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by

[Your name on file at Utica College]

A [Thesis or Capstone Project] Submitted to the Faculty of

Utica College

[Month and Year approved by your committee]

in Partial Fulfillment of the Requirements for the Degree of

[Master of Science or Doctor of Physical Therapy] in

[select appropriate academic program and include as written: Criminal Justice Administration, Cybersecurity, Economic Crime Management, Financial Crime and Compliance Management, Education, Health Care Administration, Liberal Studies, Occupational Therapy (DPT students leave this line off)]

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**Abstract**

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**Acknowledgments**

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**Table of Contents**

[REQUIRED – Insert your Table of Contents (TOC) here. The text for the table of contents must be single-spaced (double-spaced from the page header) in Times New Roman font, 12-point size, black. The table of contents does not include any pages prior to or including the Table of Contents page. Consider copying and pasting the sample level heading you need so the correct formatting is maintained (indention and tab leader/ellipses). The TOC provides a great outline to your paper as you are writing! Example:]

List of Illustrative Materials vi

Level One Heading – Section One 1

Level Two Heading 2

Level three heading 2

Level four heading 2

Level five heading 2

Level One Heading – Section Two 2

Level Two Heading 2

Level three heading 2

Level Two Heading 2

Level three heading 2

Level One Heading – Section Three 2

Level One Heading – Section Four 2

Level One Heading – Section Five 2

References 3

Appendices 4

Appendix A – Title 4

# List of Illustrative Materials

[OPTIONAL – Insert your List of Illustrative Materials here, if applicable. Illustrative materials include tables, graphs, charts, figures, photographs, and other illustrations. The term "Table" is used to designate tabulated data; this includes computer printout sheets. The term "Figure" is used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, and other mainly nonverbal material. The text for the list of illustrative materials must be single-spaced (double-spaced from the page header) in Times New Roman font, 12-point size, black. Tables and Figures should be listed in chronological order as they appear in the paper. If you do not have illustrative materials in your thesis or capstone project, remove this page by backspacing. DO NOT delete the section break at the bottom of this page, or the page number format will be changed! Example:]

Table 1 – Title 2

Figure 2 – Title 2

Table 3 – Title 2

# Section One of Main Body Text

REQUIRED. The main section headings (e.g., “SECTION ONE OF MAIN BODY TEXT” above) should be Level One Headings based on the style guide you are using. Type must be Times New Roman font, 12-point size (footnotes or endnotes may be a minimum of 9-point font), black. Text must be double-spaced; footnotes or endnotes must also be double spaced. \*Pagination begins on the first Main Body Text page with Arabic numeral 1. Page numbers must appear centered on the bottom of the page. Citations and headings must conform to the style guide approved for use by the discipline in which the student is enrolled. \*There must be no running head, where an abbreviated title is printed at the top of each page. \*There must be no floating headers (also called widows and orphans), where a new section heading appears at the bottom of a page but the paragraph text starts at the top of the next page. Tables, graphs, charts, figures, photographs, and other illustrations (categorized as illustrative materials) must be clearly legible with good contrast, fit within the margins, and conform to the approved style guide. Graphs etc. may be in color if allowed by the discipline-specific style guide, but keep in mind that they should print with sufficient contrast in grayscale. Graph and chart headings, labels, and text may be in alternative fonts and sizes.

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Examples below are of heading levels based the APA style guide, 6th edition; you must use the headings outlined in the style guide required by your program of study.

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According to the APA style guide, 6th edition, a level one heading is centered, boldface, and has uppercase and lowercase letters. Different level headings are used to clarify organization of the paper. Not all levels of headings are needed. Please note the headings follow a top-down progression. A Level One Heading should be the main sections of the paper (e.g., Introduction, Literature Review, Methodology, Findings, and Discussion, Conclusion).

**Level Two Heading**

Level two headings are flush left, boldface, and have both uppercase and lowercase letters. They relate to the subject matter in the level one paragraph(s).

**Level three heading.** Level three headings are indented, boldface, lowercase, in-line with the paragraph, and ending with a period. They are related to subject matter in the level two paragraph(s).

***Level four heading.*** Level four headings are indented, boldface, italicized, lowercase, in-line with the paragraph, and ending with a period. They are related to subject matter in the level three paragraph(s).

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# References

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# Appendix or Appendices

[OPTIONAL – Insert your appendices here. Either the word Appendix or Appendices is used in the header, depending on how many appendices are included. Pagination began on the Main Body Text page with Arabic numeral 1; pagination on this page continues sequentially using Arabic numerals.]

## Appendix A – Title

[An appendix is used to provide additional information that would be either distracting for the reader or inappropriate if it were in the main body of the text. Common types of appendixes include but are not limited to a large table, a word list, the informed consent form, a mathematical proof, a computer program that is new or unique to the research referred to in the paper, verbatim instructions to participants, original scales or questionnaires, and raw data. An appendix should be used only if it helps the reader understand and or evaluate the paper. Each appendix is listed with an alpha subheading (e.g., Appendix A, Appendix B, Appendix C).]