

SJSU EDD GUIDELINES CHECKLIST

INSTRUCTIONS	PUT A CHECK IF YOU ARE IN COMPLIANCE.
1. Figures and tables must be in the body shortly after the figure or table citation.	
2. Justification must be left (not block or right) throughout.	
3. Indentations must be approximately 0.25 inch.	
4. Division of words at the end of lines with hyphens is prohibited.	
5. Double columns cannot be used except in a table.	
6. Spacing should be double throughout except in offset quotations, footnotes, figure and table captions, and within entries in the Table of Contents, the figure and table lists, and the reference section.	
7. Offset quotations should be indented from both margins inward.	
8. Fonts, for which there can be only one in the entire thesis or dissertation, except for appendices.	
9. The following margins must always be used, regardless of the instructions given by other style manuals or journals: Left: 1.5 inches Top and bottom: 1.25 inches (each) Right: 1 inch.	
10. Headers and footers are prohibited except to accommodate page numbers.	
11. One font and font size should be used throughout the entire manuscript, including front pages, figure and table captions, page numbers, and reference lists. Exceptions can occur in appendices. Grad School recommends using standard fonts such as Times New Roman or Arial. Keep in mind that the choice of font may vary depending on whether an Apple or PC is used and that the font type affects the size of the text. In general, most standard fonts are readable at a 12-point size.	
12. Manuscripts should be double spaced (including between paragraphs) except within entries of extended (offset) quotations, bibliographies (Bibliography, References, or Literature Cited sections), footnotes, the Table of Contents, the List of Tables, the List of Figures, figure and table captions, and other material for which single spacing is required. Each item	

<p>in the bibliography or references, the lists of tables and figures, and the Table of Contents should be single spaced with double spacing between entries.</p>	
<p>13. Although GS formerly required two spaces to follow a period at the end of sentences, one space will be accepted as long it is consistently applied throughout the thesis. Note that many journals require two spaces after a period, so the instructions for authors should be checked if preparing a manuscript for publication; the same spacing must be used throughout.</p>	
<p>14. 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 and it breaks words at the ends of sentences. Such gaps and breaks are not permitted and, if left, would require revision of the entire document.</p>	
<p>15. Materials in appendices, tables, or figures may need to be photographically reduced to conform to margin requirements. All material, except for the page numbers of the body of text, must fit within the required margins. When in doubt, use the margin template provided on the GS website to check the margins prior to submission of the thesis or dissertation.</p>	
<p>16. Headers and footers are prohibited in the text, except for page numbers, unless they are part of a department-approved format accepted by GS. Footnotes are acceptable, as they are not placed in the footer section of the page.</p>	
<p>17. The title should be in full capital letters, not boldfaced, in the same font and font size as the rest of the document, single-spaced, properly centered (with a wider margin on the left than on the right), and placed 1.5 inches down from the top of the page. ProQuest, our ETD administrator, limits the title length to 300 characters.</p>	
<p>18. The body of the thesis or dissertation, generally beginning with an Introduction section or Chapter One, is numbered with Arabic numerals (1, 2, 3...) that are placed either at the bottom center or the top right hand corner of the page. It is important for the alignment to be consistent throughout the document. Appendices must also include page numbers and be listed in the Table of Contents with their title included.</p>	
<p>19. The thesis or dissertation should be written in a formal scholarly manner appropriate to academic publications. The use of the first person</p>	

<p>depends on the narrative and section. Academic writing is typical in Literature Review, Findings and Conclusion; colloquial expressions, informal speech jargon, and contractions are not permitted, unless in a part of the document where such language is appropriate (e.g., interview quotations).</p>	
<p>20. Tables and figures (graphs, photographs, maps, drawings, and so forth) cited within the thesis or dissertation must appear within the document (not as part of the appendix or after the body text) directly after the initial reference to them. The same data cannot be reported in multiple illustration forms; that is, authors must choose either a table or figure to represent information; they cannot choose both.</p>	
<p>21. Captions. Typically, table captions appear above the table, and figure description appear below the figure. Titles on figures (graphs or other illustrations) beyond the necessary caption beneath should not be included. Whenever possible, succinct captions are recommended for tables and figures, as the first line of the caption must appear in the List of Tables and List of Figures exactly as it does in the body of the document. The wording of the caption cannot be identical to wording used in the body of the text. Abbreviations used in the illustration must be defined in the caption. In general, wherever possible or when in doubt use the APA guidelines</p>	
<p>22. All tables and figures must be cited, and cited in order, in the body of the document. When a table or figure has been taken from another source, a proper citation must be provided (e.g., reprinted with permission from..., modified from..., adapted from...). The formatting of the citation depends on the preferences of the copyright owner. If a source is indicated and thus a copyrighted work is reproduced in the thesis or dissertation, then permission from the original copyright owner is needed. If a reference is cited in the caption, it should be recognized that GS will assume, unless clearly indicated, that the reference is the source of the illustration so that a figure permission will be expected. It is extremely rare that captions should contain a literature reference.</p>	
<p>23. Gaps or Blank Spaces in the Text. Noticeable gaps or blank spaces between words must be avoided. In addition, a mid-sentence break to place a figure or table within the text is not allowed. Whereas images should be embedded within the document, the sentence or idea should be completed first. New sections can begin only with text and not with a figure or table.</p>	
<p>24. Use of Color. While the use of color may be essential for certain</p>	

<p>disciplines, it does not copy well and hence is not recommended when presenting statistical or graphical data. The thesis or dissertation may also be presented in media that do not reproduce color. Use of cross-hatching, shading, and other techniques in place of color is recommended for depicting data. For example, the use of differing geometric shapes to plot line graphs results in a more discernable presentation of the data than the use of color. If color is used for presenting data, sharply contrasting colors are preferred.</p>	
<p>25. Subject-verb agreement. Non-agreement in number (plural vs. singular) is a common error, e.g., it is incorrect to write, "A pencil and paper is needed to write the essay," because when the word AND joins two subjects, the plural form are should be used. Similarly, there must be agreement between the subject and pronouns in a sentence, e.g., it is incorrect to write, "The company decided that they should outlaw bad grammar." Rather, the correct word to use is "<i>it</i>".</p>	
<p>26. Shifts in tense. Conventions may vary among disciplines, but typically past tense is used when describing one's own work, which would include everything done, discovered, or concluded in a research project, and present tense is used when describing facts that continue to be true, such as "the vegetation in this location is chaparral." In scholarly work, there may be appropriate shifts in tense throughout, but tense needs to be used consistently within the specific context.</p>	
<p>27. Parallel structure. An example of this problem is "The team originated, was modified, and was disbanded within a few days." The correct sentence is "The team originated and was modified and disbanded within a few days." Another example is "The philosophy was based on cooperation, communication, and making compromises." The correction is "The philosophy was based on cooperation, communication, and compromise."</p>	
<p>28. Unlike comparisons. In the sentence, "The nutritive value of junk food is less than green vegetables," a comparison is being made between nutritive value and green vegetables. They cannot be compared, as nutritive value can be compared only with nutritive value. Thus the correct sentence is "The nutritive value of junk food is less than that of green vegetables."</p>	
<p>29. Multiple qualifiers. Statements such as "It is possible that it may have occurred" or "He suggested that it might have occurred" are overly qualified and make little sense. Those sentences should be "It is possible that it occurred," "It may have occurred," "He suggested that it occurred,"</p>	

<p>or “He indicated that it may have occurred.” As can be seen, the intended meaning is unchanged with the correction. A related problem is embodied in statements such as “about 3-5,” “up to 3-5,” or “estimated to be 3-5.”</p>	
<p>30. Agreement between nouns and verbs and between nouns and pronouns. It is incorrect to write, “The man was distraught when losing their job.” It is a similar error in “The group could not retain their charter,” as group is singular. Noun-verb agreement is often violated when using a compound subject, as in “The regulatory authority over state parks and the recognition of that authority lacks constitutional agreement;” the verb should be lack.</p>	
<p>31. Nouns vs. verbs. In some compound noun constructions, such as logon, markup, shutdown, popup, and pushup, the construction is split to make a verb and preposition. Thus they accomplish a logon when they log on.</p>	
<p>32. Plural nouns as modifiers. Generally, this cannot be done, as in members list, which is better referred to as member list.</p>	
<p>33. Using adjectives as adverbs. “It is an easier (adjective) battle, and it is more easily (adverb only) won than lost.”</p>	
<p>34. Confusing sentence structure. Use complete sentences, and review lengthy, complex sentences to ensure that they make sense (or break them up into several smaller sentences). Shorter sentences are often better.</p>	
<p>35. Missing articles (a, an, the).</p>	
<p>36. Confusion between who and that, which and that, its and it’s, fewer and less (less cannot be used with a plural noun, such as in the erroneous less calories), and i.e. and e.g.</p>	
<p>37. Colloquial speech, such as contractions, is improper in a formal document.</p>	
<p>38. Wordiness and redundancy. Rather than “The results of the experiment were that 10 individuals died,” it is preferable simply to write, “Ten individuals died.” Similarly, “In a study on rhetorical devices by Burnstock (2012), he found that...” should be “Burnstock (2012) found that rhetorical devices...”. In the sentence, “In terms of gender, there were more males than females in the study,” the initial clause is unnecessary and repetitive. In the sentence, “In his study, the researcher found...” again the first clause is redundant and wordy.</p>	

<p>39. Anthropomorphisms. Study, research, and thesis are not humans and hence should not be attributed human characteristics, such as the ability to find, discover, or conclude. For example, “the study on plant embryogenesis by Shapiro (1995) found...” is easily rearranged to a correct form in “In his study on plant embryogenesis, Shapiro (1995) found...”</p>	
<p>40. Overuse of possessives and lack of apostrophes. Most possessive words require apostrophes, as in the professor’s class, the students’ assignments, and Jack Peters’ pronouncements. The most common exception is, of course, its (the possessive form) rather than it’s (the contraction of it is). Whereas it is not erroneous to use participants’ responses, the meaning is unchanged and the awkwardness removed by changing the phrase to participant responses.</p>	
<p>41. Numbers and units. A numeral, such as 40 cannot start a sentence. A number, such as Forty can. If a numeral is followed by units, such as milliliters, the units must be abbreviated, as in 40 ml. But the abbreviated units cannot be preceded by anything other than a numeral, so at the start of a sentence, Forty ml, would be erroneous. Rather, one must rewrite the sentence so that the forty is not at the beginning, as in “A volume of 40 ml...” Usually, the abbreviation for hours is h and for seconds is s, but one shall use the abbreviation style mandated by his or her style guide, e.g., APA uses hr and sec.</p>	
<p>42. Using a bracketed citation in place of a name and date of publication is a way to save space for articles published in journals, but there are limitations to its use. For example, “The experiment was first proposed in [1]” should be “The experiment was first proposed by Dawson [1].”</p>	
<p>43. Incorrect use of commas. A comma cannot be used to separate the subject from the predicate. A comma must precede a conjunction if followed by an independent clause (a full sentence with subject and verb), e.g., “The dog is passive, and the cat is aggressive.” A comma cannot be used before a conjunction that is followed by a dependent clause, e.g., “The dog is passive and the cat aggressive.”</p>	
<p>44. Semicolons vs. commas before conjunctions. With some conjunctions (and, but, yet, because, whereas, while), one may join two complete sentences with a comma between them (before the conjunction); however, with others (however, thus, hence, moreover, therefore), there must be a semicolon to indicate the separation. Use of a comma with the latter set, along with transitional adverbs (most adverbs end in –ly), would cause the sentence to be a run-on. Therefore, “The collection ranks among the finest in the nation, nevertheless it compares poorly with collections</p>	

<p>from other countries” is a run-on sentence and requires a semicolon before “nevertheless” and a comma following it.</p>	
<p>45. Quotation marks. In American English, single quotation marks are used only when within double quotation marks, and all punctuation (with the occasional exception of question marks) is placed within the quotation marks.</p>	
<p>46. Colons should never be used at the end of a header or title nor preceding a list after a preposition or verb, such as in “The play was approved by: the producer, the director, and the author,” or “The device was: designed, constructed, tested, modified, and retested.” This latter rule is true even if the items in the series are preceded by numbers, such as (1), (2), (3)..., or letters, such as a), b), c)... Therefore, “the planets in the solar system from smallest to largest orbits are: (a) Mercury, (b) Venus, (c) Earth, (d) Mars, ...” is incorrect. To use a semicolon as part of a sentence, it must be preceded by a complete sentence, even if the portion of the sentence that follows is an offset entry.</p>	
<p>47. Use of capitalization. If the style guide chosen provides specific capitalization rules for different heading levels (e.g., APA), they must be followed. If the style guide does not, a pattern should be chosen and adhered to throughout the thesis.</p>	
<p>48. Format of headings vs. subheadings. For example, APA utilizes a system of cascading headings, and the format changes depending on the heading level.</p>	
<p>49. Formatting of the references cited section. This section requires great attention to detail to meet the formatting requirements within any style. It is necessary to identify the type of document referenced, whether it be a book, webpage, paper, entry in an edited collection, symposium item, and so forth, and to apply the formatting specific to the type. Precision and consistency are essential.</p>	
<p>50. Say you are awesome!</p>	