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<Acknowledgements Page: OPTIONAL! Remove entire page if you are not adding an acknowledgement. If you choose to include an acknowledgements page, it must be double-spaced and **not to exceed one page**. Replace this text with your acknowledgements. Unlike Dedication pages, Acknowledgements pages **are** included in the Table of Contents.>

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1.1.1.1 A Subsection Heading #

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**FTC Formatting the Table of Contents**: If you use Microsoft Word’s insert Table of Contents function, you must format it to comport with the formatting style above. That means the same font style, 12pt, double-spaced, with dot leaders. This is done by selecting a custom ToC and modifying the style. #

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| List of Tables |

1.1 Caption of First Table in Chapter 1 (abbreviated preferred). If the caption exceeds one line then subsequent lines should begin with the first line as shown here. Captions are double-spaced within and between #

1.2 Caption (shortened) of second Table in Chapter 1 #

2.1 Caption (shortened) of first Table in Chapter 2 #

A.1 Caption (shortened) of first Table in Appendix A #

A.2 Table numbers are separated by a period #

**F.T** **Format Table List**: Enter the table number, press **Tab**, enter your caption and let it wrap to the next line(s) if needed, press **Tab** for the dot leader, and then enter the page number. Press **Enter** for a new entry. You can edit the first entry and then build your list from there. If you use the insert table of figures/tables option, you must have used the Insert Caption function for your tables. If you use this function, have your chapter headings use a heading style, and select the separator as a period and make it double-spaced. It will appear as blue and italicized, 9pt. Simply highlight the caption and change the font size, color, and remove the italics #

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| List of Figures |

1 – 1 Caption of First Figure in Chapter 1 (abbreviated preferred). If the caption exceeds one line then subsequent lines should begin with the first line as shown here. Captions are double-spaced within and between #

1 – 2 Caption (shortened) of second Figure in Chapter 1 #

2 – 1 Caption (shortened) of first Figure in Chapter 2 #

A – 1 Caption (shortened) of first Figure in Appendix A #

A – 2 Figure numbers are separated by a dash #

**F.F Format Figure List**: Enter the figure number, press **Tab,** enter your caption and let it wrap to the next line(s) if needed, press **Tab** for the dot leader, and then enter the page number. Press **Enter** for a new entry. You can edit the first entry and then build your list from there. If you use the insert table of figures/tables option, you must have used the Insert Caption function for your tables. If you use this function, have your chapter headings use a heading style, and select the separator as a dash and make it double-spaced. It will appear as blue and italicized, 9pt. Simply highlight the caption and change the font size, color, and remove the italics #

|  |
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| List of Abbreviations |

LOL Laugh Out Loud [Note: Abbreviations are listed alphabetically; not enumerated, single spaced in groupings, double-spaced between]

RLADTGMTOFL Really Long Abbreviation Definition That Goes More Than One Full Line [not common]

ROFL Rolling On (the) Floor Laughing

TBA To Be Announced

TBD To Be Decided

TLA Three Letter Acronym

WHO World Health Organization

WYSIWYG What You See Is What You Get

**FI Formatting Instructions:** Press **Enter** to begin a new entry, enter the abbreviation in all capital letters, press **Tab** to enter the dot leader, and then enter the definition. You can also edit the first entry on this page, delete the remaining entries, and then proceed from there to build your own list. All entries are single spaced, grouped alphabetically, and double-spaced between each alpha group.

|  |
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| List of Symbols |

^ Insertion [Note: Symbols are grouped by type, such as non-alphabetic, greek letter, and regular alphabet, and alphabetized (if applicable) within each grouping. Single space within groupings, double space between]

α Angle of incidence

β Angle of distortion

K Degrees Kelvin

x Variable of interest

**FI Formatting Instructions**: Press **Enter** to begin a new entry, enter the symbol, press **Tab** to enter the dot leader, and then enter the definition. You can also edit the first entry on this page, delete the remaining entries, and then proceed from there to build your own list. Entries are single spaced, grouped according to symbol type, and double-spaced between group types.

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| Preface |

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If you choose to include a preface, it can be more than one page long and must be double-spaced and is part of the front matter (paginated with lower-case Roman numerals).>

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| Chapter 1 |
| <Enter Heading (Title) of Chapter 1 here using Title Case> |

<Chapter 1 text starts here, one inch below the chapter heading (title), and should be double spaced. **FIRST:** **Copy this page for each chapter in your document, changing the chapter number and title for each chapter.**

You can continue writing within this template. If you are copying and pasting content into this template from another file, do it one chapter at a time, do not copy your existing chapter headings – just the body of the chapter. Be sure not to override the existing formatting of this document (margin settings, section/page breaks, etc.)

* 1. **A Section Heading**

Section text goes here. This heading is 16pt, bolded. You can use 12pt bolded or not, but all section/subsection headings must be consistent.

**1.1.1 A Subsection Heading**

Subsection text goes here. This heading is 14pt, bolded. You can use 12pt bolded or not, but all section/subsection headings must be consistent

**1.1.1.1 A Subsection Heading**

Subsection text goes here. This heading is 12pt, bolded, but you can unbold.>

|  |
| --- |
| References |

<Begin Reference List here, one inch below the page heading. References are to be in 12

pt, black, serif font. **Double-spaced** **within** **and between each entry,** as shown in the first and last reference entry, **OR**

You can also use single-space within each entry, but you must still **double-space**

**between entries**, regardless of the citation style. This example is given for line-spacing only, not other elements of citation formatting.

[1] Every thesis/dissertation must have a final all-inclusive References section

immediately following the final chapter and appearing before the appendices. All citations used in the document, even if included and appearing in one or more chapters, must appear in the final References section. You may elect to organize them by chapter or alphabetically, or numerically following your disciplinary citation conventions.

[2] If you use Endnote or RefWorks, etc., you will need to format the reference list to

comport to the formatting guidelines with regards to font style [serif], size [12pt], color [black], line spacing [see above], margins, etc., as the default format is not acceptable. Lastly, be consistent ☺.

|  |
| --- |
| Appendix A |
| <Enter Heading (Title) of Appendix A here> |

<Appendix A text starts here, one inch below the heading. Copy this page format for as many appendixes as you will be including, changing the appendix letter and heading for each one. Replace this text with your Appendix, and do not override existing formatting.

Table A.1: Caption for this table. If more than one line in length, the following lines

should be indented flush with the beginning of the caption. Captions can be single or double-spaced, but should not be bolded and must be consistent. Do not separate tables from their labels across pages. Tables that break across pages must repeat the header row and be labeled “Table X cont.”

The Greek alphabet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Letter name | Uppercase | Lowercase | Letter name | Uppercase | Lowercase |
| Alpha |  |  | Nu |  |  |
| Beta |  |  | Xi |  |  |
| Gamma |  |  | Omicron |  |  |
| Delta |  |  | Pi |  |  |
| Epsilon |  |  | Rho |  |  |
| Zeta |  |  | Sigma |  |  |
| Eta |  |  | Tau |  |  |
| Theta |  |  | Upsilon |  |  |
| Iota |  |  | Phi |  |  |
| Kappa |  |  | Chi |  |  |
| Lambda |  |  | Psi |  |  |
| Mu |  |  | Omega |  |  |

Figure A-1: Figures are labeled the same way as tables, except the label goes under the

figure. Do not separate figures from their labels across pages. Labels should have at least one line space between it and the table/figure.>