**TITLE OF THE DISSERTATION OR THESIS**

by

Your Name

A Dissertation or Thesis

Submitted to the [insert your faculty] In Partial Fulfilment of the Requirements for the Degree of

**Your Major/Course**

Your Department

Your Institution Name, Location

Your Academic Year

# **ACKNOWLEDGMENTS**

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This existing Table of Contents is already formatted for your use. Do not delete it. Instead, right-click on the Table of Contents and select “update field,” then click “update entire field” and the entire table will update to reflect all of your major headings, chapter title headings, subheadings, and page numbers. All major headings and chapter title headings should appear in all caps. Subheadings should appear in sentence case.

# **LIST OF TABLES**

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This existing List of Tables is already formatted for your use. Do not delete it. After you have properly captioned all of your tables in the document, right-click on the list above and select “update field”, then click “update entire field” and the entire list will update to reflect all of your table captions. If your document does not include any tables, delete this page.

# **LIST OF FIGURES**

[Figure 1.1. This is an example of a well-formatted figure caption. Use 6-point Before and 24-point After spacing for the caption. 15](#_Toc161338428)

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This existing List of Figures is already formatted for your use. Do not delete it. After you have properly captioned all of your tables in the document, right-click on the list above and select “update field”, then click “update entire field” and the entire list will update to reflect all of your table captions. If your document does not include any tables, delete this page.

EXTRA HEADINGS

This page may be used for a Glossary, List of Abbreviations, List of Symbols, or Nomenclature. Rename the heading above for what is being included on this page, then replace this paragraph text with your contents. Entries should be spaced consistently. 1.5 line spacing is preferred. Two columns are acceptable in these sections.

Do not use this page to include more than one type of data (Glossary, List of Abbreviations, List of Symbols, or Nomenclature). Instead, create a new page for each type and use the MAJOR HEADINGS heading style.

If you do not have a Glossary, List of Abbreviations, List of Symbols, or Nomenclature section, delete this page.

ABSTRACT

An abstract is a concise summary of your dissertation/thesis, which is REQUIRED to be included in this document. A typical thesis abstract should not be longer than one page in length, though the Graduate School does not place a limit on how short or long the abstract may be. Please summarize your research and be efficient in your writing when creating your abstract.

# **THESIS FORMATTING GUIDE**

The purpose of this template is not only to provide guidance on how the formatting should appear, but also to allow you to use this template to prepare your thesis/dissertation. We suggest that you turn on the Show/Hide tool (¶) found on the Home ribbon so you can see formatting within your document (spacing, page breaks, section breaks, etc.). The Graduate School is flexible with some of the formatting, but we do require some specific formatting details. Consistency is the key to an acceptable formatted thesis/dissertation. The formatting instructions in this template will help to reduce or eliminate the need for formatting revisions.

We encourage every candidate to submit their thesis/dissertation draft to your institution for formatting review as early in the semester as possible. We will cease formatting reviews and consultations within 2 weeks of the deposit deadline. We recommend that you keep a copy of this template to refer to in the event you have questions while you are creating your draft. If you have questions regarding the template or formatting, feel free to contact us for help at .

## **Thesis/dissertation styles**

Three types of thesis/dissertation styles are accepted by the Graduate School:

1. Traditional.
2. Article-Based
3. Creative Work

For information on thesis styles and requirements, please see VII. Administering Graduate Degree Programs, C. Thesis and Dissertation Policies, 6. Thesis and Dissertation Structures and Formatting in the Best Dissertation Writers Guides <https://bestdissertationwriter.com/> Thesis structures may vary by department. Please consult with your committee for specific departmental thesis formatting requirements.

## **Page numbering**

Page numbering is set up and formatted in this template. For portrait orientation pages, page numbers are located in the center of the page footer using Times New Roman 12-point font. Page numbering begins on page 2 (the Statement of Committee Approval page). Do not change the page number formatting for portrait orientation pages.

For landscape orientation pages, the page number will need to be moved so that it is centered in the left page margin using the following steps:

1. On the landscape layout page, place the cursor in the page header, then click the “link to previous” button in the Navigation section of the Header and Footer tool ribbon. Then put the cursor in the footer and click the “link to previous button”. Doing this should unlink the header and footer for that page.
2. Repeat the first step above for the first portrait orientation page located immediately after the landscape orientation page.
3. Go back to the footer of the landscape page, place the cursor in the footer, click the Page Number drop-down in the Header and Footer tool ribbon, select Page Margins from the drop-down, and then select “Border Left”. You may have to scroll down to find “Border Left”. This will insert the page number in the left page margin of the landscape page.
4. While still in the footer, click on the page number that is now located in the left margin, then go to the Home tool ribbon, click center alignment, and then ensure that there is no border line applied to the page number (using the Borders and Shading options).
5. Keep the cursor on the page number in the left margin, then go to the Home tool ribbon, click on Shape Format tool ribbon, click the Text Direction drop-down and select “Rotate all text 90o”.
6. Click on the page number in the footer of the landscape page and then delete the page number.

## **Font style, size, and spacing**

The font style and size for all paragraphs throughout your document should be Times New Roman with 12-point font size. See headings, subheadings, and captions sections for additional font and formatting requirements.

## **Line spacing**

* The Title Cover Page, Statement of Committee Approval, Table of Contents, and Dedications pages are already set using 1.5 line spacing and should not be changed.
* All other paragraph line spacing in this document can either be 1.5 line spacing or double line spacing.

## **Paragraph indentations**

Please use only **ONE** of the following paragraph indentations and spacing options:

1. If you are using indented paragraphs, the first line of each paragraph must be indented to 0.5” and there should not be any paragraph spaces between each new paragraph. Ensure that your indentions are consistent and do not use varying indentation levels.
2. If you choose not to indent your paragraphs, then there must be only one paragraph space between each new paragraph.

## **Paragraph alignment**

You can use justified paragraph alignment as it gives the document a clean, streamlined appearance. If your department specifically requires you to use left paragraph alignment, please let us know ahead of time.

## **Margins**

The Title Cover Page and the Statement of Committee Approval page both require a 1.5” top margin and 1.0” for the left, right, and bottom page margins. All other pages require 1.0” margins on all sides.

## **Page Breaks and Section Breaks**

* Use “page breaks” (instead of using paragraph spaces) at the end of a page when you need to start a new chapter or major section on the next page.
* Use a “section break (next page)” if you need to put tables and figures on pages by themselves so that you can apply center vertical alignment to center them on the page (both at the end of the prior page and at the end of the page to be centered).
* DO NOT USE “section break (continuous)” as it can cause formatting issues.

## **Headings and Subheadings**

Heading and subheading styles are included in the Styles section of the Home tool ribbon. You should use the applied styles above to any headings you have throughout your document as this will help you generate your Table of Contents automatically. Chapter title headings and all major headings must be typed in all caps. Subheadings must be typed in sentence case. All styles have built in spacing, so please do not add paragraph spaces above or below headings and subheadings.

### Heading styles

* Normal headings – The “Normal” heading style is used for the Acknowledgements and Table of Contents headings because they should not populate into the Table of Contents. For these headings, apply single line spacing, 14-point font size, bold font, center alignment, 0-point Before spacing, and 36-point After spacing. Do not use any indentations. These headings should not be numbered.
* Major headings – Major headings include, but are not limited to, the ABSTRACT, LIST OF TABLES, LIST OF FIGURES, LIST OF ABBREVIATIONS, NOMENCLATURE, REFERENCES, VITA, and PUBLICATIONS page headings. Please use the “**Major Headings**” style for these headings. The formatting for this heading style should reflect single line spacing, 14-point font size, bold font, ALL CAPS, center alignment, 0-point Before spacing, and 36-point After spacing. Do not use any indentations. These headings should not be numbered.
* Chapter title headings – All chapter title headings should use the “**CHAPTER**” heading style. The formatting for this heading style should reflect single line spacing, 14-point font size, bold font, ALL CAPS, center alignment, 0-point Before spacing, and 36-point After spacing. Do not use any indentations. These headings must be numbered if the subheadings are numbered.

### **Subheading styles**

This template includes built-in subheading styles. Subheadings must be typed in sentence case. Subheadings must be numbered if the headings are numbered. Formatting for all subheadings must be single line spacing, Times New Roman font, and 12-point font size with 24-point Before spacing and 12-point After spacing. Ensure that “Widow/Orphan Control”, “Keep with next”, and “Keep lines together” in paragraph settings (found in the Layout tab, Line and Page Break settings) are applied to all subheading styles. See below for subheading levels:

* First-level subheading style – This appears in the heading style ribbon as:

**1.1 Heading 2, Subheading 1**.

* Second-level subheading style – This appears in the heading style ribbon as:

**1.1.1 Heading 3, Subheading 2**.

* Third-level subheading style - This appears in the heading style ribbon as:

***Heading 4, Subheading 3***.

* Fourth-level subheading style - This appears in the heading style ribbon as:

*Heading 5, Subheading 4*.

## **Table of Contents**

If you are working within this template to create your thesis/dissertation, you should **not** delete and create a new Table of Contents. Instead, keep the existing Table of Contents and just use the “Update Field” function to update the existing Table of Contents to reflect your headings/subheadings.

To update an existing Table of Contents, right-click anywhere in the body of the existing Table of Contents to open a formatting options box. Click on “Update field” in the formatting options box, then click on “Update entire table”, and then click “OK”. The Table of Contents should update and populate all of your headings, subheadings, and page numbers.

## **Figures, Tables, and Captions**

* Figures and tables should be inserted either before or after a paragraph or list (not within a paragraph or list), and they must be centered horizontally on the page.
* Ensure that the “Wrap Text” setting for figure pictures, shapes, and text boxes are set to “In line with text” in the Picture Format tools.
* Ensure that the “Wrap Text” for tables is set to “None” in Table Properties in Table Layout tools.
* Font size within tables and figures, table notes, and captions cannot be less than 10-point and not more than 12-point.
* Use single line spacing for figure pictures, table contents, figure and table notes, and all captions regardless of APA or MLA line spacing requirements.
* Captions consisting of one line should use center alignment, and captions consisting of more than one line should use justified alignment. Please use the “Insert Caption” function in the References tool ribbon. Do not insert captions into text boxes.
* Captions for tables and figures located in chapters must be numbered in numerical order. Captions for tables and figures located in an appendix section at the end of your document should include the appendix letter and be in numerical order (see the Appendix section in this document for additional information). Captions should be located on the same page as its table or figure.
* Figures and tables (with captions) that are too wide or too lengthy to fit entirely on the same page can be placed on a page by themselves with page orientation and/or page size adjustments. Tables and figures located on a page by themselves (with no headings/subheadings and paragraph text) must be centered both horizontally and vertically on the page. To accommodate length and/or width, you may also change the page orientation to landscape orientation and/or increase the page size to either 8.5” x 14” or 11” x 17”.

### Examples of formatted Figures, Tables, and Captions



*NOTE: Notes should be located underneath the figure using a 10-point font size, italicized font, single line spacing, justified alignment, and apply 0-point Before and 6-point After spacing.*

Figure 1.1. This is an example of a well-formatted figure caption. Use 6-point Before and 24-point After spacing for the caption.

Figure 1.2. This is an example of an APA formatted figure caption.

The caption is split with the shortened caption description listed above, and the full caption description separately listed below the caption description. Spacing for the caption number and shortened caption description should be 24-point Before and 12-point After. Spacing for the separate full caption description should be 0-point Before and 12-point After. Apply 24-point After spacing to the figure picture.



Figure 1.3. This is an example of an MLA formatted figure caption. Use 6-point Before and 24-point After spacing for the caption.

Table 1.1. This is an example of a well-formatted table caption. Use 24-point Before and 6-point After spacing for the caption.

|  |
| --- |
| **Purdue University Colors and Mascots** |
| Gold and Black | Purdue’s colors |
| Purdue Pete | Purdue’s sports mascot |
| Boilermaker Special | Purdue’s official mascot – a locomotive |
| Big Bass Drum | Drum used by Purdue’s band members. |

*NOTE: Notes should be located underneath the table using a 10-point font size, italicized font, single line spacing, justified alignment, and apply 0-point Before and 24-point After spacing**.*

Table 1.2. This is an example of an APA formatted table caption.

The caption is split with the shortened caption description listed above, and the full caption description separately listed below the caption description. Spacing for the caption number and shortened caption description should be 24-point Before and 12-point After. Spacing for the separate full caption description should be 0-point Before and 6-point After.

|  |  |
| --- | --- |
| **Purdue Undergraduate Students** | **Purdue Graduate Students** |
| **Semester** | **Total** | **Semester** | **Total** |
| Fall 2022 | 37,949 | Fall 2022 | 12,017 |

*NOTE: Notes should be located underneath the table using a 10-point font size, italicized font, single line spacing, justified alignment, and apply 0-point Before and 24-point After spacing.*

Table 1.3. This is an example of an MLA formatted table caption.

The caption is split with the shortened caption description listed above, and the full caption description separately listed below the caption description. Spacing for the caption number and shortened caption description should be 24-point Before and 12-point After. Spacing for the separate full caption description should be 0-point Before and 6-point After.

|  |
| --- |
| **Examples of Graduate Degree Programs at Purdue University** |
| Aeronautics and Astronautics | Health Sciences | Mechanical Engineering | Sociology |
| Computer Science | Industrial Engineering | Nuclear Engineering | Statistics |
| Economics | Linguistics | Physics | Technology |
| Forestry and Natural Resources | Management | Psychological Sciences | Veterinary Clinical Sciences |

*NOTE: Notes should be located underneath the table using a 10-point font size, italicized font, single line spacing, justified alignment, and apply 0-point Before and 24-point After spacing.*

## **Equations**

Cambria Math 12-point font size is used for equations. Equations should be numbered so that readers may refer back to them in your document. Use right paragraph alignment to keep the equation number along the right margin and then adjust your tabbing so that the equation itself is centered horizontally. Use at least 6-point Before and 6-point (but no more than 12-point Before and 12-point After) spacing for equations. See example below:

$f\left(x\right)=a\_{0}+\sum\_{n=1}^{\infty }\left(a\_{n}\cos(\frac{nπx}{L})+b\_{n}\sin(\frac{nπx}{L})\right)$ (1)

## Cross-Referencing Tables and Figures

When using tables and figures, you should always cross-reference them within your paragraph text. To insert a caption cross-reference, put your cursor in the text where you want to insert a table or figure cross-reference, click on the References tool ribbon, click on “Cross-Reference” (located in the Captions section), and a box will open for you to select your cross-reference options. Select the correct “Reference Type” (figure or table), select “Insert Reference To” as “only label and number”, and then select the correct table or figure number from “For which caption”, click the “Insert” button, and then click the “Cancel” button when done.

## Block quotes

Block quotes are long quotes consisting of either 40 words or more, or 3 lines of text or more. Please see APA/MLA block quote formatting examples below:

This is an example of block quote formatting using single line spacing with 6-point Before and 12-point After spacing, justified alignment, and 0.5” left and right paragraph indentations. Single line spacing is used regardless of whether you used 1.5 or double line spacing for all other paragraphs in your document. Do not use quotation marks for your block quote. The parenthetical citation should come after the closing punctuation mark.

This is an example of an APA and MLA block quote formatting using 1.5 line spacing with 0-point Before and After spacing, left alignment, 0.5” left indentation, and 0” right indentation. Although both APA and MLA indicate that double line spacing should be used, line spacing for APA block quotes should match the line spacing used for all other paragraphs throughout your document (1.5 or double line spacing). Do not use quotation marks for your block quote. The parenthetical citation should come after the closing punctuation mark.

## Footnotes

Footnotes may be used for brief, concise explanatory and/or bibliographic notes. Do not use footnotes for extensive or digressive notes, block quotes, or lengthy explanations/ clarifications[[1]](#footnote-1). Do not use footnotes in headings or subheadings. To insert a footnote, place the cursor in the paragraph sentence where you wish to use insert the footnote reference. Then, go to the Footnotes section of the References tool ribbon and click the corner arrow to open the footnote formatting options box. Footnotes must be numbered (do not use Roman numerals, symbols, etc.) in a consecutive and continuous manner throughout your document. Footnote numbering should not start over at “1” in each chapter. Footnotes should be formatted using Times New Roman 10-point font, justified alignment, no indentations, and paragraph settings of “widow/orphan control” and “keep lines together”. Footnotes begin and end on the same page and should never carry over from one page to the next[[2]](#footnote-2).

## Appendix

You can either include an appendix section as a subchapter at the end of each chapter, or you can choose to use a separate appendix section at the end of the document. Please use only one of the following formats when using an appendix:

* If using an appendix at the end of your document, use the “Major Headings” heading style and type the title all in caps. See the Appendix sections in this template.
* If using an in-chapter appendix instead of using a separate appendix at the end of your document, use the first-level subheading style for the appendix title. Unlike appendices at the end of your document, you should only have one appendix subchapter per chapter.

## References

You can either include a reference section as a subchapter at the end of each chapter, or you can list all references in the separate reference section at the end of the document. Please use only one method; do not use both methods. Use the following formatting for all references: single line spacing with 0-point Before and 12-point After spacing, a 0.5” hanging indentation, justified alignment, and apply both “widow/orphan control” and “keep lines together” from paragraph settings (to keep references from carrying over from the bottom of the page to the top of the next page). References must be listed either in numerical or alphabetical order. See the REFERENCES section of this document for an example of reference formatting.

## Document Accessibility Statement

This section is for your information only and should be deleted when using this template to create your thesis/dissertation. Electronic Information, Communication and Technology Accessibility (S-5): As a public university and federal contractor, your institution may be required to adhere to Sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. This standard specifies the means by which the University ensures compliance with these laws.

Use [Microsoft’s accessibility guide](https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d) to help create an accessible document. When you initiate Form 9 Electronic Thesis Acceptance Form from your online Plan of Study, you will need to certify that in the preparation of this thesis/dissertation, you have to the best of your ability, created an accessible document that is in compliance with sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

# **TYPE YOUR CHAPTER TITLE**

Below are examples of what the different subheading levels should look like. You will notice the varying degrees of bold font and italics to help differentiate between the subheading levels. All subheading levels are set up with single spacing with 24-point Before and 12-point After spacing.

# **First level subheading**

You will note subheading one is centered, numbered, and in bold font.

## **Second level subheading**

You will note that subheading two is left aligned, numbered, and in bold font.

### ***Third level subheading***

You will note that subheading three is left aligned, bold, and in italics.

#### Fourth level subheading

You will note that subheading four is left aligned and in italics.

REFERENCES (OPTION 1 – NUMERICAL)

1. American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.). <https://doi.org/10.1176/appi.books.9780890425787>.
2. Grady, J. S., Her, M., Moreno, G., Perez, C., and Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>.
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6. Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>.
7. Sapolsky, R. M. (2017). Behave: *The biology of humans at our best and worst*. Penguin Books.
8. Svendsen, S., and Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>.
9. Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>.

Please use single line spacing, 0-point Before and 12-point After spacing, justified alignment, and apply both “widow/orphan control” and “keep lines together” from paragraph settings for all references.

REFERENCES (OPTION 2 - ALPHABETICAL)

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.). [https://doi.org/10.1176/appi.books.978089042578](https://doi.org/10.1176/appi.books.9780890425787).

Grady, J. S., Her, M., Moreno, G., Perez, C., and Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>.

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>.

Miranda, C. (2019). Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>.

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>.

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>.

Sapolsky, R. M. (2017). Behave: *The biology of humans at our best and worst*. Penguin Books.

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Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>.

Please use single line spacing with 0-point Before and 12-point After spacing, a 0.5” hanging indentation, justified alignment, and apply both “widow/orphan control” and “keep lines together” from paragraph settings.

APPENDIX A. TYPE YOUR APPENDIX TITLE

An appendix section is OPTIONAL and is not required. Some students use an appendix for survey information, data collection information, supplemental data, etc. Please note that any figure and table captions in this appendix must be numbered beginning with the appendix letter. For example: Figure A.1, Figure A.2, Table A.1, Table A.2, etc. Appendix figures and tables are not required to be included in the List of Figures and List of Tables pages.

If your document will not include an appendix, delete this page.

APPENDIX B. TYPE YOUR APPENDIX TITLE

An appendix section is OPTIONAL and is not required. Some students use an appendix for survey information, data collection information, supplemental data, etc. Please note that any figure and table captions in this appendix must be numbered beginning with the appendix letter. For example: Figure B.1, Figure B.2, Table B.1, Table B.2, etc. Appendix figures and tables are not required to be included in the List of Figures and List of Tables pages.

If your document will not include an appendix, delete this page.

APPENDIX C. TYPE YOUR APPENDIX TITLE

An appendix section is OPTIONAL and is not required. Some students use an appendix for survey information, data collection information, supplemental data, etc. Please note that any figure and table captions in this appendix must be numbered beginning with the appendix letter. For example: Figure C.1, Figure C.2, Table C.1, Table C.2, etc. Appendix figures and tables are not required to be included in the List of Figures and List of Tables pages.

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