The title must be in an “inverted pyramid” form, where each subsequent line is shorter than the previous.

2-3 RETURNS
Double Spaced

A DISSERTATION

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

IN THE GRADUATE SCHOOL OF THE

TEXAS WOMAN’S UNIVERSITY

DEPARTMENT OF ENGLISH, SPEECH, AND FOREIGN LANGUAGES

COLLEGE OF ARTS AND SCIENCES

BY

JANE PIONEER B.A., M.A.

Regardless of campus location, all title pages should show “DENTON.”

Every title page should have Copyright, the copyright symbol, the year of graduation and their name centered at the bottom page.

The month may be only May, December, or August.

List only academic degrees.

Be sure to identify the proper college and department for your degree.

Copyright © 2017 by Jane Pioneer

No page Number

TOP MARGIN
2 Inches

LEFT MARGIN
1.5 Inches

RIGHT MARGIN
1 Inch

2-3 RETURNS
Double Spaced

Updated September 2017

2-3 RETURNS
Double Spaced

2-3 RETURNS
Double Spaced

Updated September 2017
The ALL CAPS title on title pages must appear two inches from the top of the page. To achieve this insert three single-spaced returns from the normal 1.5 inch top margin.

DEDICATION

For my husband, John Pioneer, and my children, Davy and Julia, thank you for your never-ending patience and love.

Note that on ALL pages where the title is centered and in all caps, the top margin must be 2 inches. All other pages throughout the document will have a 1.5 inch top margin.

Refer to Appendix A for instructions on “Formatting Page Numbers One Inch from Page Bottom.”
ACKNOWLEDGMENTS

I would like to gratefully acknowledge the many individuals who have contributed to this dissertation. I would like to thank my committee chair Dr. Rita Book for introducing me to my topic. I would like to thank Dr. Kate Turabian for her formatting skills and guidance; I would not have been able to complete my dissertation without her quiet and patient guidance. I am grateful to Dr. Paul Methodology and Dr. Russell Research, who served as indispensable members of my dissertation committee. Their words of support, constructive comments, and suggestions added valuable direction for my research and writing. I am also grateful to the faculty at Texas Woman’s University, who encouraged me to think critically and challenged me to think beyond my box. In addition I would like to thank the wonderful Graduate School staff; they helped me to navigate through the forms and paperwork that accompanied the graduation process. Although she must remain anonymous, I want to express my deepest admiration and thanks to the thesis and dissertation analyst who patiently answered every question regarding format requirements. Finally I would like to thank my children and spouse for their patience, understanding, and all the pizzas they had to eat while I completed my dissertation.
The purpose of this study was to assist and guide students through the Graduate School’s format requirements for dissertations and theses. While the student has final responsibility for the form, accuracy, and completeness of the paper, this guide was created to help alleviate the stress of formatting a thesis/dissertation. The official guide, supplemented by the Formatting Navigator, will assist students in achieving these format requirements. In addition to the assistance provided to students through this guide and the official guide, the Graduate School’s Senior Graduate Services Analyst responsible for dissertations and theses can assist students with formatting. The staff of the Graduate School will also be happy to answer questions concerning any aspect of the preparation and submission of a paper and any required documents. Finally, as stated in the official guidelines, it is the student's responsibility to meet all requirements and deadlines.
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CHAPTER I

INTRODUCTION: PROSPECTUS

After deciding upon the topic for a dissertation or thesis, in consultation with the research committee, the student submits a prospectus to the Graduate School. Although a longer proposal may be required by the committee, the prospectus filed in the Graduate School must be no longer than ten pages; it should briefly identify the 1) tentative title, 2) the purpose, the reason for the study’s validity or significance, 3) and the research methodology to be employed. Its cover sheet (see Appendix C), found under forms on the Graduate School website, must bear Student name, ID, TWU email address, and the original signatures of all research committee members and department chair. In addition, depending upon the academic component, the signature of the academic dean may be required. Copies of the student’s and major professor’s Responsible Conduct in Research (RCR) certificates should be attached with the prospectus and prospectus cover page and if appropriate, copies of written approvals from the Institutional Review Board (for research involving human subjects), the Animal Care and Use Committee, and/or any outside agencies or institutions where the research will be conducted. Copies of all approvals are filed with the prospectus and in the completed paper; these approvals should be on the letterhead of the agency and be signed by the appropriate authorities. The prospectus filed in the Graduate School does not include copies of any instruments or questionnaires that may be used in the final research. The prospectus should be

1
submitted and approved no later than the semester before graduation. The prospectus must be filed and approved in the Graduate School before the research is begun. (Note: The prospectus for a professional paper does not require Graduate School approval; therefore, it need not be filed in the Graduate School.) Human Subjects Review The research committee chairperson indicates on the prospectus cover sheet whether or not the study involves human or animal subjects (See Appendix C).

The following documents must be submitted in order to receive prospectus approval:

- PDF/Printed copy of 8-10 page prospectus.
- Prospectus Cover Sheet. This form must be signed and submitted to the Graduate School along with the prospectus for approval before the study begins. Please refer to TWU’s Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers as well as the Graduate Catalog.
- Completed RCR Training.
- IRB Approval Letter (if applicable).
CHAPTER II

PREPARING AN ABSTRACT

The following suggestions may be helpful when preparing your abstract:

1. Use the same rules for margins and spacing as for the dissertation or thesis.
2. Center the word ABSTRACT at the top of the first page. Double-space and center the student’s name in all caps. Center the paper’s title in all caps. If the title runs to more than one line, the second and subsequent lines are single-spaced and are shorter than the top line (inverted pyramid form). Double-space and center the date in all caps.
3. List the author’s name as it appears on the Title Page and Signature Page.
4. For the date, use the month and year of graduation, not the month and year the dissertation or thesis is completed.
5. State briefly the problem or purpose of the study.
6. Describe briefly the procedure followed in the study.
7. Identify major sources of data, and explain how data has been interpreted.
8. Summarize the conclusions.
9. Remember that the abstracts must be equivalent to the dissertation or thesis in meeting the standards for scholarship and presentation of materials. For a Thesis Abstract, do not exceed 150 words. For a Dissertation Abstract, do not exceed 350 words.
CHAPTER II

REVIEW OF LITERATURE: CAPITALIZING WORDS IN TITLES OR HEADINGS

APA 6th Edition (4.15)

Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four letters or more. Capitalize all verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns. When a capitalized word is a hyphenated compound, capitalize both words. Also, capitalize the first word after a colon or a dash in a title.

In her book, *History of Pathology*

The criticism of the article, “Attitudes Toward Mental Health Workers”

“Ultrasonic Vocalizations Are Elicited From Rat Pups”

*Exception:* In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or a dash, and proper nouns. Do not capitalize the second word of a hyphenated compound. (American Psychological Association, 2010, p. 101)

Chicago 15th Edition (22.3.1)

Capitalization of titles, names, and special terms depends on which of the two styles the writer is using: headline style or sentence style. For further assistance in
determining which style better suits your research, please see chapters 8 and 17 in the Chicago Manual of Style (University of Chicago Press, 2003).

**MLA 7th Edition (3.6.1)**

These titles should appear in a research paper as follows:

>Bernard Berenson: The Making of a Connoisseur

>Turner’s Early Sketchbooks

The rules for capitalizing titles are strict. In a title or a subtitle, capitalize the first word, the last word, and all principal words, including those that follow hyphens in compound terms.

Therefore, capitalize the following parts of speech:

- Nouns (e.g., *flowers* and *Europe*, as in *The Flowers of Europe*)
- Pronouns (e.g., *our*, as in *Save Our Children*; *that*, as in *The Mouse That Roared*)
- Verbs (e.g., *watches*, as in *America Watches Television*; *is*, as in *What Is Literature?*)
- Adjectives (e.g., *ugly*, as in *The Ugly Duckling*; *that*, as in *Who Said That Phrase?*)
- Adverbs (e.g., *slightly*, as in *Only Slightly Corrupt*; *down*, as in *Go Down, Moses*)
- Subordinating conjunctions (e.g., *after*, *although*, *as if*, *as soon as*, *because*, *before*, *if*, *that*, *unless*, *until*, *when*, *where*, *while*, as in *One If by Land and Anywhere That Chance Leads*)

Do not capitalize the following parts of speech when they fall in the middle of a title:

- Articles (*a*, *an*, *the*, as in *Under the Bamboo Tree*)
- Prepositions (e.g., *against*, *between*, *in*, *of*, *to*, as in *The Merchant of Venice* and “A Dialogue between the Soul and Body”)
- Coordinating conjunctions (*and*, *but*, *for*, *nor*, *or*, *so*, *yet*, as in *Romeo and Juliet*) (Modern Language Association, 2009, p. 86)
CHAPTER III

METHODOLOGY: FORMATTING TITLES

Each style guide has a preferred way of formatting titles of books, plays, poems, etc. Bulleted below are examples for APA (4.21), Chicago (8.1-8.209), and MLA (3.6.2) manuals.

**Italicize** the following titles:

- Books
- Plays
- Long poems published as books
- Pamphlets
- Periodicals
  - Newspapers
  - Magazines
  - Journals
- Websites (MLA)
- Online databases (MLA)
- Films
- Radio and television programs
- Compact discs
- Audiocassettes
- Record albums
- Dance performances
- Operas and other long musical compositions
  - Except those identified simply by form, number, and key; see 3.6.5 MLA
- Paintings
- Works of sculpture
- Ships
- Aircraft
- Spacecraft
CHAPTER IV

COMMON MISTAKES

Listed below are some of the more common mistakes made during the preparation of theses and dissertations.

**Front Matter**

**Title Page**

- Incorrect author’s name: This needs to match the signature page and abstract.
- Incorrect date: The date on your title page is the official graduation month: May, December, or August.
- Inverted pyramid: Your title needs to be in an inverted pyramid.
- Incorrect listing of college or degree.

**Signature Page**

- Incorrect author’s name: This name needs to match your title page and abstract.
- Incorrect date: The date on your signature page is the date of your defense.
- Incorrect title: The title here must match your abstract and title page.
- Remember no page numbers!
- Template may be found in Appendix M

**Copyright Page**

- Page number “iii” should appear at the bottom.
Table of Contents

- Incorrect heading setup: You need to list only level ones and level twos here.
- Chapter headings, titles, and page numbers do not match content in the body.
- Page numbers not aligned properly.

Content

- Title page: 2” top margin.
- Chapter I: Always starts at page 1.
- Margins: All pages must meet the margin guidelines.
- Page numbers: “1” inch from the bottom of page throughout document.
- Different font styles: Must be consistent throughout the document.
- Heading levels: Chapter titles are not considered part of the heading levels (See Appendix C).
- Page numbers on landscaped pages: Must remain in portrait.
- Orphan and widowed sentences (see Appendix E).
- Inconsistent use of the serial (Oxford comma).
- Citations: missing citations from the references, citations listed in the references that are not in the body of the paper and citations incorrectly formatted.
- If your study required IRB approval, include a scanned copy of your IRB approval letter in your appendices (see Appendix F). The letter should fit within margins, have a page number, and have your personal information removed.

See Appendix D Numbering and Bulleting
CHAPTER V

FIGURES AND TABLES

Tables and figures should follow the format of the style manual being used and should fit within the margins required by the Graduate School. Listed below are examples of a figure and two tables, one in portrait and one in landscape.

Figure Example

The figure below is formatted according to APA. Students are encouraged to follow the format of their style manual.

Figure 1. Blagg-Huey Library

Table Examples

The two tables below are formatted according to APA. Students are encouraged to follow the format of their style manual.

Table 1

*Number of Times Candidates X and Y Used “You Know” or “Um” in a Given 15-Minute Speech.*

<table>
<thead>
<tr>
<th>Candidate</th>
<th>“You Know”</th>
<th>“Um…”</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Y</td>
<td>11</td>
<td>8</td>
</tr>
</tbody>
</table>
Table 2

Landscaped Table

<table>
<thead>
<tr>
<th>Candidate</th>
<th>&quot;Um&quot;</th>
<th>&quot;You Know&quot;</th>
<th>&quot;Pauses over 3 Seconds&quot;</th>
<th>&quot;Know What I Mean&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>2</td>
<td>12</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Y</td>
<td>4</td>
<td>10</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Z</td>
<td>6</td>
<td>15</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

As this guide is geared towards online submission this example reflects what the page will look like upon completion of these steps.

Steps for inserting portrait page numbers (Microsoft Word 2010):

1) Insert section break prior to where the table will be placed.
2) Go to the "Insert" tab.
3) Click on "Page Number."
4) Click on "Page Margins."
5) Under "Plain Number," select "Large Left."
6) Double click on page number.
7) Under "Text Box Tools" select "Change Text Direction."
8) Change font size and font style.
9) Place page number 1 inch from the bottom.
10) Insert section break at the bottom of the page.
There are three ways of inserting a landscaped table:

Option 1

1) Create the table in a separate file
2) Print
3) Scan as a JPEG
4) Insert table on corresponding page and then rotate the table to fit margins

Option 2

This image is not as clear as the imaged produced by Option 1 but is a viable alternative solution for those without access to a scanner.

1) Create the table in a separate file
2) Save as a PDF
3) In Adobe under File select take a snap shot
4) Copy table on corresponding page and then rotate the table to fit margins

Option 3

1) For those who are submitting 100% digital then the page and page numbers may be in landscape
CHAPTER VI

CHAPTERS SUBMITTED FOR PUBLICATION

A Paper Submitted/ To Be Submitted For Publication in the

*American Literary Scholarship Journal*

Jane Pioneer, Rita A. Book, PhD, Paul Methodology, PhD

If a student has or is planning to submit section(s) of the dissertation or thesis for publication, the chapter should be labeled as such (see above). Furthermore only pre-peer reviewed copies of articles should be included in the dissertation or thesis. Students should also notify the publisher and any co-authors as to plans to include pre-peer reviewed articles as chapters in your Dissertation/Thesis. The pre-peer reviewed chapter should be submitted to the Graduate School following the same guidelines of the journal with one exception, margins. In addition, **if the article is accepted, then the student will need to obtain a release from the journal as well as any applicable co-authors** these release forms will not be included in the dissertation itself but will be uploaded with the dissertation or thesis as supplemental files. A sample release form can be found in Appendix G. If the chapter was submitted with tables and/or references, they should be included in the chapter and in a standard reference list at the end of the dissertation. If the student’s dissertation has tables or figures in other chapters, a special numbering needs to be followed in the List of Tables and/or the List of Figures as well as
in the body. For example, if tables or figures are in many chapters, the following can be utilized to help identify these tables:

Table 6.1 (Chapter 6 Table 1)

*Number of Times Candidates X and Y Used “You Know” or “Um…” in a Given 15-Minute Speech.*

<table>
<thead>
<tr>
<th>Candidate</th>
<th>“You Know”</th>
<th>“Um…”</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Y</td>
<td>11</td>
<td>8</td>
</tr>
</tbody>
</table>
CHAPTER VII

REFERENCES

Reference List Formats

Most students will follow their style manual and the Graduate School’s guidelines for reference lists or bibliographies. However, there is an exception -- the published, submitted, or to-be-submitted for publication manuscript format.

Publications Blended Reference List

Many departments are beginning to encourage or require their students to submit portions of their thesis/dissertation to journals for publication. Special formatting is required when including prior publication articles in a thesis/dissertation; one such format is the references page. A dissertation/thesis which includes a section that has been published, has been submitted for publication, or is going to be submitted for publication requires a blended reference page, which combines the reference list required by the journal and the references used elsewhere in the dissertation/thesis. The format of the citations/references should still adhere to the style manual requirements. For examples of the citations/references pages, please refer to corresponding style manual and Appendices H-K.
CHAPTER IX

SUBMISSION PROCESS

Deadline Submission

In order to graduate every student must submit the required forms by the semester deadline:

1) Digital copy of defended and committee approved Dissertation/Thesis

2) Signed signature page

3) PDF copy of your Curriculum Vitae (See Appendix L for example; required for Ph.D. candidates and optional for Masters students).

4) The additional forms listed in Chapter IX.

Digital Submission

The Graduate School at Texas Woman’s University has migrated from paper submissions to paperless submissions. Students will now submit their dissertations/theses digitally. Listed below are the requirements for the digital submission.

Once the student has completed any revisions notated by the defense committee and the defense committee has approved the document the student will submit the defense committee approved dissertation/thesis and required supplemental and/or administrative files to the following site: https://twu-etd.tdl.org.

Submissions will be reviewed in the order in which they are submitted. Students may verify and/or track their submissions by logging into https://twu-etd.tdl.org and clicking on the “manage/view your submission(s)” button. When the document is
submitted and pending review the “Assigned to” field will read “Unassigned”. When the
document is under review the “Assigned to” field will reflect the name of the person
reviewing the document.

Merging Your Dissertation or Thesis into One File

There are two ways in which a dissertation or thesis can be merged into one file
through a series of section breaks or by merging multiple PDF files into one. Below is an
overview of each process.

Section breaks. Students will insert 2 section breaks; one after the signature page
and another after the last page of the front matter. Unless you are working with
landscaped pages only two section breaks are needed.

Combined PDF files. Students will create three files 1) The title page and
signature page, 2) the front matter, and 3) body. Once editing is complete and ready for
submission the student will 1) save each file as a PDF, 2) open Adobe Acrobat, 3) click
on the “Create” tab, 4) select “Combine Files into a Single PDF”, 5) select “Add Files”
and “Add Files” again highlight the files they wish to merge, 6) once the files are in the
correct order click “Combine Files”, and 7) save document.
CHAPTER X
REQUIRED FORMS AND DOCUMENTS

Students must complete several required forms and documents and submit them during their thesis or dissertation process. Most of these forms can be located on the Graduate School website under “Forms” and are as follows:

**Primary Document**
- PDF version of the defense committee approved Dissertation/Thesis

**Supplemental Files**
- PDF copy of your Curriculum Vitae (Ph.D. candidates required. Optional for Masters).
- Publication Release Letter (if applicable)

**Administrative Files**
- Signature page – Signed by the committee and department chair
- Early Deadline form (if applicable)
- Any applicable IRB File Closed letter
- “Certification of Final Exam”
- “Thesis/Dissertation Fee Sheet.” Applicable fees will be placed in the student’s portal account
- “License Agreement/Publication Agreement”
- “Survey of Earned Documents” confirmation email (Ph.D. candidates only).
All administrative forms and supplemental files will be uploaded with the final defense approved PDF copy of your Dissertation/Thesis.
REFERENCES


APPENDIX A

Formatting Page Numbers One Inch from Page Bottom

TOP MARGIN
1.5 Inches

About 16 single spaces from the top margin.

Format Appendix Title Pages and capitalize Appendix Title according to this example.

LEFT MARGIN
1.5 Inches

APPENDIX A

 Formatting Page Numbers One Inch from Page Bottom

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch
(at least)
TOP MARGIN
1.5 Inches in an Appendix.

Formatting Page Numbers One Inch from Page Bottom (Microsoft Word, 2007)

1. From the Insert ribbon, select Page Numbers, Bottom of Page, Plain number 2.

3. Select Layout.

4. Set the Header to 0”.
5. Set the Footer to 1”.
6. Select OK.

LEFT MARGIN
1.5 Inches

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)
APPENDIX B
Formatting the Table of Contents

TOP MARGIN
1.5 Inches

LEFT MARGIN
1.5 Inches

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)

About 16 single spaces from the top margin.
1. Under the **Home** ribbon, select **Paragraph**, then select **Tabs**.

2. For **Tab stop position**, enter **5.7**.

3. Under **Alignment**, select **Right**.

4. Under **Leader**, select **2**.

5. Select **Set**.

6. Select **OK**.

7. Type name of heading: **TEST**

8. Press **Tab** key.
   - **TEST** .................................................................

9. Type page number.
   - **TEST** ................................................................. 11

10. Type page number.
    - **TEST** .................................................................

11. Repeat steps 7, 8, and 9 until finished.

   Once the tabs are properly set, you can double space text without disturbing the effect.

    **LEFT MARGIN** 1.5 Inches

    **TOP MARGIN** 1.5 Inches in an Appendix.

    **BOTTOM MARGIN** 1 Inch (at least)

    **RIGHT MARGIN** 1 Inch

Formatting the Table of Contents (Microsoft Word, 2007)
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Level Two (Three don’t need as much space as four) ......................... 2
Level Three
Heading (0.5” is easy to read and looks nice) 3

This Chapter and its three sublevels have been given the four left-justified, zero-leader tab settings displayed to the right in addition to the 5.7” right-justified dot leader tab which provides for the page numbers.

Set a tab stop for the word “Page” at 5.7” and right-align it. Do not select a dot leader.
II. THIS CHAPTER HAS FOUR LEVELS OF HEADINGS ........................................4

This is Level One (Tabbed at 0.5” just like above) ........................................5

Level Two (Here the stagger is smaller, 0.25”) ........................................6

Level three, with half an inch more left-side clearance

three in the previous chapter, which is handy when the
heading title is very long ....... 7

This is an
unremarkable level four ....... 8

While you may achieve the stair-step look by formatting tab stops to varying levels, an
easier method to achieve this format is by using the space bar as follows:

Level One: Align with chapter title, and then insert 5 spaces.
Level Two: Align with chapter title, and then insert 10 spaces.
Level Three: Align with chapter title, and then insert 15 spaces.
Level Four: Align with chapter title, and then insert 20 spaces.

Here there are four levels of headings. The tab stops have been staggered at a smaller interval, 0.25,” in order to provide more room for the titles.
TOP MARGIN
1.5 Inches

About 16 single spaces from the top

APPENDIX C

Prospectus Cover Page
TEXAS WOMAN'S UNIVERSITY-GRADUATE SCHOOL
PROSPECTUS COVER SHEET

Department/College/School of

Prospectus for ☐ Dissertation ☐ Thesis

This prospectus proposed by

[Student Name] (ID#) (TWU Secure Email Address)

and entitled: [Title]

This research (Check One)

☐ Involves human subjects or use of animals.
   (Attach IRB or IACUC approval letter and written approval letters from external agencies where data will be collected, if applicable.)

☐ Does not involve either human subjects or use of animals.

Both the student and faculty mentor must provide evidence of completion of all required modules of the Responsible Conduct in Research (RCR) Training in accordance with TWU policy 5.11.

☐ RCR completion certificates for student and faculty mentor are attached.

Research Committee (Original Signatures Required):

Major Professor [Signature] [Date]
[Type Name]

Member [Signature] [Date]
[Type Name]

Member [Signature] [Date]
[Type Name]

Member [Signature] [Date]
[Type Name]

Member [Signature] [Date]
[Type Name]

[if appropriate] [Signature] [Date]
[Type Name]

Chair/Director/Associate Dean [Signature] [Date]
[Type Name]

Dean of College/School [Signature] [Date]
[if appropriate] [Type Name]

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.

For Graduate School Use Only

Original Signatures
Unconditional Admission
Approved Degree Program
Admission to Candidacy
Institution/Agency Approval
Human Subjects Approval
Animal Use Approval
RCR Training Confirmation

Dean Approval: Date:
Letter Sent:

27
APPENDIX D

Levels of Headings:
APA, MLA, Chicago, and AMA
LEVELED OF HEADINGS APA 6

**Heading Level One**

One of the most commonly occurring mistakes when setting up heading levels is that students tend to begin their heading level count from the chapter title and not after it.

**Heading Level Two**

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading.

**Heading level three.** According to the APA manual, regardless of how many headings are in a section, all headings start with the highest level heading.

**Heading level four.** Level four should be indented, have only the first word capitalized, end in a period, be boldfaced and in italics, and start the paragraph.

**Heading level five.** Indented, no bold, italicized, ends with a period, only the first word is capitalized.

**Note:** Chapter numbers and names are not considered a level of heading.
CHAPTER I

LEVELS OF HEADINGS MLA 7TH EDITION

MLA format is different from APA, Chicago and AMA because it does not regulate the style format of heading levels; the only requirement of MLA is consistency.

Many students will follow the heading levels MLA uses in the style manual.

**HEADING LEVEL ONE**

One of the most commonly occurring mistakes when setting up level one headings is that students tend to begin their heading level count from the chapter title and not after it; heading levels begin after the chapter title.

**Level 1 headings should be consistent through the document.**

**Heading Level Two**

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading.

**Level 2 headings should be consistent through the document.**

**Heading level three.** MLA has three levels of headings which are used in the order shown above.

**Level 3 headings should be consistent through the document.**

**LEFT MARGIN**

1.5 Inches

**TOP MARGIN**

1.5 Inches in an Appendix.

**RIGHT MARGIN**

1 Inch

**BOTTOM MARGIN**

1 Inch (at least)
CHAPTER I

LEVELS OF HEADINGS CHICAGO/TURABIAN 7TH EDITION

**Heading Level 1**

One of the most commonly occurring mistakes when setting up level one headings is that students tend to begin their heading level count from the chapter title and not after it; heading levels begin after the chapter title.

**Level 2 headings should be centered, headline style and regular type.**

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading.

**Heading Level 3**

According to the Chicago manual, regardless of how many headings are in a section, all headings start with the highest level heading.

**Level 3 headings should be flush left, headline style, either in italics or boldface type.**

**Heading level 4**

Level 4 headings should be flush left, with only the first word capitalized and no bold or italic type.

**Level 4 headings should be flush left, with only the first word capitalized, and no bold or italic type.**

**Heading level 5**

Level 5 headings start the paragraph and end in a period; only the first word should be capitalized, bold or italicized.

**Level 5 headings start the paragraph and end in a period. Only the first word should be capitalized, bold or italicized.**

**TOP MARGIN**
1.5 Inches in an Appendix.

**RIGHT MARGIN**
1 Inch

**LEFT MARGIN**
1.5 Inches

**BOTTOM MARGIN**
1 Inch (at least)
CHAPTER I

LEVELS OF HEADINGS AMA 10TH EDITION

HEADING LEVEL 1

Level 1 heading should be flush left, all caps, boldface type.

One of the most commonly occurring mistakes when setting up level one headings is that students tend to begin their heading level count from the chapter title and not after it. Heading levels begin after the chapter title.

Heading Level 2

Level 2 headings should be left aligned, headline style, and boldface type.

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading.

Heading level 3

According to the AMA manual, regardless of how many headings are in a section, all headings start with the highest level heading.

Level 3 headings should be indented, end in a period, start the text, bold caps and lowercase.

Heading level 4

Level 4 headings should be flush left, with only the first word capitalized, and italics type.

Level 4 headings should be flush left, with only the first word capitalized, and italic type.
APPENDIX E
Numbering and Bulleting

TOP MARGIN
1.5 Inches

About 16 single spaces from the top

LEFT MARGIN
1.5 Inches

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch
(at least)
Numbering and Bulleting

When using one or more levels of bulleting and/or numbering, make sure that your levels line up consistently from your left margin. Also, make sure that your indentations from number/bullet to text are consistent.

- Use consistent bulleting and numbering styles for each respective level.
- Use the same font and size for listed numbers as for text.
- Justify the list numbers to the right. Also, right-justify the following numbers:
  - Page and chapter numbers in the Table of Contents.
  - Horizontal lists of numbers in Tables (justify as far right as the decimal):

    |   |   |   |
    |---|---|---|
    | 476 | 4.76 |
    | 58  | 5.8  |
    | 1   | .1   |
    | 829 | 82.9 |

- I. CHAPTER 1
- II. CHAPTER 2
- III. CHAPTER 3

Very rarely do students write, read or study in silence; often they find in order to focus they need to have some form of “white noise.” This researcher conducted several interviews with students in an attempt to uncover a possible link between white noise and grades. Different study environments were researched such as:

1. Libraries, where noise is held to a minimum.
2. Coffee shops/ Restaurants.
3. Home environments where the student studied:
   a. In the living/family room with the TV on.
   b. In the kitchen at the kitchen table in silence.
   c. In their bedrooms with music.
      i. Rock music.
      ii. Classical music.
      iii. Rap music.

Different study environments were researched such as:
- Libraries, where noise is held to a minimum.
- Coffee shops/ Restaurants.
- Home environments where the student studied:
  o In the living/family room with the TV on.
  o In the kitchen at the kitchen table in silence.
  o In their bedrooms with music.
    - Rock music.
    - Classical music
    - Rap music
APPENDIX F
Widow and Orphan Control
To set the document so that the page does not end or begin with widowed or orphaned lines, perform the following steps:

1. Select the **Home** ribbon.
2. Click **Paragraph**.
3. Click **Line and Page Breaks**.
4. Select the **Widow/Orphan control** check box.
May 17, 2011

Ms. Jane Pioneer

Dear Ms. Pioneer:


The above referenced study has been reviewed by the TWU Institutional Review Board (IRB) and appears to meet our requirements for the protection of individuals' rights.

If applicable, agency approval letters must be submitted to the IRB upon receipt PRIOR to any data collection at that agency. A copy of the approved consent form with the IRB approval stamp and a copy of the annual/final report are enclosed. Please use the consent form with the most recent approval date stamp when obtaining consent from your participants. The signed consent forms and final report must be filed with the Institutional Review Board at the completion of the study.

This approval is valid one year from May 17, 2011. Any modifications to this study must be submitted for review to the IRB using the Modification Request Form. Additionally, the IRB must be notified immediately of any unanticipated incidents. If you have any questions, please contact the TWU IRB.

Sincerely,

[Signature]

Dr. Kathy DeOrnellas, Chair
Institutional Review Board - Denton

cc.

Graduate School
Sample Publication Release Letter

APPENDIX H

TOP MARGIN
1.5 Inches

About 16 single spaces from the top

LEFT MARGIN
1.5 Inches

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)
Dear Publisher (co-author)

I would like to deposit the full text of the following article in my dissertation (thesis) to meet the graduate requirements at Texas Woman’s University, Denton, Texas.

CHAPTERS SUBMITTED FOR PUBLICATION

A paper

*American Literary Scholarship Journal*, 2007, pp. 120 – 135

Jane Pioneer, MA; Kate Smith, MA; Paul Methodology, Ph.D.; Ruth Johnson, Ph.D.; and Russell Research, Ph.D.

I am contacting you as a publisher (co-author) in order to seek your permission to include this article as a chapter in my dissertation (thesis). The requested permission extends to any future revisions and editions of my dissertation and to the prospective publication of my dissertation (thesis) by ProQuest through its UMI® Dissertation Publishing business. I would be grateful if you could return this letter (email) to me with your permission to use the aforementioned article.

Yours sincerely

Jane Pioneer

Ph.D. Rhetoric Student

Texas Woman’s University
APPENDIX I
AMA Style References
REFERENCES

Chapter I


Chapter II


APPENDIX J

APA Style References

About 16 single spaces from the top

LEFT MARGIN
1.5 Inches

TOP MARGIN
1.5

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)

43
REFERENCES


APPENDIX K

Chicago Style Works Cited

LEFT MARGIN
1.5 Inches

TOP MARGIN
1.5 Inches

About 16 single spaces from the top

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)

45


APPENDIX L
MLA Works Cited

TOP MARGIN
1.5 Inches

LEFT MARGIN
1.5 Inches

About 16 single spaces from the top

RIGHT MARGIN
1 Inch

BOTTOM MARGIN
1 Inch (at least)
WORKS CITED


Each doctoral candidate is required to submit two copies of her/his curriculum vitae (CV). One of the most frequently asked questions from doctoral students concerns the format requirements for the CV. The Graduate School and most departments do not have a set format requirement for their CVs. To aid students in the formatting of their CVs, a sample CV has been provided; and a link to a website has been provided below.

Jane Pioneer
jpioneer@email.com

Education

Ph.D., Rhetoric, Texas Woman’s University, 2010
Concentrations: Rhetoric, Political Rhetoric
Dissertation: FORMATTING NAVIGATOR: FINDING YOUR WAY THROUGH DISSERTATION/THESIS FORMATTING RULES

M.A., English, Texas State College for Women, 2004
Concentrations: Early American Fiction, Political Novels
Thesis: TWAINIAN POLITICS: POLITICS THROUGH THE LENS OF MARK TWAIN

B.A, English, College of Industrial Arts, Denton TX 2000

Experience

Instructor, 2007 – 2010
Texas Woman’s University
Course: Studies in Literary Criticism

Teaching Assistant, 2004 – 2007
Texas State College for Women
Courses: Freshman Composition

Research Skills

- Knowledge of SPSSX, SAS statistical programs, and the Dewey Decimal System.
- Microsoft Office, Internet
- Fluent in French and Spanish

Keep in mind when writing your CV that a copy will be placed in your student file as well as with the copy that will be available through UMI dissertation/thesis database. Therefore, you may wish to limit your personal information such as phone number and address.
Presentations


Publications


Grants and Fellowships

- Academic Competitiveness Grant (College of Industrial Arts), $1300
- Workshop Grant (Texas State College for Women, 2004), $1500

Awards and Honors

- Joyce Thompson Memorial Scholarship, 2008

Additional help with formatting your CV can be found through TWU’s Career Services located in the Human Development Building, Suite 200, as well as Purdue University’s Online Writing Lab: [http://owl.english.purdue.edu/owl/resource/641/01/](http://owl.english.purdue.edu/owl/resource/641/01/).
APPENDIX N

Signature Page
To the Dean of the Graduate School:

I am submitting herewith a thesis/dissertation written by Student Name entitled “Title of Dissertation.” I have examined this thesis/dissertation for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy/Master of Arts/Master of Science with a major in Degree.

________________________________________________________________________
Name of Major Professor, degree., Major Professor

We have read this thesis/dissertation and recommend its acceptance:

________________________________________________________________________
Committee Member Name

________________________________________________________________________
Committee Member Name

________________________________________________________________________
Department Chair/Director/Associate Dean

Accepted:

________________________________________________________________________
Dean of the Graduate School

*The signature page should be signed by all committee members, department chair and will be uploaded as an administrative file.*