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TEMPLATE GUIDE

Students must use [Microsoft Word Styles](#) to ensure accessibility. The required Style Settings are described below.

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SUBTITLE TITLE PAGE: Times New Roman, 14 pt font, All Caps, single spaced

Body Text: Times New Roman 12 pt font, double spaced

Heading 1: Times New Roman, 14 pt font, bold, double spaced

Subtitle Body (Heading 2): Times New Roman, 12 pt font, bold, single spaced

Figure/Table Caption: Times New Roman, 12 pt font, italicized, single spaced

Margins: 1in margins for all sides of document

All figures must have alternative text (alt-text) provided. Lack of alt-text will result in rejection of dissertation by the Graduate College. Guidance for adding alt-text can be found at support.microsoft.com.

DEDICATION

This is example text. This thesis is dedicated to my dear son John Doe. Thank you for providing me with constant inspiration.

The dedication should be single spaced, italicized, and printed in 12 pt. font.

The dedication should be no longer than 7-10 lines.

This page is optional.

ACKNOWLEDGEMENTS

Indent paragraph. This is a brief paragraph expressing recognition of and appreciation for special professional assistance extended to you by academic personnel, agencies, and institutions. *Acknowledgements may not exceed three pages.*

(Notice: If any part of the thesis/dissertation has been published before, the following two paragraphs should be included without alteration; if you have no previously published material, then delete the two paragraphs).

“This Doctoral Dissertation was produced in accordance with guidelines which permit the inclusion as part of the Doctoral Dissertation the text of an original paper, or papers, submitted for publication. The Doctoral Dissertation must still conform to all other requirements. It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.

It is acceptable for this Doctoral Dissertation to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts, which provide logical bridges between different manuscripts, are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student’s contribution to the work and acknowledging the contribution of the other author(s). The approvals of the Supervising Committee attest to the accuracy of this statement.”

This is the first page with a page number.

It will appear at the bottom center of the page and be a lower-case roman numeral, either ii, iii, or iv depending on if you included the dedication and acknowledgement pages.

Center the month & year you will graduate (NOT the month of your defense) above the page number on your final page of acknowledgements.

December 2020

ABSTRACT

Indent paragraph. This should be a concise summary of the entire research project; it states the purpose of the study, delineates the basic method of research, and summarizes the conclusions. It should not exceed 250 words (approximately one and a half pages double spaced).

The abstract is meant to give enough information about the document to allow a potential reader to decide whether or not to consult the complete work. The abstract should include important place names and proper nouns because these can be significant key words for electronic retrieval. It should not include graphs, charts, illustrations or tables. The expected content of an abstract varies among disciplines, but all abstracts can be expected to include the following:

- a statement of the research problem or question
- an indication of the research method(s) used or theoretical orientation taken
- findings or major discoveries made
- conclusions and significance.

Keywords

Use Body Text or Normal style for text in this section.

At the end of the Abstract should appear a list of keywords. The candidate, as the person most familiar with the research and its significance, selects the terms that help other scholars get access to their work. For example, the following could be used to describe a dissertation entitled "The Other of Grammatology: Lacan, Derrida, Kristeva," which studies the relationship between psychoanalysis, deconstruction, and feminism as they relate to linguistic representations: Psychoanalysis, Deconstruction, Freud, Derrida, Kristeva, Lacan, Feminism, Reference.

TABLE OF CONTENTS

The [Table of Contents](#) (TOC) can be inserted automatically here if you have used the appropriate styles for section, chapter titles, and for subheadings. In Word, you can check what will appear in the TOC by viewing in “Outline” mode, suppressing body text.

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Vita

There are NO leader dots or page number after the Vita entry.
Chapter titles should appear exactly as they do in your document: Chapter One, Chapter I, Chapter 1, etc.

LIST OF TABLES

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CHAPTER ONE: TITLE TYPED HERE

EVERY CHAPTER MUST BEGIN ON A NEW PAGE.

Chapter titles will be bold, all caps, centered.

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Depending on your style guide, subtitles may be centered, left-justified, numbered, lettered, bold, italicized, etc. If you are unsure how to format your subtitles correctly, please refer to the style guide for your writing style or contact your supervising professor. Subtitles should not be larger than size 12 pt. font.

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**CHAPTER TWO: THIS IS AN EXAMPLE OF A LONGER TITLE THAT EXTENDS
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APPENDIX

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If you have appendices, they will appear after your text and before your References, *regardless of which writing style you are using*. Appendices should *not* appear after the References section.

If your dissertation required IRB approval, the IRB approval must be included as the first Appendix.

Appendices headings will be bold, all caps, and centered to match your chapter headings.

If you have more than one appendix, you may label them alphabetically (such as Appendix A, Appendix B, etc), or numerically (such as Appendix 1, Appendix 2, etc). Check style guide for the appropriate heading style.

Continue to follow your style guide in any appendices you choose to include.

REFERENCES

References should follow the same style guide of your manuscript--APA, MLA, Chicago, etc. References may also be called Works Cited or Bibliography, depending on your style guide.

The References below are an example of one type of correct formatting. Please use the formatting and spacing specified by your style guide for this section.

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VITA

Jane Doe is from San Antonio, TX. She studied higher education administration and earned both a Bachelor's and Master's degree in Education from The University of Texas at San Antonio. Her future plans include a fellowship at Wyoming University.

Vita Instructions:

- The Vita is *required*.
- Indent the first line of each paragraph.
- The Vita is a short biographical summary. Students typically include information such as where they are from, what they have studied in the past, degrees they have earned, and future endeavors.
- **Do not** include contact information, such as addresses, emails, phone numbers, etc.
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- The text should be double-spaced.
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