



MONTEZUMA
PUBLISHING

THESIS
SURVIVAL
GUIDE

FALL 2022

Overview of the Process

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, and production of, university requirements, and department requirements



Graduate Division's Role in Thesis

Graduate Studies keeps official records of your student name, degree title, Thesis 799 enrollment, IRB status, and the names of your committee members. Graduate Studies 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. We also offer thesis editing and formatting services.

Formatting vs. Review

The terms “formatting” and “review” can be confusing as many use the terms interchangeably. Simply put, formatting is getting your thesis to conform to the guidelines established by SDSU's Graduate Studies. Review, is the process of checking your thesis to ensure it meets these formatting guidelines.

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.

SDSU Formatting Guidelines

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

<http://www.montezumapublishing.com/thesis1/ThesisFormatting/Formatting.aspx>

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:

http://www.montezumapublishing.com/Portals/4/docs/Department_Guidelines.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.

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

Thesis Editing Options

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

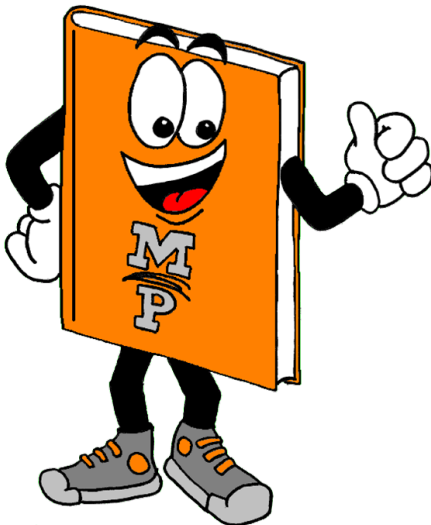
Templates

If you decide to format your thesis yourself, there are templates available for download on Montezuma Publishing's web site to help you.

Template Types:

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

Please visit our web site for more information on these templates.



You can submit a PDF version and MS Word version of your document if you are worried about translation errors between computing platforms.

SDSU Formatting

1. Your name, committee members and degree title must match University records.
2. See your department guidelines for information about your approved reference style guide and other department-specific requirements.
3. Recommended margins: Set your margins at 1.25 inches for the left margin, and 1 inch on the right, top, and bottom margins. Margins may be reduced to .875 inches all around to accommodate oversized tables or figures.
4. 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 8pts may be used. Use black for all text apart from figures, tables, and computer code, which may include color.
5. Line spacing: 1.5 is preferred but 2.0 (double-spacing) is acceptable, with the exception of tables, lists, block quotations, footnotes/endnotes, figure captions, table titles, and bibliographic entries, which are to be single-line spaced and followed by normal text spacing.
6. Start the first page of each section (Acknowledgments, Table of Contents, Lists, etc.), chapter, and appendix on a new page and increase the top margin on that page to 2 inches.
7. 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), depending on your department's style guidelines. Use single-line spacing.
8. If including more than one figure, table, or illustration, create a separate list for each type of item, which includes the figure/table number, figure caption/table title and the page number on which it begins.
9. Label tables, figures, illustrations, etc. uniquely and number each consecutively throughout your document.

ng Guidelines

10. Thesis document file size may not exceed 1GB. Recommend image resolution: 300 dpi. Supplementary materials such as audio, video, and oversized tables/figures must be submitted to Montezuma Publishing at the same time the thesis is submitted.
11. The Table of Contents (TOC) lists each chapter number, chapter title, and the page on which each chapter begins. Type the word “Chapter” as a heading before listing the numbers and titles of each chapter below.
12. Preliminary page numbers are lowercase Roman numerals, starting with page iii.
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-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 (Department of Biology guidelines differ)

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.

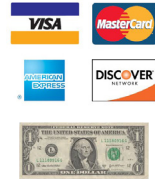
In order to submit your thesis to Montezuma Publishing for review you will need:



1



2



3

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

Your digital copy must be submitted electronically via email at: thesis@aztecmail.com.

Your thesis will be reviewed using:

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

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.

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.

*All payments will be taken in person/over the phone.

Deadlines

There are three deadlines during the review process:

1. **Submission Deadline:** Submitting on or before October 28th at 3:45pm greatly increases the likelihood of your thesis being reviewed at least once and returned to you in time to make corrections (if necessary) so you may submit it again before the publication deadline.
2. **Publication Deadline:** Pay all required fees on your approved thesis by 3:45pm on December 16th to qualify for graduation for the current semester.
3. **Avoid Re-enrollment in 799B Deadline:** If you miss the previous two deadlines, submit your thesis by 12:00pm on December 30th 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 the amount due for the university requirements. 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 the university and applicable department requirements.

Montezuma Publishing will notify Graduate Studies of your thesis completion.

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 and 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.



Congratulations!
You made it!



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

Graduate Publishing Department

Montezuma Publishing

Tel: (619) 594-7551

Email: thesis@aztecmail.com

Web: www.montezumapublishing.com