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ABSTRACT

First paragraph is not indented. Apply ALL PARAGRAPH style, then drag the top triangle of the ruler to the left margin to remove the paragraph indent for the first paragraph only. To get ruler, go to View tab and select 🗹 Ruler.

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LIST OF ACRONYMS AND ABBREVIATIONS

Required if thesis contains six or more acronyms. Uppercase only proper nouns. For capitalization guidance on many acronyms used in the Department of Defense, refer to the [*Department of Defense Dictionary of Military and Associated Terms*](http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf), Appendix A. Compile the list in alphabetical order, with numbered terms preceding lettered terms, as shown.

2LM Role 2 light maneuver

APOE aerial port of embarkation

BHR Bureau of Humanitarian Response

JLOC joint logistics operations center

MILOB military observer

NATO North Atlantic Treaty Organization

RFID radio frequency identification

SOFAR sound fixing and ranging

TLAM Tomahawk land attack missile

TGIF thank goodness it’s Friday

VA Veterans Administration

WORM write once read many

ZULU time zone indicator for Universal Time

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EXECUTIVE SUMMARY

Required for OR, SE, CHDS, and EE. The first paragraph is not indented. Please consult your advisors for their preferences regarding length and style and refer to our [Executive Summary Guidance](http://www.nps.edu/research/Documents/Executive_Summary_Guidance.pdf).

If you include figures or tables in your executive summary, do not apply the FIGURE CAPTION or TABLE CAPTION style to the captions. Instead, use ALL PARAGRAPH style and manually insert numbers, if desired. This will keep these captions out of the lists of Figures and Tables in your main thesis, and allow the figure and table numbering to start at “1” in the thesis, as required. Similarly, if you include *parenthetical* citations in the executive summary (but weaving your sources directly into your sentences is preferable), include a separate reference list at the bottom of the last page of the summary.

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# FORMATTING INSTRUCTIONS

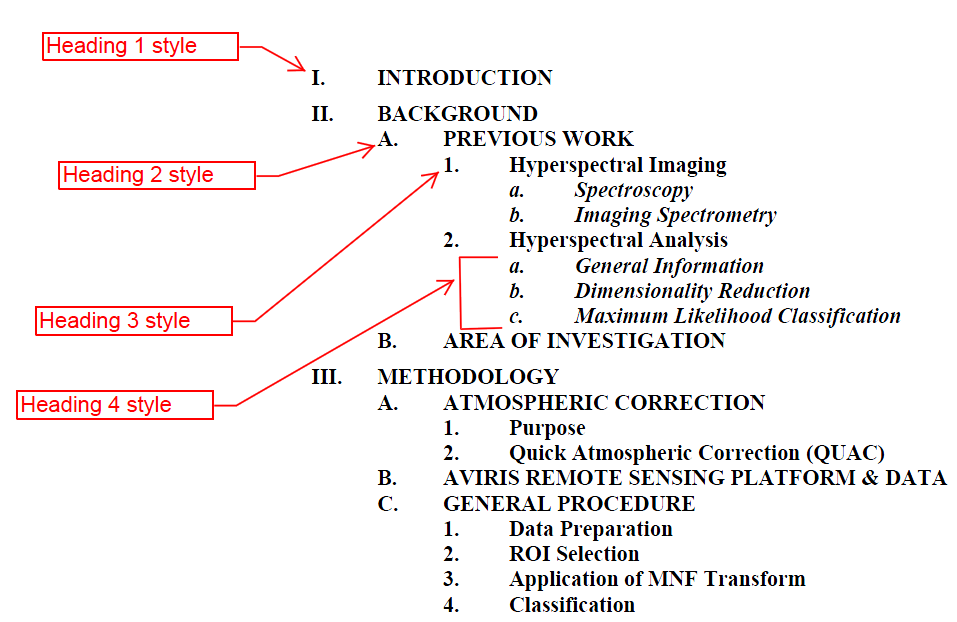
## TEMPLATE SETUP

The template contains the pages and styles to format your paper.

1. Download and save template. If “Maintain Compatibility with Previous Versions of Word” prompt is available, checkmark it.
2. Open the template.
3. Configure your Microsoft Word settings per “Template Setup” handout.
4. Click the Show/Hide button to see all formatting marks.
5. Click small arrow under Double A button to activate the styles list.

## Heading Styles

To each heading topic, apply the heading style (Heading 1, 2, 3, or 4) that corresponds to its level in your outline (see Figure 1). When you apply each heading style, the proper letter or number will automatically appear, and formatting will be applied. Figure 1 shows how the four heading styles display your thesis outline in the Table of Contents, once they are applied to thesis text. Important: please use headings only to introduce a new section of thesis text. PLACE PARAGRAPH TEXT UNDER EACH HEADING before introducing the next level of heading.



1. Heading levels and their associated styles.

Note that Heading 3s and Heading 4s must be typed in uppercase and lowercase letters. Do not use Heading 3s to make a numbered list; use the List Number style or List Bullet style to accomplish that task.

Heading 5 typically is used for subsections below the Heading 4 level (see Chapter II, p. 10). Heading 5 also may be used under any heading level to number a series of paragraphs (see Chapter II, p. 13).

## BODY TEXT STYLES

To all paragraphs in the document, apply ALL PARAGRAPH style. There are styles for other elements (e.g., List Bullet, List Number) used within the body text.

### Figures and Tables

Images should be styled as IMAGE. This centers the image and adds the correct amount of space above it; therefore, *do not* insert manual returns between your body text and the top of your images (see Figure 2).



1. Fit images within the left and right margins, between paragraphs.

Tables created directly on the page in Word (such as Table 1) should be styled as “Normal,” not IMAGE. Insert a line space below the table and the next paragraph.

1. Styles to use and caption placement for figures and tables.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Style  to Use** | **Caption Style  to Use** | **Caption  Placement** |
| **Figure** | IMAGE | FIGURE CAPTION | Below |
| **Table** | Normal | TABLE CAPTION | Above |

### Captions

Apply FIGURE CAPTION style to figure captions, and TABLE CAPTION style to table captions (see Table 1 for placement). Word will update the Lists of Figures and Tables on command, as described for the Table of Contents. Each figure or table must be referred to by number in the text prior to displaying the figure or table. Do not use descriptive words such as “above” or “below” when referring to figures or tables; refer to the figure or table by its number.

### Bulleted and Numbered Lists

Guidance for bulleted or numbered lists is as follows:

* Apply **List Bullet** style to bulleted lists and **List Number** style to numbered lists.
* To restart a numbered list at “1,” right click on the first item, and choose “Restart at 1.”
* Avoid using a mixture of bullets, numbers, or dashes, for different lists in your thesis.
* Bullets are preferred, but whatever you choose, use one type consistently.
* Generally, vertical lists are punctuated with periods only if the bullets consist of complete sentences.

#### Choose Title or Sentence Case in Captions

Captions may be either “title case” (capitalize all words *except* prepositions, articles and conjunctions) or “sentence case” (only the first word and proper nouns capitalized); be consistent with your choice.

#### Use “from” and “after” with Caption Citations

For any figure or table that is not your original work, you must note the source in the caption. If the content is directly reproduced from a reference, use “(from \_\_\_ ).” If you have applied changes to the original, use “(after \_\_\_ ).” Follow the citation style you used elsewhere in your thesis. If the source to a figure or table appears only once in your paper, cite the source fully in the caption—it need not go in the List of References. Images found on the Internet should be cited fully; the URL alone is not sufficient.

1. Caption text here (from Author & Author, 2009). (APA)
2. Caption text here, after [7]. (IEEE)

### Block Quotes

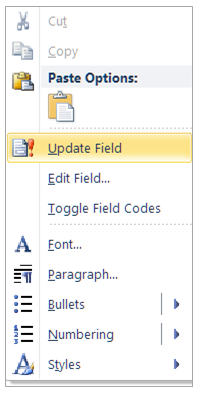
Quotations of five or more lines are to be styled as Quote style. This enhances the readability of the quoted material.

The quotation becomes a separate paragraph. **No quotation marks are placed around these quoted blocks** [emphasis mine]. Ellipses are used only when the quotation starts or ends in midsentence. For quoted material within a block quote, use double quotation marks. Citations go outside the period for block quotes only, like this. [3]

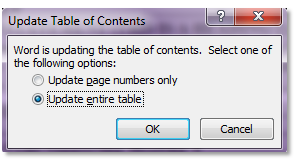
## Table of contents

*Do not manually type your own Table of Contents.* After styling all headings in your thesis, **right-click** on the Table of Contents (text field turns gray).

##### Select **Update Field**



##### Then Select **Update Entire Table**



##### Each heading will appear in proper outline form.

A glance at the completed Table of Contents should provide an overview of the thesis and act like an outline but not weight down the reader with detailed information.

## refworks, mendelEy, and the like

If you use reference-list generating software, such as RefWorks, ensure that you fill in all fields completely and accurately when creating your citation list. **You must edit the list for punctuation and formatting** once the footnotes (if you use Chicago footnote style) and List of References are imported. To edit most lists, you must remove the field code. Do this by pressing **Shift** + **Control** + **F9** at the same time. In Word’s citation manager, click on the list and choose “convert to static text.” See Thesis Processor for help.

**RefWorks/Write-N-Cite users:** Before submitting for Final Review, click option to “Remove Field Codes,” after importing the list of references (you will find this option under the “Tools” menu in Write-N-Cite). Save a copy of the thesis for your records before removing the field codes. See Thesis Processor or the library for help.[[1]](#footnote-1)

Also, RefWorks users must abandon the check-in/check-out feature of SharePoint. Instead, download the thesis from SharePoint, made edits, and then reupload the file to SharePoint (Write-N-Cite cannot access files in password-protected sites such as SharePoint).

The library offers citation management tools [here](http://libguides.nps.edu/citation/management).

## blank pages

Place each new chapter on an odd-numbered page (this should be done before submitting for Final Review). You may need to remove or insert intentional blank pages to achieve this. To add a blank page, place the cursor after the last word on the current page, then press **Control** + **Enter** to insert a new page in your file. On the style list, click BLANK PAGE. Type “THIS PAGE INTENTIONALLY LEFT BLANK” (or copy and paste the text from an existing blank page).

## Cross referencing

First, remove the period and tab from the FIGURE CAPTION and TABLE CAPTIONS styles (Style Palette🡪right click on style name🡪modify🡪  
format🡪numbering🡪define new number format).

Then, to insert a cross reference, in the **References** tab, click **Cross-reference**. Choose **numbered item** under “reference type,” and insert reference to “paragraph number.” To update the cross references as you work, select all text and press **F9**. Follow prompts to update all linked content.

Next, when you are sure all figures and tables are in their permanent positions, highlight all body text starting from page arabic number 1 and press **Shift** + **Control** + **F9**. This breaks the field code from the cross references. Finally, reinsert the period and tab in the FIGURE CAPTION and TABLE CAPTION style.

## equations

To create equations, use MathType, which you can download from the NPS Technology [webpage](http://www.nps.edu/Technology/Downloads/SoftwareLibrary.html). DO NOT use the Insert, Equation option in Microsoft Word because math symbols could disappear when the file is converted to PDF.

The most popular format for equations is to center them and place the equation number on right margin (choose “Right-numbered” equation in MathType to achieve this). Whether you number your equations is at your discretion.

5x=10 (1)

If you created equations *outside* of MathType, follow these instructions:

1. Place your cursor in front of the equation, go to your style list, and choose either **Equation** or **MTDisplayEquation**.
2. Then, press tab. Your equation should jump to center of the page. If it does not, remove extraneous space and tab markings. There should be only one tab space.
3. Place your curser *after* the equation and press tab. The curser will jump to the right margin.
4. Now click **Insert Number** on the MathType menu if you want MathType to number your equations (to format the numbers, click **Insert Number**). Or, you can manually number your equations.

# SAMPLE CHAPTER

This is how a properly formatted chapter would look. **Each section of a chapter should be substantial enough to warrant a heading.** There should be at least two sections per heading level. Do not stack headings without text in between. **Heading 5 style may be used under any heading level** if short, numbered paragraphs are desired.

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# appendix

Appendix titles are also styled as Heading 1, minus a roman numeral—backspace to remove the roman numeral. Then, type “Appendix,” a letter, and a title: “**Appendix A. Survey Questions**.” *However,* *if you have only one appendix, do not letter it.*

If you apply Heading 2 style in your appendices, and the lettering does not begin with “A,” simply right click on the first Heading 2 of the appendix, and choose “Restart at 1.”

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# List of References

Apply “Reference List” style to your list of references to re-create or retain the formatting of this page. Remove manual line spaces that you have entered between entries, as the style comes with the proper spacing. An example entry, which is in APA style, follows below.

Houp, K. W., & Pearsall, T. E. (1984). *Reporting technical information* (5th ed.). New York: Macmillan.

IEEE users will insert a tab after each number so that the text is stacked, as in the next entry.

[1] K. W. Houp and T. E. Pearsall, *Reporting Technical Information* (5th ed.). New York: Macmillan, 1984.

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Use an established citation style such as Chicago, APA, IEEE, AMS, etc. Made-up or hybrid styles will not be accepted. You are required to use a department-required or advisor-approved citation style. Guides to the ten most-common citation styles used at NPS are available here: [Citation style guides.](http://libguides.nps.edu/citation)

Again, if you use reference-list generating software, such as RefWorks, ensure that you fill in all fields completely and accurately when creating your citation list. **You must edit the list for punctuation and formatting** once the footnotes (if you use Chicago style) and List of References are imported.

To edit most lists, you must remove the field code. Do this by highlighting all entries and pressing **Shift** + **Control** + **F9** at the same time. In Word’s citation manager, this is achieved by clicking on the list and choosing “convert to static text.”

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