FORMATTING TEMPLATE: FINDING YOUR WAY THROUGH DISSERTATION/THESIS FORMATTING RULES

[CONTINUE TITLE DOUBLE-SPACED IF NECESSARY]

A [DISSERTATION, THESIS, OR PROFESSIONAL PAPER]
SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF [SPECIFIC DEGREE BEING EARNED]
IN THE GRADUATE SCHOOL OF THE TEXAS WOMAN’S UNIVERSITY

[NAME OF DEPARTMENT OR SCHOOL] [NAME OF COLLEGE]

BY

[NAME OF STUDENT, DEGREE(S) HELD (e.g., B.A., M.A.)]

DENTON, TEXAS

MONTH [MAY, AUGUST, OR DECEMBER] YEAR

Copyright © [YEAR] by [Name of the Student]
DEDICATION

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ACKNOWLEDGEMENTS

ABSTRACT

[FULL NAME]

[TITLE OF PAPER]

MONTH [MAY, AUGUST, OR DECEMBER] YEAR


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1. Click the Reference tab
2. In the Captions group, click Insert Caption
3. Make sure the Label drop down indicates Table
4. Select OK

Once you have done that to all the tables you can create the list. To do this follow the below directions:

1. Place your cursor on your list of tables page
2. Click the Reference tab
3. In the Captions group, click Insert Table of Figures
4. Make sure the Caption label drop down has Table selected
5. Uncheck the Use hyperlinks instead of page numbers box
6. Select OK
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INTRODUCTION

Heading Level One

One of the most commonly occurring mistakes when setting up heading levels is that students tend to begin their heading level count from the chapter title and not after it.

Heading Level Two

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading.

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Heading level five. Indented, no bold, italicized, ends with a period, only the first word is capitalized.

[Note: Chapter titles vary on department standards; update the chapter titles and headings as necessary.]
CHAPTER II
LITERATURE REVIEW

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METHODOLOGY

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[Note: Chapter titles vary on department standards; update the chapter titles and headings as necessary.]
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CHAPTER V
IMPLICATIONS, RECOMMENDATIONS, AND CONCLUSIONS

Heading Level One

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[Note: Chapter titles vary on department standards; update the chapter titles and headings as necessary.]
REFERENCES


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These references are in APA format, for more information for APA and other formats please see the Appendices.

Double check reference format for your specific style (MLA, AMA, APA, Chicago, etc.)
APPENDIX A

AMA Heading Template/References

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CHAPTER I
INTRODUCTION

HEADING LEVEL ONE

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Heading level three. According to the Chicago manual, regardless of how many headings are in a section, all headings start with the highest-level heading.

Heading level four

Level 4 headings should be flush left, with only the first word capitalized and no bold or italic type.

[Note: You must have at least two instances of a heading in any given section or do not use that level. See AMA manual, p. 26, section 2.8.]

[Note: Chapter titles vary on department standards; update the chapter titles as necessary.]
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Chapter I


Chapter II


(Note: Consult page 41 of the 10th edition manual when formatting your references.)
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APA Heading Template/References
CHAPTER I
INTRODUCTION

Heading Level One

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Heading level five. Indented, no bold, italicized, ends with a period, only the first word is capitalized.

[Note: You must have at least two instances of a heading in any given section or do not use that level. See APA manual, p. 62, section 3.02.]

[Note: Chapter titles vary on department standards; update the chapter titles as necessary.]
REFERENCES

Anderson, I. (2007). *This is our music: Free jazz, the sixties, and American culture.*


[Note: Consult page 180 of the 6th edition manual when formatting your references.]
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MLA Heading Template/Works Cited
CHAPTER I
INTRODUCTION

Heading Level One

One of the most commonly occurring mistakes when setting up heading levels is that students tend to begin their heading level count from the chapter title and not after it.

Heading Level Two

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Heading Level Three

According to the MLA manual, regardless of how many headings are in a section, all headings start with the highest-level heading.

[Note: You must have at least two instances of a heading in any given section or do not use that level. See MLA manual, p. 67, section 1.2.]

[Note: Chapter titles vary on department standards; update the chapter titles as necessary.]
WORKS CITED

Anderson, Iain. *This is Our Music: Free Jazz, the Sixties, and American Culture.*


[Note: Consult page 102 of the 8th edition manual when formatting your references.]
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Chicago Manual Heading Template/Works Cited
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INTRODUCTION

Heading Level One

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Heading level four

Level 4 headings should be flush left, with only the first word capitalized and no bold or italic type.

Heading level five. Level 5 headings start the paragraph and end in a period; only the first word should be capitalized, bold, or italicized.

[Note: You must have at least two instances of a heading in any given section or do not use that level. See Chicago Manual, section 1.56.]
[Note: Chapter titles vary on department standards; update the chapter titles as necessary.]
WORKS CITED


[Note: Consult section 2.24 of the 17th edition manual when formatting your references.]