



**SAN JOSÉ STATE  
UNIVERSITY**

## **MASTER'S THESIS GUIDELINES**

Office of Graduate Studies and Research

<http://www.sjsu.edu/gradstudies>

### INTRODUCTION

This document provides general guidance for authors of master's theses and creative project reports prepared under Plan A or Plan C at San José State University. Please read the guidelines carefully and consult your adviser concerning any questions you have about the format of your thesis. Please do not use the SJSU Master's Thesis Guidelines as your only source of information for preparing your thesis. In addition to the SJSU Master's Thesis Guidelines, a style guide appropriate to the discipline must be selected by the student. Some major departments provide more complete format and style instructions that have been approved by the Office of Graduate Studies and Research (GS&R), the interpretation of which rests primarily with the advisor. If a department format that has been approved by the Office of Graduate Studies is not available, one of the commonly used style guides is required as a supplement to the SJSU Master's Thesis Guidelines. While the SJSU Master's Thesis Guidelines take precedence over other style guide information, students will find discipline specific details on the appropriate formatting for a scholarly paper in the commonly available style guides. The more commonly used documentation styles, as well as additional information regarding style are reviewed in a later section of this document.

The SJSU Master's Thesis Guidelines (hereafter referred to as the thesis guidelines) were developed for use by graduate students and thesis advisors when preparing or reviewing a master's thesis to ensure it meets 1) San José State University thesis requirements, 2) ProQuest / UMI Information and Learning Company (PQIL/UMI) publishing agreement requirements, and 3) Compliance with the SJSU King Library publishing requirements. The guidelines as well as additional information about procedures for submitting the thesis can be found on the Office of Graduate Studies and Research website. Please note that while the guidelines refer to "thesis" throughout, they also pertain to creative project reports completed under Plan C.

Approval of the completed thesis by the Office of Graduate Studies and Research is required for award of the master's degree. The thesis that is initially submitted to GS&R must be the final typed manuscript approved by the student's thesis committee. Only one copy of the thesis on regular paper is needed for this initial submission.

However, the original signature page must be on 100% cotton paper containing the signatures of **all** thesis committee members. Information about paper quality is covered in the Manuscript Preparation section of the thesis guidelines.

Once your thesis has been reviewed and approved by GS&R - generally about 4 to 5 weeks after the posted deadline - you will be notified that your thesis is ready for pick-up; you will receive a binding packet that includes the approval letter, a list of pages that need corrections, and a checklist that provides instructions for submitting the final corrected copy of your thesis for binding. Most of the required corrections will be indicated on the thesis itself.

Only **one** mandatory final copy will be submitted to GS&R for binding once the thesis is approved by GS&R. This copy will be made available for distribution at the SJSU King Library and to ProQuest Information and Learning Company (PQIL), the external publisher of SJSU master's theses. **As of Fall 2009, the MLK Library will no longer be processing a departmental copy for binding.** The thesis will be scanned by the library and made available online to the University community through the library's electronic repository.

The Office of Graduate Studies and Research requires that all students complete the ProQuest / UMI Publishing Agreement when filing the final version of the thesis for binding. ProQuest, the publishing company contracted by San José State University, archives a microfilm copy of your thesis and creates a bibliographic record of it on the UMI dissertation database, which is available to researchers worldwide. The ProQuest publishing agreement grants ProQuest the non-exclusive right to reproduce and disseminate your work. It is important to note that ProQuest acts as a publisher and does not own the copyright to your thesis. As the author of your thesis, you retain control of the work's intellectual content. ProQuest can also provide additional services, such as registration of copyright for the thesis, and a discount on personal copies. Information about these services are available in the ProQuest / UMI Publishing Agreement posted on the GS&R website. A standard fee will apply for processing the thesis; students have the option of paying with a cashier's check (not void after 90 days) or money order. Fees and payment options for additional ProQuest services are outlined on the Thesis Binding Checklist that is provided to students once their thesis has been approved by GS&R. The Office of Graduate Studies and Research will forward the relevant payments and forms to ProQuest.

## TIMELINES

It is important to remember that the submission of the thesis to GS&R occurs after all of the your thesis committee members have approved the thesis, and after you have applied for the award of master's degree. Due dates for thesis submission to GS&R change each semester and summer term; due dates are posted on the Office of Graduate

Studies and Research and website. Please be sure to consider these dates when preparing your timeline for submittal of the thesis, as extensions of the deadline will not be granted.

Time is critical during the "thesis season." A student must allow enough time for preparation of the draft, consideration by thesis committee members by deadline dates set in the department, typing, review by GS&R, and the inevitable corrections. Make sure you leave time for the final reading and signing by your committee members; check to see, for example, that all committee members will be in town when you need their signatures. Please note that it is the student's responsibility to ensure that all committee members are available to review the thesis such that it can be submitted in final form to GS&R by the posted deadline. If, on submittal, GS&R determines that the thesis does not meet the requirements described in this document, the thesis will not be accepted, and you will be advised to reactivate as a student, and change your graduation date to the following semester.

The GS&R website as well as The Steps for Final Approval of Your Thesis section in these guidelines covers the procedures for submitting your thesis in greater detail. Once you have submitted your thesis, GS&R will review the thesis within 4-5 weeks of the posted deadline. If minor corrections are required, you will receive notification that your thesis has been approved, as well as a list of general comments about the type of revisions that are needed. You will be able to submit the final, corrected copy of the thesis by the binding deadline. If your thesis requires extensive corrections (e.g., the thesis contains more than 15 different kinds of errors), you will receive notification that your thesis cannot be accepted as submitted, and you will have a short window of time – approximately 2 weeks from the time that you are notified to re-submit the thesis for a second review. If your thesis is not approved after the second review, you will be asked to re-apply for graduation, obtain new signatures from your thesis committee members, and re-submit your thesis the following semester. The overall timeframe for completion of the thesis requirement may vary, as each department sets their own deadlines and time restrictions for review by the thesis committee members.

## MANUSCRIPT PREPARATION

The instructions listed below take precedence over other style guide information. If there seems to be some serious conflict, check with the Office of Graduate Studies and Research, and have your thesis advisors do the same.

### Format and Style

Margin, pagination, and document structure requirements are specified below and must be observed as stated, no matter what other guidelines dictate. Remaining format issues are governed by standard publication manuals and/or standards of publication in

your discipline. Unless an alternate format has been approved by your department and GS&R, the latest edition of one of the following standard references, the one appropriate to your field, should be used:

American Psychological Association, *Publication Manual of the American Psychological Association*

<http://www.apastyle.org/>

Chicago, *Chicago Manual of Style*

<http://www.chicagomanualofstyle.org/home.html>

Modern Language Association, *The MLA Style Manual and Guide to Scholarly Publishing*

<http://www.mla.org/style>

Turabian, *A Manual for Writers*

<http://library.osu.edu/sites/guides/turabiangd.html>

It is the student's responsibility to determine which style guide the major department requires and to present a thesis to GS&R that is consistent with the selected guide. Students should not use a previously approved thesis from the library in lieu of selecting an appropriate style guide. Significant delays in the thesis approval process may occur if format specifications are not followed. If your department follows a different style guide or uses the format of a journal from the discipline, it is your responsibility to submit examples of the format (instructions to authors from a journal and a sample article) to GS&R. If a journal format is selected, the thesis should be formatted as journal-ready, as it would appear if published in the journal. Figures and tables, for example, are incorporated into the body of the document after reference is made to them rather than being submitted separately or at the end of the document. Examples of discipline specific styles include the American Sociological Association (ASA), the Council of Science Editors (CSE), and the Institute of Electrical and Electronics Engineers (IEEE).

Please do not use the SJSU Master's Thesis Guidelines as your only source for preparing your thesis. Information about the commonly used styles is available on the SJSU Writing Center Website (<http://www.sjsu.edu/writingcenter/>). The SJSU Writing Center also periodically offers workshops on these documentation styles. Other general references on form and style that can be used as aids in writing and preparing a scholarly paper can be consulted as well; however, the thesis should not combine formatting recommendations from multiple styles. One style guide should be used consistently throughout.

Because a thesis is usually an objective, unbiased investigation based upon the author's scholarly work, it should be written in a formal scholarly manner appropriate to academic publications. The use of the first person is discouraged, except in disciplines where the form demands it, or in the kinds of research where the use of the "I" is normal and necessary. Above all, it is important to be consistent in matters of style, usage, and punctuation. Consistency with the format of heading levels, the use of capitalization, and the placement of figures and tables and their corresponding captions should be observed. The presentation of data should be clear and clutter-free, utilizing a legible font and size.

### Fonts

Because SJSU theses are sent to University Microfilms Incorporated (UMI), your choice of font is more important than ever. When a text is reduced to microfilm the smaller fonts tend to be almost impossible to read. Create your manuscript using a TrueType font - not a scalable font. Choose a font that is clear and business-like; avoid unusual or difficult to read fonts such as "Script" fonts. We recommend using standard fonts such as Times New Roman or Arial. Keep in mind that your choice of font may vary depending on whether you use Mac or PC applications, and that the font type affects the size of the text. In general, most standard fonts are readable at a 12 point size. However, the text may need to be re-sized for readability if an unusual font is selected. The size and clarity of text contained in figures and tables should not be neglected. Readers should not have to struggle to understand or discern the data presented in the thesis.

### Spacing

Manuscripts should be double-spaced except for extended quotations, bibliographies, footnotes, and other material for which single spacing is appropriate. Although many style guides ask for double spacing for some of this special material, single spacing is preferred by GS&R in the interests of aesthetics and saving paper. Each item in the bibliography or works cited section should be single spaced with double spacing between entries. In addition, double columns, typical in journal formats, should not be used in a thesis unless a journal article is incorporated as a separate chapter within the thesis.

Although some guides now recommend a single space after the final punctuation mark in a sentence, this office still insists on the more readable two spaces after periods/punctuation ending sentences.

Spacing of words on a line should be such that the line can be easily read. Crowding words together or leaving excessive spaces is not permitted. Right margin

justification is prohibited because it can produce large gaps between words. Such gaps are not permitted and, if left, could require revision of the entire document.

### Margins

The following margins must always be used, regardless of instructions given by any other style manual:

Left:	1 ½ inches
Top and bottom:	1 ¼ inches
Right:	1 inch

Certain materials in appendices, as well as tables, figures, or other images may need to be photo reduced to conform to margin requirements. Nearly all word processing programs allow authors to set their margins. When in doubt, please use the margins template provided on our website to check your margins prior to submitting your thesis for review.

### Headers and Footers

Headers and footers are prohibited, except when used for pagination, unless they are part of a department format approved by the Office of Graduate Studies and Research.

### Pagination

All material preceding the actual body of the text is counted with lower case Roman numerals (e.g., i, ii, iii, iv). These numbers are placed at the bottom center of the page except where the page is counted but the number is suppressed. The actual text uses Arabic numbers (e.g., 1, 2, 3, 4), which are placed either in the upper right corner of the page, or at the bottom center of the page. For the introductory pages, the required order is:

- |     |                |   |
|-----|----------------|---|
| i   | Title page     | (page is counted, but the number is suppressed) |
| ii  | Copyright page | (page is counted, but the number is suppressed) |
| iii | Signature page | (page is counted, but the number is suppressed) |
| iv  | Abstract       | (page is counted, but the number is suppressed) |

v	Acknowledgments or dedication	(optional, begin numbering on this page, at the bottom center of the page)
	Table of Contents	(begin numbering if Acknowledgements is omitted or continue numbering sequentially)
	List of Figures	(continue numbering sequentially)
	List of Tables	(continue numbering sequentially)

Do not list the title page, copyright page, signature page, abstract, and acknowledgements or dedication pages in your table of contents.

### Title Page

The thesis title page appears as the first page of your thesis. The page number is counted but suppressed, and should be formatted according to the example provided in Appendix A. The title can be no longer than 80 characters, including spaces and punctuation. The title should be in full capital letters, properly centered, with a wider margin on the left, and placed one and a half inches down from the top of the page. The correct department name should be inserted. The thesis should bear the date (month and year) the degree is to be awarded, not the date the thesis is submitted. This means the date will either read May [year], August [year], or December [year] depending on when your thesis is expected to be approved by GS&R. The title page for a Plan C creative project report is identical to that for a thesis, except that "Creative Project Report" is substituted for "Thesis" in the appropriate place.

### Copyright Page

You automatically own the copyright to your work and no one may legally use any part of it without your permission. To indicate such ownership, place a copyright page in your thesis as the second page following your title page. The page number is counted but suppressed. An example of the copyright page that illustrates the required formatting is included in Appendix B.

### Signature Page

The signature page, with spaces for the names of your thesis committee members and for the University administrator in GS&R who gives final approval, follows immediately after the copyright page as the third page of your thesis. The page number is counted but suppressed. Students should inquire with their advisor regarding the number

of thesis committee members that are needed for departmental approval. University policy S87-6 requires that a minimum of three individuals serve on the student's thesis committee. The majority of the committee members must be SJSU faculty. The Chair of the thesis committee must be a full time, tenured, or tenure track SJSU faculty member not on leave or sabbatical. Faculty participating in the Faculty Early Retirement Program (FERP) are considered active faculty members, and as such, can function as the thesis chair. Non-faculty members must be recognized experts in the subject matter of the thesis. If the thesis committee includes an off-campus member, please specify the affiliation (e.g., Mr. Marvin King, ABC Corporation) on the signature page.

A template of the signature page that illustrates the required formatting is included in Appendix C. While students may initially submit their thesis to GS&R on regular paper, the signature page must be on 100% cotton paper with a watermark stating its quality. If the thesis is approved, the University representative in GS&R will sign the original signature page, which may be retained for your personal copies. Students are expected to make a photocopy of the original signature page onto the 100% cotton paper for the mandatory copy. If an error is identified on the signature page, you will be required to obtain a new version, signed by all thesis committee members, and to submit a copy of the corrected version of the signature page with your mandatory copy for binding.

#### Abstract

An abstract, no more than one page in length, must accompany each thesis. The abstract follows the signature page as the fourth page of your thesis. The page number is counted but suppressed. The abstract should be written to report concisely on the purpose, design, and results of the research, as it will be used for indexing purposes in the UMI archive. A sample of an abstract that illustrates the formatting required for this page is included in Appendix D.

#### Acknowledgements or Dedication

The acknowledgements or dedication page is optional. The word acknowledgements should appear at the top center of the page in capital letters. If it is included, the acknowledgements page will immediately follow the abstract as the fifth page of the thesis. This is the first page in the thesis where the page number appears at the bottom center as lower case Roman numeral five: v. All subsequent front matter, described below, will be numbered sequentially with the appropriate lower case Roman numeral. If the acknowledgements page is not included, begin numbering - lower case Roman numeral five - on the table of contents. A sample of an acknowledgements page that illustrates the formatting required for this page is included in Appendix E.

## Table of Contents, List of Tables, List of Figures

Your thesis must include a table of contents, and when applicable, a list of tables and a list of figures, each on a separate page with the appropriate lower case Roman numeral at the bottom center. For disciplines where the use of illustrations or plates is the convention, the list of figures may be modified accordingly. Likewise, a list of abbreviations may also be appropriate for certain disciplines and can be included with the introductory pages described here. Please refer to your style guide for formatting specifications for the table of contents and other subsequent front matter. Prior to submitting your thesis, make sure to double check that the page numbers listed in the table of contents, list of tables, and list of figures corresponds with the material presented in your thesis. Any headings, subheadings, or titles listed in the front matter must match exactly with those that appear within the thesis.

The body of the thesis, generally beginning with an Introduction section or Chapter One, is numbered with Arabic numbers (1, 2, 3, etc.) that are placed either at the bottom center or the top right hand corner of the page. Once you have decided where to place page numbers, be consistent throughout the thesis, and make sure that the page numbers are always aligned throughout. If certain pages in your thesis are landscaped in order to incorporate a large table or figure, the page number must continue to appear in the same location as on previous pages. Appendices must also include page numbers and be listed in the table of contents with their title included.

The organization of your thesis, and its division into chapters or sections, is dictated by your style guide of choice. If your thesis follows a journal format and consists of one or more journal articles, it is still necessary to provide an introduction and conclusion to the thesis itself, outlining how the work is structured, summarizing what is discussed in each article and what conclusions were drawn from the research.

### Presentation

Tables, figures, and other images should appear within your thesis (not as part of the appendix) directly after your initial reference to them. This requirement is in keeping with the standards of most published journal articles and style guides, many of which also provide instructions on the proper formatting for table/figure titles and captions. Typically, table titles appear above the table, while figure titles appear below the figure. Additional descriptive captions may appear beneath the table or figure. We recommend creating succinct titles for both tables and figures, as titles for each must appear in the list of tables and list of figures as they do in the thesis. Please also provide a proper citation when a table, figure, or other image has been taken from another source (e.g., reprinted with permission from.../modified from.../adapted from...). Keep in mind that you must obtain permission from the copyright owner if you are reproducing a copyrighted work in

its entirety, or when you are reproducing a significant portion of some one else's work. More detailed information about copyright - including requirements for obtaining permission to use copyrighted material in your thesis - is presented in the Copyright Permission section below.

Noticeable gaps or blank spaces between text should be avoided. If you place tables, figures, or images on a separate page, make sure that they are within the margins and that the tables, figures, or images on subsequent pages follow the same alignment. We do not recommend that you break in mid-sentence in order to place a figure/table/image within the text. While images should be embedded within your thesis, complete your sentence or idea first.

While the use of color may be essential for certain disciplines, the use of color is not recommended when presenting statistical or graphical data, as it does not copy well. The thesis may also be presented in media that does not reproduce color. Use cross-hatching, shading, and other techniques for depicting data wherever possible. For example, the use of differing geometric shapes to plot line graphs, will result in a more discernable presentation of the data than the use of color. If color is used for presenting data, sharply contrasting colors are recommended.

#### Paper

The paper for the mandatory copy that will be bound for microfilming and for the University must be on 8 1/2" x 11" paper, be good quality white bond (100% rag or 100% cotton content), and be a minimum 20-pound weight (not heavier than 24-pound weight). Paper of this quality is usually available at office supply stores and contains information about the quality on the box. Make sure that the paper contains a watermark of the paper quality for easy verification.

You may submit your thesis to the Office of Graduate Studies and Research for review and approval on lesser quality paper (regular copy paper), except for the signature page, which should be on the better quality paper noted above. After corrections are made, you will submit your final copy of the thesis to GS&R on 100% cotton or 100% rag paper, following the instructions provided on the Thesis Binding Checklist included with the approved copy of your thesis. To make copying and binding easier for the library, the mandatory copy must be printed on a single side of the paper, and should not include any fold-out materials.

#### Audio / Video Recordings, Maps, and Other Supplementary Material

Relevant supplementary materials that a student may wish to include with the thesis should be submitted with the thesis when it is presented to GS&R for approval. Audio or video recordings may be presented on a CD or DVD that is clearly labeled with

the student's name and information about the content. Large maps can either be presented on CD or can be submitted separately as fold out paper maps. The University bindary can create a pocket for the additional materials. The presence of these supplementary items should be indicated in the table of contents. Rather than listing a page number the materials are denoted as "in pocket" in the table of contents.

### Copyright Permission

If you are using materials or reproductions in your thesis that are copyright protected, a statement from the copyright owner granting you permission to use the material must be submitted with the thesis. Examples of copyrighted material may include any images that are not your own - tables, figures, graphs, photographs, maps - as well as extensive portions of text, such as the reproduction of journal articles. The Office of Graduate Studies and Research will accept permission letters that were received by a student via email; however, the Sample Permission Letter For Use of Previously Copyrighted Material provided by the publisher of your thesis, ProQuest, is recommended. The sample letter, as well as additional information about copyright law and graduate research can be accessed on the ProQuest website at the following link: [http://www.umi.com/products\\_umi/dissertations/copyright/](http://www.umi.com/products_umi/dissertations/copyright/)

Permission may need to be sought from the author, publisher, or repository (i.e., museum or archive) depending on who owns the copyright. This letter must also state that the copyright owner is aware that ProQuest may supply single copies upon request and may proceed under the contract on the agreement form. Plan well, so that such permission letters will be received in time. Theses submitted for review and containing multiple copied images will be rejected by GS&R, unless the student indicates awareness of copyright requirements and confirms that procedures for obtaining the appropriate permissions are underway. All copyrighted material must include the correct citation within your thesis (i.e., Reprinted with permission from..., Adapted from..., Modified from...) regardless of what other style guides require. If your thesis utilizes a number of copyrighted materials, or if your thesis contains a mixture of your own images and copyrighted images, it is recommended that you create a list, separate from your thesis, that outlines the source of each image and whether or not permission is needed/included. Such a list will help both Graduate Studies and Research and ProQuest expedite the processing of your thesis. If multiple permission letters are submitted, they must be labeled so that it is clear which figure/image within the thesis the permission corresponds to. If you do not submit letters of permission with the final copies of the thesis, the copyrighted material must be omitted from your thesis. Failure to comply with copyright requirements can result in the rejection of your thesis and can cause delays in your graduation.

## Human Subjects Research and Animal Care Approval

If your thesis includes data obtained from human subjects (experiments, surveys, interviews, etc.), you must get approval from the SJSU Human Subjects Institutional Review Board. Information concerning the use of human subjects is available on the SJSU IRB webpage: <http://www.sjsu.edu/gradstudies/irb/>

If your thesis includes any experiments, testing, or other uses of animals, you must get approval from the SJSU Institutional Animal Care and Use Committee. Information concerning animal care is available on the SJSU IACUC webpage: <http://www.sjsu.edu/gradstudies/iacuc/>

Human subjects research and/or animal care approval **must** be obtained from SJSU **prior** to the initiation of the research (i.e., before recruitment of subjects into the research and before any data is collected) regardless of whether you are doing your research in conjunction with another institution and human subjects research / animal care approval has been sought there. Once the approval has been obtained, you should include the permission letter with the submission of your thesis. While it is acceptable to include the IRB or IACUC approval letter as an appendix to the thesis if this is a format required by your department, we recommend omitting any personal contact information (e.g., your address, phone number), as your thesis will be available to the public. Otherwise a copy of the IRB or IACUC letter must be submitted as a separate document with the thesis. Failure to obtain the necessary approval and submit the appropriate documentation can result in the rejection of your thesis and can cause delays in your graduation. When submitting the final copy of your thesis for binding, it is not necessary to attach the IRB or IACUC approval letter to your thesis copies unless the letter has already been incorporated into an appendix in your thesis.

## CHECKING THE MANUSCRIPT

The Office of Graduate Studies and Research **does not serve as an editor**. The author and thesis committee members should carefully proof-read the thesis before it is submitted to GS&R. Such proof-reading will usually reveal typographical errors, misspelling, and inconsistencies in style, punctuation, and grammar. This careful review should prevent the need to make extensive corrections. GS&R will reject a thesis with more than 15 errors and may require department chairperson certification of additional proof-reading before accepting a revised manuscript.

Students can prevent rejection of the thesis by ensuring that the final manuscript is free of the following frequent errors: strikeovers or obvious error corrections (smears); incorrect word divisions at ends of lines; pages for which no numbers are assigned or

entered; misspelled words; inconsistencies in style; careless spacing or centering; inconsistencies or inaccuracies in grammar and/or punctuation; inappropriate margins; and incorrect footnotes or bibliographic entries.

Neither San José State University nor any of its separate offices or departments is responsible for matters concerning a student's relationships or agreements with any outside agency or individual. This means that neither the University nor any of its offices will take part in disagreements between students and typists, editors, or copy shops concerning services offered or expected, or costs billed or paid. Therefore, it is wise for the student and the typist, editor, or copy company to agree about such matters, preferably in writing, before beginning the work. Such agreements should include, for example, the typist's/editor's estimate of cost, an estimate of the time needed to prepare or proof-read the thesis, as well as an understanding of responsibility for any re-typing and additional review that may be required.

### STEPS FOR FINAL APPROVAL OF YOUR THESIS

1. After you have applied for the award of master's degree, and your thesis has received final departmental approval, and you have obtained departmental signatures, submit your completed thesis with the original signature page to the Office of Graduate Studies and Research by the posted deadline. These deadlines are firm and exceptions are not made.
2. All students submitting a thesis to GS&R must include a Thesis Information Form, available on the GS&R website, with their thesis. Please type or write legibly on this form, and clearly indicate the style guide of choice that was used for your thesis. Attach any supplementary documents (e.g., IRB or IACUC approvals, copyright permissions, journal format) to the Thesis Information Form. Include a current email address on the form, as email will be our primary means of communication with you.
3. Make sure that you have an extra copy of your thesis. We recommend that an additional hard copy (paper) be kept, not just a digital copy, and that you have extra copies of all supplementary materials, including permission letters.
4. Your thesis will be read and returned to you with one of the following decisions:
  - Accepted with no corrections
  - Accepted with corrections
  - Not Accepted.
  - If Accepted or Accepted with corrections, you will receive instructions on how to submit the final copy of your thesis for binding and must do so by the posted

binding deadline. If your thesis requires corrections, you must bring the original draft that you initially submitted to GS&R when your final copy is submitted so that we can confirm that any requested corrections have been made.

- If Not Accepted, your thesis contains a number of extensive errors, needs major format or content revisions, or does not include the appropriate permissions and approvals (e.g., IRB, IACUC, copyright permission). You will need to work with your thesis committee chair to make these corrections and to also proof-read your entire thesis. You must resubmit your thesis with the corrections by the posted date on the letter so that the thesis can be reviewed again before the deadline for binding.
5. Once your thesis has been accepted, you will receive an acceptance package which includes the original submitted thesis, the acceptance letter, and a Thesis Binding Checklist.
  6. You must pick up your thesis (or designate a proxy) when you receive notification by email from GS&R. The designated person must bring a photo ID when coming to pick up your thesis.
  7. Prepare your thesis for binding using the Thesis Binding Checklist mentioned above. Read this checklist carefully, since it contains additional, specific instructions about the final binding preparation.
  8. Turn in the final copy of your thesis and the relevant UMI/ProQuest forms/fee(s) to GS&R by the posted binding deadline. If possible submit your thesis in the box that contained the 100% cotton or rag bond paper. This will keep your thesis safe and in order when transporting it from place to place.
  9. You will receive notification by email from GS&R approximately 2-3 weeks after the binding deadline indicating that the final copy was received, whether or not the thesis requirement is complete, or if there is anything else that you need to submit.

(APPENDIX A: Sample thesis title page. Do not include these parenthetical instructions.)

## LINEAR OPERATIONS

A Thesis

Presented to

The Faculty of the Department of Mathematics

San José State University

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

by

Sara Ann Smith

May 2009

(APPENDIX B: Sample copyright page, which immediately follows your title page. Do not include these parenthetical instructions.)

© 2009

Sara Ann Smith

ALL RIGHTS RESERVED

(APPENDIX C: Sample signature page, which immediately follows the copyright page. A signature line should be included for each thesis committee member. Type the name and department of the committee member under each individual signature line. Add organizational affiliation if the committee member is not from SJSU. Do not include these parenthetical instructions.)

SAN JOSÉ STATE UNIVERSITY

The Undersigned Thesis Committee Approves the Thesis Titled

LINEAR OPERATIONS

by  
Sara Ann Smith

APPROVED FOR THE DEPARTMENT OF MATHEMATICS

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Dr. Margaret Roberts, Department of Mathematics Date

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Dr. William Lane, Department of Mathematics Date

---

Mr. Marvin King, A B C Corporation Date

APPROVED FOR THE UNIVERSITY

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Associate Dean Office of Graduate Studies and Research Date

(APPENDIX D: Sample abstract, which immediately follows the signature page. Do not include these parenthetical instructions.)

## ABSTRACT

### SPIES IN AMERICA GERMAN ESPIONAGE IN THE UNITED STATES 1935-1945

by Ronald P. Urquart

This thesis addresses the topic of German espionage in the United States between 1935 and 1945. It examines what the expectations were for Germany's spies in America, their activities, and the success or failure of their operations. In addition, the reaction of the American public to these spies is also studied, as well as the response to what was perceived as a threat to the United States from Nazi Germany.

Research on this subject reveals that there were a number of German espionage agents involved in several different spy rings operating in the United States before Pearl Harbor. Information obtained by these individuals primarily concerned the transportation of war materials to the Allies, and America's industrial and military production. Much of the information sent to Germany was not of a highly classified nature and could be found in technical journals and publications, and through verbal affirmation and visual sightings. Most of these German spies were arrested in the summer of 1941.

(APPENDIX E: Sample acknowledgements; pagination starts here. Do not include these parenthetical instructions.)

## ACKNOWLEDGEMENTS

The SJSU Master's Thesis Guidelines are the result of the efforts of many individuals. First, thanks are due to the numerous former students of SJSU who have provided input on the information of value to them. Second, great appreciation is due to Susan Hoagland, whose dedication to SJSU students resulted in one of the earliest versions of the guidelines. Susan's efforts and attention to detail provided a great template for revision.

More recently, the efforts of Alena Filip, the IRB/Thesis coordinator in the Office of Graduate Studies and Research, are commended. Alena's involvement and efforts at helping students be informed and prepared are noteworthy. Lastly, additional thanks are due to the thesis reviewers, who remain anonymous, and to all the faculty who have identified ways to help students succeed.