

All formats on these pages have been programmed in the TAD Templates.

Margins: 1.5 inch left and 1 inch top, right and bottom set on the “whole document”

SAMPLE TITLE PAGE

No page number appears.

Type Your Title Here in Title Case, Centered, with No Special Formatting or Boldface,
with the Same Font and Text Size that Appears in the Document

Spacing: Six double spaces (11 blank lines).

Type “thesis” or “dissertation”. (OR research project.)
Note: The six lines in the middle should be in sentence case.

A thesis presented to

the faculty of

the <type your college name> of Ohio University

Type “the” preceded by your college name and “of Ohio University” after on the same line of text. (For engineering students, use “the Russ College of Engineering and Technology of Ohio University”.)

Spacing: Two double spaces (three blank lines)

In partial fulfillment

of the requirements for the degree

<type your degree here>

Type degree:
Master of Science,
Master of Arts,
Doctor of Philosophy, or
Master Communication
Technology and Policy

Spacing: Six double spaces (11 blank lines).

Graduation Month: November, March, June or August. If graduation is delayed, student must change the date here and on the abstract page. No comma between quarter and year.

<First M. Last>

Use middle initial (if available)

<grad month> 2009

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Begin at the top of the page.

This <type the word thesis or dissertation> titled

Type Your Title Here in Title Case, Centered, with No Special Formatting or Boldface,
with the Same Font and Text Size that Appears in the Document

Spacing: Three double spaces (five blank lines) or less to balance this page.

Lowercase "by"

by

Uppercase "name"

<TYPE YOUR FIRST M. LAST NAME IN UPPERCASE>

Spacing: Two double spaces (three blank lines).

has been approved for

This line of text should be in lowercase.

The Department, Program or Center goes on this line of text and is preceded by the word "the".

the <type your department/school name>

and the <type your college name> by

Your college on this line of text should be preceded with "and the" and followed by the word "by". (The Center for International Studies does not require the Department line of text above. Use "the Center for International Studies by" only.)

Spacing: Three double spaces (or five blank lines).

<First M. Last>

<type your advisor's exact title>

Use the Campus Directory to obtain your advisor's legal name including initial(s) and their professional title. Use no Dr. or Ph.D. with advisor's name.

Signed Approval Pages are no longer required by the Graduate College. (The College of Education still requires these internally.)

First M. Last

Dean, <type your college name>

Ask your college for the dean's legal name including initial(s) and their official title. (This is ready included in all template documents at www.ohio.edu/etd, Step 1.)

Press Enter once at bottom and the press CTRL-Enter to begin a new page.

SAMPLE ABSTRACT PAGE

Commas appear between entries on first line.

Graduation month and year. Change if graduation is delayed.

ABSTRACT

Uppercase name → LAST, FIRST M., M.A., November 2007, Psychology ← Program name

→ Type Your Underlined Title Here in Title Case (103 pp.) ← Total pages match total pages in status bar.

Use title case and underline title. Director of Thesis: <Advisor First M. Last> Advisor's name here matches at bottom and on approval page.

A concise account of the thesis or dissertation should be written that states the problem, describes procedure/method used, and summarizes conclusions reached. An abstract is required for all electronic papers. The word abstract appears at the top of the page if needed for the automatic Table of Contents feature. A maximum of 350 words are recommended for dissertations and a maximum of 150 words for theses.

Your program name (not school or department name) should appear above following the month and year of graduation. Your title and name above should appear in uppercase letters.

Approved: _____

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First M. Last

Advisor's Title

<type advisor's name and title as it appears on the approval page>

Press Enter once at bottom and the press CTRL-Enter to begin a new page.

SAMPLE DEDICATION PAGE (OPTIONAL)

The dedication page includes the name of the person(s) to whom your work is being dedicated. This information is centered horizontally and vertically. The statement is italicized and double spaced. (If using the automated Table of Contents feature, the word “Dedication” may be double spaced and centered above the dedication statement or at the top of the page.)

To my husband, Steven Lange

SAMPLE ACKNOWLEDGMENTS (OPTIONAL)

ACKNOWLEDGMENTS

The acknowledgments page is optional. This page includes a brief, sincere, and professional acknowledgment of the assistance received from individuals and/or institutions. The word acknowledgment has two common spellings. You may spell it with an “e” or without an “e” after the letter “g” as Acknowledgement or Acknowledgment, but the spelling you select must match the spelling used in the Table of Contents.

The first item that shows up in your Table of Contents is the Abstract, followed by Acknowledgments and then typically the List of Tables, List of Figures, and then Chapter 1, etc.

TABLE OF CONTENTS

Abstract appears as first item.	→	Abstract.....	3
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Table of Contents does not appear in the list.	→	List of Tables.....	6
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- The Table of Contents should include chapter titles (at a minimum) and other major headings if needed. Multiple levels of sub-headings are not required in the Table of Contents, but consistency in the levels included in the Table of Contents is required. For example, if you include level three headings for Chapter 1, then all level three headings in the document need to be included for each chapter.
- Each chapter number, title, heading and page reference should correspond exactly with those in the text, including capitalization and punctuation. Capitalization and punctuation selected should be used consistently throughout the document.

The list of tables may be single spaced.

SAMPLE LIST OF TABLES

7

LIST OF TABLES

Table

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Table 2. The List of Tables may be Single Spaced for Long Lists	13

- Include a separate page for the List of Tables and the List of Figures. Each table should have a number and title in the document and each should appear in the List of Tables. The titles should be worded similar to the captions in the document. (For long titles, the first sentence or a shorter title may be used).
- If a table resides on multiple pages, a reference to the table's first page is given in the List of Tables.
- Use a consistent capitalization (case style) on all table titles in the document. Typically, table titles are above the tables and are in title case (or initial caps).
- Use a consistent capitalization (case style) on all figures in the document. Typically, the figure titles appear below the figures and are in sentence case with a period at the end.

LIST OF FIGURES

Figures

1. The List of Figures page is formatted similar to the List of Tables page.....10
2. APA style suggests that figure captions be in sentence case with a period at the end of the caption in text13

All rules that apply to the List of Tables apply to the List of Figures.

Bibliography (References or Works Cited)

- Page numbers appear on these pages.
- Includes all references cited in the document.
- Use the style guide required by your discipline.
- References can be single spaced with double spacing between each reference. Follow your style guide or advise of your advisor.
- Footnotes/references have exact author’s name, title of book or article, and place and date of publication.

Appendices

- Includes materials that interrupt the flow of the body of the document.
- Appendix text may be in any format, spacing, font, and style. Margins and page numbers must remain the same as the rest of the document.

SAMPLE CHAPTER HEADING

CHAPTER 1: INTRODUCTION

Each chapter should begin on a new page. The chapter number and title should be placed on the same line of text at the beginning of each chapter. For example:

“CHAPTER 1: INTRODUCTION” should be placed on the same line. A double space should be used after all heading levels (1, 2, 3...) in the document.

Timesaving Microsoft Word Tips for Basic Computer Users

1. *Press the Tab key* at the beginning of each paragraph to indent text one-half inch.

2. *Turn double spacing mode on* (In Word 2003: Format/Paragraph/Line Spacing: Double. In Word 2007: Home tab/Line Spacing icon above word “Paragraph”).

You will need to turn this feature on and off as needed. If the line spacing appears to be greater than double spacing, remove Before:/After: line spacing (In Word 2003: Format/Paragraph/Set the Before: 0 and After: 0. In Word 2007: Home tab/Line Spacing icon above word “Paragraph”/select Line Spacing Options.../Set the Before: 0 and After: 0.)

3. *Do not press the Enter/Return key at the end of each line.* Press the Enter key once at the end of each paragraph.

4. *Use CTRL-Enter to move to a new chapter.* This retains the placement of your Chapter headings at the beginning of a new page and reduces code in the document.