

ABOUT THE DOCUMENT THAT FOLLOWS

Last update: June 1, 2016

Updated in summer of 2016, this template is a “starter kit” for formatting your thesis in Microsoft Word. It incorporates Word’s auto-generate capability for the Table of Contents, List of Tables, and List of Figures. It also includes a workaround for automatic numbering of equations.

It has correct margins and page numbering, appropriate formatting of the front pages (often the area with the greatest number of formatting errors), chapter and section headings in acceptable formats, and heading and subheading styles set up through subheading level 3.

It also offers some tips, usually in red text boxes that can be easily deleted before you print. **IMPORTANT:** you must be in the Print Layout View (under the View menu) to see or delete these red text boxes (also called “help boxes” or “instructional text boxes” herein).

We suggest that you use the template as a starting point for the format of your thesis, consulting the Graduate Thesis Manual at all times for proper formatting.

[DELETE THIS PAGE BEFORE BEGINNING]

[THESIS TITLE GOES HERE]

A Dissertation

Presented to

The Academic Faculty

by

[Student Name Goes Here]

In Partial Fulfillment

of the Requirements for the Degree

[DEGREE NAME] in the

[ENTER FULL SCHOOL/COLLEGE NAME]

Georgia Institute of Technology

[MONTH YEAR of GRADUATION]

Copyright © 20XX by [STUDENT NAME]

[THESIS TITLE GOES HERE]

Table 1: Table – This table is provided as an example.

Approved by:	
Dr. [Advisor Name], Advisor School of [Whatever Engineering] <i>Georgia Institute of Technology</i>	
Dr. [Committee Member2] School of [Whatever Engineering] <i>Georgia Institute of Technology</i>	
Dr. [Committee Member3] School of [Whatever Science] <i>Georgia Institute of Technology</i>	
Date Approved: [Month dd, yyyy]	
[THESIS TITLE GOES HERE]	
Approved by:	
Dr. [Advisor Name], Advisor School of [Whatever Engineering] <i>Georgia Institute of Technology</i>	Dr. [Committee Member4] School of [Whatever Social Science] <i>Georgia Institute of Technology</i>
Dr. [Committee Member2] School of [Whatever & Whatever Engineering] <i>Georgia Institute of Technology</i>	Dr. [Committee Member5] [College of Whichever] <i>Georgia Institute of Technology</i>
Dr. [Committee Member3] School of [Whatever Science] <i>Georgia Institute of Technology</i>	Dr. [Committee Member6 - optional] Some Division/Department/Unit <i>U.S. Navy PostGraduate School</i>
	Date Approved: [Month dd, yyyy]
[To the students of the Georgia Institute of Technology]	

ACKNOWLEDGEMENTS

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LIST OF SYMBOLS AND ABBREVIATIONS

A	the letter A
B	the letter B
C	the letter C
D	the letter D

SUMMARY

Start typing the summary here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam porta euismod pharetra. Cras a rhoncus eros. Etiam leo libero, hendrerit in posuere at, fermentum vitae nisi. Etiam id euismod lorem. Aenean purus dolor, dignissim eu scelerisque vitae, tincidunt ac diam. Sed semper est nec est viverra, id placerat nisl porta. Nullam luctus placerat ornare. Cras rutrum, tortor vestibulum tincidunt consequat, nunc nibh sollicitudin sem, ut viverra odio risus quis orci. Pellentesque viverra sed risus id blandit. Pellentesque rutrum suscipit nisi, nec eleifend orci volutpat scelerisque. Vestibulum dignissim, est vitae placerat viverra, urna massa lacinia sapien, nec vulputate turpis neque vitae magna.

DELETE THE ABOVE TEXT BUT BE SURE TO RETAIN THE SPACING.

Introduction

This is the first chapter of your manuscript. Often it is titled, 'INTRODUCTION'. Some departments' style guides require that the first chapter is titled 'INTRODUCTION,' but otherwise, you may use any title that suits your purpose.

A chapter heading uses the “Heading 1” quick style. Using this style will allow Word to auto-populate the Table of Contents.

How to Use This Template [This is a First-Level Subheading]

The first-level subheading utilizes the “Heading 2” quick style. Using this style will include your first-level subheading in the Table of Contents. This template file has been set up to meet the formatting requirements for theses and dissertations given in the Georgia Tech Graduate Thesis Manual. It's not magic, but it does get some of the confusing stuff taken care of: the margins are correct; the table of contents is formatted correctly; the necessary parts are in the right order; the page numbers will appear in the right place and in the right form; it has an acceptable font face and size. Further, Appendix A has a description of the scheme for subheadings you should use if your departmental style guide doesn't specify one.

This is a Second-Level Subheading

Second-level subheadings utilize Heading 3. It will be pretty obvious when you need to get rid of some text in this template. For example, this part of the introduction needs to go before you start typing. Easiest way to delete it is to click your cursor in front of the first paragraph, scroll down to the last line in the chapter, hold the SHIFT key down, and click after the last letter. 'SHIFT-clicking' like this selects everything between the two clicks.

Inserting and Numbering Equations

To insert an equation to be referenced in the text, use the three-column table shown below. This table has been added to the “Auto Text” menu accessed through “INSERT” “Quick Parts.” Equations are generally described and referenced in the text as is done in the following sentence. Equation 1 below describes the relationship between the need for a vacation, VAC_{need} , and the available time to take a vacation, t_{VAC} . The equation number (1) that appears in the table is a sequential field code which allows equation numbers to update automatically by right-clicking highlighted text and selecting “Update Field.” When adding an equation, select the number and bookmark it under the “INSERT” menu. When you reference the equation in the text (i.e. “Equation 1 describes something”) you can insert that bookmark so numbers will automatically update.

$$VAC_{need} = \frac{1}{t_{VAC}} \tag{1}$$

Inserting, Numbering, and Referencing Figures

When you insert an image into the text, it will look like Figure 1 below. In the previous sentence, a figure reference is inserted by cross-referencing the figure

label and number (INSERT Cross-reference Reference Type: Figure Select figure entry and choose Insert reference to: Only label and number).

Figure – This is a figure. The “caption” uses the “Caption” theme from the quick styles menu above and is added by right-clicking the figure and selecting “Insert Caption...”

Inserting, Numbering, and Referencing Tables

After a table is inserted, it must be captioned by selecting the Table and right clicking. Then click on “Insert caption. . .” The process is similar for captioning a figure except for the fact that a Table’s caption appears ABOVE the table as opposed to the figure caption appearing below a figure. An example of a table is given in Table 1 below. By inserting the cross-reference to the table (i.e. Table 1), the numbering will be done automatically.

A	B	C
1	5	9
2	6	10
3	7	11
4	8	12

Things to be Careful of

You can goof up the template. For example, when you delete the text on a page, be careful not to accidentally delete the marker, called a 'page break,' between the chapters or different types of pages. The page break marker makes your new chapter begin at the top of a page, no matter what editing you do before them. .If you delete a section break, related to a page break, you may lose any formatting that was particular to that page.

Using Tabs Correctly [This is a Third-Level Subheading] When you put your headings into the Table of Contents, List of Tables, etc. things should line up pretty well *if you use tabs* to skip to the next column. If you use spaces to indent or move to the next column, you will have a mess. As spaces in most font families are not fixed in size, things won’t necessarily line up perfectly and you may be required to fix it. Moreover, when you use spaces rather than tab settings to determine placement of text, any change in words, fonts, or margins requires a great deal of work to reformat. If you use tab settings to control placement, making such changes becomes trivial.

Because of the way tabs are set, if a chapter title or section name in the Table of Contents is very short, you may have to put an extra tab character to get the cursor to jump correctly.

Using the Styles The page and section heading styles have been set up as named styles in Word. The page headings in the preliminary pages (e.g. “Table of Contents”), each chapter heading (e.g. “Chapter 1: Introduction”), and the back page headings (e.g. “References”) all use a style called “Heading 1”. The first-level subheadings (example above) use a style called “Heading 2”. The second-level subheadings use a style called “Heading 3”. The third-level subheadings use a style called “Heading 4”. If you accidentally delete any of those headings, go to the Format/Style menu, select the appropriate style and “Apply”. If you cannot find the style under the list of styles, change the pull-down below it called “List” to “All styles”.

Setting up a new chapter

How do you begin a new chapter using this template? What must you do to get the page numbers to act correctly? Below are the steps for making a new chapter.

Moving to a New Chapter

To move to a new chapter, you must tell Word that you are moving on to a new page. You do this by inserting a page break. A page break forces the next line of text to appear at the top of a fresh page.

How to Insert a Page Break

1. Go to the end of a chapter. That means, put your cursor after the very last character of that chapter.
2. Hit **Return** to move to a new paragraph.
3. From the **Insert** menu, choose **Page Break**.

If you are in Outline View (see View menu), you'll see a dotted line across the screen. That marks the end of the previous page. If you are in Page Layout view, you'll just see the top of a new blank page.

Begin typing. If you are in Page Layout view, when you get to the end of the first page, your text will skip to the next page. A page number will appear at the bottom center of the new page. The number will be gray, and you can't edit it. That's OK; that is the way it's supposed to look on the screen.

APPENDIX A. DESCRIPTION OF DEFAULT SUBHEADING SCHEME

This appendix illustrates the default style of subheadings as described in the Graduate Studies Thesis Manual, available at <http://www.grad.gatech.edu/thesis>.

Your department may have its own style guide and its own way of formatting subheadings. Whichever scheme you use, you must use it consistently throughout the document or the Graduate Thesis Office will require you to make revisions until it is acceptable.

The default format for chapter-level headings is bold, all upper case, and centered. Otherwise the font is the same font family and the same size or no more than 2 font points larger (e.g. 14 points vs. 12).

A.1 First-Level Subheading

The default format for first-level subheadings is left-justified, bold, and upper and lower case (UC/LC) . Alternatively, you may use plain (not bold), and all upper case (UC). The former of the two is built into this Word document. In either case, it should be the same size as the text font. If you use upper/lower case, capitalize words as you usually would in a title.

A blank line above the subheading has already been built into this template so it is not necessary to leave another blank line before headings so long as you are using the proscribed heading and subheading styles. Styles were discussed in Chapter 1 of this document.

A.1.1 Second-Level Subheadings

Second-level headings are also justified left. If the first-level subheading was UC/LC and bold, the second-level subheading will be UC/LC and *italicized*. That is the style built into this Word document.

Since a blank line above each subheading was built into this template, it is not necessary to leave another blank line before headings so long as you are use the proscribed subheading style.

A.1.1.1 Third-Level Subheadings Third-level subheadings are plain UC/LC text and underlined. Capitalize as with the other subheadings.

A.1.1.1.1 Fourth-Level Subheadings

Fourth-level subheadings, if needed, should be plain UC/LC text, flush left.

REFERENCES

In general: You can use whichever style of references is used in your discipline, whether by alphabetical or by numbered citation. You can adjust the indentation by sliding the ruler 'nibs' on the ruler bar at the top of this window, if needed.

This template uses single spacing within the entries and doubles spaces after each one. These can be modified under **Format | Paragraph** but please note

that double-spacing between entries and single-spacing within entries is required regardless of which method of citation and referencing you choose.

Select the first paragraph of the desired style and replace it with your first entry. When that entry is finished, hit **Return** to move to a new paragraph. Delete any other surrounding text.

This reference is formatted using a widely-used style called 'hanging indent.' The first line of each entry lines up with the margin. The other lines indent, causing the first line to 'hang'.

The “hanging indent” style is usually used when references are listed alphabetically by author in the “References” list and cited by author(s) and date within the text.

Anon., “Example of a web citation”, www.thesis.gatech.edu/web_citation.html (Accessed June 30, 2005). [to remove the color and underline from the url name (required) you can either select Insert/Hyperlink and “Remove Link” or go into the Format/Style menu and modify the style named “hyperlink”. The latter will leave the actual link intact.

The following style is used when citations in the text are numbered sequentially and the “References” list is ordered numerically, generally “in order of appearance”. Delete style not selected.

[1] AMITAY, M., HONOHAN, A. M., TRAUTMAN, M., and GLEZER, A., “Use of small caps in numerical citation,” AIAA Paper 97-2004, Presented at the AIAA Shear Flow Control Conference, Snowmass, CO, 1997.

[2] BROWN, G. L. and ROSHKO, A. “The effect of names in full upper case in numerical references,” J. Fluid Mech., vol. 26, pp. 225–236, 1966.

[3] Maslen, P.E. and Gordon, M. Head., Chem. Phys. Lett. 283, 102 (1998)..

[4] Anon., “Example of a web citation”, www.thesis.gatech.edu/web_citation.html (Accessed June 30, 2005). [To remove the color and underline from the url name (required) you can either select Insert/Hyperlink and “Remove Link” or go into the Format/Style menu and modify the style named “hyperlink”.] The latter will leave the actual link intact.