CALIFORNIA STATE UNIVERSITY, FRESNO

THE DIVISION OF GRADUATE STUDIES

THESIS OFFICE

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Questions? Please contact:

Debbie Neufeld

278-2448

Note to Student:. You have some latitude with the appearance of your poems. I’ve included options for double-spaced and single-space poetry text. You just need to select the style you want from the style box, which you can view by double-clicking the downward arrow in the “Styles” ribbon, above the ruler. Also note that you have some latitude with the appearance of the poem titles. They can be in ALL CAPS or in regular Title Case, *as long as they are consistently one or the other throughout*. You will find instructions for updating the Table of Contents in a text box on the top of p. vi in this template.

ABSTRACT

SAme title as title page, single-spaced,  
typed in inverted pyramid form

Start typing the abstract text *(thesis text)* here. The abstract should fit on one page. A blank guard sheet follows.

For creative writing and composition thesis options, a statement of the main thematic thrust of your essay(s), stories, or poetry, and an explanation of any special techniques employed constitutes an acceptable thesis abstract.

Abstract Author Name

Choose an item.

THESIS TITLE THAT EXTENDS OVER ONE LINE, typed   
IN INVERTED PYRAMID FORM

by

Author's Full Name

A thesis

submitted in partial

fulfillment of the requirements for the degree of

Master of Fine Arts in Creative Writing

in the College of Arts and Humanities

California State University, Fresno

Choose an item.

APPROVED

For the Department of English:

We, the undersigned, certify that the thesis of the following student meets the required standards of scholarship, format, and style of the university and the student's graduate degree program for the awarding of the master's degree.

Type your name here

Thesis Author

Choose an item. (Chair) English

Choose an item. English

Committee member's name Department name

or professional affiliation

For the University Graduate Committee:

Dean, Division of Graduate Studies

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ACKNOWLEDGMENTS

Start typing text here (thesis text).

TABLE OF CONTENTS

Note: This Table of Contents is automatic. There is no need to type anything into it. When you have finished adding all text to the template, simply single-click in the Table of Contents to select it, then right-click to open the menu options. Select the option “Update Field” and fill in the circle “Update Entire Table,” then click “OK.” If you have applied the style “POEM TITLE (CAPS)” to all of your titles in the text, then your titles and page numbers will update in the TOC without you having to do anything. Delete this text box when you are finished.

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PART I. SECTION TITLE

POEM TITLE

Sample first line of poetry text typed in standard

Double-spaced format (choose .**poetry text-double** spaced style from

Style box, as shown here) xxxxxxxx xxx. . . . .

And the next line . . . .

Remember to open the style box to ensure you have applied the correct styles to the poem titles and poetry text. To open the style box, single click the small, downward arrow to the far right in the ribbon called “Styles,” situated just above the ruler. The “Styles” box should open to your left. To format the text, simply select it then click the style you wish to apply.

POEM TITLE

Sample first line of poetry text typed in standard

Single-spaced format (choose .**poetry text-single** spaced style from

Style box, as shown here) xxxxxxxx xxx. . . . .

And the next line . . . .

SINGLE-SPACE MULTIPLE LINE POEM TITLES: THE SECOND LINE OF THE POEM IS LEFT ALIGNED WITH THE FIRST IN THE TEXT, HANGING INDENT IN THE TABLE OF CONTENTS

Note: If you want your titles to be in Title Case (not ALL CAPS), select the POEM TITLE (CAPS) for the title. Once the style is applied, you can change the appearance of the title by placing your cursor in the title, holding down the “Shift” key, and hitting the “F3” key at the top of your keyboard, which toggles between ALL CAPS, Title Case, and no caps. Once you have the appearance you want, you can update the TOC using the update instructions on p. vi. Delete this text box when finished.

Double-spaced text xx xxx xxxx xxxxxxxxxx xxxx xx,

xx xx xxxx xx xxxx xxxxxxx

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POEM TITLE

Sample first line of poetry text typed in standard

Double-spaced format (choose .**poetry text-double** spaced style from

Style box, as shown here) xxxxxxxx xxx. . . . .

And the next line . . . .

POEM TITLE

Sample first line of poetry text typed in standard

Single-spaced format (choose .**poetry text-single** spaced style from

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And the next line . . . .

SINGLE-SPACE MULTIPLE LINE POEM TITLES: THE SECOND LINE OF THE POEM IS LEFT ALIGNED WITH THE FIRST IN THE TEXT, HANGING INDENT IN THE TABLE OF CONTENTS

Double-spaced text xx xxx xxxx xxxxxxxxxx xxxx xx,

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PART II. SECTION TITLE

POEM TITLE

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Double-spaced format (choose .**poetry text-double** spaced style from

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PART III. SECTION TITLE

POEM TITLE

Sample first line of poetry text typed in standard

Double-spaced format (choose .**poetry text-double** spaced style from

Style box, as shown here) xxxxxxxx xxx. . . . .

And the next line . . . .

POEM TITLE

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And the next line . . . .

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Double-spaced text xx xxx xxxx xxxxxxxxxx xxxx xx,

xx xx xxxx xx xxxx xxxxxxx

xxxxx xxxx xxxx xxxx xxxxxxx x

PART IV. SECTION TITLE

POEM TITLE

Sample first line of poetry text typed in standard

Double-spaced format (choose .**poetry text-double** spaced style from

Style box, as shown here) xxxxxxxx xxx. . . . .

And the next line . . . .

POEM TITLE

Sample first line of poetry text typed in standard

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Double-spaced text xx xxx xxxx xxxxxxxxxx xxxx xx,

xx xx xxxx xx xxxx xxxxxxx

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