

FORMAT FOR MASTER'S THESES IN GEOLOGY
AT SAN JOSE STATE UNIVERSITY
APRIL 2009

GENERAL:

General characteristics, such as margin size, paper quality, page numbering, and English usage will conform to University regulations. Guidelines are summarized in the document, "General Instructions for Master's Theses", available from the Office of Graduate Studies. The University Guidelines are available on-line at the Graduate Studies web site (<http://www.sjsu.edu/gradstudies>).

ORGANIZATION:

1. Title Page:
According to University regulations (limit 80 characters counting spaces for Title)
2. Copyright Page:
3. Signature Page:
According to University regulations
A minimum of three signature lines is required for Departmental approval
4. Abstract:
According to University regulations. There is no longer a word limit, but the abstract must fit on a single page.
5. Acknowledgments:
Optional, but generally included
6. Table of Contents:
The Table of Contents must be double spaced (note: there should be more than one entry at each level of the outline).
The first item is the first heading of the text, usually the "Introduction".
The "List of Figures", "List of Tables", and "List of Plates" do not appear in the Table of Contents.
Words in headings and subheadings listed in the Table of Contents must match those in the text. *See the attached page for an example.*
7. Lists of Figures, Tables, and Plates:
These "lists" must be double spaced.
The first letter of each major word should be capitalized.
The title must be spelled out fully. For figures, see explanation of "title" in the section on "Style", under "Captions."
If only one or two tables or one or two plates are used, the "List of Tables" and/or "List of Plates" may be placed on the same page as the "List of Figures" if the "lists" fit on the same page (no "widow and orphan").
See the last three pages for examples.

8. Text
The text begins on page 1 (usually with the “Introduction”).
Headings in the text should follow the **Geological Society of America Bulletin format** (see below).
9. References Cited
Current style of the **Geological Society of America Bulletin format** should be used.
Names of journals should be written out in full.
10. Appendix
Optional

FORMATTING AND STYLE OF MAIN BODY OF THESIS

Follow the Bulletin or Special Papers of the Geological Society of America (GSA), the main elements of which are summarized below. Be sure to refer to a recent Bulletin issue and the Guide for Authors, which is available on the internet (www.geosociety.org). The *only variation to the Geological Society of America Bulletin style is for figure captions (bolded below) and where University guidelines take precedence.*

FIRST-ORDER HEADINGS

Left-justify, make bold, and put in capital letters. Heading begins four lines (two double-spaced lines) below previous text (except for “INTRODUCTION”). Subsequent text or subheading begins four lines below heading.

Second-Order Headings

Left-justify, capitalize first letters and make bold. Heading begins four lines below previous text, and subsequent text or subheading begins four lines below heading.

Third-Order Headings

Left-justify, capitalize first letters, make bold, and italicize. Heading begins 4 lines below previous text. Subsequent text or sub-heading begins on next double-spaced line.

Fourth-Order Headings. Indent heading, capitalize first letters, make bold, italicize, and place a period after heading. Heading begins in next double-spaced line below previous text. Text begins on the same line as heading.

STYLE:

1. Captions:
Captions should be left-justified.
Captions should **not** be bold (in contrast to GSA style).
Captions should be below the figures to which they refer, but above tables.

Entry in List of Figures by University rules must include the “figure title”. Following the GSA Bulletin format, the title is considered the first phrase or sentence (i.e., writing before first period). This “title” is stated exactly in the “List of Figures”.

2. References to figures in the text:
Where referencing figures the first letter should be capitalized.
References to figures should be abbreviated if in parentheses and the first letter capitalized.
Figures and tables appear on the first available page following the first reference to them.
3. Citations of literature should be by author and date and placed within the punctuation of the sentence. Citations should be arranged chronologically.
4. Symbols:
Symbols, such as mm and kg, are not punctuated.
Metric units are required. If original measurements were not in these units, original measurements will follow in parentheses.
5. Figures:
Figures, including captions, must fit within normal page margins.
More than one figure may appear on a page, and figures and text may appear on the same page if a space of four lines is allowed between the caption and the text or next illustration. The caption is single spaced.
6. Page numbers:
According to University regulations.

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