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Abstract

The Abstract should be one or two pages. Your abstract begins on Roman numeral page iv.

Biographical Sketch

This page is required and should appear in paragraph form. The Biographical Sketch must be written in the third person. Your first sentence should begin with your full name (appearing exactly as it appears on your Title Page, Signature Page, and Copyright Page). Consult the manual for additional details.

Dedication

This page is optional and appears after your biographical sketch.

Acknowledgments

It is recommended that you include an Acknowledgements page. The acknowledgments should be in paragraph form.

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# CHAPTER 1: Introduction

Welcome to the template for theses and dissertations submitted to North Carolina Agricultural and Technical State University. We hope this template helps you format your document more easily. You may add and subtract text to this template as needed, but please make sure you understand how the headings, table of contents, and so on function before deleting them. This document is formatted to meet the required standards for submission, and it also explains its own functions here in the text. [\*\*\*Note that the heading styles used throughout this template are based on APA 7th edition. Other styles for headings or figure/table captions may be acceptable, so long as you are CONSISTENT throughout the entire document.\*\*\*]

1.1 Sample Level Two Heading and Heading Information

The sample headings have been provided for your benefit. You can copy and paste them as needed. All five heading levels are provided in this template. Many documents will need only two or three heading levels. We recommend that students use a numbering system for headings. This is helpful for keeping the reader (and the writer) oriented.

## 1.2 Another Sample Level Two Heading

If you are numbering your sub-headings, use 1.1, 1.2, etc.to number them. Notice that you should indent the first line of text under each Level 2 and Level 3 heading.

1.2.1 Sample Level Three Heading and Template Information

This template also provides style settings for headings. To create your own headings, first type your heading text in the desired location, and then go to the HOME tab at the top of the page. On the right-hand side of the HOME menu, you will see a number of style options. “Normal” corresponds to text typed throughout your paragraphs, “Heading 1” corresponds to Level One headings, “Heading 2” corresponds to Level Two headings, and so on. So, type in your heading (including appropriate numbering), highlight the heading text, and click on the appropriate Heading Style. Now, when you use UPDATE FIELD on the Table of Contents, your headings and page numbers will be added automatically. If you are unfamiliar with these functions, test them out early in the writing/formatting process so that they become familiar to you. (See section 1.3.1.1.1 below for more information on the UPDATE FIELD function.)

1.2.2 Sample Level Three Heading

Note the way section numbering proceeds in these sample subheadings.

## 1.3 Level Two Heading

1.3.1 Level Three Heading

Here is another example to show the numbering sequence. The next section will cover figures and figure captions.

1.3.1.1 How to Insert a Figure. You may click the INSERT tab at the top of this page and choose the PICTURES option. Once the picture is in the text, be sure to center it. All figures should be centered. Figure captions can be centered as well. To insert a new figure caption, place your cursor one (double-spaced) line below the figure. Choose the REFERENCES tab and select INSERT CAPTION. Click OK. Once the caption is inserted, it is your responsibility to format it consistently (we recommend that you use “Figure #:” in bold with the caption text itself not in bold). You can now return to your LIST OF FIGURES page, right click the text, and select the UPDATE FIELD option. If you update the entire table, your new captions will show up in the List of Figures.



Figure .: An Old, Rusty Ladder.

1.3.1.1.1 A Note on Figure Captions and the UPDATE FIELD Function. Please note: if you add additional text or descriptions to the figure captions, everything you type there will appear on your List of Figures page when you update the field. It is recommended that you describe the figures and tables in detail in the *body* of your text and keep the figure caption straightforward and to the point. The UPDATE FIELD function allows you to automatically update your Table of Contents and Lists of Figures/Tables. To use the UPDATE FIELD function, go to the Table of Contents, List of Figures, or List of Tables. There are two methods: 1) right-click the text of the Table of Contents of List of Figures/Tables (it will become shaded) and click “Update Field” on the pop-up menu; or 2) left-click the text of the Table/List (it will become shaded) and press F9 (this is the “refresh” shortcut key on Windows devices). You can now choose to “Update page numbers only” (this will automatically check the document for changes to page numbers only) or “Update entire table” (use this option if you have added new sections or figures/tables). Now, all of your newly-added captions or section headings should be pulled into the Table of Contents or List of Figures/Tables automatically.

# CHAPTER 2: Literature Review

2.1 Sample Level Two Heading and Information About Inserting Tables

Table captions are placed ABOVE your table. The table itself as well as the table caption can be either flush against the left margin or centered (choose one style and be consistent throughout the document). You can select the INSERT tab at the top of the page and choose TABLE to add a new table in your document. Then, use the INSERT CAPTION option from the REFERENCES ribbon to insert a table number above the table.

Table 2.1: Comparisons of Scores, Numbers of Students, and Results Across Schools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools | Average Score | Number of Students | Results | Total |
| MTR Academy | 7.2 | 156 | 98 | 78 |
| PWD School of Science | 8.7 | 56 | 45 | 17 |
| CFC High School | 5.2 | 356 | 52 | 36 |
| RCP Academy | 6.4 | 421 | 87 | 90 |

For Tables that need to be split across pages, you must split the table at the appropriate place and then **manually** type in a caption on the subsequent page (with the same Table # and *Cont.* as the caption). See pgs. 6-7 below for an example. If you have a very wide table, you may need to place it on a LANDSCAPE page. To add a table in LANDSCAPE orientation, you must first create a section break by clicking PAGE LAYOUT. Under the BREAKS options, insert a Section Break that will start on the Next Page. This creates a new section on the next page that can have different formatting. You can now change the page orientation in the new section using the PAGE LAYOUT tab, and then insert your wider table. You will need to create another section break to go back to standard portrait pages.

2.1.1 Sample Level 3 Heading

Please remember that you should always give context for your figures and tables in the body of the text.



Figure .: Another Image of a Ladder.

You should also have text after your figures and tables that explains the item and provides additional clarifications.

2.1.1.1 Sample Level Four Heading**.** Level four headings should be in bold and indented, with a period after the heading. The paragraph text starts on the same line as the heading. To add a level four heading using Styles, first type your heading number, heading text, and the period after the heading. Then highlight everything **up to (but not including)** the period and choose the Heading 4 Style. This method helps ensure that your paragraph text after the period isn’t accidentally included in the Heading 4 Style.

2.1.1.1.1 Sample Level Five Heading.Level five headings are formatted much like level four headings. The difference is that level five headings are bold AND italicized.

# CHAPTER 3: Methodology

## 3.1 Sample Level Two Heading

Your text starts here on the line below the heading.

### ***3.1.1 Sample Level Three Heading***

Your text starts here on the line below the heading.

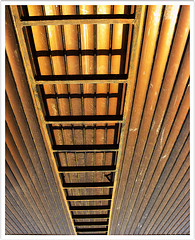


Figure .: The Third Ladder.

Continue to explain the meaning and significance of your figures here in the text, following the image.

3.1.1.1 Sample Level Four Heading. Your paragraph text starts here.

Table 3.1:Age Groups MPH Habits and Traffic Ticket Received.

|  |  |  |
| --- | --- | --- |
| Age Group | Average MPH | Number of Tickets |
| 16-20 | 62 | 104 |
| 20-30 | 74 | 187 |
| 30-40 | 61 | 144 |

**Table 3.1:** Cont.

|  |  |  |
| --- | --- | --- |
| 40-50 | 60 | 132 |

In the event that a table does not fit on one page, you may continue it onto the next page. You must create a break between the rows of your table and insert the table number and the caption “Cont.” before continuing the table. Be sure to type this info in **manually** (if you were to use the INSERT CAPTION function, Word would think you were adding an entirely new table).

Note on Figure/Table numbering: this version of the template lets you number your Figures and Tables by chapter (e.g. Figure 1.1, Figure 1.2, Figure 2.1, etc.). Due to the way we set the document up to allow this, there will be a minor issue in the Table of Contents that you will need to fix before finalizing the document. Whenever you update the entire Table of Contents, you will see unnecessary additional digits and/or spacing added to the left for the chapter heading entries (such as “1 CHAPTER 1”, etc.). When you’ve finalized your document and are ready to save it as a PDF, you will simply need to delete the extra numbers/spacing in the Table of Contents (thus bringing “CHAPTER #” flush against the left margin). Note that these extra numbers/spacing will return each time you update the entire table of contents (hence the need to fix them just prior to saving as a PDF).

3.1.1.1.1 Sample Level Five Heading. Your paragraph text begins here.

# CHAPTER 4: Results and Discussion

4.1 Sample Level Two Heading

4.1.1 Sample Level Three Heading

4.1.1.1 Sample Level Four Heading. Your text beings here.

4.1.1.1.1 Sample Level Five Heading. Your text begins here.

# CHAPTER 5: Conclusion

Your text here.

References

Entries in your References section (as well as your in-text citations) must adhere to an accepted citation style. You may use APA 7th edition, IEEE, MLA, or another citation style appropriate to your field of study. It is NOT acceptable to mix citation styles or make up your own citation style. Information on the requirements of each style for in-text citations and final References entries is readily available online. We also strongly recommend the use of citation software such as RefWorks for managing your citations. Bluford Library offers training on RefWorks and other topics related to research.

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Appendix

Various types of content can be placed in your appendices: code, sample forms, or larger versions of tables and figures. If a figure or table is placed in an Appendix section, it must use a figure or table caption with a letter-number system, such as “Figure A.1” followed by “Figure A.2,” etc. Appendix figures and tables do not necessarily need to be included in the List of Figures or List of Tables.

If you have only one Appendix, simply label it “Appendix.” If you have more than one, label them “Appendix A,” Appendix B,” etc. In most cases, it is appropriate to refer readers to the Appendix or Appendices in the body of the document (e.g. “A copy of Form X is provided in Appendix A”).

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