

University Library

Thesis/Project Formatting and Submission

Preparing your thesis or project for final submission is a critical step in your process. To help support this process, the University Library offers support to graduate students.

Attend a workshop at the Library. For dates, hours and registration information please visit the [Workshop information page](#).



It is expected that prior to your meeting with the format review team, you will have reviewed the [Graduate Studies Checklist](#). A meeting with the format review team will not be scheduled until it is evident that you have done so.

The review team will be certifying that the following steps are completed before signing off on your thesis or project. Before coming to your review appointment, make sure that you've completed the following:

- All content is aligned to the correct margins.
Margins are: 1" in. all around (including Title Page & Signature Page).
- All content uses the same font style and font-size throughout including page numbers.
Select one of each: 1) Size: 10, 11, or 12 point. 2) Style: Arial, Times New Roman, or Calibri.
- All content should be double-spaced, and paragraph spaces are consistent throughout.
Exceptions are to use single space on signature page (please see sample) and captions of tables and figures.
- If your document includes images, and you are not the original owner of those images, make sure they are all correctly cited (you may need to ask your advisor on which citation style is preferred in your discipline).
- Your document includes the following required preliminary pages: title & signature pages, abstract page, table of contents, lists of tables and figures (if you have them), and references.
- Title and signature page should be formatted according to the guidelines listed in the sample guide located in the [Library Libguide](#) or [Graduate Studies checklist](#) on step #5.
- Verify that the table of contents, list of tables, and list of figures are accurate.

Once you have completed the above, please contact the Library format review team at libraryformat@cpp.edu to arrange an appointment AND please make sure you attach your paper in a PDF (.pdf) or Word (.docx) file.

To access additional resources, visit the Thesis/Project Formatting Guide by scanning the QR code.



The links: • [Steps Towards Completing Your Project or Thesis \(cpp.edu\)](#)
• [Home - Master's Thesis/Project Formatting Library Guidelines - Guides at California State Polytechnic University, Pomona \(cpp.edu\)](#)