Title Page

Title of Thesis or Dissertation

Author’s Full Name

Dissertation/Thesis/Project/Problem Report submitted

to the Choose an item.

at West Virginia University

in partial fulfillment for the degree of

Choose an item.

In

[Insert Department or Program Name]

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**Department of [Insert Full Department Name]**

Morgantown, West Virginia

Year

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# Abstract

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This is where you place the abstract text. It used the style Abstract and should be singled spaced. Word limits are no longer imposed.

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# Acknowledgements

It is recommended that acknowledgments, nomenclature used, and similar items should be included. You can add additional sections such as abbreviations,

The acknowledgements section is optional. If you wish to delete the acknowledgments, you need to place the cursor in the Acknowledgements title and apply the Normal style to remove the currently applied style. Then delete the acknowledgments content, being careful not to delete the preceding and subsequent sections. Be sure to also retain the Section Break(Next Page) that follows the Preface, so that the page numbering remains separated from the preliminary sections and the main body content.

# Chapter 1: Getting Started with Styles

You will start your main text at this level. You can apply the Normal style to any text sections in your document, but you don’t need to do that if it is already styled that way. To insert a new subsection, press Return to start a new line and then select the Heading 2 style from the Style menu. To start a new main section, press Return and select the Heading 1 style. The way that you order the content of your ETD is up to you, but it should follow a logical order using the different levels of the Heading hierarchy. Heading 1 always starts on a new page, and should be used a new chapter of your ETD. Headings 2-5 can be used a subsections of a chapter. It is preferrable that you use headings instead of merely bolding the text because the Table of Contents (TOC) is set up to detect text using headings 1-5 and include them in the TOC. Using headings also helps make your document accessible.

## Consistency in Style Use

The most important thing to consider when adding elements to your ETD, is to aim for consistency. We have included some additional styles to assist you, such as the quote:

If you add block text or quotations that vary from the Normal style, your best bet is to use the style “quote” or create a style for that customization and use it throughout the document. You can also modify an existing style. After you have edited the text to your liking click on the down arrow next to the style you want to match and select Update….To Match Selection. It’s also best to minimize the amount of in-line editing that you do, as when you adjust a few lines of text that varies from the rest of the document.

Following the block quotation the next paragraph will use the normal style. The template is also set up to follow all of the headings with the normal style. Additional styles included in the template, include Abstract for the abstract text. You will notice that this style sets the text single spaced. Another style. No Indent, removes the first line indent from text and images. In the preliminary sections there is preliminary bold, and normal which keep the text single spaced.

### Heading Levels

You may have noticed that the Heading 3 style is left aligned, rather than the center alignment that Headings 1 and 2 use. That is an intentional design choice to help you differentiate different sections of your ETD.

You don’t need to adjust any of the formatting with the Headings that are included, but you can modify them. This includes the number of spaces before or after the Headings, You may notice that each level of heading has slightly less space after it then the heading proceeding it. If you look at the Table of Contents you will see that each of the different sections in this first chapter are nested within each other

Table

Description automatically generated

Figure 1 Screen Shot of Table of Contents

showing the nesting features of heading 1-5

Table 1 Captions Go Above for Tables

|  |  |  |
| --- | --- | --- |
|  | Discoverer | Year of Discovery |
| Electron | Joseph J. Thomson | 1897 |
|  | James Rutherford | 1919 |
| Neutron | James Chadwick | 1932 |
| Positron | Carl D. Anderson | 1932 |

#### Importing Styles and Working from Other Documents

If you have started in another document or want to paste in text from a document formatted differently than the ETD template, you should try to paste it as unformatted text. This will allow you to then apply the Normal style and eliminate the chances that the external style could alter the styles included in the template. There are ways to import the styles from the template into another file, but if you haven’t been using the same named styles as the template uses, you may have a hard time getting everything to work as expected. In cases like that, you will need to import the styles and then make sure to reapply the proper styles to the sections and elements that you are including in your ETD.

##### Using Alternate Fonts

Though you can use other font families than Times New Roman, you will need to make sure the font you select is accessible and not going to cause any issues when converting to a PDF. You should avoid fonts that are script or may be unable to display symbols that may be used. The most accessible fonts to be considered are: Times New Roman, Tahoma, Calibri, Helvetica, Arial, and Verdana. Remember that the final say on whether a font is acceptable remains with the Student Service staff member in your school.

To adjust the font family for your ETD, use the Font menu popout button to bring up the font selection menu. Find the font you want to use and set it to the desired weight, typically 12. Then select Use as Default and only in this document. This will then change the font for not only the body text, but the headings, page numbers, and any styles. If you select to change the font for the Normal template, it will change the default font for any document you make in the future but may not change the fonts in the ETD template as it uses a customized Word template.

## Text Alignment

The ETD template default text alignment is right/left justified. If you would prefer to have your text left aligned, you can modify the Normal style to be left justified by right-clicking on Normal in the Styles pane and selecting Modify. Then you select the alignment you would prefer in that menu. You should also be aware that other elements such as captions and bibliography entries may still be using different alignments. You shouldn’t need to adjust any of the Headings or other styles, but you should review the other sections to make sure any other alignments haven’t been effected.

* + - * 1. Appendices and Supplemental Content

Appendices contain supplementary or illustrative material or explanatory data too lengthy to be included in the text or not immediately essential to the reader’s understanding of the text.

When using the Appendix Style, type the title of the Appendix section after the inserted heading. To insert a subsection in the Appendix, use the App Section Style to create each subsection and App Subsection for the third level within each main Appendix level.

# Bibliography

To enter references for your work use the Bibliography Entry style. Single-spaced within entries. Usually ‘hanging’ from the second line on, like this. The default format will be block justified but you can make the entries left justified if desired. (The latter often helps URLs not cause spacing issues.)

Here are some examples from different styles.

Author's last name, first name. Book title. Additional information. City of publication: Publishing company, publication date. [MLA]

Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.

Author’s last name, first name. "Title." Journal Title. Volume number, Issue number. (Publication date): pages. [DOI](https://doi-org.exproxy.umuc.edu/10.1086/683541). [Chicago]

You can use discipline specific citation styles, but these should be consistent and accurately generated following the style guide most commonly used in your discipline.