



Master's Thesis Formatting and Filing Requirements

Contents

ELEMENTS AND ORGANIZATION OF THE MANUSCRIPT	2
PRELIMINARY PAGES.....	2
<i>Title Page (required)</i>	2
<i>Copyright Page (recommended)</i>	2
<i>Acknowledgements (optional)</i>	3
<i>Table of Contents (required)</i>	3
MAIN CONTENT (BODY TEXT).....	3
FORMATTING AND SPECIFICATIONS	3
APPEARANCE.....	4
CITATIONS	4
FILE TYPE.....	4
FONT	4
MARGINS	4
MULTIMEDIA.....	4
<i>Images</i>	4
<i>Video</i>	4
<i>Audio</i>	5
PAGES AND PAGINATION	5
SPACING.....	5
COPYRIGHT AND PUBLICATION.....	5
PUBLICATION.....	6
USING COPYRIGHTED MATERIAL IN YOUR MANUSCRIPT	6
U.S. COPYRIGHT REGISTRATION.....	6
CREATIVE COMMONS LICENSING	6
ACCESS RESTRICTIONS.....	7
APPENDICES.....	III
APPENDIX A – SAMPLE TITLE PAGE.....	III
APPENDIX B – SAMPLE COPYRIGHT PAGE	IV
APPENDIX C – SAMPLE ACKNOWLEDGEMENTS PAGE.....	III
APPENDIX D – SAMPLE TABLE OF CONTENTS	IV

Elements and Organization of the Manuscript

Consult with your committee chair regarding an acceptable manuscript style before preparing the final PDF of the thesis or dissertation. This CGU Thesis Formatting and Filing Requirements document supersedes manuals of style if there is a conflict in the instructions regarding format.

The general arrangement of the manuscript should include the following elements in order: preliminary pages, main content/body, appendices, notes (if using endnotes), and bibliography/references.

Preliminary Pages

The information on the preliminary pages and the format of these pages are standardized. Follow the samples and instructions presented in this manual. There must be consistency between official university records and all preliminary pages with respect to your name, degree and concentration, committee names, title of manuscript, and year the degree is granted.

Preliminary pages are numbered with small Roman numerals. All preliminary pages are included in the page count but the first visible page number is on the Acknowledgements page (if applicable) or the first Table of Contents page.

Title Page (required)

[SAMPLE TITLE PAGE – Appendix A](#)

The title page should include the following and should be horizontally centered:

1. **Title of the manuscript.** Acronyms and abbreviated forms should be spelled out. The title should appear approximately half-way down the page (i.e. centered vertically and horizontally). The title should reflect the subject or focus of your manuscript and will be the basis for keywords for internet and library searches.
2. **Author name.** The NAME used on the title page must be the official (i.e. primary) name listed in your CGU student record. If you wish to change your official/primary name in your CGU record, you must follow the instructions on the [Registrar's webpages](#) prior to submitting your manuscript. If you are unsure about how your name appears in official CGU records, this information can be obtained through your MyCGU portal.
3. **Submission and Approval Statement.** Under the thesis title and author name, the following text should appear: "Presented to the Graduate Faculty of Claremont Graduate University in partial fulfillment of the requirements for the degree of Master of Arts in [insert field]. We certify that we have read this document and approve it as adequate in scope and quality for the degree of Master of Arts." All thesis readers' names should follow these statements in a list.
4. **The DATE** should appear directly below the list of faculty readers and should be the calendar year in which your degree will be conferred. No other date information such as month or day should appear here.

In general, images and running headers or footers should not appear on the title page. *No page number should appear on the title page.*

Copyright Page (recommended)

[SAMPLE COPYRIGHT PAGE – Appendix B](#)

Student authors may include a separate page for the statement of copyright. Such a statement is not required by CGU and no longer required under U.S. law, but can be beneficial because it informs those

accessing the work that it is protected by copyright. If including a copyright page, students should use the same form of their name as it appears on the title page. The copyright symbol, name, and year should all appear horizontally centered at the bottom of the page.

No page number should appear on the copyright page.

Acknowledgements (optional)

[SAMPLE ACKNOWLEDGEMENTS PAGE – Appendix C](#)

An Acknowledgements page is not necessary, but may be used to recognize individuals and other entities who significantly contributed to the development and composition of your manuscript. Examples of such entities may include committee members, outside readers, an individual who helped formulate your proposal, or a contributor of research, computer work, statistical analysis, or graphics. Funding resources for research support are appropriately recognized in an Acknowledgements page.

If you choose to include an Acknowledgements page, it should include the first visible small Roman numeral page number.

Table of Contents (required)

[SAMPLE TABLE OF CONTENTS – Appendix D](#)

Use the Table of Contents to list the significant headings and subheadings of your manuscript. The Table of Contents should be double-spaced unless there are numerous subsections within chapters. In this case the last subsection of a chapter and the next chapter title should be double-spaced.

The Table of Contents may be followed by additional lists, such as of tables, diagrams, figures, illustrations, plates, or the like. These lists should also be double-spaced. Pages of your Table of Contents continue numbering using lower case Roman numerals.

Main Content (Body Text)

The manuscript must be formatted consistently throughout. Any article that is submitted to a professional journal and is included in the manuscript must conform to the format described in this Guide. Except where specified otherwise in these requirements, the organization, presentation, and documentation of the manuscript should meet the standards for publishing journal articles or monographs in the field of inquiry.

The first page of the main body of text must be numbered with the Arabic numeral “1.”

Formatting and Specifications

Appearance

The organization and appearance of your digital manuscript should be clean, clear, and consistent in quality. Print copies ordered through ProQuest are generally produced as double-sided pages, so it's recommended to place all visible page numbers in the bottom, center of the page.

Citations

Use a consistent format that best meets your presentation needs. Footnotes may be presented at the bottom of a page, at the end of a chapter, or at the end of your manuscript.

File Type

PDF (portable document format) file is required in order to upload to the ProQuest ETD Administrator. A PDF conversion tool is available through the ETD Administrator a student does not have access to software for PDF conversion. PDF files should not be compressed, password protected, or contain a digital signature. Students are responsible for the appearance of their manuscript as a PDF file. It will appear and may be downloaded exactly as submitted through the ETD Administrator.

Font

Embedded fonts are REQUIRED. For more information about embedding fonts, please visit this ProQuest ETD support page: <https://support.proquest.com/articledetail?id=kA14000000GwUdCAK>.

Any legible font except script, italic, or ornamental fonts equivalent or larger in scale to 10pt is acceptable. Italicized font may be used for non-English words and quotations.

Margins

One-inch margins are required:

Left: 1"; Right: 1"; Top and Bottom: 1"

Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers should be at least ¾" from the edge of the page.

Multimedia

Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. The ETD Administrator will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.

Images

GIF (.gif), JPEG (.jpeg), TIFF (.tif)

Video

Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)

Audio

AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)

Pages and Pagination

Page numbers should appear in the bottom center of the portrait orientation view. Follow the protocol below to organize your manuscript and determine the numbering scheme that applies to each section. If your document is in Microsoft Word format, you will need to utilize the section break functions to properly format your page numbers. Useful online tutorials can be found here:

<https://support.office.com/en-us/word>.

Section/Page	Required?	Counted?	Visible page number?	Type of number
Title Page (see sample)	Required	Yes	No	n/a
Copyright Page (see sample)	Optional	Yes	No	n/a
Acknowledgements (see sample)	Optional	Yes	Yes	Small Roman numeral, page v or vi
Preface	Optional	Yes	Yes	Small Roman numeral
Table of Contents (see sample)	Required	Yes	Yes	Small Roman numeral
Table of Figures (or other tables and lists)	Optional	Yes	Yes	Small Roman numeral
Introduction	Optional	Yes	Yes	First Arabic page number, start with page 1
Chapter One	Required	Yes	Yes	Arabic numeral

Spacing

Manuscripts should be double-spaced, although exceptions may be made for the following items:

- Footnotes/endnotes
- Long quotations
- Captions
- Items in tables, lists, graphs, charts where double-spacing may be detrimental to the presentation of data or information
- Bibliographic entries
- Table of Contents – only where chapters may have numerous sections listed

Copyright and Publication

Publication

All master's theses and doctoral dissertations of Claremont Graduate University students are published and made available to the public through the ProQuest Theses and Dissertations database and in the institutional repository. During the ETD Administrator submission process, student authors are given a number of options regarding the accessibility of their work to the public. The CGU Registrar's Office delivers approved manuscripts to ProQuest and to Scholarship@Claremont at the end of each term after degrees are posted. Once delivered, it may take several weeks for your manuscript to be published and accessible in the ProQuest database and in Scholarship@Claremont.

Using copyrighted material in your manuscript

Your manuscript must adhere to professional publication standards. As the responsible author, you should be careful using or incorporating into your manuscript extensive texts, images, or other intellectual property. Wherever required, you must obtain and retain for your records the appropriate copyright permissions.

As a rule, obtain all permissions in writing, specifically citing the content which you may reproduce and identifying the purpose for the reproduction. Whenever extensive materials from a single source are used or incorporated into your document, you should express gratitude and note the permission obtained in your Acknowledgements. For single items such as images, photographs or other graphics, you may include the phrase "Used by permission" directly below the insert.

Claremont Graduate University is neither responsible nor liable for any copyright infringement on the part of dissertation authors. Questions about author liabilities and copyright law should be referred to an attorney.

For additional information about using copyrighted materials in your published dissertation or thesis, see ProQuest's FAQs webpage:

https://support.proquest.com/articledetail?id=kA040000004JGnCAM&key=copyright&pcat=All_c&icat=

U.S. Copyright Registration

During the ETD Administrator submission process, student authors are given the opportunity to request that ProQuest file for copyright on their behalf. Copyright registration is not required and is at the discretion of the student author. Additional information and articles about copyright registration are available in the Resources & Guidelines section of the ETD Administrator.

Creative Commons Licensing

During the ETD Administrator submission process, student authors are given the opportunity to choose a Creative Commons (CC) license. Choosing a CC license is not required and, however if chosen, will be

applied to your publication in Scholarship@Claremont and not in ProQuest's use of your dissertation or thesis. For more information about Creative Commons licenses, visit: <http://creativecommons.org/>

Access Restrictions

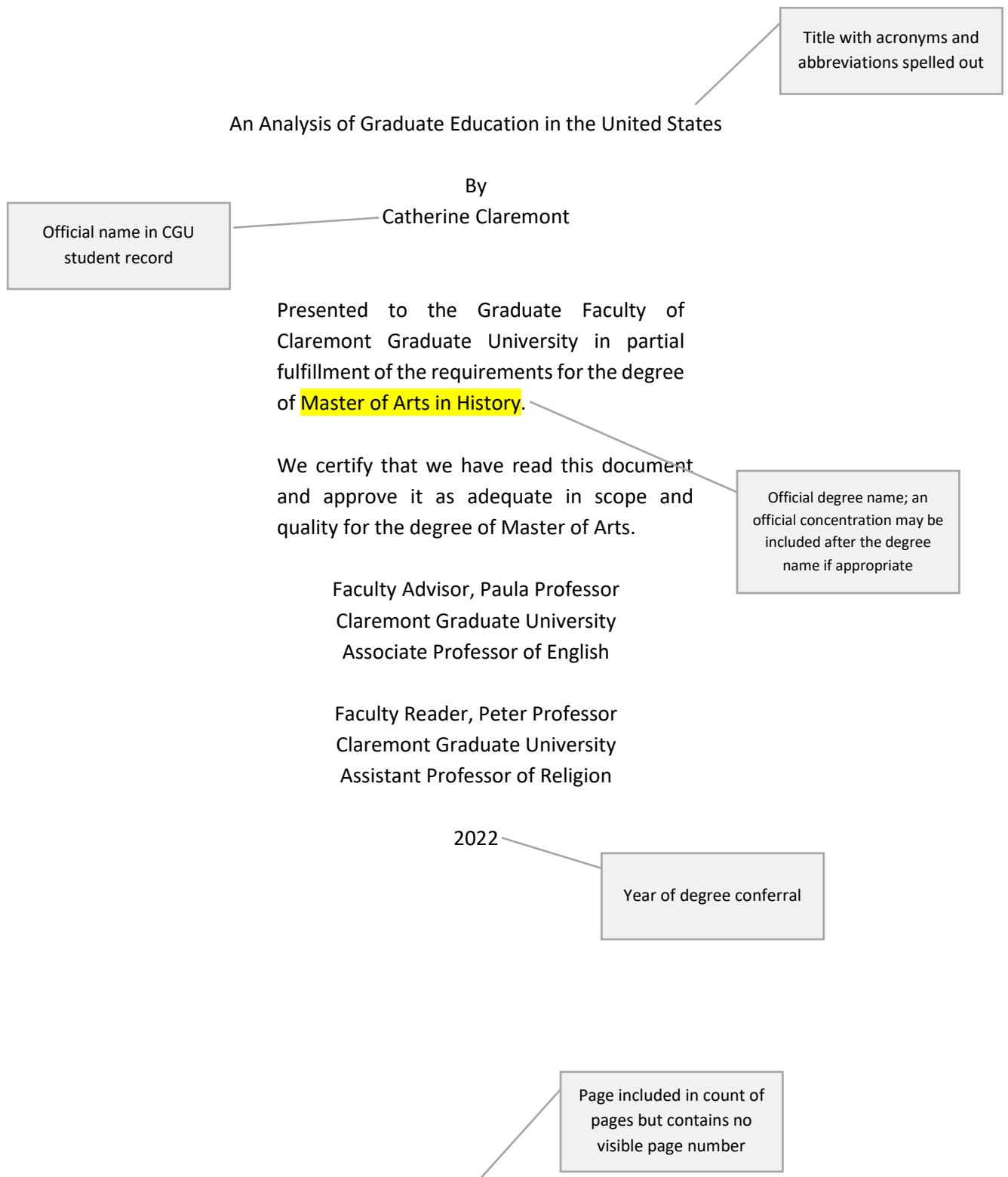
An **embargo or delayed release** is a period of time during which a manuscript is not accessible to the public in the ProQuest database as well as Scholarship@Claremont; the embargo length options available in the ETD Administrator are 6 months, 1 year, or 2 years. The author may lift an embargo earlier than originally requested or extend an embargo if the original time limit has been reached. Embargo extension requests may be subject to academic department and institutional approvals. Regardless of whether you elect to embargo your document, your title and abstract will be publicly available.

ProQuest allows authors to have their publication **restricted from internet search engines**. More information about this option is available in the ETD Administrator's [Resources & Guidelines → Delayed release and other publishing options document](#).

In the institutional repository, **Scholarship@Claremont**, the author may choose to make the publication Openly Accessible (Open Access searchable via Google Scholar) or they may choose to allow access only to those who are part of the Claremont Colleges community and using an on-campus internet connection. The author may select this choice through the ETD Administrator submission process.

Appendices

Appendix A – Sample Title Page



Appendix B – Sample Copyright Page

© Copyright Catherine Claremont, 2022.
All rights reserved

Page included in count of pages but contains no visible page number

Year of degree conferral

Acknowledgements

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ut risus ornare, sodales magna a, eleifend tortor. Quisque tincidunt maximus quam, non blandit metus lacinia quis. Nam nisl libero,

← vestibulum vestibulum tempor at, egestas eu purus. Ut non blandit dui, eu mollis urna. Quisque vel sem ac tellus gravida malesuada. Sed sit amet mi vitae lorem vestibulum consequat. Aenean sit amet justo

1" margins on all sides

m mollis varius quis sit amet ligula.

Donec sagittis, diam nec maximus scelerisque, tellus erat congue nulla, vel consequat mi sapien posuere mauris. Maecenas lobortis nibh ut elit consequat, non sollicitudin risus vestibulum. Praesent

pellentesque, magna ut placerat rutrum, lacus tortor lacinia sapien, in bibendum orci eros non velit.

Donec purus odio, vestibulum nec ex efficitur, finibus sodales sapien. Cras a ante ac tortor tincidunt

feugiat. Phasellus quis ipsum gravida ante ultricies mattis. Interdum et malesuada fames ac ante ipsum

primis in faucibus. Maecenas a porttitor felis. Pellentesque rhoncus lacus ligula, tristique eleifend tortor

congue in. Etiam venenatis nisi id nunc convallis mattis. Orci varius natoque penatibus et magnis dis

parturient montes, nascetur ridiculus mus. Quisque sit amet luctus neque.

First visible page number as small Roman numeral. Number is determined by the count of pages prior to this page.

Appendix D – Sample Table of Contents

Table of Contents

Introduction 1

Chapter 1 (Include chapter title if applicable) 30

 1.1 (include chapter subtitle if applicable) 45

 1.2 (include chapter subtitle if applicable) 60

Chapter 2 (include chapter title if applicable) 75

Chapter 3 (Include chapter title if applicable) 110

Chapter 4 (include chapter title if applicable) 175

Appendix 220

Bibliography 250

Visible page number as small Roman numeral. Number is determined by the count of pages prior to this page.