

# Master's Project Guidelines

(revised 03/30/11)

## 1. What is a Master's Project?

The Master's Project is a project of high academic standard presenting independent work that contributes to the body of knowledge in Engineering Management.

The topic may be selected from a wide range of theoretical to practical design issues. It may be an original investigation, or an original interpretation of existing scholarship.

All projects must have a written component that includes:

- a problem statement that casts the project in broader, more generalized terms
- a thorough literature review, or re-cap of the state of the knowledge, as it pertains to the project
- goals and objectives for the project
- a defensible methodology for applying theory or process or for testing an hypothesis
- the core project findings and conclusions that offer new insights or knowledge that demonstrate independent work and contributes to the body of knowledge in Engineering Management.

## 2. Reporting Guidelines

The following guidelines must be followed exactly.

Master's projects that do not conform to the following format and order requirements will be returned for corrections and will not be approved by your project advisor. Feel free to contact the Department of Engineering Office well before your submission deadline if you have any questions about these format requirements.

Submission/binding procedure:

You must submit two bounded copies of your project to your project advisor. One copy will be sent to the Department and one copy will stay with your advisor. Do not use a previous project from your department or the library as a guide, as submission guidelines may have changed.

Use only these Master's Project Guidelines distributed by the Department of Engineering.

Please read the following information thoroughly before proceeding with your thesis or project. Questions should be addressed to the Engineering Department.

At a Glance:

Before you begin your thesis or project, make sure you understand the following requirements:

- Format
  - o Style
  - o Font type/size
  - o Spacing/Justification and Margins

- o Page numbering
- o Paper quality and printing
- Page Order
  - o Notes on Title, Approval, and Abstract pages
- Submission to the advisor
- Format for Title, Approval, and Abstract pages - Please see the appended pages for a correct example of the title, approval, and abstract page formats.

## FORMAT

### Style:

- The style and techniques of the presentation of your project, including documentation, should correspond to the standard practices in your scholarly field. You should resolve all questions of style and techniques with your advisor before preparing the final copy. Please note, the formatting requirements (e.g. page numbering, justification, spacing) set forth in this document supersede industry standards unless otherwise noted. Only work in appendices may be different, and these still must conform to margin and page numbering requirements.

### Font Type/Size:

- Acceptable fonts and type sizes are: Courier 12 pt, Times New Roman 12 pt, and New York 11 pt. Note: Type and size requirements apply to everything within the traditional body of work, including titles, headings, and all elements of title, approval, and abstract pages. Appendices, illustrations, charts, and tables are exempted.
- Please limit use of bolding and italicizing. Do not bold or italicize large sections of your document. Use bold face or italics only where they are necessary (see your style manual for appropriate usage).
- Large plates, charts, etc., must be reduced to fit within margin requirements (see next section), and any notations or writing on them must be legible and no smaller than 10 point type size.

### Spacing/Justification and Margins:

#### Spacing/Justification -

- Your project must be double-spaced, except for poetry, which may be single-spaced.
- The body of the work must be left-justified.

### Margins-

- Margins are very strict due to binding requirements and will be measured.
  - o Left margin must be no less than 1.5 inches. Hint: measure your margin with a ruler – if necessary, set the margin to slightly higher than 1.5 to ensure you meet the requirement.
  - o Right, top, and bottom margins must be no less than 1 inch.
- All pages in the project must conform to these margin requirements. This includes title pages, approval pages, abstracts, and appendices.
- All information, including titles, footnotes, and illustrations must conform to the above margins. Large plates, charts, etc., must be reduced if needed to conform to these margin requirements.



### Page Numbering:

- Page numbers must appear in the upper right corner of the paper. Only page numbers are permitted outside the margin requirement (no running heads, titles, etc.). The page number must be typed (not handwritten).
- Each page in the project is assigned a number in a continuous series, including title page, approval page, abstract page, table of contents, and appendices. However, page numbers must not appear until the actual body of work begins. For example, if you have a title page (1), approval page (2), dedication page (3), abstract page (4), and a table of contents page (5), your body of work would begin at page 6, and this will be the first page number to physically appear in your thesis/project.

### Paper Quality and Printing:

- The project must be typed and printed on paper that is:
  - o White
  - o Acid-free or acid-buffered
  - o At minimum 20 lb. Bond (100% rag content is also acceptable)
  - o 8 ½ x 11 inches
- Do not use a three hole punch on the typed pages.
- Print only on one side of the paper – no double-sided printing will be accepted.

## PAGE ORDER

A written Master's project must be submitted in the order listed in the checklist below. You must also follow the formats for your title page, approval page, and abstract page found at the end of this packet. Please carefully look at those formats when creating your pages.

### Page Order Checklist:

Follow this page order when submitting your project:

#### Title Page

Abbreviated title page (do not count as a page; see Title Page section for more information)

#### Approval page

Dedication (optional)

Acknowledgements (optional)

#### Abstract

Table of Contents (if appropriate)

List of Tables (if appropriate)

List of Figures (if appropriate)

Body of Work (visible page numbering begins here)

Bibliography or References (as appropriate to your field)

Appendix (if appropriate)

The following provides specific notes concerning the front matter of your thesis/project.

#### Title Page:

The title of your project, your last name, and the year will appear on the spine of the bound copies. If your information exceeds this limit, please prepare a separate title page with an abbreviated title and include it with each copy of your thesis or project. This abbreviated title will appear on the spine. DO NOT count the abbreviated title page as a page in your project. Only the full-length title page should be counted.

#### Approval Page:

- This page serves as the formal approval of your project which will be signed by your Advisor.
- Use the same paper on which the body of your project is printed and follow the same margin and font requirements.

- Type all information except the signatures.
- The approval pages are designed for the signatures of your advisor.
- An original, signed approval page must be submitted with each copy of your project to the Advisor. Xerox copies of the approval page will not be accepted. It is your responsibility to obtain the appropriate signatures prior to submitting your thesis or project to the Advisor.

#### Abstract:

All Master's projects require an abstract. An abstract captures the purpose and value of your Master's project in a few meaningful sentences. The purpose of an abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript, so that the reader will be able to determine whether it is advisable to read the complete project.

Format for the text of the abstract (see sample abstract page at end of this packet for format of whole page):

- Single-space
- Left-justified (indent first line of paragraphs 5 spaces)
- No more than 150 words

#### SUBMISSION TO The Advisor

Two copies of your project including approval pages with necessary signatures must be submitted to the advisor no later than 5 p.m. on the day designated in the current academic calendar published by the Registrar's Office. Only in very rare cases will late submissions be accepted. Any special arrangements must be made with the Advisor prior to the deadline.

If you are submitting videos, cassettes, or other supporting materials with your project, please label both copies clearly with your name, project title, department, and month/year of graduation. Include one copy with each copy of the written portion of your project.

TITLE PAGE TEMPLATE

CALIFORNIA STATE UNIVERSITY EAST BAY  
DEPARTMENT OF ENGINEERING

Title of Work

A Master's Project

submitted by

Student's Full Name

to the Department Of Engineering

In partial fulfillment of the requirements for  
the degree of Master of Science

in

Program (do not use department name)

California State University East Bay  
Hayward, California

(use month and year degree is awarded; fall grads – December, Winter Grads – March, spring  
grads – June, summer grads – August)

## APPROVAL PAGE TEMPLATE

Title

Student's full name

Approved as to style and content by:

Fill in Advisor's Name

Date

## ABSTRACT TEMPLATE

Abstract

Title

By

Student's Full Name

California State University East Bay, Month Year  
(use month and year degree is awarded; fall grads – December, Winter Grads – March, spring  
grads – June, summer grads – August)

Advisor: Fill in Advisor's Name

Fill in abstract text. Text should be left justified and single spaced. Do not center or double space this text. Abstract should be no more than 150 words and should succinctly describe your thesis or project.