Title of Thesis

A Thesis

by

Your Name

Submitted to the Graduate School

Appalachian State University

in partial fulfillment of the requirements for the degree of

Your degree title

Month Year

Location of Your Program

Title of Thesis

A Thesis

by

YOUR Name

Month Year

APPROVED BY:

Name

Position

Name

Position

Name

Position

Name

Position

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Foreword

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This template was set up by Mark Suggs, suggsmh@appstate.edu, 828‑262‑7565, Training Specialist, Microsoft Certified Application Specialist, CompTIA CTT+

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Abstract

Title of Thesis

Author Information

Chairperson: Full Name

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Acknowledgments

If you received a GSAS Research Award, a Graduate School Research Grant, the Zigli or Joyce Lawrence Awards, or any form of external funding to support your research or creative activity, you should acknowledge those sources here along with persons who were instrumental to the completion of the research. This page should be entitled ACKNOWLEDGEMENTS or ACKNOWLEDGMENTS (depending on which spelling is preferred in your discipline ), with a top margin of 2 inches.

Dedication

If you wish to dedicate the work, you may do so with a brief statement on a separate page entitled “DEDICATION” with a top margin of 2 inches.

NOTE: When the instructions indicate a different margin for the top of a page DO NOT adjust the margins for a single page: this introduces 2 new section breaks that are unnecessary. The **chapter head** style takes care of this by inserting an inch of space (72 pt) before the paragraph which in addition to the 1-inch margin for the document sets the text 2 inches from the top of the page. If the heading does not need to be included in the Table of Contents, use the **chapter head not in TOC style**.

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List of Tables

This is optional. Delete this text and Insert a Table of Figures for Captions in the Table group.

List of Figures

This is optional. Delete this text and Insert a Table of Figures for Captions in the Figures group.

Chapter 1: Chapter Title

## Heading 2, one level below chapter head

### Heading 3, one level below Heading 2

#### Heading 4, one level below Heading 3

Normal body text that is double-spaced with a default tab settings every half inch. Use the Tab key to indent the paragraph, but first turn off an option: Word 2007/2010 Options link is on the Office Button (or File tab) > Proofing > AutoCorrect Options button; Word for Mac: Word menu > Preferences > AutoCorrect. On the AutoFormat As You Type tab > uncheck Automatically as you type: Set left- and first-indent with tabs and backspaces.

This is a quoted text paragraph with paragraph indentions of one half inch both left and right. If the first line of the quoted text paragraph needs to be indented, use the Tab key as with Normal text.

These are some other recommended AutoCorrect settings in Word (suggestions, not requirements):

1. AutoCorrect: Turn off (uncheck) Capitalize first letter of sentences, and Capitalize first letter of table cells.
2. AutoCorrect: In the list below Replace text as you type, click on then Delete any entries that are likely to interfere, such as, Replace (c) with ©; (e) with €; all the smiley faces. You can enter new replacements for any the you might use, such as (cr) for ©; type the entry in the field above the list, then click Add.
3. AutoFormat As You Type: Turn off (uncheck) all options on this tab except Straight quotes with smart quotes.
4. AutoFormat: these settings apply to text inserted from another document. Turn off (uncheck) all options on this tab except Straight quotes with smart quotes.
5. This has the style List Number applied. For a list with the numbers indented one half inch, use the style List Number 2.

Below is text styled for a table. Tab stops must be set up to properly align the data in the table, or a Word table can be inserted (Insert tab or menu). The title for the table can be inserted using the Insert Caption function (References tab or Insert menu) so that a Table of Figures can be generated for all tables.

Table 1. Caption Style for Tables and Figures

Column Head Another Column

Table text. Set Tab stops to align properly. Don’t Tab twice to hit a default tab stop.

Word 2007/2010 Home > Paragraph > last button > Borders and Shading at bottom of menu

Word for Mac Format menu > Borders and Shading

For a Word table: Use this style for all rows including the column heads and format the borders of the table to set off the heading and body of the table.

*Note.* Table note text. This style is not formatted with a hanging indent. A space follows the period after the label “Note” and the text wraps to the left margin.

*Note.* Table note hanging indent text. This style is formatted with a hanging indent. A Tab should follow the period after “Note.”

a Table footnote used with superscript letters, numbers, or symbols. The hanging indent is not as deep as the hanging indent style above.

## How to Use This Template

This template is provided to give you a starting point for formatting your thesis (or dissertation). You are still responsible for meeting the formatting requirements of your advisor, department, college, graduate school, and discipline.

If you opened this template directly instead of a copy of it, the title bar of the Word window will display ASU\_GraduateSchoolTemplate.dotx. In this case, use Save As to save this as a separate Word Document (not a Word Template) before proceeding. If you opened a new document based on this template, then the title bar will display Document 1.docx (or something similar). In this case it will be saved by default as a Word Document. In either case, you may want to print out these instructions before editing the content.

Styles are used to format many elements in the document. If you need to change formatting for a particular text element, it may be best to Modify the settings for the style. You may need to create new styles to complete the formatting of the document.

### Fonts

#### Font Size

The initial settings for the text styles include a font size of 11 points. To change the font size for most of the document, Modify the Normal style font size; most styles will inherit this change, but there may be some styles that are not Based On the Normal style and will not inherit this change. The table column heading, table note, and table text styles are based on the Caption style (which is based on Normal). Modify the Caption style to make changes that these styles will inherit. The table note style will not inherit any font size settings since its size (10 points) does not match any other associated styles.

#### Font Family

To change the font used for the document, (a) Modify the Normal style to select another Font; or (b) change the Font Set for the Document Theme to one with your preferred font assigned to the Body Font placeholder (the second font in the set).

* Word 2007 or 2010: Home tab > Change Styles > Fonts > select an existing Font Set or Create New Theme Fonts to assign custom fonts
* Word for Mac: Toolbox > Formatting Palette > Document Theme > Fonts: select a Font Set; you cannot create a custom Font Set in the Mac version of Word; use method (a) above

### Sections

This template has 3 sections, the minimum necessary to correctly format the thesis document:

1. The first uses lowercase Roman numerals for page numbering, but does not have the page numbers in the header or footer; it contains the first 4 pages with the section break following the paragraph below the Foreword heading.
2. The second section uses lowercase Roman numerals for page numbering and displays the page number centered at the bottom of the page (in the footer); it includes all pages up to the Chapter 1 heading with the section break following the note about the List of Figures.
3. The third section uses Arabic numerals for page numbering and displays the page number aligned to the right (using a tab stop) in the header for all pages but the first one in this section, which is a Different First Page and does not display the number. The first page of this section restarts numbering at 1.

Be careful not to delete the section breaks. Adding and removing section breaks can have unpredictable results: only make such structural changes after making a back-up copy of your document. Turn on Show Hidden Characters [¶] to see the section breaks. If adding sections is necessary for formatting the rest of the document, be sure to check the Page Number Formatting, Different First Page, and Link to Previous settings to be sure they are correctly set.

## If You Have a Document Already

To use this template for your existing thesis document, edit the front matter a section at a time being careful not to remove the section breaks. Paragraphs of text can be copied from your document and pasted into this one. First, change the options for how pasted text is treated:

* Word 2007 ad 2010: Options > Advanced > Cut, copy, and paste section >
* Word for Mac: Word menu > Preferences > Edit > Settings button
* Windows only:
* Pasting between documents: Merge Formatting;
* Pasting between documents when style definitions conflict: Use Destination Styles;
* Pasting from other programs: Keep text only;
* Insert/paste pictures as: In line with text;
* Turn on Show Paste Options buttons: this displays a clipboard button after pasting: click to select the option Match Destination Formatting (the default in Windows after making the settings above); if the results are not formatted consistently, try Keep Text Only, then apply formatting with the appropriate style.

Copy and paste the main content of your existing document separately, so the section break before the Chapter 1 heading is not lost: select the Heading 2 paragraph on the Chapter 1 page, then Ctrl+Shift+End (Cmd+Shift+End on Mac; End is Fn+right arrow on a MacBook Pro) to select the rest of this document, then paste to replace the text with what you copied. It might be easier to Keep Text Only (see above) and reformat, unless you have a lot of formatting within paragraphs (such as italics for terms and titles). You can apply paragraph styles to quickly format the whole document.

## If You Are Starting From Scratch

If you are starting with this template to compose your thesis, edit the front matter a section at a time. Select everything from the Heading 2 paragraph on the Chapter 1 page to the end (see paragraph above), then delete all this text. You can apply paragraph styles to format the document as you compose your text.

### Table of Contents

The **chapter head** style has the Paragraph option Page Break Before turned on to push the paragraph to the top of the next page. All paragraphs with the chapter head style are included in the table of contents (TOC). The **chapter head not in TOC** style is formatted just like chapter head, but paragraphs with this style are not included in the TOC; the heading “Table of Contents” uses the latter style.

You can delete or update the Table of Contents any time after you remove this text. To insert the TOC after removing it:

* Word 2007 or 2010: References tab > Table of Contents > scroll down the gallery to select ASU Graduate School TOC
* Word for Mac: Insert menu > Index and Tables > Table of Contents tab > Formats: From Template, Ok

Confirm replacing the existing TOC if prompted.

You must Insert Captions (References tab or Insert menu) before you can generate a Table of Figures or a Table or Tables.

Glossary

**Glossary**. This example uses the reference entry style to format the glossary entries. There are no examples or specifications to indicate a standard for this optional thesis element.

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**Glossary**. This example uses the reference entry style to format the glossary entries. There are no examples or specifications to indicate a standard for this optional thesis element.

Endnotes

1. Optional. If you intend to submit your document for publication, you should not rely on the Insert Endnote feature in Word. Enter superscript numbers in the text manually and create the notes without using Automatic Numbering.

2. Modify the **Endnote Text** style to conform to your style manual.

Bibliography

Reference list entry. The **reference entry** style is set to single line spacing with 12 points of Spacing After and a Hanging Indent of one half inch. Modify these settings to conform to your style manual.

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Appendix 1. Just an Example

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Vita

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