MONTEZUMA PUBLISHING

SDSU THESIS Companion:

What You Need to Know to Format, Review, & Publish

SDSU | San Diego State University

Overview of the Process

If you are in a Plan A Master's program, your submitted thesis needs to be well written, stylistically appropriate, and edited. Your thesis committee is unlikely to approve your thesis (by signing the cover sheet) until it meets those standards.

After your submission is approved for formatting consistency by the MP Reviewer, thesis publication is the final graduation requirement. Even if all your coursework is completed, your Plan A Master's program requires thesis publication prior to awarding the degree. The thesis is considered to be "published" after your thesis document formatting has been reviewed and approved, and all publishing fees have been paid.

Clearing your thesis requirement for graduation consists of four steps:

1. Committee Approval: Receive approval from your thesis committee and obtain their signatures

2. Format: Format your thesis to meet the university guidelines

3. Review: The thesis reviewer will check your thesis to ensure it meets the university formatting guidelines

4. Publish: The payment for university requirements, and department requirements must be made

YouTube Video Tutorials

Our YouTube channel provides a variety of detailed instructions and tutorials for graduates working on their Master's thesis. Visit our channel to learn how to use our SDSU Template, hear an explanation of the formatting guidelines, and so much more!

www.youtube.com/@montezumapublishing

The College of Graduate Studies' Role in Thesis

The College of Graduate Studies (CGS) keeps official records of your student name, degree title, Thesis 799 enrollment, IRB status, and the names of your committee members. CGS also handles your final graduation clearance once your thesis requirements have been satisfied.

Montezuma Publishing's Role in Thesis

The Graduate Publishing Department at Montezuma Publishing handles the review, approval, and publishing of your thesis.

Editing vs. Formatting

Editing involves reading the thesis to correct improper spelling, grammar, sentence structure, etc. Formatting pertains to how the document appears on the page as well as in-text citations and reference department requirements. Formatting does not involve making changes to the content of the document.

Formatting vs. Review

The terms "formatting" and "review" can be confusing as many people use the terms interchangeably. Simply put, formatting is the process of organizing your document to conform with the guidelines established by SDSU's Graduate Council and your department. Review, is the process of checking your document to ensure it meets these formatting guidelines.

SDSU Formatting Guidelines

See Montezuma Publishing's website for formatting details, samples, and templates. Go to:

www.montezumapublishing.com/sdsuthesisdissertation

Department Requirements

See Montezuma Publishing's website for a list of department information, degrees offered, acceptable text formats, style guides, and copy requirements. Go to:

www.montezumapublishing.com/portals/0/docs/
Program%20Requirements.pdf

Thesis Formatting Options

There are two options to consider when formatting your thesis. You may format your thesis yourself using the SDSU template, formatting guidelines, and department requirements, or you can hire a formatter.

If you decide to format your thesis yourself, please allow at least two weeks to learn the guidelines. See our YouTube channel for a detailed explanation of the universal formatting guidelines (13 rules), how to apply text styles in our formatting template, how to generate a table of contents, and how to perform a subdocument import.

You may also choose to hire Montezuma Formatting or a freelance formatter. Please visit our website for more information regarding those services.

www.montezumapublishing.com/
sdsuthesisdissertation#optionalVsEditing

Thesis Editing Options

Montezuma Formatting offers editing services. Please visit our website for more information regarding our services.

www.montezumapublishing.com/
sdsuthesisdissertation#optionalThesisEditing

Templates

Nearly all students find it easiest to meet the universal formatting requirements by using the SDSU Thesis Template. The template contains all of the correct formatting for preliminary pages, a page to auto-generate the table of contents and lists of figures or tables, and all of the necessary styles for headings, text, images, and references. These templates are available for download on our website.

Template Types:

- SDSU Thesis Template
- SDSU LaTeX Template
- SDSU Thesis Signature Page Templates
- Landscape Page Template

Please visit our web site for more information.

www.montezumapublishing.com/
sdsuthesisdissertation#formattingTemplates

You can submit a PDF version and MS Word version of your document for review if you are worried about translation errors between computing platforms.
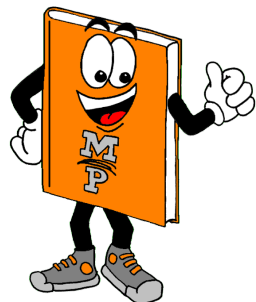
Universal Formatting Requirements for All Departments (The 13 Rules)

In addition to adhering to your program's chosen style, all Master's theses need to follow some simple universal formatting guidelines. See the SDSU thesis template for instructions, samples, and formatting assistance. There are 13 rules:

1. Your document must follow your program formatting requirements for text organization, in-text citations, and reference pages. See your department guidelines for information about your approved reference style guide and other program-specific requirements.

2. Margins: Set your margins at 1.25 inches for the left margin, and 1 inch for the right, top, and bottom margins. Margins may be reduced on some pages to .875 inches all around to accommodate oversized tables or figures.

3. Use a professional font in 12pt size. Do not use an ornamental font based on script, cursive, or calligraphic styles. For tables, footnotes, or other material outside of the main text, a font size as low as 8pt may be used. Use black for all text. Figures, tables, and computer code may include color at your discretion (but not captions, legends or titles).

4. Line spacing: 1.5 is preferred for the text body, but 2.0 (double-spacing) is acceptable. Exceptions: tables, lists, block quotations, footnotes/endnotes, figure captions, table titles, and bibliographic entries; these must be single line spaced. The transition back to normal text spacing will happen automatically if you use the SDSU thesis template.

5. Start the first page of each section (Acknowledgments, Table of Contents, Lists, Appendix, etc.) and each Chapter on a new page and increase the top margin on that page to 2 inches. The top margin spacing will be applied automatically if you use the SDSU thesis template.

6. Place your Bibliography or Reference section(s) at the end of each chapter or at the end of the main document text (but before the Appendices). The placement will correspond to your department's style guidelines. Use single line spacing with normal spacing between each entry.

7. If your thesis has more than one of these features: figure, table, illustration, plate, etc., then each type of item requires a separate sequential number scheme. Label each item in the category (tables, figures, etc.) uniquely and consecutively.

8. Similarly, if your thesis has more than one of these features: figure, table, illustration, plate, etc., then each type of item requires a separate list in the preliminary pages. As you will see in the SDSU

thesis template, each preliminary page list includes the figure/table number, figure caption/table title and the page number on which it begins.

9. The thesis electronic file size may not exceed 1GB. The recommended image resolution for embedded figures and images is 300 dpi. Supplementary electronic documents (such as audio or video) are not part of the 1 GB total.

10. Your name, committee members, and degree title must match University records.

11. The Table of Contents (TOC) lists each chapter number, chapter title, and the page on which each chapter begins. In the TOC, the word "Chapter" must appear as a heading before listing the numbers and titles of each chapter below. See a sample TOC in the SDSU thesis template.

12. Preliminary page numbers are lowercase Roman numerals, starting with page iii. The title page and signature page (representing i and ii) will not have printed numbers.

13. Preliminary pages appear in the following order (first numbered page must be page iii):

   • Title page: Mandatory; no page number.

   • Signature page: Mandatory; no page number.

   • Copyright page: Mandatory; numbered iii.

   • Dedication: Optional; must have page number.

   • Epigraph: Optional; must have page number.

   • Abstract: Mandatory; up to 350 words, single line spaced; must have page number.

   • Table of Contents: Mandatory; must have page number.

   • List of Tables, List of Figures, etc.: Mandatory when the document includes more than one table, figure, etc. (e.g., if you have 2 tables, include a List of Tables; 2 figures, include a List of Figures); must have page number.

   • List of Abbreviations, List of Acronyms, List of Symbols: Optional; must have page number.

   • Preface: Optional; must have page number.

   • Acknowledgments: Optional; must have page number (Note: Department of Biology requires acknowledgements to appear after the last chapter and before the reference pages).

Thesis Review

Once you have enrolled in Thesis 799, your thesis has been approved by your committee, and your document has been formatted, you are ready for review submission.

In order to submit your thesis to Montezuma Publishing for review you will need:

1
2
3

1. A digital copy of your thesis (Word or PDF)
2. Your signed signature page
3. The $50 review fee

Your files must be submitted electronically via email to thesis@aztecmail.com.

Your thesis will be reviewed using:

- The SDSU formatting guidelines
- The program style guide you used to format your references (this will vary by program)

You will be contacted via email once your thesis has been reviewed. The amount of time it takes to receive feedback will vary depending on the number of students ahead of you. Review typically takes between 2-4 weeks.

If your thesis does not pass review, we will send you an email with instructions and a copy of your document with comments.

The reviewed thesis file will contain comments regarding specific formatting errors according to the SDSU formatting guidelines and/or your reference style guide.

You will have the option to make the corrections yourself or hire a formatter to make the corrections for you.

Once your thesis has been corrected, resubmit your file via email attachment, and it will be placed in line for another review.

You can submit your thesis as many as six times before you will be required to hire a formatter.

- A $50 review fee will be required for the first submission.
- A $25 review fee will be required for the third and fifth submissions.

Deadlines

There are three deadlines during the review process:

1. **Submission Deadline:** If you submit your well-written and properly formatted thesis and complete payment ($50) to Montezuma Publishing (MP) by this deadline. MP will review your thesis within 2-4 weeks. If you need to make formatting corrections and resubmit within 2 weeks, your next round of formatting review will be given priority status.

2. **Publication Deadline:** If your thesis receives final formatting approval from MP and you pay the $45 ProQuest publishing fee by this deadline, you are eligible for the Master's degree in the current semester.

3. **Avoid Re-enrollment in 799B Deadline:** If you are enrolled in 799, and missed the previous two deadlines, submit your thesis by this deadline, the last day of the semester to avoid having to re-enroll in Thesis 799 for the following semester.

Approval and Publishing

Once your thesis is approved, you will receive an email letting you know that you can pay the $45 publishing fee. The fee quoted in the email will not include copies that your department may require.

> Your thesis requirement for graduation will be satisfied once you have paid for publishing and any applicable department requirements.

Montezuma Publishing will notify CGS that you have met the requirements for thesis publication.

You may also order personal copies once your thesis is approved. There are a few publishing options:

- Binding: Hard cover or Soft cover (note: you will also be able to choose a color for the binding)
- Paper: Cotton or Regular (note: cotton paper is acid-free and lasts longer than regular paper)
- Printing: Black & white or color

Current prices for these options are available on the Montezuma Publishing website. You may also contact the Graduate Publishing department for more information.

Once you have finalized your order, you may pay over the phone with any major credit or debit card.

Soft cover copies take approximately two to three weeks to produce and hard cover copies take six to eight weeks to produce. Production time can take longer during busier times of the semester. This production time will not affect your graduation.

MONTEZUMA PUBLISHING

For questions or more information regarding thesis editing, formatting, review, or publishing please contact us:

San Diego State University

Montezuma Publishing

Graduate Publishing Department

Tel: (619) 594-7551

Email: thesis@aztecmail.com

Web: www.montezumapublishing.com

YouTube: @montezumapublishing

Our business hours are Monday through Friday from 9:00 am to 4:00 pm. Our register is open to process payments in person or by phone Monday through Friday from 9:00 am to 3:45 pm.
Hours of operation are subject to change.