READ THIS FIRST

* This template requires Microsoft Word 2007 for Windows or later.
* The [*Thesis Instruction Packet*](http://ou.edu/content/gradweb/academic_programs/masters_degree/norman.html) outlines all formatting requirements for master’s theses. Read the packet before you get started.
* Before you make any changes to this template, scroll down and read *How to Use This Template* (p. 2).
* Delete this cover sheet after you have read it.

University of Oklahoma

Graduate College

[Title of master’s thesis in ALL CAPS (must be double-spaced on this page if it does not fit on one line)]

A thesis

submitted to the Graduate Faculty

in partial fulfillment of the requirements for the

Degree of

[MASTER OF...]

By

[your name in ALL CAPS]

Norman, Oklahoma

[Year of deposit]

[Title of master’s thesis in ALL CAPS (must be single-spaced on this page if it does not fit on one line)]

A thesis approved for the

[EXACT NAME OF YOUR ACADEMIC UNIT IN ALL CAPS]

By

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Dr. / Mr. / Mrs. / Ms.] [First and Last Name], Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Prefix] [First and Last Name]

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[Prefix] [First and Last Name]

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[Prefix] [First and Last Name]

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All Rights Reserved.

[This space is reserved for a dedication. Reminder: the dedication must not have page numbering and must not use bold font. If you are not including a dedication, delete this page (see *Deletions and Breaks*, p. 2). Do not delete the section break at the end of this page.]

# Acknowledgements

[If you are not including acknowledgements, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 2). Do not delete the section break at the end of the preceding page.]

Table of Contents

[The table of contents included in this template (below) is automatically generated by Word based on the paragraph styles built in to the template. It allows for three levels: page and chapter titles, text headings, and text subheadings. To use this automatic table of contents effectively, you will need to learn about the use of paragraph styles in Word (see *Font and Styles*, p. 3). To update the table after making changes to the document, click anywhere in the table of contents and press the **F9** key. You may choose to delete the table below and create a new one to replace it. Please consult Word Help to learn about creating a table of contents.]

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# List of Tables

[Begin your list of tables on this page. If your thesis does not include tables, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 2). The list of tables included in this template (below) is automatically generated by Word and will only include captioned tables. To add a caption to a table, first select the table, then select **Insert Caption** from the **References** menu. Add a description to the caption and select the label “Table.” Finally, select a position for the caption (you may cut and paste the caption afterward). To update the list after making changes to the document, click anywhere in the list and press the **F9** key. You may choose to delete the list below and create a new one to replace it. Please consult Word Help to learn about creating a list of tables.]

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# List of Figures

[Begin your list of figures or illustrations on this page. If your thesis includes neither figures nor illustrations, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 2). If your thesis includes illustrations instead of figures, change the title above to “LIST OF ILLUSTRATIONS”. The list included in this template (below) is automatically generated by Word and will only include captioned images. To add a caption to an image, right-click it and select **Insert Caption**. Add a description to the caption and select the appropriate label (“Figure” or “Illustration”). Finally, select a position for the caption (you may cut and paste the caption afterward). To update the list after making changes to the document, click anywhere in the list and press the **F9** key. You may choose to delete the list below and create a new one to replace it. Please consult Word Help to learn about creating a list of figures.]

[Figure 1. Position for Landscape-Oriented Items 5](#_Toc315681375)

# Abstract

[Begin your abstract here.]

# [Chapter 1: Introduction]

[Begin the text of your thesis on this page.]

## [Sample Heading]

### [Sample Subheading]

[Sample block quotation: Quotations of more than four lines and of two or more sentences should be single-spaced. The same applies to footnotes; if you choose to include footnotes in your thesis, they should be single-spaced regardless of length.]

# How to Use this Template

This template is a tool to help you make sure your thesis meets the University of Oklahoma Graduate College formatting requirements. It requires Microsoft Word 2007 for Windows. **Here’s what you should know before you get started:**

* First, you will need to read the *Thesis Instruction Packet*, available on the Graduate College Web site at <http://ou.edu/gradweb>.
* Do not depend on the template to make your thesis perfect; you are responsible for formatting your thesis correctly. Proofread carefully and use the checklist in the packet.
* Throughout the template, square brackets “[ ]” show places where you must enter information, such as the title of your thesis or the name of your degree. Make sure to remove all brackets and instructional text before you print.
* It is best to start by typing your thesis into page 1 of this template. If you paste text into the template from another source, be careful since this may disrupt the formatting.
* If you experience difficulty using this template, or if you have suggestions for improvement, please email [gradinfo@ou.edu](mailto:gradinfo@ou.edu) or call (405) 325-3811.
* This version of the Word 2007 thesis template was last updated October 5, 2016.

## Deletions and Breaks

* Before deleting any optional page from this template, click the ¶ icon in the **Home** toolbar or select **Draft** from the **View** menu. This will show section breaks and page breaks.
* There are two section breaks built in to this template to maintain correct pagination: one is between the dedication and the acknowledgements, and the other is between the abstract and the beginning of the thesis text. If you accidentally delete a built-in section break from this template, the pagination will be disrupted.
* If you are stuck with a blank page you cannot seem to delete, you may have two adjacent page breaks; delete one of them.
* To return to the familiar Word view when you have finished deleting optional pages, click the ¶ icon again or change the **View** back to **Print Layout**.
* To learn more about breaks, please consult Word Help.

## Font and Styles

Below is an overview of the default paragraph styles built in to this template. You may want to scroll through the template to find examples of where each style is used so you have a better idea of what changes, if any, you would like to make.

|  |  |  |
| --- | --- | --- |
| Table 1. Overview of Template Paragraph Styles | | |
| **Style:** | **Used for:** | **Default format (may be modified\*):** |
| **Normal** | Regular text | 12-pt, widow/orphan control on |
| **Heading 1** | Page titles and chapter titles | 14-pt, bold, centered, keep with next paragraph |
| **Heading 2** | Main headings in text | 12-pt, bold, centered, keep with next paragraph |
| **Heading 3** | Subheadings in text | 12-pt, italic, centered, keep with next paragraph |
| **Chapter** | Chapter titles (if desired) | 14-pt, bold, left, single-spaced with 12-point space after, ½-pt bottom border, keep with next paragraph |
| **Block Quotation** | Quotations of 4+lines and 2+ sentences | 12-pt, ½” left indent, left-aligned, single-spaced with 12-point space after |
| **Caption** | Captions for tables and figures/illustrations | 12-pt, bold, single-spaced |
| \*Modifying the “Normal” style is not recommended. | | |

If you want to use the automatic table of contents included in this template, you must use the Heading styles for your page titles, chapter titles, headings and subheadings as outlined above. By default, the **Heading 1** style applies to both page titles (such as “Abstract” or “Bibliography”) and chapter titles (such as “Chapter 1: Introduction”). You may prefer to use **Heading 1** for page titles only, and use the distinct **Chapter** style for chapter headings.

**If you decide to change the font and/or styles in this template, read the instructions in the following sections first.** Any changes you make must follow the guidelines in the *Thesis Instruction Packet*. Remember: headings may be 12-point or 14-point, but all other text must be 12- point. (Large tables may use a smaller font, but it must be easy to read.) To avoid disrupting the formatting, it is best to make the font and/or style changes you would like before you do extensive work on the thesis within this template.

### Changing the Font Face

* To change the font face used throughout the thesis, select the **Page Layout** menu and select **Fonts** from the **Themes** section.
* Select a new font theme or select **Create New Theme Fonts**. Choose a standard, professionally appropriate font face to use for the body and headings.
* Changing the font can affect spacing, especially on the title, signature and copyright pages. Double-check the thesis carefully after changing the font.

### Changing the Heading Styles

* Select an instance of the heading style you want to change—for example, the subheading “Changing the Heading Styles” above—and make your changes. The changes will automatically carry over to all other headings of that style.
* Keep headings double-spaced and do not make them larger than 14-point.
* For advanced style management, use the **Styles** pane within the **Home** menu. Be cautious; extensive style changes may disrupt the template.
* To learn more about styles, please consult Word Help.

## Landscaped Items

All page numbers must be located in the bottom margin. This applies to all numbered pages, including those in landscape orientation (horizontal).

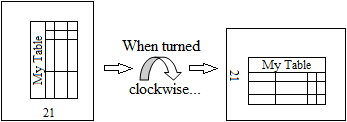


Figure 1. Position for Landscape-Oriented Items

* If your thesis contains large tables that need to appear in landscape orientation, you may change the direction of text within a table by selecting the table, then selecting the **Table Tools: Layout** menu, then selecting **Text Direction** (see next page for an example).
* If your thesis contains images that need to appear in landscape orientation, the images should be rotated 90 degrees to the left (counter-clockwise).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 2. Example of a Landscape-Oriented Table | [Heading] | […] | […] | […] | […] | […] | […] | […] | […] | […] | […] |
| [Heading] | […] | […] | […] | […] | […] | […] | […] | […] | […] | […] |
| [Heading] | […] | […] | […] | […] | […] | […] | […] | […] | […] | […] |
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|  | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] | [Heading] |

# References

[Begin your bibliography/references on this page.]

# [Appendix A: Appendix Title]

[If your thesis includes supplemental information not included in the previous sections, append it here. Create more appendices if necessary. If you are not including an appendix/appendices, delete this page.]