

**Department Information: Degrees Offered, Acceptable Text Formats, Style Guides, and Copy Requirements**

<b>Department, School, or Program</b>	<b>Degrees Offered</b>	<b>Approved Text Formats<sup>1</sup></b>	<b>Department Style Guide</b>	<b>Copy Requirements</b>
Aerospace Engineering and Engineering Mechanics	•Master of Science in Aerospace Engineering	Chapter/ <b>Technical</b>	AIAA Journal <sup>2</sup> or Chicago Author/Number <sup>3</sup>	Chair - hardbind
Anthropology	•Master of Arts in Anthropology	<b>Chapter</b> /Section/Technical	American Anthropologist <sup>2</sup> , American Journal of Physical Anthropologists <sup>2</sup> , or APA	None
Art and Design	•Master of Arts in Art •Master of Fine Arts in Art	<b>Chapter</b> /Section/Technical	Art History: Turabian; MFA & Studio Arts Projects: MLA	Dept library - either bind
Asia Pacific Studies	•Master of Arts in Asian Studies	<b>Chapter</b> /Technical	Turabian or Ask Advisor	None
Astronomy	•Master of Science in Astronomy	Chapter/Section/Technical	Astrophysical Journal <sup>2</sup>	None
Bioengineering	•Master of Science in Bioengineering	<b>Chapter</b> /Technical	Journal <sup>5</sup> or Chicago Author/Number <sup>3</sup>	None
Bioinformatics & Medical Informatics	•Master of Science in Bioinformatics & Medical Informatics	Chapter/ <b>Section</b> /Technical	All, Journal <sup>5</sup> ( <i>Nature</i> see advisor)	None
Biology	•Master of Arts in Biology •Master of Science in Biology •Master of Science in Microbiology	Chapter/ <b>Section</b> /Technical	Journal <sup>5</sup>	None
Business Administration, College of (all departments)	•Master of Science in Accountancy •Master of Science in Business Administration •Master of Business Administration (MBA) •MBA and MA in Latin American Studies <sup>6</sup> •MBA and Juris Doctor <sup>6</sup>	<b>Chapter</b> /Section/Technical	Journal <sup>5</sup> or APA	Ask Advisor
Chemistry	•Master of Arts in Chemistry •Master of Science in Chemistry	<b>Chapter</b> /Technical	Journal <sup>5</sup> and either ACS <sup>2</sup> or Department	Dept library - hardbind

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Chicano Studies	•Master of Arts in Chicana and Chicano Studies	Ask Advisor	Ask Advisor	Ask Advisor
Child & Family Development	•Master of Science in Child Development	<b>Chapter/Section</b>	APA	Ask Advisor
Civil & Environ. Engineering	•Master of Science in Civil Engineering	Chapter/Technical	APA, Chicago, or Journal <sup>5</sup>	Dept library - hardbind
Communication	•Master of Arts in Communication	Chapter/Section/Technical	APA	Dept library - hardbind, Chair hardbind, 2 <sup>nd</sup> 3 <sup>rd</sup> comm. Ask
Computational Science	•Master of Science in Computational Science	<b>Chapter/Technical</b>	Ask Advisor	Ask Advisor
Computer Science	•Master of Science in Computer Science	Chapter/ <b>Technical</b>	L <sup>A</sup> T <sub>E</sub> X <sup>4</sup> or IEEE Journal <sup>5</sup>	Ask Advisor
Counseling and School Psychology	•Master of Science in Counseling	Chapter/ <b>Section</b>	APA	Ask Advisor
Creative Writing	See English & Comparative Literature			
Economics	•Master of Arts in Economics	Chapter	APA, MLA, or Chicago	None
Education (all departments, except Counseling)	•Master of Arts in Education •Doctor of Education <sup>7</sup>	Chapter	APA (exceptions to APA for the Ed.D must be approved by the dissertation chair)	None
Electrical and Computer Engineering	•Master of Science in Electrical Engineering	Chapter/ <b>Technical</b>	Any IEEE Journal <sup>2</sup> or Chicago Author/Number <sup>3</sup>	None
English and Comparative Literature	•Master of Arts in English •Master of Fine Arts in Creative Writing	<b>Chapter/Section</b>	MLA	None
Exercise and Nutritional Sciences	•Master of Science in Kinesiology •Master of Science in Exercise Physiology •Master of Science in Nutritional Science •Master of Science in Nutritional Science and Master of Science in Exercise Physiology <sup>6</sup>	Chapter/Section	APA or Journal <sup>5</sup>	None
European Studies	•Master of Arts in French	<b>Chapter/Technical</b>	MLA	Ask Advisor
Geography	•Master of Arts in Geography •Master of Science in Geography	Ask Advisor	Ask Advisor	None

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Geological Sciences	•Master of Science in Geological Sciences	Chapter/ <b>Section</b>	GSA Journals <sup>2</sup> , AAPG Bulletin <sup>2</sup> , Journal <sup>5</sup> , or APA	Dept library - either bind, chair - ask preference
History	•Master of Arts in History	Chapter	Ask Advisor	None
Homeland Security	•Master of Science in Homeland Security	Chapter	All - see chair	Dept library – black hardbind
Interdisciplinary Studies	•Master of Arts in Interdisciplinary Studies •Master of Science in Interdisciplinary Studies	Follow Style for Committee Chair’s Department		Ask Advisor
Latin American Studies	•Master of Arts in Latin American Studies •Master of Business Administration and Master of Arts in Latin American Studies <sup>6</sup> •Master of Latin American Studies and Master of Public Health <sup>6</sup> •Master of Latin American Studies and Master of Public Administration <sup>6</sup>	Ask Advisor		Ask Advisor
Liberal Arts and Sciences	•Master of Arts in Liberal Arts and Sciences	Chapter/Section/Technical	MLA, Chicago, or APA	Ask Advisor
Linguistics and Asian/Middle Eastern Languages	•Master of Arts in Linguistics	Chapter/Section/Technical	APA or LSA	None
Mathematics and Statistics	•Master of Arts in Mathematics •Master of Science in Statistics	Chapter/ <b>Technical</b>	APA or L <sup>A</sup> T <sub>E</sub> X <sup>4</sup>	None
	•Master of Science in Applied Mathematics •Master of Science in Biostatistics	Chapter/ <b>Technical</b>	L <sup>A</sup> T <sub>E</sub> X <sup>4</sup>	None
Mechanical Engineering	•Master of Science in Mechanical Engineering •Master of Engineering in Manufacturing and Design	Chapter/Technical	Chicago Author/Number <sup>3</sup>	Dept library - hardbind
Microbiology	See Biology			
Music and Dance	•Master of Arts in Music •Master of Music	Chapter	Turabian	Ask Advisor
Nursing	•Master of Science in Nursing	Chapter	APA (Turabian for historical theses)	Dept library - hardbind, chair - ask preference

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Nutritional Sciences	See Exercise and Nutritional Sciences			
Philosophy	Master of Arts in Philosophy	Chapter/Section/Technical	Chicago	None
Phys Ed/Kinesiology	See Exercise and Nutritional Sciences			
Physics	<ul style="list-style-type: none"> <li>•Master of Arts in Physics</li> <li>•Master of Science in Physics</li> <li>•Master of Science in Medical Physics</li> </ul>	Chapter/Technical	AIP or L <sup>A</sup> T <sub>E</sub> X <sup>4</sup>	Dept library - hardbind
Political Science	<ul style="list-style-type: none"> <li>•Master of Arts in Political Science</li> </ul>	Chapter	APSA, APA, or Chicago	Ask Advisor
Psychology	<ul style="list-style-type: none"> <li>•Master of Arts in Psychology</li> <li>•Master of Science in Psychology</li> </ul>	Chapter/ <b>Section</b>	APA	Ask Advisor
Public Affairs	<ul style="list-style-type: none"> <li>•Master of City Planning</li> <li>•Master of Public Administration</li> </ul>	Chapter	APA or MLA	Dept library - hardbind
	<ul style="list-style-type: none"> <li>•Master of Science in Criminal Justice and Criminology</li> </ul>	Chapter	APA or ASA	Dept library - hardbind
Public Health	<ul style="list-style-type: none"> <li>•Master of Science in Public Health</li> <li>•Master of Public Health</li> <li>•Master of Public Health and Master of Social Work<sup>6</sup></li> </ul>	Chapter/Section/Technical	APA or Journal <sup>5</sup>	Ask Advisor
Regulatory Affairs	<ul style="list-style-type: none"> <li>•Master of Science in Regulatory Affairs</li> </ul>	Technical	AMA	Dept library - hardbind
Rhetoric and Writing Studies	<ul style="list-style-type: none"> <li>•Master of Arts in Rhetoric and Writing Studies</li> </ul>	Thesis – Chapter Project – Section	MLA or APA	Chair - softbind
Social Work	<ul style="list-style-type: none"> <li>•Master of Social Work</li> <li>•Master of Social Work and Juris Doctor<sup>6</sup></li> </ul>	<b>Chapter</b> /Technical	APA	None
Sociology	<ul style="list-style-type: none"> <li>•Master of Arts in Sociology</li> </ul>	<b>Chapter</b> /Technical	ASA or APA	Dept library - either bind
	<ul style="list-style-type: none"> <li>•Master of Science in Criminal Justice and Criminology</li> </ul>	Chapter	APA or ASA	Dept library - either bind
Spanish	<ul style="list-style-type: none"> <li>•Master of Arts in Spanish</li> </ul>	Chapter	MLA or Turabian	Ask Advisor
Speech, Language and Hearing Sciences	<ul style="list-style-type: none"> <li>•Master of Arts in Speech, Language, and Hearing Science</li> </ul>	Chapter	APA	Dept library - hardbind

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Statistics	See Mathematics and Statistics			
Theatre, Television and Film	<ul style="list-style-type: none"> <li>•Master of Arts in Theatre Arts</li> <li>•Master of Fine Arts in Theatre Arts</li> <li>•Master of Fine Arts in Theatre Arts with a Concentration in Musical Theatre</li> </ul>	<b>Chapter/Technical</b>	MLA	Dept library - hardbind
	<ul style="list-style-type: none"> <li>•Master of Arts in Television, Film, and New Media Production</li> </ul>	Chapter/Section/Technical	MLA	Digital copy to be provided by the student
Women's Studies	<ul style="list-style-type: none"> <li>•Master of Arts in Women's Studies</li> </ul>	Chapter/Section/Technical	All – see chair	Dept library - softbind

<sup>1</sup> Bold designates the preferred format.

<sup>2</sup> Some departments offer students a choice between formal style guides and the use of journals as style guides. When you have these options, select and use only one guide. If there is a style question not addressed by your chosen guide, the other style guide could be used as an alternate source.

<sup>3</sup> Author-number system of referencing based on the Chicago style manual. Brackets [ ] used in text. Please see [http://www.montezumapublishing.com/Portals/4/docs/Chicago\\_Author\\_Number.pdf](http://www.montezumapublishing.com/Portals/4/docs/Chicago_Author_Number.pdf) for details and examples.

<sup>4</sup> The style guide contained in the pdf file, "Sample Thesis," is downloadable from the Dept. of Mathematics & Statistics' web page under Dept. Resources. There is also a thesis template (programmed in L<sup>A</sup>T<sub>E</sub>X) from that site. Some faculty prefer that students use the L<sup>A</sup>T<sub>E</sub>X program (vs. M.S. Word, e.g.).

<sup>5</sup> Relevant refereed journal approved by the thesis chair. (A copy of the journal's Notes to Authors and a published article must be submitted with the thesis.)

<sup>6</sup> Concurrent Degree. In the case of the concurrent MSW/Juris Doctor degree program, the Juris Doctor will be awarded by California Western School of Law.

<sup>7</sup> Doctoral degree granted jointly with the Claremont Graduate University.