

UNIVERSITY OF FLORIDA FORMATTING TEMPLATE FOR THESIS OR  
DISSERTATION MICROSOFT WORD FOR WINDOWS: VERSION 10.0 UPDATED  
AUGUST 4, 2009

IF YOUR TITLE IS LONGER THAN ONE LINE MAKE SURE TO SINGLE-SPACE AND  
REMEMBER TO ADD ONE LINE FOR EACH LINE OF THIS TITLE YOU REMOVE SO  
THE BOTTOM MARGIN WILL ALSO BE ONE INCH

By

YOUR NAME GOES HERE IN ALL CAPITAL LETTERS

A DISSERTATION PRESENTED TO THE GRADUATE SCHOOL  
OF THE UNIVERSITY OF FLORIDA IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY

UNIVERSITY OF FLORIDA

YYYY

© YYYY Your Name Goes Here in Title Case

Your dedication is typed here. It should begin with the word "To."  
(To my Mom is a typical dedication)

## ACKNOWLEDGMENTS

Acknowledgments, if included, must be written in complete sentences. Do not use direct address. For example, instead of Thanks, Mom and Dad!, you should say I thank my parents. The heading “ACKNOWLEDGMENTS” uses the 01 Chapter Title style. For information about style usage, see Chapter 3. The paragraphs in this section should use the style called 05 Body Text.

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## LIST OF ABBREVIATIONS

Word to be defined Write the definition here. Do not put any hard carriage returns in the definition and it will wrap like this automatically. When you are done with the definition, hit one return and the appropriate space for the next definition will be inserted

Next word And the list continues

Another word Remember to use a tab between the abbreviations and the definitions

Abstract of Dissertation Presented to the Graduate School  
of the University of Florida in Partial Fulfillment of the  
Requirements for the Degree of Doctor of Philosophy

TITLE OF THE WORK, CENTERED, SINGLE-SPACED,  
IN ALL CAPITAL LETTERS, EXACTLY AS ON TITLE PAGE

By

Your Name as on the Title Page, but in Title Case

Month and year of graduation

Chair: Name (Do not put Dr. before the name, and do not put degrees after it)

Cochair: Name (if any, otherwise delete this line)

Major: See your Editorial Document Management record for your exact major

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer non odio eget  
ipsum placerat tincidunt. Sed euismod, elit quis egestas euismod, massa est placerat  
purus, posuere mattis arcu massa ut dui. Sed vitae turpis non diam malesuada dapibus.  
Sed dapibus mi non ligula. Aliquam erat volutpat. Ut eu elit. Nam enim. Ut bibendum  
eros ut erat. Nullam elit. Nulla rutrum urna hendrerit odio. Vivamus volutpat. Aliquam  
erat volutpat. Nulla vulputate nisl ut quam. Nunc et nunc sed ante mattis convallis. Nam  
nibh mauris, adipiscing eu, tristique sit amet, egestas id, dui. Integer odio.

Vestibulum vel enim. Mauris consequat. Nulla facilisi. Ut bibendum lectus. Nulla  
pede est, placerat non, pulvinar et, ornare in, leo. Etiam ultrices ullamcorper diam.  
Curabitur et enim. Mauris nulla. Etiam malesuada adipiscing sapien. Maecenas nisi.  
Mauris id odio a nibh fringilla sodales. Suspendisse lobortis diam eget magna. Ut  
pellentesque rutrum sem. Nullam facilisis sem non metus. In hac habitasse platea  
dictumst. Quisque facilisis tempor diam. Sed sed lorem et purus dictum dapibus.  
Pellentesque euismod ligula et lectus facilisis varius.

Maecenas feugiat facilisis nisi. Etiam varius sagittis nunc. Morbi porttitor metus vitae massa. In ac nulla at elit venenatis bibendum. Aliquam mattis sapien tincidunt metus. Donec ultrices risus at massa. Sed velit tortor, vestibulum nec, tincidunt aliquam, adipiscing ut, sem. Nam sed ante aliquet erat dapibus accumsan. Pellentesque sed orci. Suspendisse egestas velit. Curabitur purus magna, interdum non, pharetra eu, dictum at, ligula. Mauris pede dolor, placerat non, semper a, accumsan eget, sem. Duis placerat neque non leo. Fusce massa.

CHAPTER 1  
CHAPTER TITLE GOES HERE

**First-Level Subheading**

The first-level subheading uses the formatting style 02 First-Level Subheading (BOLD). It centers, single line spaces and advances the text after it by one line. No extra carriage returns are needed to correctly space the text that follows. First-level subheadings should be in title case (capitalize the first letter of major words). You must capitalize the first-level subheadings yourself. MS Word can simulate Title Case capitalization but it will capitalize the first letter of EVERY word including articles and prepositions. First-level subheadings must not have more than a single blank line space before or after the heading.

**Another First-Level Subheading**

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

**Second-Level Subheading**

The second-level subheading uses the formatting style 03 Second-Level Subheading (BOLD). It will "flush-left," boldface and single space the text, and advances the text after it by one line. Second level subheadings are also in Title Case (The first letters of principal words must be capitalized).

**Another Second-Level Subheading**

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

### **Third-level subheading**

The third-level subheading uses the formatting style, 04 Third-Level Subheading (BOLD). It will "flush-left," boldface and single space the text, and advances the text after it by one line. For the third-level subheading, only the first letter of the first word and proper nouns are capitalized (Sentence case). Third-level subheadings must not have more than one single-spaced blank line before or after the heading.

### **Another third-level subheading**

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

**Paragraph heading.** First line of text follows the period on the same line as the heading. Paragraph headings are indented, boldfaced, and followed by periods or colons; only the first letter of the first word and proper nouns are capitalized. Paragraph headings do not have their own "style" and are not listed in the table of contents. (This paragraph uses 05 Body Text style.) Paragraph headings can also be used in bulleted lists.

**Another paragraph heading.** Here are a few special points to keep in mind when reviewing your thesis or dissertation:

Heading levels must be used in the order listed above (the only exception would be if you use only three levels throughout and you elect to use paragraph-style headings instead of third-level headings). Levels must be ordered consistently from chapter to chapter. (This paragraph uses the 07 Block Text—Block Quote style)

When you exit the Block Quote style you often continue the previous paragraph rather than starting a new one. In that case you would apply 06 Body Text No Indent.

## **Section Order**

In accordance with the above requirements, all manuscripts must contain the following components, in the order listed (The list uses 08 Bulleted List—Short because no item on the list is longer than one line):

- Title page
- Copyright page
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Figures (if necessary)
- List of Tables (if necessary)
- List of Symbols/Abbreviations/Nomenclature/Acronyms (if necessary)
- Abstract
- Body chapters (number and titles will vary according to manuscript organization)
- Appendix (optional)
- List of References
- Biographical Sketch

## **Margins, Typeface, Size (Font) and Text Spacing**

Margins are 1”for all pages (top, bottom, left, and right). Use 12-point Arial (throughout, including tables and figures). Double-space most text. Indent first lines of paragraphs consistently. Single-space headings, tables, figures, bulleted-list items (“Short” list is no item longer than one line. “Long” list is if any item is longer than one line), equations, block quotes, and appendix matter (with only one blank line space before and after the single-spaced matter). No more than one blank line space anywhere

## **Page Numbers**

Arabic numerals (1, 2, 3, etc.) starting with the title page, all pages are numbered, centered at the bottom of each page

## CHAPTER 2 USING THE FORMATTING TEMPLATE

### **What Is a Style?**

Styles define the appearance of various text elements in your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats or both in one simple operation. When you want to change the formatting of all the text of a particular element at once, you just change the style that's applied to that element. Styles make formatting your document easier. Additionally, they serve as building blocks for outlines and tables of contents.

The Application Support Center provides a group of general purpose styles to help you format your document and give your thesis or dissertation a continuity of appearance. Styles cannot do everything but they can be used for general formatting purposes. Each style created by the ASC is listed in Table 2-1.

### **How Do You Apply a Style?**

The styles used in this document are called paragraph styles. Paragraph styles are used to format the entire text within a paragraph. To apply a style, follow these instructions:

- Select the text you want to format
- Click the Format menu and then the Styles and Formatting option. This will open the formatting menu to the right of your document.
- Click the style desired in the Styles list. The text is now formatted by the specifications of the style. If, at any time, the text should appear wrong, simply reapply the style.

An alternative way of selecting the style is to use the Formatting toolbar:

- Place the cursor within the text you want to format

- Click the Down-Arrow next to the Style field on the Format toolbar and select a Style from the drop-down list.
- If the Formatting toolbar is not present, click the View menu and then the Toolbars option. In the Toolbars list, check Formatting. The Formatting toolbar should then appear at the top of your screen.

### **Why Use Our Styles?**

If you use the preprogrammed styles we provide, your Table of Contents, List of Tables, and List of Figures will generate with a click of the mouse, and the textual items they reference will have the proper formatting. As an added benefit, your Table of Contents will automatically link to the chapter titles and subheadings when using the Adobe PDFMaker plug-in for Microsoft Office.

The following captions are examples of the use of “objects.” Object are any addition to the thesis or dissertation that does not fit the category of table or figure. Sounds and movies are the most common types of objects. The type (extension) and size of an object file should be included at the end of the caption but this information is not needed in the list of objects.

[Object 2-1. Sample sound file of Stewie Griffin saying “Victory is Mine!” \(.wav file 9KB\)](#)

[Object 2-1. The readme.doc file as a PDF document \(.pdf file 34 KB\)](#)

In the final pdf these captions would be linked to the actual documents and would open them when clicked. These links would have to be created after the pdf is made and the files would have to be uploaded as support files during the final submission process. (In the interest of simplicity these files are not included in the single file template).

Table 2-1. Partial list of files contained in the Template 80 folder

File name	This file contains
Title	Title page
Copy	Copyright page
Dedicate	Dedication page
Acknowledgment	Acknowledgment page
Contents	Table of contents page
Tables	List of tables page
Figures	List of figures page
Objects	List of objects page
Abstract	Abstract page
Abstract-General	The sample document for the General Audience Abstract
Chapter1	Chapter 1
Chapter2	Chapter 2
Chapter3	Chapter 3
Chapter4	Chapter 4
Chapter5	Chapter 5
Chapter6	Chapter 6
Chapter7	Chapter 7
Chapter 8	Chapter 8 (additional chapter)
Chapter 9	Chapter 9 (additional chapter)
Appendix-a	Appendix A
Appendix-b	Appendix B
Appendix-c	Appendix C (additional appendix)
Appendix-d	Appendix D (additional appendix)
Appendix-e	Appendix E (additional appendix)
Appendix-f	Appendix F (additional appendix)
Master	The master document (used for final printing)
ReadMe	The read me file containing instructions and helpful hints
Ref	Reference pages
Bio	Biographical sketch
Style-Archive	Archive of formatting styles in case you need them.

This is the first example of a table. The cells of the table use the Normal style. The caption of the table uses the 11 Caption Table style. Tables should be followed by one blank line using the Normal style.

## CHAPTER 3 CREATING AND UPDATING THE TABLE OF CONTENTS, LIST OF TABLES, AND LIST OF FIGURES

The Table of Contents and List of Tables/Figures was created by using the Index and Tables tool found in the Insert menu. The Table of Contents is designed to collect all text using the heading styles for section titles, chapter titles, and subheadings automatically on demand. The List of Tables is designed to collect all text using the 11 Caption Table style. The List of Figures is designed to automatically collect all text using the 10 Caption Figure style. Tables of contents and lists of tables/figures can be designed to gather text based on field codes. However, we do not discuss that option in our dissertation. If you do not use our styles for creating tables of contents or lists you will need to investigate creating your own table of contents and lists. See our tutorial on updating the Table of Contents, List of Figures, and List of Tables. They can be found here:

<http://etd.helpdesk.ufl.edu/present/updating-toc.html>

<http://etd.helpdesk.ufl.edu/present/updating-lot-lof-loo.html>

Table 3-1. List of sections contained in the template

Section name	This section contains
Title	Title page
Copy	Copyright page
Dedicate	Dedication page
Acknowledgment	Acknowledgment page
Contents	Table of contents page
Tables	List of tables page
Figures	List of figures page
Objects	List of objects page
Symbols	List of Symbols/Terms/Abbreviations
Abstract	Abstract page
Chapter1	Chapter 1
Chapter2	Chapter 2
Chapter3	Chapter 3
Chapter4	Chapter 4
Chapter5	Chapter 5
Chapter6	Chapter 6
Chapter7	Chapter 7
Appendix-a	Copyright permission sample letter
Appendix-b	Appendix B
Appendix c	Landscape page example
Ref	Reference pages
Bio	Biographical sketch

This is an example of a table. The cells of the table use the Normal Text style. The caption of the table uses the 11 Caption Table style. Tables should be followed by one blank line using the Normal style. Table formatting is discussed in detail in chapter 2. Notes following a table should be in paragraph style and may be formatted in 10 pt type to conserve space.



Figure 3-1. Century Tower taken in 1999 from Jim Albury's office window



Figure 3-2. Series of University of Florida landmarks. A) taken from the base of Century Tower looking upward at 3:00 PM, B) taken from the northwest corner of the Music Building, C) taken from the CSE atrium at 9:00 PM and D) the University Auditorium. (Note: the caption in the list of figures does not include the sub-part descriptions).

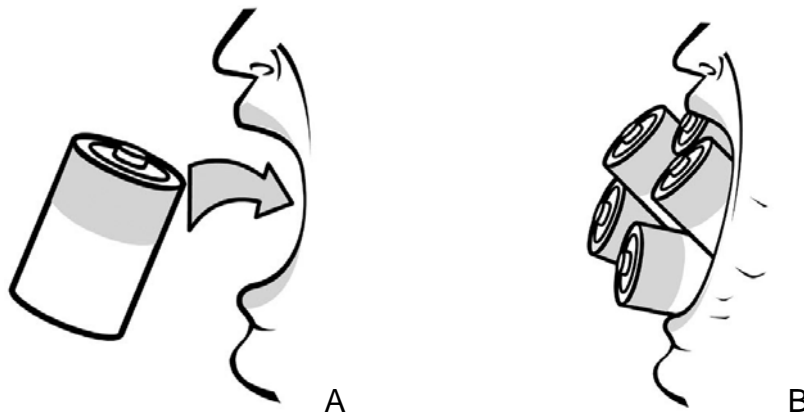


Figure 3-3. Example of a figure with sub-parts. A) Eating one battery. B) Eating five batteries. When writing your thesis or dissertation becomes a stressful ordeal, sometimes humor can help lighten the mood. Please do not try this at home. (Source: <http://www.homestarrunner.com/sbemail64.html>. Last accessed December, 2003).

## Why use our styles?

If you use the styles we provide, your TABLE OF CONTENTS can be generated automatically with the correct text with the appropriate page numbers.

**CHAPTER 3  
MATERIALS AND METHODS**

This is a condensed representation of Chapter 3 showing how all of its heading styles are used. The information in the area will continue to page 34.

The paragraphs in this section for the most part should use the *Body Text* style; however, the styles *Body Text No Indent*, *Block Text*, *Normal* and *Captions* should be used where appropriate.

**Sample Characteristics**

The first level subheading above would normally appear on page 34. This subheading is a section of Materials and Methods and contains two second-level subheadings.

**Age and Gender**

The second-level subheading, Age and Gender, appears on page 40 and is a subsection of Sample Characteristics. The information in the section will continue to page 48.

**Familial History**

The second-level sub heading Familial History appears on page 48 and is a subsection of Sample Characteristics. The information in the section will continue to page 55.

**Methodology**

Methodology is the second section of Materials and Methods and contains no subheading. The information in the section will continue to page 66.

**TABLE OF CONTENTS**

	page
ACKNOWLEDGMENTS .....	ii
LIST OF FIGURES .....	iv
LIST OF TABLES .....	v
ABSTRACT .....	vi
CHAPTERS	
1 INTRODUCTION .....	1
2 REVIEW OF LITERATURE .....	15
Historical Overview .....	16
Contemporary Closely Related Studies .....	20
3 MATERIALS AND METHODS .....	28
Sample Characteristics .....	34
Age and Gender .....	40
Familial History .....	48
Methodology .....	55
4 RESULTS AND DISCUSSION .....	67
Results of the Study .....	70
Note That the Second Line of a Heading That Runs More Than One Line Is Indented .....	84

**What are Styles?**

We used the following styles to create this example:

01 CHAPTER TITLE .....	Title of Chapter
02 First Level Subheading	First-level Subheading
03 Second Level Subheading	Second-level Subheading
05 Body Text .....	Standard Paragraphs

Figure 3-4. How styles appear in the table of contents. By applying the preprogrammed formatting styles to your chapter titles and subheadings, they will be updated to the table of contents with the appropriate page number with just a click of the mouse.

## Why use our styles?

If you use the styles we provide, your TABLE OF CONTENTS can be generated automatically with the correct text with the appropriate page numbers.

**CHAPTER 3**  
**MATERIALS AND METHODS**

This is a condensed representation of Chapter 3 showing how all of its heading styles are used. The information in the area will continue to page 34.

The paragraphs in this section for the most part should use the *Body Text* style; however, the styles *Body Text No Indent*, *Block text*, *Normal* and *Captions* should be used where appropriate.

**Sample Characteristics**

The first-level subheading above would normally appear on page 34. This subheading is a section of Materials and Methods and contains two second-level subheadings.

**Age and Gender**

The second-level subheading, Age and Gender, appears on page 40 and is a subsection of Sample Characteristics. The information in the section will continue to page 48.

**Familial History**

The second-level subheading Familial History appears on page 48 and is a subsection of Sample Characteristics. The information in the section will continue to page 55.

**Methodology**

Methodology is the second section of Materials and Methods and contains no subheading. The information in the section will continue to page 67.

**TABLE OF CONTENTS**

	<u>Page</u>
ACKNOWLEDGMENTS .....	ii
LIST OF FIGURES .....	iv
LIST OF TABLES .....	v
ABSTRACT .....	vi
<b>CHAPTER</b>	
1 INTRODUCTION .....	1
2 REVIEW OF LITERATURE .....	15
Historical Overview .....	16
Contemporary Closely Related Studies .....	20
3 MATERIALS AND METHODS .....	28
Sample Characteristics .....	34
Age and Gender .....	40
Familial History .....	48
Methodology .....	55
4 RESULTS AND DISCUSSION .....	67
Results of the Study .....	70
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What are Styles?

We used the following styles to create this example:

- 00 CHAPTER NUMBER ..... # of Chapter
- 01 CHAPTER TITLE ..... Title of Chapter
- 02 First-Level Subheading ..... 1st-level Sub.
- 03 Second-Level Subheading ... 2nd-level Sub.
- 05 Body Text ..... Standard Paragraphs

Figure 3-5. How styles are used to format your text. By applying the preprogrammed formatting styles to your chapter titles and subheadings, they will be automatically formatted such that their spacing and justification are in compliance with the Editorial Office guidelines.

## CHAPTER 4 ARTICLES AS PART OF THESIS OR DISSERTATION

Candidates in scientific fields often plan to publish results of their research as journal articles. A chapter of the thesis or dissertation may later become a journal article, for example. Perhaps the thesis or dissertation contains several such chapters. In such cases, the thesis or dissertation must be organized as a unified whole. The thesis or dissertation is your primary objective and publication is your secondary objective. Use the Graduate School's formatting requirements for spacing and margins, pagination and copy sequence, heading formats, and overall preparation.

The Graduate School encourages candidates to use the scholarly journal in which they have published, or hope to publish, as a guide for thesis and dissertation preparation. A printed journal article on an analogous subject serves as a tangible, graphic guide for style of writing, use of abbreviations and numbers, reference system, and overall usage policies that help the candidate become proficient in the editorial requirements of the journal. The printed article shows specific usage. Do not use the journal style manual to format your thesis or dissertation only to prepare the article later for publication in that journal.

### **Acceptable Usage**

If each chapter is complete within itself and treats one of several aspects included in the entire study, a general introductory chapter must be added as the first chapter of the thesis or dissertation. A final chapter must be added that discusses results, conclusions, or further research for the entire study. Required for all University of Florida theses and dissertations:

- A common Table of Contents covering the entire study.

- A common Abstract for the entire study (in the preliminary pages, before Chapter 1)
- A common Reference List (however named) for the entire study
- All pages numbered in sequence—from Page 1 through the Biographical Sketch.

### **Unacceptable Usage**

The following practices are not acceptable for University of Florida theses and dissertations:

- Omission of material that unites components to form a complete manuscript (for example, omission of the general introductory chapter or the conclusion chapter).
- Reference list (however named) at the end of each chapter.
- All-cap subheadings used by journals for rapid content identification on double column pages.
- Beginning first-level subheadings on separate pages.
- Use of an abstract at the beginning of each chapter.
- Chapters paged individually, with 1 appearing on the first page of each new chapter.
- Use of double-spaced references and any other use obviously based on journal styles not suitable for a unified thesis or dissertation presentation. For example, tables and figures cannot be grouped at the end of the thesis or dissertation. They must be inserted near the text where they are first mentioned; or grouped logically at the end of that chapter.
- Inclusion of coauthored articles, except those portions and materials contributed by the student. Material produced by coauthors should be so noted and cited appropriately. It is the supervisory committee's responsibility to ensure that the thesis or dissertation reflects a sufficient level of original and scholarly work by the candidate.

## CHAPTER 5 ELECTRONIC THESIS OR DISSERTATION (ETD)

### **Format**

All manuscripts must be submitted on plain paper in a single compartment expanding wallet document envelope for first submission, and as a single PDF for final approval. Students who do not have access to the correct version of the Adobe software, need assistance in creating their PDF, links and bookmarks, or need help linking media files within the PDF may contact the Application Support Center at (352) 392-4357 to set up an appointment. In some cases, distance students may email their document to ASC for PDF conversion; please contact them ([etd@grove.ufl.edu](mailto:etd@grove.ufl.edu)) for more information.

The thesis file or files should be converted to PDF after the paper copy has been edited by the supervisory committee and the Graduate School Editorial Office and all corrections and changes have been made. The formatting requirements for the PDF are nearly the same as for the paper copy (for example, fonts, indents, heading levels and capitalization, margins, and page numbering). However, listed below are formatting requirements that apply only to ETDs.

### **Files and Links or Bookmarks**

If the thesis consists of more than one file, all files should be named to one directory before adding the links. This avoids changing file names and causing broken links in the ETD submission. All links/bookmarks must be highlighted in blue. They should not be underlined. The working condition of all links should be checked before submitting the PDF. The PDF file(s) and other files should be checked carefully before submitting them.

## **Table of Contents**

The table of contents should be formatted the same as for paper final submission. However, you must link all major division headings (acknowledgments, list of tables, list of figures, abstract, chapter and appendix titles, reference list, and biographical sketch); and any subheadings to the appropriate pages in the text. Use blue to highlight all links in the table of contents.

### **Lists of Tables, Figures, Objects**

These lists are particularly helpful to the ETD reader. Objects are only found in ETDs. Objects are defined for this purpose as video, audio, or other items that are not distinctly tables or figures. The entries in these lists should each be linked to the actual corresponding figure, table, or object in the text. Use blue to highlight all links in these lists.

### **Figures, Tables, Objects in the Text**

For certain figures, maps, tables, and so, it may be desirable to link to a separate file, for example, for larger size or higher resolution. If this is done, there must still be a version of the figure or table incorporated in the text as with the paper copy of the thesis. The figure legend below the figure or a note below the table should then link to the separate file. With multimedia objects that cannot be represented graphically in the PDF, a complete title/description that links to open the file should be included in the text. All of these links should be in blue and must contain a parenthetical notation about the file type and size.

Figures, tables, and objects that are not embedded in the document should always be described fully in the text. As technology changes and is upgraded, there is a chance that these illustrations will not migrate with the thesis.

### **File Name**

The file name for the ETD should be your surname linked to your first initial by an underscore blank and followed by .pdf. That is, Surname\_I.pdf.

### **Copyright**

Because the PDF is archived and is made available on the Web, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Also, because the PDF is archived and available on the Web, it is wise to include a copyright page in all ETDs. The copyright page should be immediately after the title page. The copyright page format is shown in Appendix F of this guide. It is not necessary to register copyright with the U.S. Copyright Office.

### **Submitting the ETD**

See <http://etd.circa.ufl.edu> and choose “Submit Your PDF” for instructions. Electronic submission is only for final submission, after editorial review and after all corrections have been made. Create your PDF and log into [https://apps.rgp.ufl.edu/edm\\_app/etd\\_login.cfm](https://apps.rgp.ufl.edu/edm_app/etd_login.cfm) to submit the PDF. Check the box “Submit to Editorial Office for Review.”

### **Acceptable ETD Formats**

The Florida Center for Library Automation specifies which formats are currently permissible for electronic submission. The next table, “Acceptable ETD Formats.” shows levels of acceptability for various ETD media. No effort will be made to migrate forward those ETDs that are in the “Not accepted” category.

Table 6-1. Acceptable ETD formats

Media	Preferred	Acceptable	Digital archaeology only	Not accepted
Text	PDF XML TXT	TML XHTML DOC RTF SMGL		WPD
Still image	TIFF JPG	PNG	IPX	GIF SID DJVU
Audio		WAV MP3		
Audio/video	MPEG	AVI		RM ?MOV
Multimedia			?Flash ?Macromedia Director ?PPT ?WebCT ?WMV	
Database/ spreadsheet		MDB XLS MySQL		
Computer programs	TXT (source code)		EXE CFM ASP	

## CHAPTER 6 HOW TO COPY AND PASTE INFORMATION FROM OTHER FILES

### **Styles**

Every MS Word document uses styles to format information. To help prevent the unnecessary copying of different styles into your dissertation, follow these rules of thumb when copying information:

If you are pasting text into a dissertation document, use the Paste Special option and the Unformatted text option. Then apply the styles of the sample dissertation to reformat the text. Be aware though that this will remove any italics, boldfacing or special characters you are using.

- When you cut, make sure you do not remove the section break at the end of the chapter or file.
- If you are pasting graphics and tables, then use the normal Paste option.
- Never overwrite a style with a new definition unless you are sure of the repercussions.
- Never redefine a style with a new definition unless you are sure of the repercussions.
- You can always reapply a style.

### **Landscape Page Template**

The next page is a landscape page template. Copy the section break following this paragraph through the first line of text (just to be sure) after the next section break. Go to the page after where you want the landscape page to appear. Choose “View” > “Header and Footer” and if the words “same as previous” appear by the header and/or footer box, turn this feature off. Go to the page before the landscape page, click at the end of the last line and then paste. You should get a correctly formatted landscape page

with the number on the left side in the same relative position the page number would be,  
in a portrait page..

This is a landscaped page. No paragraph text should appear on a landscape (also known as “broadside”) page. Only the Figure or Table Caption should be on this page along with the table or figure itself. Page numbers no longer must be placed on the side of a landscape page!

CHAPTER 7  
ANOTHER CHAPTER TITLE

**Subheading**

Body Text goes here. If you need more chapters copy and paste this “chapter” as many times as needed.

**Another Subheading**

Always end a chapter with a section break – next page so footnotes will re-start their numbering.

## APPENDIX A TITLE OF APPENDIX A

An Appendix is simply another chapter of some “extra stuff.” Some of the formatting requirements are relaxed so that some documents may be presented in their original format. However, the margin requirements remain in effect throughout the entire document regardless of the original document’s margins. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer non odio eget ipsum placerat tincidunt. Sed euismod, elit quis egestas euismod, massa est placerat purus, posuere mattis arcu massa ut dui. Sed vitae turpis non diam malesuada dapibus. Sed dapibus mi non ligula. Aliquam erat volutpat. Ut eu elit. Nam enim. Ut bibendum eros ut erat. Nullam elit. Nulla rutrum urna hendrerit odio. Vivamus volutpat. Aliquam erat volutpat. Nulla vulputate nisi ut quam. Nunc et nunc sed ante mattis convallis. Nam nibh mauris, adipiscing eu, tristique sit amet, egestas id, dui. Integer odio.

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APPENDIX B  
TITLE OF APPENDIX B

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## LIST OF REFERENCES

The candidate should use the style of one scholarly journal in his or her discipline. The Graduate School checks all manuscripts for correct and consistent usage within the chosen style. Failure to document references in a consistent and acceptable style necessitates that the manuscript be returned without review.

## BIOGRAPHICAL SKETCH

A biographical sketch is required of all candidates. The biographical sketch should be in narrative form. It typically includes the educational background of the candidate.

You may replace this paragraph with your own text.