

Table 1.1. Department Information: Degrees Offered, Acceptable Text Formats, Style Guides, and Copy Requirements

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Department Style Guide	Copy Requirements
Aerospace Engineering and Engineering Mechanics	•Master of Science in Aerospace Engineering	Chapter/ Technical	AIAA Journal ² or Chicago Author/Number ³	Chair – hardbind
Anthropology	•Master of Arts in Anthropology	Chapter /Section/Technical	AAA (Chicago Author/Year), AJPA (APA), or APA	None
Art and Design	•Master of Arts in Art •Master of Fine Arts in Art	Chapter /Section/Technical	Chicago	Dept library - either bind
Asia Pacific Studies	•Master of Arts in Asian Studies	Chapter /Technical	Turabian or Ask Advisor	None
Astronomy	•Master of Science in Astronomy	Chapter/Section/Technical	Astrophysical Journal ²	None
Big Data Analytics Program	•Master of Science Degree in Big Data Analytics	Ask Advisor	Ask Advisor	Ask Advisor
Bioengineering	•Master of Science in Bioengineering	Chapter /Technical	Journal ⁵ or Chicago Author/Number ³	None
Bioinformatics & Medical Informatics	•Master of Science in Bioinformatics & Medical Informatics	Chapter/ Section /Technical	All, Journal ⁵ (<i>Nature</i> see advisor)	None
Biology	•Master of Arts in Biology •Master of Science in Biology •Master of Science in Microbiology	Chapter/ Section /Technical	Journal ⁵	None
Business Administration, College of (all departments)	•Master of Science in Accountancy •Master of Science in Business Administration •Master of Business Administration (MBA) •MBA and MA in Latin American Studies ⁶ •MBA and Juris Doctor ⁶ •Master of Science in Cybersecurity Management	Chapter /Section/Technical	Journal ⁵ or APA	Ask Advisor

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Department Style Guide	Copy Requirements
Chemistry	<ul style="list-style-type: none"> •Master of Arts in Chemistry •Master of Science in Chemistry 	Chapter/Technical	Journal ⁵ and either ACS ² or Department	Dept library - hardbind
Chicana and Chicano Studies	<ul style="list-style-type: none"> •Master of Arts in Chicana and Chicano Studies 	Ask Advisor	Ask Advisor	Ask Advisor
Child & Family Development	<ul style="list-style-type: none"> •Master of Science in Child Development 	Chapter/Section	APA	Ask Advisor
Civil & Environ. Engineering	<ul style="list-style-type: none"> •Master of Science in Civil Engineering 	Chapter/Technical	APA, Chicago, or Journal ⁵	Dept library - hardbind
Communication	<ul style="list-style-type: none"> •Master of Arts in Communication 	Chapter/Section/Technical	APA	Dept library - hardbind; Chair hardbind; 2 nd 3 rd comm. Ask
Computational Science	<ul style="list-style-type: none"> •Master of Science in Computational Science 	Chapter/Technical	Ask Advisor	Dept library - hardbind
Computer Science	<ul style="list-style-type: none"> •Master of Science in Computer Science 	Chapter/Technical	L ^A T _E X ⁴ or IEEE Journal ⁵	None
Counseling and School Psychology	<ul style="list-style-type: none"> •Master of Science in Counseling 	Chapter/Section	APA	Ask Advisor
Creative Writing	See English & Comparative Literature			
Economics	<ul style="list-style-type: none"> •Master of Arts in Economics 	Chapter	APA, MLA, or Chicago	None
Education (all departments, except Counseling)	<ul style="list-style-type: none"> •Master of Arts in Education •Doctor of Education 	Chapter	APA (exceptions to APA for the Ed.D must be approved by the dissertation chair)	Masters: None Doctoral: Dept library - hardbind
Electrical and Computer Engineering	<ul style="list-style-type: none"> •Master of Science in Electrical Engineering 	Chapter/Technical	Any IEEE Journal ² or Chicago Author/Number ³	None
English and Comparative Literature	<ul style="list-style-type: none"> •Master of Arts in English •Master of Fine Arts in Creative Writing 	Chapter/Section	MLA	None
Exercise and Nutritional Sciences	<ul style="list-style-type: none"> •Master of Science in Kinesiology •Master of Science in Exercise Physiology •Master of Science in Nutritional Sciences •Master of Science in Nutritional Sciences and Master of Science in Exercise Physiology⁶ 	Chapter/Section	APA or Journal ⁵	Dept library - hardbind
European Studies	<ul style="list-style-type: none"> •Master of Arts in French 	Chapter/Technical	MLA	Ask Advisor

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Department Style Guide	Copy Requirements
Geography	<ul style="list-style-type: none"> •Master of Arts in Geography •Master of Science in Geography 	Ask Advisor	Ask Advisor	None
Geological Sciences	<ul style="list-style-type: none"> •Master of Science in Geological Sciences 	Chapter/ Section	GSA Journals ² , AAPG Bulletin ² , Journal ⁵ , or APA	Dept library - either bind, chair - ask preference
History	<ul style="list-style-type: none"> •Master of Arts in History 	Chapter	Ask Advisor	None
Homeland Security	<ul style="list-style-type: none"> •Master of Science in Homeland Security 	Chapter	All - see chair	Dept library – hardbind
Interdisciplinary Studies	<ul style="list-style-type: none"> •Master of Arts in Interdisciplinary Studies •Master of Science in Interdisciplinary Studies 	Follow Style of Committee Chair's Department		Ask Advisor
Latin American Studies	<ul style="list-style-type: none"> •Master of Arts in Latin American Studies 	Ask Advisor		Ask Advisor
	<ul style="list-style-type: none"> •Master of Business Administration and Master of Arts in Latin American Studies⁶ •Master of Latin American Studies and Master of Public Health⁶ •Master of Latin American Studies and Master of Public Administration⁶ 	Ask Advisor		Ask Advisor
Liberal Arts and Sciences	<ul style="list-style-type: none"> •Master of Arts in Liberal Arts and Sciences 	Chapter/Section/Technical	MLA, Chicago, or APA	Ask Advisor
Linguistics and Asian/Middle Eastern Languages	<ul style="list-style-type: none"> •Master of Arts in Linguistics 	Chapter/Section/Technical	APA or LSA	None
Mathematics and Statistics	<ul style="list-style-type: none"> •Master of Arts in Mathematics •Master of Science in Statistics 	Chapter/ Technical	APA or L ^A T _E X ⁴	None
	<ul style="list-style-type: none"> •Master of Science in Applied Mathematics •Master of Science in Biostatistics 	Chapter/ Technical	L ^A T _E X ⁴	None
Mechanical Engineering	<ul style="list-style-type: none"> •Master of Science in Mechanical Engineering •Master of Engineering in Manufacturing and Design 	Chapter/Technical	Chicago Author/Number ³	None
Microbiology	See Biology			
Music and Dance	<ul style="list-style-type: none"> •Master of Arts in Music •Master of Music 	Chapter	Turabian	Ask Advisor

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Department Style Guide	Copy Requirements
Nursing	•Master of Science in Nursing	Chapter	APA (Turabian for historical theses)	Dept library - hardbind, chair - ask preference
Nutritional Sciences	See Exercise and Nutritional Sciences			
Philosophy	Master of Arts in Philosophy	Chapter/Section/Technical	Chicago	None
Phys Ed/Kinesiology	See Exercise and Nutritional Sciences			
Physics	•Master of Arts in Physics •Master of Science in Physics •Master of Science in Medical Physics	Chapter/Technical	AIP or L ^A T _E X ⁴	Dept library - hardbind
Political Science	•Master of Arts in Political Science	Chapter	APA, APSA, or Chicago	Ask Advisor
Psychology	•Master of Arts in Psychology •Master of Science in Psychology	Chapter/ Section	APA	Ask Advisor
Public Affairs	•Master of City Planning •Master of Public Administration	Chapter	APA or MLA	Dept library - hardbind
	•Master of Science in Criminal Justice and Criminology	Chapter	APA or ASA	Dept library - hardbind
Public Health	•Master of Science in Public Health •Master of Public Health •Master of Public Health and Master of Social Work ⁶ •Master of Public Health and Master of Arts in Latin American Studies	Chapter/Section/Technical	APA or Journal ⁵	None
Regulatory Affairs	•Master of Science in Regulatory Affairs	Technical	AMA	Dept library - hardbind
Rhetoric and Writing Studies	•Master of Arts in Rhetoric and Writing Studies	Thesis – Chapter Project – Section	MLA or APA	Chair - softbind
Social Work	•Master of Social Work •Master of Social Work and Juris Doctor ⁶	Chapter /Technical	APA	None
Sociology	•Master of Arts in Sociology	Chapter /Technical	ASA or APA	None
	•Master of Science in Criminal Justice and Criminology	Chapter	APA or ASA	None

Department, School, or Program	Degrees Offered	Approved Text Formats¹	Department Style Guide	Copy Requirements
Spanish	•Master of Arts in Spanish	Chapter	APA, MLA or Turabian	Ask Advisor
Speech, Language and Hearing Sciences	•Master of Arts in Speech, Language, and Hearing Science	Chapter	APA	Dept library - hardbind
Statistics	See Mathematics and Statistics			
Theatre, Television and Film	•Master of Arts in Theatre Arts •Master of Fine Arts in Theatre Arts •Master of Fine Arts in Theatre Arts with a Concentration in Musical Theatre	Chapter/Technical	MLA	Dept library - hardbind
	•Master of Arts in Television, Film, and New Media Production	Chapter/Section/Technical	MLA	Digital copy to be provided by the student
Women's Studies	•Master of Arts in Women's Studies	Chapter/Section/Technical	All – see chair	Dept library - softbind

¹ Bold designates the preferred format. See Chapter 2, Section 2.6 for descriptions of these formatting styles.

² Some departments offer students a choice between formal style guides and the use of journals as style guides. When you have these options, select and use only one guide. If there is a style question not addressed by your chosen guide or the *MP Thesis Manual*, the other style guide could be used as an alternate source.

³ Author-number system of referencing based on the Chicago style manual. Brackets [] used in text. Please see the Appendix of this manual for details and examples.

⁴ The style guide contained in the pdf file, "Sample Thesis," is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources. There is also a thesis template (programmed in L^AT_EX) from that site. Some faculty prefer that students use the L^AT_EX program (vs. M.S. Word, e.g.).

⁵ Relevant refereed journal approved by the thesis chair. (A copy of the journal's Notes to Authors and a published article must be submitted with the thesis.)

⁶ Concurrent Degree. In the case of the concurrent MSW/Juris Doctor degree program, the Juris Doctor will be awarded by California Western School of Law.

Table 1.2 lists the Review requirements and enrollment requirements for each order type.

Table 1.2. Thesis and Dissertation Review and Enrollment Requirements

Order Type	Department/School	Order Type in FM	Enrollment	Review?	Binding Stamp
Thesis	Standard	Thesis	799	Yes	THESIS
Thesis	History	Thesis	799	Yes*	THESIS
Thesis	Geography	Thesis	799	No	THESIS
Thesis	Computational Science, Mathematics, or Statistics; Physics	Thesis	799	Formatted in LaTeX: No Formatted in Word: Yes	THESIS
Project	All	Project	799	Yes	PROJECT
Dissertation	EdD	Dissertation	899	Yes	DISSERTATION
Dissertation	Joint	Dissertation	899	No	DISSERTATION
Dissertation	USD**	Misc	None	No	N/A

* For references: Only check that in-text citations appear on reference page.

** \$45 University Processing Fee not applicable.