

## THESIS TEMPLATE INSTRUCTIONS FOR MICROSOFT WORD

**IMPORTANT NOTE:** *It is very important that you follow these instructions carefully to prevent accidentally deleting computer commands or formatting that is stored in the background and invisible to students who do not have “show paragraph marks and other hidden symbols” turned on. Also, since some word processing programs work differently, it is not guaranteed that the template will work on your computer.*




### GENERAL INFORMATION:

Our instructions to you are typed in-between carat symbols << >>. When you see these symbols, replace them and the instructions contained between them with the required information. Be certain to delete the carats << >> when you are done.

Never type in the header or footer areas. If you do, you risk the possibility of losing or incorrectly changing your headers or footers.

In most cases you can type until you get to the end of a chapter; i.e., end of Introduction, end of Review of Literature, etc.; and let your word processing program automatically return. We have set it up to type double space and automatically indent the first paragraph for you. You do not need to double space after each paragraph. You also do not have to add page breaks unless you don't like where the page is auto breaking.

If you accidentally delete something you didn't mean to, before you do anything else, either immediately select your “undo button,”  or hold down the CTRL key and tap the Z key, then remove your finger from the CTRL key, and your text should return.

**Note:** *If you need to change the formatting for a single-spaced, long indented quote as required in the handbook, type the long quote in first, then highlight it and change the formatting of just what you have highlighted. This way, you won't affect the formatting of the rest of the document or have to worry about changing the formatting back. If this confuses you, then don't use any long, indented quotes (or quotes of more than a few lines).*

### TITLE PAGE:

**Thesis Title:** The title of your thesis should not be more than two lines long, the first line being your main title, and the second line being a subtitle—should you choose to have one. If you don't have a subtitle, delete the second line.

<<TYPE YOUR MAIN TITLE IN HERE IN ALL CAPS:>>  
<<IF YOU HAVE A SUBTITLE TYPE IT IN HERE; OTHERWISE DELETE THIS LINE>>

**Your Name:** You are only permitted to use your legal name. Middle names and initials are optional. Replace the line shown below with your legal name in all caps as you would like it to appear on your diploma. If the format of your middle name on your title page differs from your student record, we will contact you for written permission to change your student record and/or title page so they both match.

<<TYPE YOUR NAME HERE IN ALL CAPS AS YOU WANT IT ON YOUR DIPLOMA>>

**Date:** Replace the instructions shown below with the date on which you submit your thesis.

<<TYPE DATE HERE: MONTH ##, YEAR>>

*Note: Do not type or delete anything past the date line or you risk losing an important section break!*

## **ACKNOWLEDGMENTS:**

Acknowledgments are optional. If you chose to add them, replace the text between the carats with your desired text and delete the carats << >>.

I would like to express my gratitude to <<type names in here>>, without whom this thesis would not have been finished.

<< Replace this suggested text with yours. These acknowledgements can continue for the remainder of the page, if desired. Or, they may end after only a few sentences.>>

***Note:** Be certain you do not have more than one page of acknowledgments.*

## **NO ACKNOWLEDGMENTS:**

If choose not to have acknowledgments, put your curser before the A in Acknowledgments, and highlight the text up until you are before the T in Table of contents on the next page. Then select Del (delete). You should now be on the Table of Contents page.

## **TABLE OF CONTENTS:**

You do not need to do anything with this page until you are completely done with your thesis, including any edits you may need to do.

Once your thesis is typed, proofread and edited, then come back to this page, and replace the hash tags (#) with the correct page numbers on which each chapter begins.

If you do not have an appendix, then delete that line only.

Do not type or delete anything past the Appendix hash tag (##), or you take the chance of deleting important formatting.

## **INTRODUCTION:**

Put your curser immediately before the first carat at the top left (<) of the page and highlight the instructional text through the last carat (>) at the end of the second paragraph of the Introduction page. Then, select delete and begin typing your introduction. Your word processor should automatically return when it reaches the right-hand margin. You do not have to select Return (Enter) until you want to start a new paragraph.

When you select Return (Enter), your new paragraph will begin with an indented line. Keep typing until your entire Introduction is finished, as your word processor should also give you automatic page breaks.

When you are finished with the Introduction scroll down to the Review of Literature page.>>

## REVIEW OF LITERATURE

Just like you did with the Introduction, put your cursor immediately before the first carat (<) at the top left and highlight the instructional text through the last carat (>) on the Review of Literature page. Then, select delete and begin typing your Review of Literature.

Remember, you don't have to select Return (Enter) until you want to start a new paragraph, and the word processor should give you automatic page breaks. When your Review of Literature is done, scroll down to the Discussion page.

## DISCUSSION

Just like you did with the Review of Literature, put your cursor immediately before the first carat (<) at the top left and highlight the instructional text through the last carat (>) on the Discussion page. Then, select delete and begin typing your Discussion.

Remember, you don't have to select Return (Enter) until you want to start a new paragraph, and the word processor should give you automatic page breaks. When your Discussion is done, scroll down to the Conclusion page.

## CONCLUSION

Just like you did with the Discussion, put your cursor immediately before the first carat (<) at the top left and highlight the instructional text through the last carat (>) of the Conclusion page. Then, select delete and begin typing your Conclusion.

Remember, you don't have to select Return (Enter) until you want to start a new paragraph, and the word processor should give you automatic page breaks. When your Conclusion is done, scroll down to the Works Cited page.

## WORKS CITED

The formatting for the Works Cited page is different from the previous chapters. Remember each listing must be in alphabetical order by the author's last names or organizations.

Begin by putting your cursor immediately before the first carat (<) at the top left of the first entry shown, and highlight the instructional text through the last carat (>).

Then type in your first Works Cited entry. **Do not push return (enter) until you are ready to start the second entry.**

Your word processor should single space each entry and automatically double space between entries if you follow these instructions. It should also give you automatic page breaks.

When you are all finished with your Works Cited listings, scroll down to the Appendix page.>>

## **APPENDIX:**

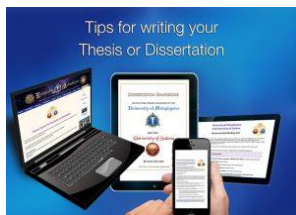
The Appendix section is optional. If you have an Appendix, either type it in on the Appendix page provided, or copy it from your source and paste it in there. The formatting would depend on what is contained in your appendix, so we cannot give you instructions on formatting or provide it for you. Of course, you do need to first delete the Appendix instructions we've provided for you before you add anything to the Appendix page.

If you do not have an appendix, delete the Appendix page.

## **REMEMBER:**

When you are all finished with your thesis, remember to put appropriate page numbers into the Table of Contents.

***NOTE:** If you have any questions about the formatting for your thesis, please first consult the Thesis Handbook. If after that you still have a question or concern, contact your thesis advisor at [UOS@metaphysics.com](mailto:UOS@metaphysics.com) for further clarification.*



**To access helpful thesis/dissertation writing tips, log into the Online Center, scroll down until you see the icon (shown at left) and click on it to open the tip center!**