point.**

Appendixes and References or Bibliography should be paginated continuously after the main text. Numbers such as 10a, 10b, etc., will not be accepted. Do not decorate your page numbers in any manner.

Editing and Proofreading

Your paper should be scholarly and accurate in every way, including style and mechanics. After you have revised your paper, paying attention to the interaction of content and style, you should edit it thoroughly, making corrections in mechanics and grammar, consulting reference books when necessary, and proofreading carefully.

Because writers are often too close to their work to view it objectively, an effective way to measure your audience's reaction is to read the paper to someone else. Reading the paper aloud to yourself can also be helpful. The passages over which you hesitate or stumble probably need revision. Finishing the final draft a few days ahead of your deadline will give you an opportunity to improve your paper. "You will be able to

read and proofread and then set the paper aside so that you can return to it with a fresh perspective and a keen eye for rough spots and errors” (Slade, 2003, p. 98).

Deadlines

Thesis deadlines for each semester can be found in the calendar section of each Pepperdine University Academic Catalog. Please consult WaveNet, the *Seaver Graduate Programs* web page, or the most recent catalog the semester prior to your intended term of graduation. ***Below are important deadlines that must be met in order to prevent your ineligibility to walk at graduation.***

- Last day for filing final copy of thesis or project with committee chairpersons.
- Last day to notify the office of the Dean of Seaver College of date and time of oral defense.
- Last day to submit tentatively approved copy of thesis and signed thesis routing sheet to the office of the Dean of Seaver College.
- Last day for oral defense of mater’s thesis.
- Deadline for submission of final (4) signed copies of thesis or project to the office of the Dean of Seaver College.

CHAPTER 3

Additional Material

Special Materials

Tables and Figures

Tables and figures may be placed in the body of the text and/or placed in an appendix. All table and figure headings must be consistent throughout the document (see sample pages, Slade, 2003, pp. 111-119). Tables and figures that are too large for the margins should be reduced and copied on thesis paper.

Oversize Materials

Oversize materials should be reduced to fit within the margin requirements. With approval from the thesis advisor, foldout pages may be permitted if reduction is not feasible. Foldout pages should be well within the margins to prevent damage during trimming at the bindery. Oversize pages should not exceed 16" x 21". Pages that exceed these measurements are to be folded for insertion in a pocket within the bound thesis or project. If it is necessary to use a pocket, reference to the material therein must be made in the text.

Photographs

Photographs should appear within the standard margins of 8½" x 11" thesis paper. They should be mounted on 60 pound (or higher) paper for support. Captions should be within the required margins or on a facing page.

Drawings

Drawings (e.g., charts, maps, graphs, diagrams) must be on thesis paper and may be made either in permanent black ink, by photocopying, or on single-weight photographic paper by photographic reproduction. Illustrations of any kind must be within the margin requirements.

Computer Printouts

Computer printouts must be reduced by copying or photo offset process.

Arrangement of Materials

Materials for the thesis or graduate project must be arranged in the following order:

	Page	Page # Type	Page # Location	Page #
1.	Title Page	NA	NA	NA
2	Copy right page (optional)	Italic lowercase roman numeral	Center	ii ii. or continuous numbering
3.	Signature page	Italic lowercase roman numeral	Center	ii ii. or continuous numbering
4.	Dedication and/or acknowledgement page (optional)	Italic lowercase roman numeral	Center	ii ii. or continuous numbering
5.	Table of Contents (see <i>Form & Style p. 55</i>)	Italic lowercase roman numeral	Center	ii ii. or continuous numbering
6.	Table page (list of table names – see page “v” of Thesis Guidelines and <i>Form and Style p. 55</i>)	Italic lowercase roman numeral	Center	ii ii. or continuous numbering

7.	Abstract (always the last preliminary page – see sample page “vi”)	Italic lowercase roman numeral	Center	ii ii. or continuous numbering
8.	Body text starting with introduction, divided into chapters or sections	Arabic	Upper right corner	1
9.	Appendixes (if any), must be at least 10 pt. font	Arabic	Upper right corner	Continuous numbering
10.	References	Arabic	Upper right corner	Continuous numbering

NOTE: Anything that follows the Table of Contents should be listed in the table (e.g., table page, abstract, body text, appendixes, references).

References

Use single spacing within entries and double spacing between entries for both the APA Style and the Chicago Style. Also, the title should be *italicized*; underlined entries are no longer acceptable.

APA Style - List works by different authors in alphabetical order by name, then year.

Indent the author’s name half an inch from the left margin. (See References p. 9).

Format: Last Name, First Initial. Middle Initial. (Year). *Title*. City (and state if the city is not readily associated with its state): Publisher.

Chicago Style - List works by different authors in alphabetical order by name, then title.

Author’s name is flush with the left margin, all lines following are indented half an inch.

(See Bibliography p. 10).

Format: Last Name, First Name. *Title*. City: Publisher, Year.

CHAPTER 4

Title Page, Signature Page, and Abstract

If you are submitting a graduate project instead of a thesis, the title page should be altered to read “A graduate project submitted . . .” rather than “A thesis submitted . . .” (see “Sample Title Page”). Your title page, signature page, and abstract page should follow the formats on the sample pages at the front of this thesis guide. Please note that the month and year, on these three pages, should be your intended date of graduation. “Your Name” should reflect the name that will be printed on your official transcript and degree. These pages should be numbered appropriately (omit the page number on the title page) and placed in the proper order in your front matter (see “Arrangement of Materials”).

Appendix A

Formatting Appendixes

An appendix is used to allow the author to include additional information that is distracting or not essential for the main body of text. Appendixes can include mathematical proofs, large tables, long lists, or a sample of surveys used in research. If a paper has one appendix, it should be labeled Appendix. For more than one, label each one with a capital letter (Appendix A, Appendix B, etc.). If using *Chicago Style*, appendixes may also be designated by number (Appendix 1, Appendix 2, etc.).

Like the main text, an appendix may include headings and subheadings. Rules for running heads, citations, tables and figures are the same as in the main text. The font may be the same size as the rest of the text or smaller, if using *Chicago Style*.

Appendix B

Thesis Formatting Checklist

Before your thesis can be bound and placed in the library, it will undergo a rigorous review process. The primary focus of this process is formatting and stylistic concerns. Below is a checklist of common errors that students make. Please take the time to review your thesis for each of the errors below. Granted this will take a considerable amount of time, but it will make the overall revision process through the Dean's Office much shorter.

The checklist below is composed of errors frequently made by students. However, you will still need to refer to the Seaver Graduate Student Thesis Guidelines, *Form and Style* by Carole Slade, *Publication Manual of the American Psychological Association*, and *The Chicago Manual of Style*.

As you make changes in your document do not use the “find all” and “change all” function. This can create huge problems in your document. Review each change individually.

Overall Document

- After printing, measure all margins with a ruler. Some printers do not actually print the exact size specified in the settings.
Note: All pages should measure 1” from the top of the paper to the very first line of printing, whether that be a page number or text.

Front Matter

- Make sure the date is correct on the title page and the signature page.
- Table of Contents
 - Check each title in the table of contents against the title in the document. They should match exactly; there should be no variation in the wording of titles.
 - Check the page numbers listed in the table of contents against the document to make sure they are correct.
 - Make sure you have used the “dot leader” function.

Text

- Check the formatting of each heading. Review the five levels of headings and their appropriate formatting. Pay particular attention to indentions.
- Review all titles of other works for appropriate formatting.
- Review each occurrence of a number in your text. Use your manual of style to review when they should be spelled out and when they should be numerals.

- ❑ Quote Marks—make sure that all the quote marks in your paper are consistent, either smart quotes “ or straight quotes ". Both are correct, just be sure you are consistent. This is set in the preferences of Microsoft Word.
- ❑ Check all dashes. 1) Make sure you used the correct type and 2) check the spacing surrounding the dash.
 - An ‘m’ dash is a longer dash (the width of the letter m—). This is used to set off words, phrases or sentences as either parenthetical material, as an explanation or for other such reasons.
 - An ‘n’ dash is shorter (the width of the letter n-). It is used as a hyphen.
 - Neither the ‘n’ nor the ‘m’ dash should have spaces on either side of it. (Example: Coca-Cola, potato chips, and brevity—these are the marks of a good study session.)
 - Most word processors will automatically convert two n dashes into an m dash.
 - Three or more n dashes together are never acceptable.
- ❑ Block quotes
 - Block quotes should be left justified. Nothing in the text of your thesis should be full-justified text.
 - Block quotes do not have quote marks. The formatting change signals that the material is a quote.
 - Review other formatting specific to APA or Chicago.
- ❑ Lists
 - Lists of three items or more within a sentence should have a comma before the “and.” For example: “I purchased a roast, potatoes, and rolls for dinner.”
 - If you are listing research questions, there are several accepted styles in APA. Any of these styles are acceptable. The important point is that you follow one of APA or Chicago styles and not create your own.
- ❑ Spacing after periods
 - You may have one or two spaces after a period. It is important that you are consistent. Using the find and replace function can be useful in checking spacing. However remember to check each occurrence rather than using “replace all.”

Appendices

- ❑ Page numbers continue uninterrupted from text to appendixes to references/bibliography.
- ❑ Margins remain the same. However within those margins your text may vary from the standard formatting as long as all print is at least 10 point type.

References/Bibliography

- ❑ Every work cited in the text must be in your references/bibliography. To check this go through page by page with the reference/bibliography page in hand, and check off each citation.
- ❑ Review every entry in your reference/bibliography with the style guide in hand.
- ❑ Confirm that entries are in alphabetical order.

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