

READ FIRST:

- This template requires Microsoft Word 2013 for Windows or later.
- The *Thesis Guidelines* outlines all formatting requirements for theses and dissertations.
Read the guidelines before you get started.
- Before making changes to this template, scroll down and read *How to Use This Template* (p. 3).
- Delete this cover sheet after you have read it.

[TITLE OF THESIS IN ALL CAPS (MUST BE SINGLE-SPACED ON THIS PAGE IF IT DOES NOT
FIT ON ONE LINE)]

BY

[YOUR NAME IN ALL CAPS]

THESIS APPROVED:

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BY

[YOUR NAME IN ALL CAPS]

Submitted to the Faculty of the Graduate School of
Eastern Kentucky University
in partial fulfillment of the requirements for the degree of

MASTER OF ARTS

[Year]

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DEDICATION

[This space is reserved for a dedication. Reminder: must not use bold font. If you are not including a dedication, delete this page (see *Deletions and Breaks*, p. 3).]

ACKNOWLEDGEMENTS

[If you are not including acknowledgements, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 3).]

ABSTRACT

[Begin your abstract here. (Required)]

TABLE OF CONTENTS

[The table of contents included in this template (below) is automatically generated by Word based on the paragraph styles built into the template. It allows for three levels: page and chapter titles, text headings, and text subheadings. To use this automatic table of contents effectively, you will need to learn about the use of paragraph styles in Word (see *Font and Styles*, p. 4). To update the table after making changes to the document, click anywhere in the table of contents and press the **F9** key. You may choose to delete the table below and create a new one to replace it. Please consult Word Help to learn about creating a table of contents.]

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[Sample Heading]	1
[Sample Subheading]	1
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[Sample Heading]	2
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LIST OF TABLES

[Begin your list of tables on this page. If your thesis does not include tables, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 2). The list of tables included in this template (below) is automatically generated by Word and will only include captioned tables. To add a caption to a table, first select the table, then select **Insert Caption** from the **References** menu. Add a description to the caption and select the label “Table.” Finally, select a position for the caption (you may cut and paste the caption afterward). To update the list after making changes to the document, click anywhere in the list and press the **F9** key. You may choose to delete the list below and create a new one to replace it. Please consult Word Help to learn about creating a list of tables.]

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LIST OF FIGURES

[Begin your list of figures or illustrations on this page. If your thesis includes neither figures nor illustrations, delete this page, including the page break that follows this paragraph (see *Deletions and Breaks*, p. 2). If your thesis includes illustrations instead of figures, change the title above to “LIST OF ILLUSTRATIONS”. The list included in this template (below) is automatically generated by Word and will only include captioned images. To add a caption to an image, right-click it and select **Insert Caption**. Add a description to the caption and select the appropriate label (“Figure” or “Illustration”). Finally, select a position for the caption (you may cut and paste the caption afterward). To update the list after making changes to the document, click anywhere in the list and press the **F9** key. You may choose to delete the list below and create a new one to replace it. Please consult Word Help to learn about creating a list of figures.]

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[I. Introduction]

[Begin the text of your thesis on this page.]

[Sample Heading]

[Sample Subheading]

[Sample block quotation: Quotations of more than four lines and of two or more sentences should be single-spaced. The same applies to footnotes; if you choose to include footnotes in your thesis, they should be single-spaced regardless of length.]

[II. Research]

[Begin the text of your chapter on this page.]

[Sample Heading]

[Sample Subheading]

How to Use this Template

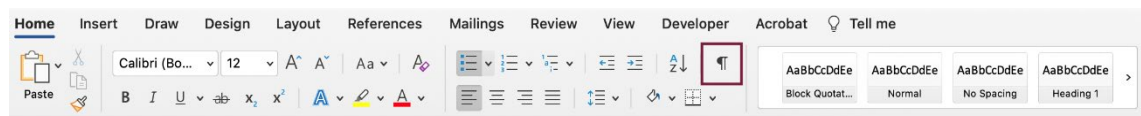
This template is a tool to help you meet the thesis and dissertation formatting guidelines set by Eastern Kentucky University Graduate School. It does require Microsoft Office Word 2007 for Windows.

Here's what you will need to know to get started:

- First be sure to read through the Thesis/Dissertation Formatting Guidelines available online at GradSchool.eku.edu/thesis-guidelines.
- Do not rely on this document to perfect the formatting. **It is your responsibility to correctly format your thesis/dissertation.** Please read the guidelines carefully and use the checklist on the thesis formatting summary.
- Throughout this template there are bracketed and red text to show places where you must enter your information such as thesis title or full name. **Make sure you remove all bracketed information before submitting final version to the Graduate School, and make sure that your font is consistent with the rest of your thesis/dissertation (e.g., this template is in Calibri font, if you choose to use Times New Roman, you will need to change the font in this template to Times New Roman).**
- It is best to start by typing your thesis into page 1. Keep in mind if you copy and paste text you may carry over formatting from another source which may alter the formatting in this document.
- If you experience difficulty using this template or have suggestions for improvement, please email GraduateSchoolETD@eku.edu or call 859.622.1742.
- This version of the Word 2007 template was last updated June, 2023.

Deletions and Breaks

Before deleting any optional page from this template; click on the ¶ icon in the **Home** tab in the **Paragraph** section.



This will show all section and page breaks. There are section breaks built into the template to maintain correct page numbering in the preliminary pages. If you accidentally delete breaks, the numbering may be disrupted. To learn more about breaks; please consult: Word Help.

To return to the familiar Word view when you have finished deleting optional pages; click the ¶ icon again.

Font and Styles

Below is an overview of the default paragraph styles built into this template. You may want to scroll through the template to find examples of where each style is used so you have a better idea of what changes, if any, you would like to make.

Table 1 Overview of Template Paragraph Styles

Style:	Used for:	Default format (may be modified*):
Normal	Regular text	12-pt, widow/orphan control on
Heading 1	Page titles and chapter titles	14-pt, bold, centered, keep with next paragraph
Heading 2	Main headings in text	12-pt, bold, centered, keep with next paragraph
Heading 3	Subheadings in text	12-pt, italic, keep with next paragraph
Chapter	Chapter titles (if desired)	14-pt, bold, left, single-spaced with 12-point space after, ½-pt bottom border, keep with next paragraph
Block Quotation	Quotations of 4+lines and 2+ sentences	12-pt, ½" left indent, left-aligned, single-spaced with 12-point space after
Caption	Captions for tables and figures/illustrations	12-pt, bold, single-spaced

*Modifying the "Normal" style is not recommended.

If you want to use the automatic table of contents included in this template, you must use the Heading styles for your page titles, chapter titles, headings and subheadings as outlined above. By default, the **Heading 1** style applies to both page

titles (such as “Abstract” or “Bibliography”) and chapter titles (such as “Chapter 1: Introduction”). You may prefer to use **Heading 1** for page titles only, and use the distinct **Chapter** style for chapter headings.

Changing the Font Face

If you decide to change the font and/or styles in this template, read the instructions below first. Any changes you make must follow the guidelines in the *Thesis Instruction Packet*. Remember: headings may be 12-point or 14-point, but all other text must be 12- point. (Large tables may use a smaller font, but it must be easy to read.) To avoid disrupting the formatting, it is best to make the font and/or style changes you would like before you do extensive work on the thesis within this template.

- To change the font face used throughout the thesis, select the **Page Layout** menu and select **Fonts** from the **Themes** section.
- Select a new font theme or select **Create New Theme Fonts**. Choose a standard, professionally appropriate font face to use for the body and headings.
- Changing the font can affect spacing, especially on the title, signature and copyright pages. Double-check the thesis carefully after changing the font.

Changing the Heading Styles

- Select an instance of the heading style you want to change—for example, the subheading “Changing the Heading Styles” above—and make your changes. The changes will automatically carry over to all other headings of that style.
- Keep headings double-spaced and do not make them larger than 14-point.
- For advanced style management, use the **Styles** pane within the **Home** menu. Be cautious; extensive style changes may disrupt the template.
- To learn more about styles, please consult Word Help.

Landscaped Items

All page numbers must be positioned in the bottom margin. This applies to all numbered pages, including those in landscape orientation (horizontal). See Figure 1 for orientation visual.

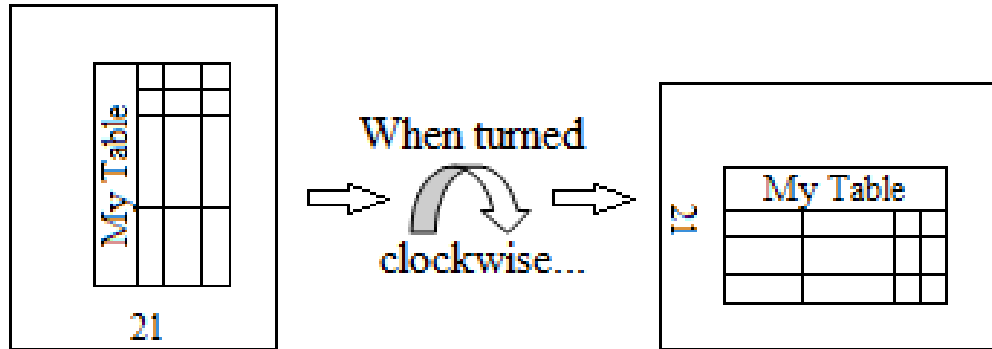


Figure 1 Position for Landscape Oriented Items

- If your thesis contains large tables that need to appear in landscape orientation, you may change the direction of text within a table by selecting the table, then selecting the **Table Tools: Layout** menu, then selecting **Text Direction** (see next page for an example).
- If your thesis contains images that need to appear in landscape orientation, the images should be rotated 90 degrees to the left (counter-clockwise).

Table 2. Example of a Landscape-Oriented Table					
	[Heading]	[Heading]	[Heading]	[Heading]	[Heading]
[Heading]	[...]	[...]	[...]	[...]	[...]
[Heading]	[...]	[...]	[...]	[...]	[...]
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[Heading]	[...]	[...]	[...]	[...]	[...]
[Heading]	[...]	[...]	[...]	[...]	[...]

References

[Begin your bibliography/references on this page.]

APPENDICES

[Appendix A: Appendix Title]

[Separation Page. Delete text after entering Appendix Title.]

[Appendix A: Appendix Title]

[If your thesis includes supplemental information not included in the previous sections, append it here. Create more appendices if necessary. If you are not including an appendix/appendices, delete this page. Reminder: Each appendices must have a separation page before the appendix appears.]

[Appendix B: Appendix Title]

[Separation Page. Delete text after entering Appendix Title.]

[Appendix B: Appendix Title]

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