

**Margins:** Left = 1.5 inches  
Right, Top, Bottom = 1 inch

## Sample Title Page

No page number appears

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

**Spacing:** 5 double-spaced lines  
or as many as needed to balance the  
page

A <type “thesis” or “dissertation”> presented to  
the faculty of  
the <type your college name> of Ohio University

**Spacing:** 2 double-spaced lines

**Note:** the six lines of  
text in the middle are  
in sentence case.

In partial fulfillment  
of the requirements for the degree  
<type your degree>

**Spacing:** 5 double-spaced lines  
or as many as needed to balance the  
page

**Type Degree:**  
Master of Science  
Master of Arts  
Doctor of Philosophy  
etc.

Use middle initial if applicable

**Graduation Month:**  
Usually December, May, or  
August. If graduation is  
delayed, the date must be  
changed here and on the  
Abstract page.

<First M. Last>  
<grad month> 2017

©2017 First M. Last. All Rights Reserved.

All manuscripts are considered  
copyrighted. You may also  
register your copyright at  
<http://www.copyright.gov/eco>

# Sample Approval Page

**Header from top** should be set to 1" to keep page numbers out of the top margin

Begin at the top of the page

This <type "thesis" or "dissertation"> titled

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

**Spacing:** 3 double-spaced lines or as many as needed to balance the page

by

<YOUR FIRST M. LAST NAME IN UPPERCASE LETTERS>

**Spacing:** 1 double-spaced line

has been approved for

the <your department/school name>

and the <your college name> by

**Spacing:** 2 double-spaced lines

<advisor's First M. Last Name>

<advisor's academic title>

Use the campus directory to obtain your advisor's legal name, including initial(s), and professional title. Do not use "Dr.", "Ph.D.", or other such titles.

**Spacing:** 3 double-spaced lines or as many as needed to balance the page

<college dean's First M. Last Name>

Dean, <type your college name>

Ask your college for the dean's legal name and official title. This information is preformatted into the template for each college.

## Sample Abstract

3

Your name appears in all uppercase letters

Graduation month and year are the same as on the title page

ABSTRACT

LAST, FIRST M., M.A., December 2017, Psychology

Program name

Type Your Title Here, Underlined and in Title Case

Director of Thesis: <advisor First M. Last>

Advisor's name is formatted the same as on the previous page

A concise abstract of the thesis or dissertation should be written here. An abstract is required for all electronic publications. Your program name should appear following the month and year of graduation. The heading "Abstract" appears at the top of the page, formatted consistently with other main headings in the document. Spacing on this page matches the spacing in the body of the document (1.5 or double-spaced). The first line of each new paragraph in this section should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5".

## Sample Dedication

### DEDICATION

The dedication page is optional; it includes the name(s) of the person(s) to whom your work is dedicated. This information is centered horizontally and vertically on the page. The statement is italicized and spacing matches the spacing in the body of the document (double or 1.5 spacing). The heading "Dedication" appears at the top of the page, formatted to be consistent with other main headings in the document.

*To my husband, Pär Bjälkebring*

## Sample Acknowledgments

### ACKNOWLEDGMENTS

The acknowledgments page is optional. This page includes a brief, sincere, and professional acknowledgment of assistance received from individuals and/or institutions. This heading has two common spellings: “acknowledgments” and “acknowledgements”. Both spelling variations are acceptable, but the spelling of this word must be consistent on this page and in the Table of Contents. The heading “Acknowledgments” appears at the top of the page, formatted to be consistent with other main headings in the document. Spacing on this page matches the spacing in the body of the document (1.5 or double-spaced). The first line of each new paragraph in this section should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5”.

# Sample Table of Contents

“Abstract” appears as the first item in the table

## TABLE OF CONTENTS



**Note:** there is no entry for the Table of Contents

	Page
Abstract.....	3
Dedication.....	4
Acknowledgments.....	5
List of Tables.....	7
List of Figures.....	8
Chapter 1: Sample Format for Unnumbered Headings.....	9
No Entries Appear in All Uppercase Letters.....	10
Page Numbers Correspond Exactly to Text.....	12
Tutorials for Automating the Table of Contents in MS Word Available on the TAD Website.....	13
Chapter 2: Sample Format for Numbered Headings.....	30
2.1 Use Consistent Indentation for Chapter Sections.....	32
2.2 Use Consistent Capitalization in Headings of the Same Level.....	35
References.....	40
Appendix A: TAD Survey Form.....	46
Appendix B: Institutional Review Board Approval.....	47

The Table of Contents should include chapter titles and other main headings, at the minimum. Multiple levels of sub-headings are not required in the Table of Contents, but lower level headings must be formatted consistently if you choose to include them. Each lower level heading should be indented to a consistent depth: all second-level headings should be indented slightly farther than main headings, and each subsequent level should be indented slightly farther than the preceding level. The sub-headings included in the Table of Contents must be consistent for every section of the document. For example, if you include level three headings for one chapter, you must include level three headings for all chapters.

Each chapter number, title, heading, and page reference must correspond exactly with those in the text, including punctuation and the use of numerals or spelling out chapter numbers (4 vs. Four). This formatting must also be consistent throughout the document.

# Sample List of Tables

## LIST OF TABLES

	Page
1 Table Numbers and Titles Correspond Closely with Text.....	14
2 Page Numbers Correspond Exactly to Text.....	20
3 Place Tables as Close as Possible to Relevant Text .....	31

OR

Table 1. Tutorials for Automating the List of Tables in MS Word Available on the TAD Website .....	19
Table 2. Typically, Title Case is Used for Table Titles .....	34

Include separate pages for the List of Tables and List of Figures. Each table must have a number and title in the document and appear in the List of Tables. Entries in the List of Tables should be worded similarly to the corresponding table titles (entries may be shortened or summarized for longer table titles).

If a table extends onto multiple pages, only the first page is referenced in this list.

Use consistent capitalization for all tables in the document and in the List of Tables. Typically, table titles fall above the table and are in title case.

# Sample List of Figures

## LIST OF FIGURES

	Page
Figure 1. The List of Figures is formatted similarly to the List of Tables.....	27
Figure 2. APA suggests that figure captions be in sentence case, followed by a period in the text.....	68

Each figure must have a number and caption in the document and appear in the List of Figures. Entries in the List of Figures should be worded similarly to corresponding figure captions (entries may be shortened or summarized for longer captions).

Use consistent capitalization for all figures in the document and in the List of Tables. Typically, figure captions fall below the figure and are in sentence case.

# Sample Chapter Format

## CHAPTER 1: INTRODUCTION

Each chapter and other main headings 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. The heading is formatted consistently with other main headings in the document. Spacing is consistent throughout the body of the document (1.5 or double-spaced). The first line of each new paragraph should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5”.

### Additional Formatting Tips

1. Be sure that all headings of the same level are consistent throughout the document. Modifying heading styles in Microsoft Word to match your style guide, and then applying them to the headings in the text, is the most efficient way to make sure they appear consistent throughout the document. Using this function also makes it easy to automate the Table of Contents.
2. Be sure there is no space applied to text in the body of your document: highlight the text, right click and select “Paragraph...”. In the dialog box, under Spacing, both “Before” and “After” should be set to 0 pt.
3. Lists of the same type should be formatted consistently throughout the document.
4. Nothing in the document should fall into the margins.

## Sample Appendix

### APPENDIX A: SAMPLE

The appendices include materials that interrupt the flow of the body of the document. The heading for each appendix is descriptive, formatted consistently with other main headings in the document, and appears in the Table of Contents. Margins and page numbers in appendices are formatted consistently with the rest of the document; however, text, tables, figures, and other information may be in any format. Items and text contained in appendices must fall within the margins of the document.

Tables and figures that appear in the appendices are not required to have corresponding entries in the List of Tables/List of Figures. However, if a table/figure is formatted with a number designation in its title/caption, it must also appear in the appropriate list in the beginning of the document.