

TITLE OF THESIS OR DISSERTATION APPEARS HERE  
IN ALL CAPS SINGLE-SPACED AND CENTERED ON THE PAGE

by

YOUR NAME  
B.S. University of Central Florida, 2002

A dissertation submitted in partial fulfillment of the requirements  
for the degree of Doctor of Philosophy or Education  
in the Department of Your Department  
in the College of Your College  
at the University of Central Florida  
Orlando, Florida

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2007

Major Professor: Your Advisers Name with no titles

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## **ABSTRACT**

The abstract page is an essay-style summary of the purposes, methodology, findings or conclusions. It should not contain tables or figures of any kind. It is double-spaced. The heading ABSTRACT should be centered, without punctuation, at the top margin. If more than one page is necessary, continue on the following page. Do not repeat the heading or use the word “continued.”

If you wish to include a dedication, center it vertically on the page. You may center it horizontally as well, provided that it is no longer than a paragraph. There should be no heading on the dedication page. This is the only major section with no heading. Otherwise  
comment this part.

## **ACKNOWLEDGMENTS**

The acknowledgments page is optional. If you choose to include one, it should appear after the Abstract, but before the Table of Contents.

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# CHAPTER ONE: INTRODUCTION

Chapter and major headings are typically created using the Heading 1 style. They are centered and in all caps. Note that Chapter titles should be formatted and positioned exactly the same as frontmatter and other major headings. However, chapters with subtitles may be stacked, single-spaced, rather than appear on one line. The Introduction presents an overview of the thesis or dissertation material to be discussed. For sample theses and dissertations, including sample Introductions from your discipline, visit the University Writing Centers Graduate Gateway, located at <http://www.uwc.ucf.edu>. Please be aware that UWC links are for content samples only, not format samples.

## 1.1 First-level Subheading

First-level subheadings are centered, typically underlined and occur in upper/lower case letters. In your styles menu, you will usually refer to this as Heading 2.

### 1.1.1 Second-level Subheading

Second-level Subheadings are usually centered in upper/lower case letters with no additional formatting. These are referred to as Heading 3.

**Third-level Subheading** Acts the same as command `\paragraph`. I do not see any reason to go any deeper with that.

## **CHAPTER TWO: LITERATURE REVIEW**

Chapter Two, the Literature Review, usually presents an overview of all literature researched during the course of the thesis or dissertation. Of all chapters in the document, the Literature Review uses sources most frequently, so proper documentation is essential. Check with your adviser if you aren't sure about what style your college uses. Some common reference systems include: APA, MLA, IEEE, Chicago and Turabian. For formatting purposes, UCF requires only that you use a reference style properly and consistently, and that you format reference pages according to ETD standards. When in question, UCF formatting requirements supersede all department and reference style requirements.

### **2.1 First-level Subheading**

All subheadings receive the same formatting chapter to chapter. First-level subheadings in Chapter Two should look identical to the ones in Chapter One.

## **CHAPTER THREE: METHODOLOGY**

Chapter Three, also called Methodology, Research Methods, or Research Design and Methodology, generally presents an overview of the methods used for researching the subject.

### **3.1 Numbering Subheadings**

If you choose to number headings and/or subheadings (e.g., 3.1, 3.1.1), do so consistently throughout the document. All appearances of those numbered headings and subheadings, including the Table of Contents and the bookmarks, should feature exactly the same language, numbering and formatting.

## CHAPTER FOUR: FINDINGS

Chapter Four, also called Results or Data Analysis, usually provides detailed findings of the research. This chapter is where tables and figures most often appear, so make sure formatting is consistent.

### 4.1 Sample Table

The following sample table is an example of acceptable table formatting. Descriptive titles appear above tables and may appear either on one line or stacked and single-spaced. The table itself may also be single-spaced as necessary. If possible, try to keep tables and/or figures all on one page. If necessary, start the table or figure on a new page, even if this means leaving blank space on the preceding page. If you must split a table over multiple pages, repeat the table headings and continue. It is not necessary to repeat the table title.

Table 4.1: Classroom Checklist for Physical Organization (a sample table)

	Classrooms					
Physical Components	A	B	C	D	E	F
Desk Groupings for Student Interaction	5	3	3	5	3	2
Learning and Resource Centers	3	2	2	3	1	1
Flexibility of Furniture Use	3	4	3	3	2	1
Specific M/G Displays	1	1	3	2	2	2
Total out of 30 points	12	10	11	13	8	6

Degree of Application: 5=High; 4=Medium-High; 3=Medium; 2=Medium-Low; 1=Low

M/G=Multicultural/Global

A, B, C, D, E, and F are the classrooms of Alice, Betty, Carol, Donna, Elaine, and Fran respectively.

## 4.2 Sample Figure

The following is a sample figure with acceptable figure formatting. For figures, be sure you format both the figure and the figure title consistently. This includes placement (centered or left-justified), spacing before and after, line spacing, point size and font.

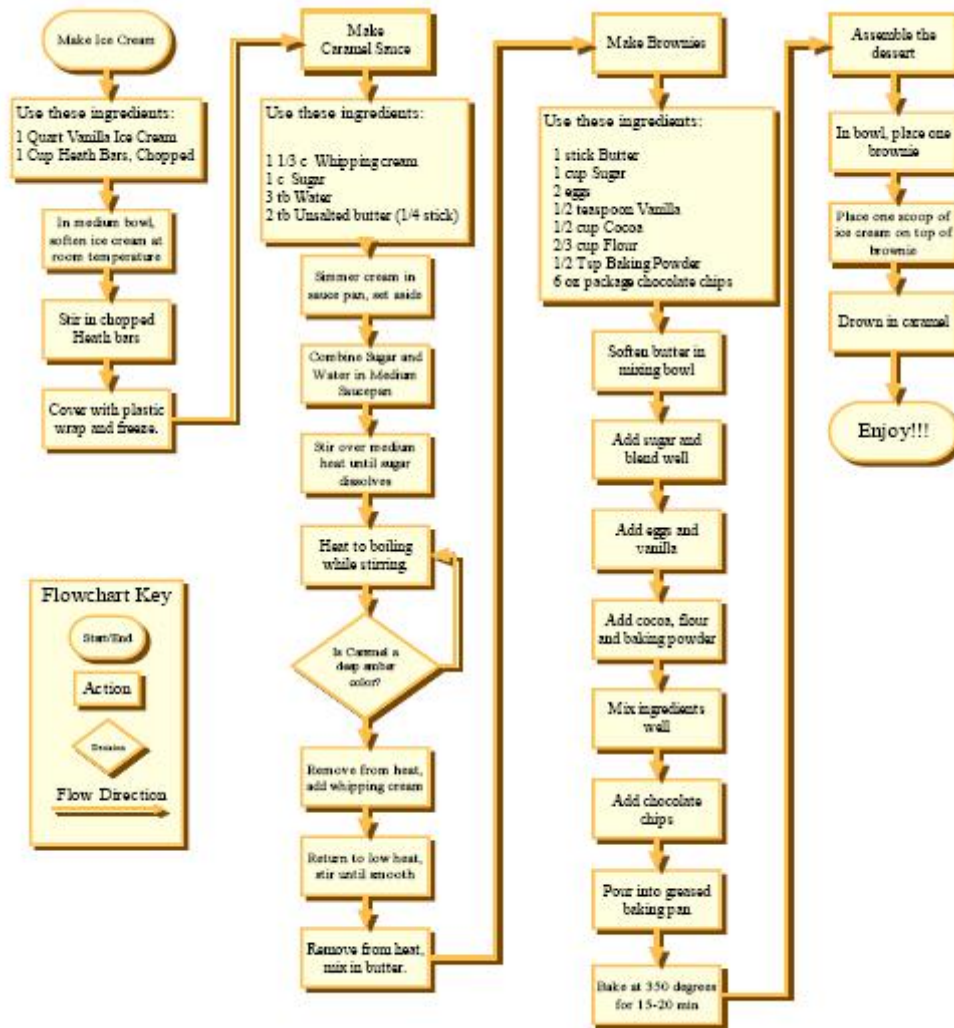


Figure 4.1: Heath Bar Caramel Brownie Sundae

## **CHAPTER FIVE: CONCLUSION**

Chapter Five, also called “Summary”, “Conclusion” or “Recommendations”, usually presents a conclusion to the research, offers recommendations to the problem investigated, or discusses implications for future studies.

### **5.1 Bookmarks**

A few words about bookmarks. Frontmatter entries, like the Abstract, Acknowledgments and the Table of Contents should appear in the bookmarks but not in the Table of Contents. The TOC contains only pages that appear after the Table of Contents in the document, usually beginning with the List of Figures. So, bookmark and Table of Contents entries do vary. However, bookmarks should include all major and chapter headings and at least first-level subheadings EXACTLY as they appear in the document (and the TOC). And readers should be able to link to pages within the ETD from all of the bookmarks, the TOC entries, as well as the Lists of Figures and Tables.

## APPENDIX: TITLE OF APPENDIX

- Begin appendix text on the page following the buffer page
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- Letter, don't number, appendixes (e.g., APPENDIX A, APPENDIX B)
- If you have only one appendix, do not letter it at all
- Appendixes should follow the margin and other formatting requirements from the rest of the document

## **A.1 About References**

References appear in the style of your particular reference system. While a hanging indent is preferred, some style guides use alternate formatting. References should be either double-spaced throughout, with no space between entries, or single-spaced within entries with a double space between. Below find a sample reference with a hanging indent, formatting along APA style. Here is how to cite: [1].



## APPENDIX B: TITLE OF APPENDIX

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## **B.1 About References**

References appear in the style of your particular reference system. While a hanging indent is preferred, some style guides use alternate formatting. References should be either double-spaced throughout, with no space between entries, or single-spaced within entries with a double space between. Below find a sample reference with a hanging indent, formatting along APA style. Here is how to cite: [1].

## LIST OF REFERENCES

- [1] A. Allison. *Japanese mothers and obentos: The lunch box as ideological state apparatus. In Permitted and Prohibited Desires: Mothers, Comics, and Censorship in Japan*. University of California Press, Berkeley, 2000.