

**My Iowa State University dissertation and thesis title page: A sample**

by

**Cy Cardinal**

A thesis/dissertation [choose thesis or dissertation] submitted to the graduate faculty

in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY [choose DOCTOR OF PHILOSOPHY, MASTER OF SCIENCE,  
ETC]

Major: Electrical and Computer Engineering [choose your major]

Program of Study Committee:  
Nomen Nescio, Major Professor  
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John Smith

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Iowa State University

Ames, Iowa

2022 [choose your graduation year]

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## **DEDICATION**

The Dedication page is optional and follows the Title Page. The Dedication and Title Page are not displayed in the Table of Contents. The heading level is the same as other major headings (Heading Level 1) in the thesis or dissertation; if you are using this template, use the Styles Ribbon to select “Heading 0 (not in TOC)” for the DEDICATION header. The text in the Dedication is limited to one page and is in the same font size and style as the other text in the thesis or dissertation. Information on the Dedication page will be made permanently available with your thesis/dissertation. Carefully consider what information you want to include here. It will not be able to be changed at a later date regardless if any conditions in your personal life change.

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**NOMENCLATURE**

GMO	Genetically Modified
HAZ-MAT	Hazardous Material
MO	Modus Operandi
PBJ	Peanut Butter and Jelly
TBD	To Be Determined
VIP	Very Important Person

[The nomenclature for your thesis or dissertation is optional. This list may be placed in the following places: as part of the preliminary pages section, before the Reference section, or as an Appendix. The heading is bold if other major headings are bold, and the list is in the same font size and style as text.] Nomenclature should follow a two-column format with the term in the left column and its definition or description within the right column.

## ACKNOWLEDGMENTS

The Acknowledgements page is optional and limited to four pages. It precedes the Abstract page. Heading is bold if other major headings are bold. It is in the same font size and style as text, and the vertical spacing, and paragraph style margins are the same as used in text. Use complete sentences. Information on the Acknowledgements page will be made permanently available with your thesis/dissertation. Carefully consider what information you want to include here. It will not be able to be changed at a later date regardless if any conditions in your personal life change.

*Sample Wording:*

I would like to thank my committee chair, \_\_\_\_\_, and my committee members, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, for their guidance and support throughout the course of this research.

In addition, I would also like to thank my friends, colleagues, the department faculty and staff for making my time at Iowa State University a wonderful experience. I want to also offer my appreciation to those who were willing to participate in my surveys and observations, without whom, this thesis would not have been possible.



**ABSTRACT**

This Abstract is a synthesized, “complete snapshot” of all the information included in your Journal Article Style Thesis/Dissertation. The text of the Abstract is double-spaced with each paragraph indented. Follow the same margin settings for the entire document. The page number (lower case Roman numeral) should be placed at the top center of the page. Since the text of the Abstract will be distributed widely through a variety of databases, formal citations, images, and complex equations should not be included.

## CHAPTER 1. GENERAL INTRODUCTION

**This template will provide basic instructions on the use of the Graduate College's Journal Article Style Thesis and Dissertation Template (updated: May 2021).** This template will briefly discuss how to use the Styles Pane to insert chapter and section headers, which are connected to an automatically generated table of contents, how to appropriately insert page numbers, how to link figures and tables to automatically generated List of Figures and List of Tables, and how to create landscape pages with rotated page numbers. Please note that screen shots within this template are from Word 2016 in a PC. All instructions for using the template are nearly identical in a Mac, but the screen shot images may slightly differ. This template does not discuss the comprehensive Graduate College formatting requirements. For more information on formatting requirements, deadlines, and forms, please visit <https://www.grad-college.iastate.edu/thesis/> and make an appointment with a Thesis/Dissertation Writing Consultant at the Center for Communication Excellence at <https://www.dwcisu.appointy.com>

### Relevant Definitions

- Traditional format: Does not include modified journal articles. References and Appendices (if any) are included at the end of the thesis/dissertation.
- Journal article format: Each chapter, except CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION, is a journal article that is planned to be submitted, has been submitted, or has been published. The format includes an abstract for the entire thesis/dissertation prior to Chapter 1. Author names and affiliations, an abstract, and introduction start each journal article chapter.
- Template: The Graduate College offers a Microsoft Word document, freely available online, that contains many of the formatting requirements integrated into the document as

well as instructions and recommendations for formatting your thesis/dissertation. A LaTeX template, via Overleaf, is also freely available for students. The templates can be accessed at [https://www.grad-college.iastate.edu/thesis/thesis\\_template/](https://www.grad-college.iastate.edu/thesis/thesis_template/).

## CHAPTER 2. FORMATTING EXAMPLE OF MANUSCRIPT CHAPTERS (THE MANUSCRIPT TITLE IS THE CHAPTER TITLE)

Author Names\*

\*Affiliations

Modified from a manuscript to be submitted to/under review in/published in *Journal Name*<sup>1</sup>

### Abstract

This chapter will discuss the thesis and dissertation journal article style requirements above and beyond the general graduate college formatting requirements.

### Introduction

The Journal Article Style thesis/dissertation generally includes five chapters as follows: General Introduction, Manuscript 1, Manuscript 2, Manuscript 3, and General Conclusion. Sometimes there are fewer manuscripts included and sometimes there are more manuscripts included. Please consult with your major professor and committee on their manuscript expectations. Regardless of how many manuscripts are included, you must always have your first chapter entitled CHAPTER 1. GENERAL INTRODUCTION and your final chapter entitled CHAPTER X. GENERAL CONCLUSION, as well as follow the Graduate College formatting guidelines.

Except for CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION, every chapter in your Journal Article Style thesis/dissertation must be formatted as a journal article, *even if you are not ready to submit it for publication in its current form*. If you consider it necessary to add an explanatory note to the “Modified from...” statement at the

---

<sup>1</sup> EXAMPLE FOOTNOTE (optional): This chapter is currently a work in progress. It may differ in significant ways from the published version.

beginning of a chapter, do so in a footnote (see Footnote <sup>1</sup>) or in the Acknowledgement section at the end of the chapter (prior to the References), if one is included.

### **Formatting Within a Manuscript Chapter**

There are specific formatting requirements you need to follow within the manuscript chapters of your thesis/dissertation. First, the chapter title of your manuscript chapters is the title of that manuscript. Second, you must list the authors and provide their affiliations (including yourself), such as their university and department, below the title. You can provide the affiliation information either below the list of authors or in a footnote. Third, you must include the statement “Modified from a manuscript to be submitted to *Journal Name*”, “Modified from a manuscript under review in *Journal Name*”, or “Modified from a manuscript published in *Journal Name*”. The Journal Name should be italicized.

Following this preliminary information, you will insert the Abstract using Heading 2 (see Chapter 4 for instructions on using headings). Do not start any of your new sections on new pages; all sections and information appear continuously within the chapter.

### **This Manuscript May Differ from the Manuscript You Submit to the Journal**

The reason you need to include the “Modified from a manuscript...” statement is because there are still certain graduate college required formatting you need to follow (see Chapters 3 through 6 for detailed information regarding formatting within this template):

- The body of the text must use double spacing and indentations at the beginning of each paragraph,
- Page numbers must remain centered and at the top of the pages, and
- Table titles must be located above the table and figure titles must be located below the figure.

You can use any citation style you would like within the manuscript chapter and the citation styles can be different in each manuscript chapter, but make sure to use the same citation style in CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION.

Here is a brief guide on heading levels within your manuscript chapters (see Chapter 4 for full information):

- Heading 1: Chapter title
- Heading 2: Abstract, Introduction, Methods, Results, Discussion, Conclusion, References (must be included at the end of every Thesis/Dissertation chapter)
- Heading 3 – X: Subsections to Heading 2 sections

### **References**

References should appear at the end of every chapter in the Journal Article Style as a continuously appearing section. See CHAPTER 4. for more information.

References should appear at the end of every chapter in the Journal Article Style as a continuously appearing section. See CHAPTER 4. for more information.

References should appear at the end of every chapter in the Journal Article Style as a continuously appearing section. See CHAPTER 4. for more information.

### **Appendix A. Example of Chapter with Multiple Appendix**

An appendix is not required, but if you need one, it must be included as a Heading 2 after the references for the relevant chapter. Appendices should not start on a new page, but rather, immediately follow the references. If you have only one appendix in a given chapter, the heading should be written as “Appendix. Title”. If you have multiple appendices in a chapter, the headings should be written as “Appendix A. Title”, “Appendix B. Title”, etc. You should start the lettering schema over in each chapter.

This is an example of a chapter with multiple appendices.

### **Appendix B. Approval for Research (IRB)**

For research requiring approval by the institutional review board (IRB), the record of approval must be included in the relevant chapter as an appendix. Within the main content of the chapter, include a reference to this material, for example, “This chapter . . . received IRB Approval (see Appendix B).”

### **Appendix C. Shared Authorship by Two or More Graduate Students**

Collaboration among graduate students is becoming increasingly common. When an Iowa State graduate student has co-authored any portion of their dissertation, thesis, or creative component with one or more other graduate student[s] (at Iowa State or any other educational institution) who also intend to include the co-authored content in their dissertation, thesis, or creative component, a consent must be included with the respective chapter in the dissertation, thesis, or creative component.

[Download the Shared Consent Form](#) and follow the instructions on the first page.

## CHAPTER 3. GLOBAL FORMATTING GUIDELINES

### Page Margins

Margins should be one inch on the top, bottom, left, and right throughout the entire document. All text, tables, figures, and schemas are within the margins.

### Fonts

Use a standard proportional font (e.g., Arial, Times New Roman, Calibri, Cambria, etc.) for all text including headers, body text, figures, and tables. Use 12-point font for all heading levels and body text. 8 to 12-point font can be used for any tables and figures, and their captions.

### Line and Page Spacing

Text is double-spaced, left aligned. Indent the first line of all paragraphs, including paragraphs within the Abstract, Dedication, and Acknowledgements. References are single-spaced, with a double space between listings, or double-spaced throughout the reference list. Utilize consistent spacing before and after: tables, figures, schemas, appendices, footnotes, endnotes, block quotes, headings, and subheadings. Importantly, at least two lines of a paragraph should be included on a page. This means as a paragraph ends on one page and goes to the next, at least two lines of that paragraph should be on that subsequent page. Additionally, if a paragraph starts at the end of one page and continues to the next, at least two lines of a paragraph should be on that first page before continuing to the next page. Utilize the feature in the Paragraph Tab → Line and Page Breaks → Widow/Orphan Control. However, no more than ¼ of a page can be left blank, except at the end of a chapter or within a Tables/Figures section at the end of the chapter or document.



## Page Numbering

All page numbers are at the top of the page, centered, 12-point font and in the same font as the body text. The title page does not have a page number, but it is implied that it is 'i'. Use lower case, Roman numerals for all pages before Chapter 1 (i.e., preliminary pages) and start Chapter 1 with Arabic numeral '1'. Chapter 1 starts with page 1 and continues sequentially through the end of the document. Use a section break before Chapter 1 to ensure that pages can be numbered accordingly. The template already has this feature built in.

You can format page numbers by double clicking into the heading margin (where page numbers are located), selecting the Page Number dropdown and selecting Format Page Numbers (insert a new page number first if the page does not have one). From there, choose the Number Format you need, and choosing Continue from previous section if needed, or Start at: 1 if it is the beginning of Chapter 1.

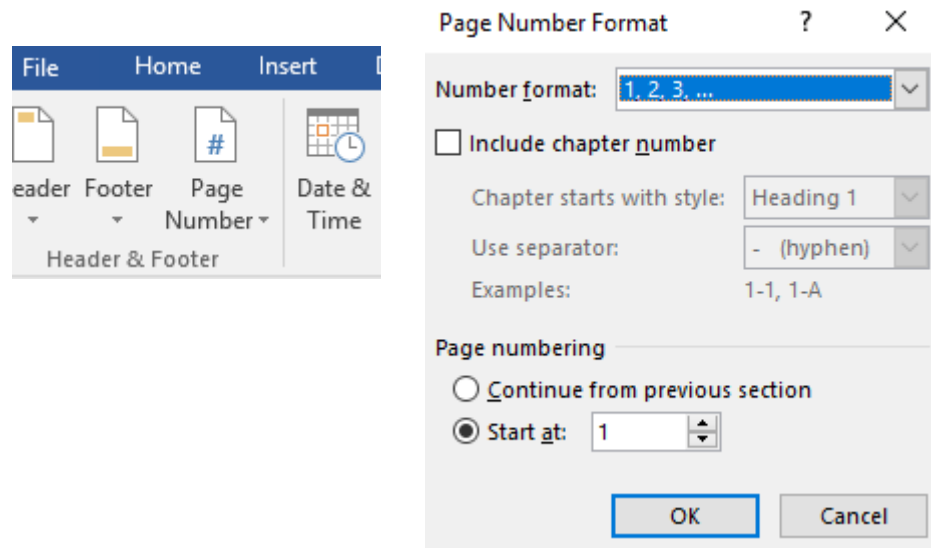


Figure 1. How to Format Page Numbers

Landscape pages have the page numbers located in the right margin, centered, and rotated 90 degrees to the right. Page numbers on landscape pages should not turn with the table/figure. They should be located on the 8.5” end of the page in the same position and orientation as all the other page numbers.

## **CHAPTER 4. INSTRUCTIONS FOR FORMATTING SPECIFIC ELEMENTS OF YOUR THESIS OR DISSERTATION**

### **Title Page (Required Section)**

All text on the title page is centered. The title page does not get a page number, but it is implied that it is page 'i'. The title is sentence-case such that only the first word, the first word after a colon, or any proper nouns are capitalized. Your title page must match the title page in this template, but with the relevant information for your thesis/dissertation. Make sure to adjust spacing so it looks professional and clean. Use a lower case "by" in between the title and the student name. The student name needs to be bolded and matches the students' name on AccessPlus under the Graduate Student Status page. Ensure that "Thesis" or "Dissertation" is chosen throughout the title page. Iowa State University has several "MASTER OF..." or "DOCTOR OF..." options. Be sure to write the one appropriate for your degree. Only the Major, and if applicable the specialization, is listed. No minors and/or home departments are listed.

For your committee, do not use titles or affiliations before or after faculty names (e.g. Dr., Esq., Ph.D., etc.). "Major Professor" is listed after the respective faculty's name. If there are Co-major Professors, then there is no Major Professor; list both as "Co-major Professor." Committee names should be single spaced. Iowa State University, Ames, Iowa, and the appropriate graduation year are listed. Copyright statement is written as, "Copyright © Name as Shown on AccessPlus, Graduation Year. All rights reserved." The name in the copyright line should match the name listed on the title page.

### **Dedication (Optional Section - if Included, Abide by the Following)**

The Dedication section for your thesis or dissertation is optional. It should be no more than 1 page in length, and it should be written in paragraph form with the first line indented.

Information on the Dedication page will be made permanently available with your

thesis/dissertation. Carefully consider what information you want to include here. It will not be able to be changed at a later date regardless if any conditions in your personal life change.

### **Table of Contents (Required Section)**

“Table of Contents” is written in Heading Level 0 style (see Chapter 4 for detailed information about headings and how to use them). The page numbers column needs to be right justified and the word “Page” needs to be written above the page numbers column. Make sure that long heading titles do not run into the page number column (e.g., use shift + enter to move a long title into the second line). Single-space chapter entries and double-space between chapter entries (see the Table of Contents in this template for a visual example). Do not include Table of Contents and Dedication headings in the Table of Contents list.

### **List of Tables and List of Figures (Optional Section, if Included Abide by the Following)**

The List of Tables and List of Figures for your thesis or dissertation is optional. “List of Tables” and “List of Figures” written in Heading Level 0 (included in TOC) style. The page numbers column needs to be right justified and the word “Page” needs to be written above the page numbers column. Make sure that long captions do not run into the page number column (e.g., use shift + enter to move a long title into the second line) (see the List of Figures and List of Tables in this template for a visual example).

### **Nomenclature (Optional Section, if Included Abide by the Following)**

The Nomenclature for your thesis or dissertation is optional. This list may be placed in the following places: as a preliminary page before the Abstract, before the References section, or as an Appendix. Nomenclature should follow a two-column format with the term in the left column and its definition or description within the right column.

### **Acknowledgements (Optional Section, if Included Abide by the Following)**

The Acknowledgements section for your thesis or dissertation is optional. It should be no more than 4 pages in length and follow normal paragraph conventions (double-spaced, paragraphs indented). Information on the Acknowledgements page will be made permanently available with your thesis/dissertation. Carefully consider what information you want to include here. It will not be able to be changed at a later date regardless if any conditions in your personal life change.

### **Abstract (Required Section)**

The overall Abstract should be written in body-style conventions (double-spaced, indented paragraphs). Each manuscript should also include a stand-alone abstract.

### **Body of Manuscript**

Every paragraph needs to begin with an indentation and at least two lines of a given paragraph should be included on a page. This means as a paragraph ends one page and goes to the next, at least two lines of that paragraph should be on that subsequent page. Additionally, if a paragraph starts at the end of one page and continues to the next, at least two lines of a paragraph should be on that first page before continuing to the next page. Utilize the feature in the Home tab by clicking the Paragraph dropdown, Line and Page Breaks, then Widow/Orphan Control.

Your thesis or dissertation should have no blank pages and no more than ¼ page blank. Exceptions to this rule include: (a) the end of a chapter, (b) a figure and table section at the end of a chapter (see Chapter 6), and (c) a figure or table on a landscaped page.

**If you are moving your content from a different Word document into this template, paste your paragraphs as text only and confirm that the paragraph is styled as Body (not Normal) from within the Styles pane (see Chapter 4 for more information on using styles from the Styles Ribbon).**

## **References/Bibliography and Citations**

In the Journal Article style, your references should appear as a section at the end of every chapter. The References heading should appear as a Heading 2 (see Chapter 4 for more information on using headings from the Styles Ribbon). In your References section, references should not be split between two pages. You can do this manually or highlight your entire References section, go to the Home tab, select the Paragraph dropdown, select the Lines and Page Breaks tab, then check the Keep Lines Together box. This will ensure your references do not split between pages. References are single-spaced, with a double space between listings, or double-spaced throughout.

A References style that meets the Graduate College formatting requirements is included in the Styles gallery. To use this style, select the whole list of references, open the Styles gallery, and click References. CHAPTER 5. contains a detailed explanation of how to use the Styles gallery.

Note that References are optional for CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION. In other words, if you have citations within these chapters they must be listed under a References section located at the end of the respective chapters. If you have a References section in both CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION, the references must use the same citation style in both of those chapters.

### **Appendix: Example of Chapter with Single Appendix**

An appendix is not required, but if you need one, it must be included as a Heading 2 after the references for the relevant chapter. Appendices should not start on a new page, but rather, immediately follow the References section. If you have only one appendix in a given chapter, the heading should be written as “Appendix. Title”. If you have multiple appendices in a chapter, the

headings should be written as “Appendix A. Title”, “Appendix B. Title”, etc. You should start the lettering schema over in each chapter.

This is an example of a chapter with a single appendix.

## CHAPTER 5. USING THE STYLES RIBBON FOR HEADINGS

This template has integrated the Graduate College's required and recommended headings into the Styles Ribbon (Figure 1). The Styles Ribbon is located on the top right side of the Word document under the Home tab. You will use the Styles Ribbon to insert your headings throughout your thesis or dissertation in order to use the automatic Table of Contents feature (we call this dynamic content). To insert a heading into your document, click on the appropriate heading level in the styles ribbon. The styles have the respective bolding and alignment for each heading automatically built in, but you must manually write the heading title with the corresponding capitalization needed. Please read the information below regarding the styling of each heading.

The goal with the heading levels is consistency in terms of bold and italics, alignment, and capitalization. The Graduate College has requirements for the preliminary pages and Chapter titles, while offering recommendations for additional heading levels. Differentiation needs to exist between heading levels. Heading levels are not on a different page from its text (at least 2 lines of body text accompany a heading level before the end of a page) which is already a feature of the template.

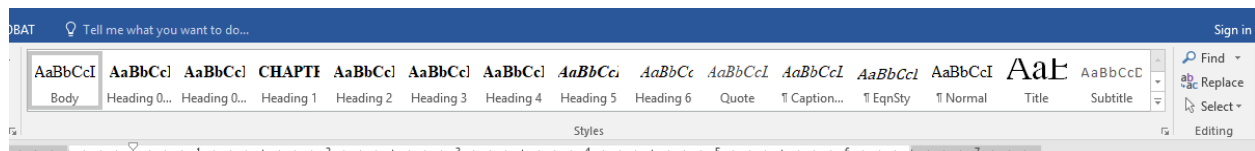


Figure 2. Screen Shot of the Styles Ribbon.

### Level 0 Heading (Appears as LEVEL 0 HEADING)

Heading Level 0 is used for the headings in the preliminary pages (everything before CHAPTER 1), including Dedication, Table of Contents, List of Figures, List of Tables, Nomenclature, Acknowledgements, and Abstract. Within the Styles Ribbon, there are two



Heading Level 0 options: in Heading 0 (included in TOC) and Heading 0 (not in TOC). Heading 0 (not in TOC) is used for the Dedication (optional to include in your thesis/dissertation) and Table of Contents section headings, neither of which will appear in your Table of Contents. All other preliminary sections you choose to include will use the Heading 0 (included in ToC).

### **First Level Heading (Appears as CHAPTER #. FIRST LEVEL HEADING)**

Chapter headings are called Heading 1 in the Styles Ribbon. To insert a new chapter, simply click on Heading 1. This heading automatically generates the words **CHAPTER #.**, which you are unable highlight or change, on the start of a new page. After clicking on Heading 1, write the title of your chapter. The Graduate College requires each chapter heading (Heading Level 1) to be centered, all uppercase, and bolded. The template has the centered and bolded text options built in, but you must manually make your chapter title text all uppercase. Please reference INTRODUCTION TO THE DISSERTATION/ THESIS TEMPLATE or USING THE STYLES RIBBON FOR HEADINGS as examples for how this heading should look.

### **Second Level Heading**

Second level headings (Heading 2 in the Styles Ribbon) are recommended to be bolded, centered, and the first letter of each word capitalized, except single-syllable conjunctions and prepositions [and, with, respectively].

### **Third Level Heading**

Third level headings (Heading 3 in the Styles Ribbon) are recommended to be bolded, left justified, and the first letter of each word capitalized except single-syllable conjunctions and prepositions [and, with, respectively]. If the chapter title or heading is longer than one line, use single spacing between the lines of the title (this is built into the style).

**Fourth level heading**

Fourth level headings (Heading 4 in the Styles Ribbon) are recommended to be bold, indented, and only the first word is capitalized.

***Fifth level headings***

Fifth level headings (Heading 5 in Styles Ribbon) are recommended to be bold, italicized, indented, and only the first word is capitalized.

***Sixth level heading***

Sixth level headings (Heading 6 in the Styles Ribbon) are recommended to be italicized and indented and only have the first word capitalized. These deeper levels of headings do not necessarily need to be included in the Table of Contents; see “Changing Number of Levels Shown in the Table of Contents” for more information. The sixth level heading should also be inline if the fourth and fifth levels headings are in line with the text.

**Body Style**

Paragraphs of the body text are all indented (this is set in the “Body” Style from the Styles ribbon). Text is double spaced and indented. **If you are moving your content from a different Word document into this template, paste your paragraphs as text only and confirm that the paragraph is styled as Body (not Normal) from within the Styles pane.** Additionally, make sure assign each of your headings a Style, accordingly (e.g., Heading 2, Heading 3, etc.).

**Navigation Pane**

It is recommended that you view your Navigation Pane when inserting your headings in order to do check if your headings are at the appropriate level and consistent styling is being applied. Click on your View tab, then select the box for Navigation Pane; it will appear on the left side of your document. For Mac users, you will need to click the bullet pointed list at the top

of your Navigation Pane to see the headings, rather than the pages. The Navigation Pane shows you all of the headings you have successfully linked using the Styles Ribbon. Subsequently, you can see if you have accidentally linked text inappropriately as a heading, have a heading at the wrong level, have blank space linked as a heading, or to check the capitalization consistency in your headings. If you see an incorrectly linked heading, simply go to the incorrect location in your document, highlight it, and select the appropriate style.

## CHAPTER 6. AUTOMATICALLY GENERATED TABLE OF CONTENTS

### Automatically Updating the Table of Contents

One of the benefits of creating your section headings with the Styles Ribbon is that it will connect your headings to an automatic Table of Contents. This means that you never need to keep track of what page your headings are on or editing your table of contents as heading sections move – the Table of Contents will be able to “read” which page your heading is on, then put the information in your table of contents. However, you must update your Table of Contents in order to see the most current version of it. Hover your cursor anywhere in your Table of Contents, right click, select Update Field, click Update Entire Table, then OK. You now see your most updated Table of Contents.

### Changing Number of Levels Shown in the Table of Contents

The Graduate College requires you to have a minimum of one heading level (Headings 0 and 1) in your Table of Contents. To change how many levels are shown in your Table of Contents, go to the References section, click the dropdown menu for Table of Contents and click Custom Table of Contents to open the editing screen. Change how many levels you would like to show using the “Show Levels:” option box (Figure 3).

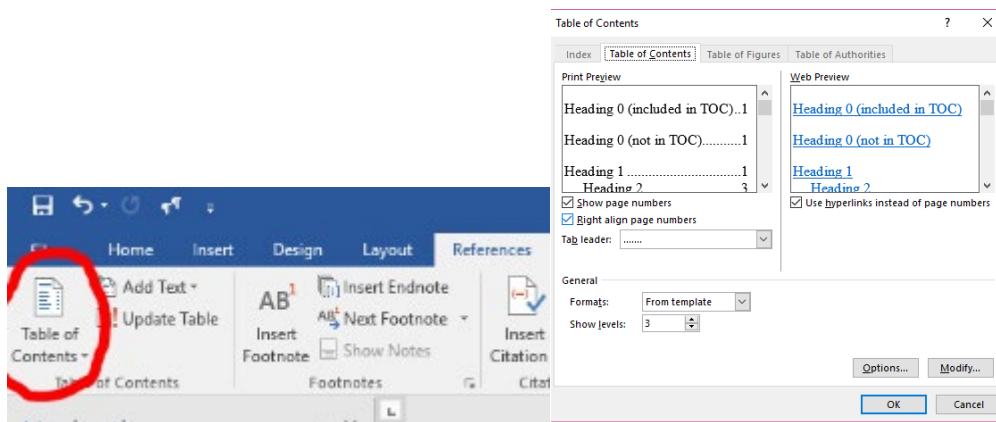


Figure 3. How to Change the Number of Heading Levels Shown in the Table of Contents

Choosing “2” would mean Heading Level 1 and Heading Level 2 would show in the Table of Contents while Choosing “3” would mean Heading Level 3 would also appear in the Table of Contents.

## CHAPTER 7. USING FIGURES, TABLES, AND LANDSCAPE PAGES

The Graduate College does not require a List of Figures or a List of Tables in your thesis/dissertation. However, if you choose to include either list, you must include the other (*Note: If you, for example, have a List of Figures, but no tables within your document, you do not have the List of Tables [and vice versa]*). You cannot combine these lists into one list. **You can embed your figures and tables within each chapter or create a single “Figures and Tables” section at the end of the chapter** (if you choose to create a Figures and Tables section at the end of the chapter, make sure to use Heading 2).

A consistent style should be used for all chapter tables and figures. Table captions are located at the top of the table. Figure captions are located at the bottom of the figure. Captions longer than one line uses consistent line spacing and indentation. They can be captioned sequentially (Figure 1, 2, 3, 4, etc.) or utilize chapter numbering (Figure 1.1., 1.2., 1.3., 2.1., 2.2, etc.). You can style the caption (e.g., bolded vs. italics, sentence case vs. uppercase, alignment, etc.) however you would like, just be consistent.

### **Automatically Linking Figures and Tables to the List of Figures and List of Tables**

The process for linking figures and tables to their respective lists is nearly identical (see Table 1 for steps on linking figures and tables). After you follow these steps, highlight the portion of the title that says “Figure X” or “Table X” – if the number is in an extra dark box, you have correctly linked your Figure or Table. This is dynamic content. To update your List of Figures and List of Tables, follow the same procedure for updating the Table of Contents.

Table 1. Instructions for Linking Figures and Tables to the Respective Lists

Steps	Instructions
Step 1	Paste or insert your figure or table into the document. Make sure it fits inside of your margins.
Step 2	Highlight the entire figure or table. Right click on the highlighted item and select Insert Caption.
Step 3	Next to “Options, Label:”, select either Figure or Table. If it is a Figure, make sure the “Position:” option selected says “Below Selected Item” and if it is a Table, make sure the “Position:” option selected says “Above Selected Item”.
Step 4	Click on the “Numbering, Format:” option. If you would like to include both the chapter number and item number in the Figure or Table title (e.g., Figure 5.1), check the “Include Chapter Number” box and select which kind of separator you want. If you do not want to chapter number in the caption, make sure to deselect this box.
Step 5	Returning to the original editing box, write your Figure or Table title and press OK when you are finished. <i>Note: If you like to have a period and space after “Table 1”, make sure to manually write this in as you type your title.</i>
Step 6	You will now see your Figure or Table title below or above the item, respectively. You can style these headers (bolded, italicized, centered, left justified, etc.) however you like, just be consistent throughout your document. You can also edit your title by adding or removing text.
Step 7	Some versions of Word will insert the Figure or Table title within a text box. It is recommended that you cut the inserted title from the text box, delete the text box, and paste it onto the regular document.

If you have a table that continues onto a subsequent page, you need to start each new page with two rows of information. The first row says “Table X Continued”, and the second row is the Table headers. You can do this by either splitting the table (within Table Tools: Layout tab) or inserting two new rows into the table.

If you have a very long figure or table title, you can truncate it so only the main portion is included in the List of Figures or List of Tables. Insert your title caption following the steps above.

Table 2. Instructions for Truncating Title Captions in the List of Figures and List of Tables. Here is extra information that I don't want to show up in my List of Tables.

Steps	Instructions
Step 1	Turn on your show/hide feature. Put your cursor immediately following the information you want to appear in the List of Figures or List of Tables.
Step 2	Insert a Continuous Break by going to the Layout section, clicking the dropdown arrow next to Breaks, and selecting Continuous Break.
Step 3	Hold down the shift button and arrow over the inserted Continuous Break to highlight it. Make sure to ONLY highlight the Continuous Break.
Step 4	Under the Font dropdown in the Home tab, select Font, and check the Hidden box.
Step 5	Turn off the show/hide feature. The Continuous Break will no longer be visible and the title caption will look normal and continuous.
Step 6	Update the respective list to see the truncated version of your title.

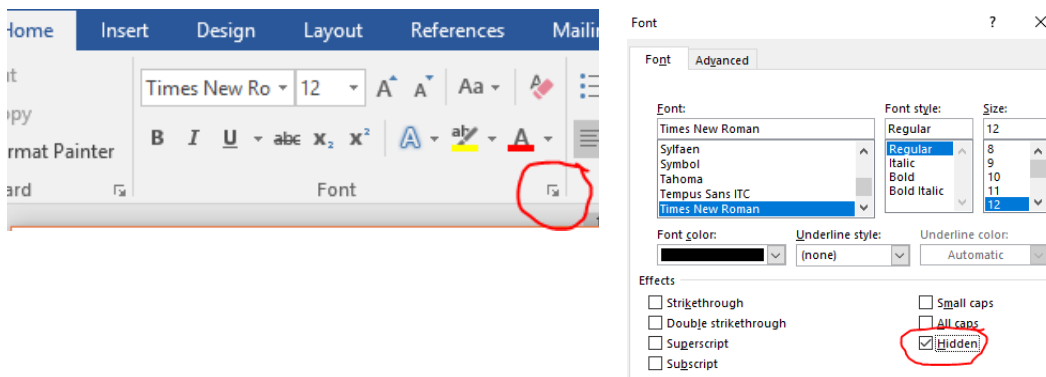


Figure 4. Hiding Text from Figure and Table Captions in the List of Figures or Tables



## Inserting Landscape Pages

You may need to use landscape pages in your thesis/dissertation because you have a figure or table that is too wide to fit on a portrait style page. This can be challenging because it is required to have rotated page numbers on landscape pages such that if the document was printed out and all pages were stacked together in portrait style, all page numbers would align at the top, center of the page. The table below provides instructions on creating a landscape page with rotated page numbers.

Sometimes, you need to adjust your page numbers following the landscape page with rotated page numbers after you have inserted it into the document. The most common problem is that the page numbers will start over at 1 on the portrait layout page following the landscape page. To fix this, double click and highlight the page number on the portrait page, right click to select Format Page Numbers or choose the Format Page Number option in the Header and Footer menu and select Continue from Previous Section. Refer to Chapter 2 for information on formatting page numbers on portrait pages. If page numbers appear on the right side of your regular portrait page, you will need to double click the header, deselect Link to Previous Section, then delete the text box with a rotated page number on the right side of your portrait page. If needed, you can then reinsert page numbers on the following portrait pages (see Chapter 2).

One of the formatting rules to keep in mind when inserting a landscape page is that you are not allowed to have more than  $\frac{1}{4}$  of a page blank, except at the end of a chapter. Because of this, you may need to rearrange some of your text to fill in the blank space. If you use a Figures and Tables section at the end of a chapter, you are allowed to have each figure or table start on a new page, which may cause more than  $\frac{1}{4}$  of a page blank.

Table 3. Instructions for Inserting Landscape Pages with Rotated Page Numbers

<b>Steps</b>	<b>Instructions</b>
Step 1	Turn on the show/hide feature.
Step 2	Within this template, put your cursor before the section break preceding the landscape page (e.g., after the words “...of a page blank.”), hold shift and arrow over the section break, this table, and the section break following this table. <i>Note: The section break preceding the landscape page is sometimes displayed as End of Section, rather than Section Break. This is not a problem.</i>
Step 3	Copy the portion you have highlighted.
Step 4	Paste the highlighted portion in your document where you need to have a landscape page.
Step 5	Delete this table and insert your own landscape content.
Step 6	Remove any excess paragraph markers so that there are no blank pages before, after, or within your landscape page.
Step 7	Turn off your show/hide feature.
Step 8	Format page numbers following the landscape page as needed (see page 22 for more information).

## **CHAPTER 8. GENERAL CONCLUSION**

Regardless of how many manuscripts are included, you must always have your first chapter titled GENERAL INTRODUCTION and your final chapter titled GENERAL CONCLUSION.

### **References (Optional)**

Note that References are optional for CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION. In other words, if you have citations within these chapters they must be listed under a References section located at the end of the respective chapters. If you have a References section in both CHAPTER 1. GENERAL INTRODUCTION and CHAPTER X. GENERAL CONCLUSION, the references must use the same citation style in both of those chapters.