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ABSTRACT

Prior to your thesis deposit, replace this text with the text of your scientific/ scholarly abstract. The text of this abstract should be double spaced and each new paragraph should be indented.

**This abstract is required for everyone except DMA and MFA students**.

PUBLIC ABSTRACT

Prior to your thesis deposit, replace this text with the text of your public abstract. The text of this abstract should be double spaced and each new paragraph should be indented.

**This abstract is required for all thesis/dissertations.** This abstract may be up to **250 words** and should be written for a non-academic lay audience. In writing your public abstract, avoid jargon and technical language as much as possible.

The ability to communicate research simply and clearly is an important skill. The public abstract helps convey ideas beyond one’s immediate academic circle, facilitating communication with colleagues who do different kinds of work and possess different dimensions of training.

Think of your public abstract as your “elevator pitch” or what you might tell someone who asks, “What is your thesis about?” You may only have a few minutes to explain it to them while keeping their attention and using terminology you are sure they will understand without further lengthy explanation.

Another way to think of your public abstract is like the description you would read on the inside of a book cover.

TABLE OF CONTENTS

If you have used Styles in the thesis (see below), you will be able to generate a Table of Contents automatically. The Table of Contents includes three preset Styles: TOC 1, TOC 2, and TOC 3. TOC 1 corresponds to Heading 1, TOC 2 corresponds to Heading 2, and TOC 3 corresponds to Heading 3. The Table of Contents entries are formatted to ensure you meet the formatting requirements of the Graduate College.

To generate your Table of Contents, make sure that you have applied the Heading 1, Heading 2, and Heading 3 styles in the body of the thesis. Then, go to References, Table of Contents, and select Automatic Table 2. Once you’ve done so, delete the heading at the top of this page. **Or**, simply delete the text preceding the sample Table of Contents on this page. Then, right click anywhere on the sample (or, go to References in the ribbon at the top of the page), go to Update Table, and then choose Update entire table. These steps will replace the sample with the actual content of the thesis. The sample Table of Contents follows:

[LIST OF TABLES ix](#_Toc146280798)

[LIST OF FIGURES x](#_Toc146280799)

[PREFACE xi](#_Toc146280800)

[CHAPTER 1: HEADING 1 AND INFORMATION ON HOW TO FORMAT YOUR MAJOR HEADINGS 1](#_Toc146280801)

[1.1. Heading 2: Use for Your Broadest Subheading Level, Centered, Bold, Title Case 1](#_Toc146280802)

[1.1.1. Heading 3: Use for Your Next Heading Level, Left-aligned, Bold, Title Case 2](#_Toc146280803)

[1.2. Troubleshooting Heading / Subheading Numbering 3](#_Toc146280804)

[1.2.1. If My Numbering Won’t Show Up 3](#_Toc146280805)

[1.2.2. If My Numbering System Is out of Order 3](#_Toc146280806)

[1.3. Information on Tables 3](#_Toc146280807)

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[2.1. You Only Need Text: Word Will Handle the Numbering 6](#_Toc146280810)

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[2.3. Styles and the Navigation Pane 6](#_Toc146280812)

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[3.1. Including a Linked Table of Contents, List of Tables, and List of Figures 7](#_Toc146280814)

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[APPENDIX 10](#_Toc146280818)

# LIST OF TABLES

If you have used the caption Style in your thesis (see below), you will be able to generate a List of Tables automatically. The List of Tables entries are formatted to help you meet the formatting requirements of the Graduate College.

Below is a sample List of Tables. Notice how the entries are single spaced, with a double space between. The text from the captions does not run into the page number column.

[Table 1.1. Student Information to Show How to Caption a Table. Go to References, Insert Caption, and then Choose Table. Add the Caption Text in the Caption Text Box. 4](#_Toc534805287)

[Table 1.2. Once You've Captioned Your Tables, You Are Ready to Generate Your List of Tables. 4](#_Toc534805288)

[Table 1.3. Go to the List of Tables Page, and Then Click Insert Table of Figures in the Ribbon at the Top of the Page. Your List Should Appear. 4](#_Toc534805289)

# LIST OF FIGURES

If you have used the caption Style in your thesis (see below), you will be able to generate a List of Figures automatically. The List entries are formatted to help you meet the formatting requirements of the Graduate College.

Below is a sample List of Figures. Notice how the entries are single spaced, with a double space between. The text from the captions does not run into the page number column.

[Figure 1.1. To generate a caption, go to References in the ribbon at the top of the page, and select Insert Caption. 5](#_Toc85451374)

[Figure 1.2. Choose Figure, and enter your text. 5](#_Toc85451375)

[Figure 1.3. Go to the List of Figures page, and then click Insert Table of Figures in the ribbon at the top of the page. Your list should appear. 5](#_Toc85451376)

PREFACE

This page is OPTIONAL. The Preface should be double spaced and new paragraphs should be indented.

# HEADING 1 AND INFORMATION ON HOW TO FORMAT YOUR MAJOR HEADINGS

Use this template only if you want your 1) chapters and subheadings automatically numbered and / or 2) table and figure captions to include the number of the chapter in which they appear. This template relies on a multilevel list to generate automatic numbering, and it can be difficult to navigate if you are new to using Microsoft Word to format large documents.

Heading 1 is the style you should use for the following headings in your thesis: List of Tables, List of Figures (List of Abbreviations, Schemes, and so on), chapter titles, references, and appendix titles. If you are writing in APA style, note that headings formatted as Heading 1 do not count as an APA heading.

To assign this heading level, type the heading text (fully capitalized), highlight it, and click on Heading 1 in the ribbon at the top of the page. **NOTE:** Because headings are set up using a multilevel list, the word ‘chapter’ and number are built into the heading. This means you only need to include the chapter title’s descriptive text, not the word ‘Chapter’ or the number of the chapter. Once you highlight your chapter’s descriptive title and click on Heading 1, the chapter number will appear.

If you want to change the appearance of Heading 1, do so in the Styles ribbon at the top of the page (right click on Heading 1, and go to Modify). That way, all of your headings will be uniform.

## Heading 2: Use for Your Broadest Subheading Level, Centered, Bold, Title Case

Heading 2 is the first major subheading style. If you are writing in APA style, this heading corresponds to a Level 1 APA heading. To assign this heading level, type the heading text, highlight it, and click on Heading 2 in the ribbon at the top of the page. **NOTE:** Because headings are set up using a multilevel list, the Heading 2 numbering system is built into the Style. This means you only need to include the heading’s descriptive text, not the numbers that precede it. Once you highlight the heading’s descriptive text and click on Heading 2, the correct numbering will appear.

If you want to change the appearance of Heading 2, do so in the Styles ribbon at the top of the page (right click on Heading 2, and go to Modify). That way, all of your headings will be uniform.

### Heading 3: Use for Your Next Heading Level, Left-aligned, Bold, Title Case

Heading 3 is the second major subheading style. If you are writing in APA style, this heading corresponds to a Level 2 APA heading. To assign this heading level, type the heading text, highlight it, and click on Heading 3 in the ribbon at the top of the page. **NOTE:** Because headings are set up using a multilevel list, the Heading 3 numbering system built into the Style. This means you only need to include the heading’s descriptive text, not the numbers that precede it. Once you highlight the heading’s descriptive text and click on Heading 3, the correct numbering will appear.

If you want to change the appearance of Heading 3, do so in the Styles ribbon at the top of the page (right click on Heading 3, and go to Modify). That way, all of your headings will be uniform.

#### Heading 4: This Heading Is Flush Left, Boldface Italic, Title Case

This is an additional heading level, should your thesis require this level of specificity. The instruction above regarding numbering applies here as well.

## Troubleshooting Heading / Subheading Numbering

One of the greatest benefits of using a template with a multilevel list is that it allows Microsoft Word to track the numbering system that organizes your content (no need for manual corrections!). Following is information on how to solve common problems with automatic numbering.

### If My Numbering Won’t Show Up

If you are having trouble getting the heading numbering system to appear, make sure your Heading 1 Style is set. The numbering system for subheadings is built based on this first number, and so if that is not set, there’s no information for Word to pull from.

### If My Numbering System Is out of Order

Word should automatically update the numbering system, should you make additions or delete content. For example, if you add a new subheading before your current subheading 1.2, Word should automatically update the numbering system to reflect the new subheading (1.2 becomes 1.3, for example). If Word doesn’t automatically update subheading numbering, though, there is an easy fix.

1. Use Ctrl + A to select the text of the thesis.
2. Then, right click (or select F9) and select Update Field.
3. Finally, click through all of the updates Word provides. Doing so should reset the numbering system to account for all labeled headings.

## Information on Tables

The caption style that determines the appearance of table and figure captions has been set to automatically include the chapter number in which each table and figure appears. If your captions aren’t including the chapter number, or if the numbering begins at 0, check to make sure the Heading 1 has been set for the chapter in which you table or figure appears.

Table 1.1. Student Information to Show How to Caption a Table. Go to References, Insert Caption, and then Choose Table. Add the Caption Text in the Caption Text Box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

Table 1.2. Once You've Captioned Your Tables, You Are Ready to Generate Your List of Tables.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

Table 1.3. Go to the List of Tables Page, and Then Click Insert Table of Figures in the Ribbon at the Top of the Page. Your List Should Appear.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

## Information on Figures

Figure 1.1. To generate a caption, go to References in the ribbon at the top of the page, and select Insert Caption.

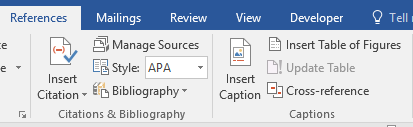


Figure 1.2. Choose Figure, and enter your text.

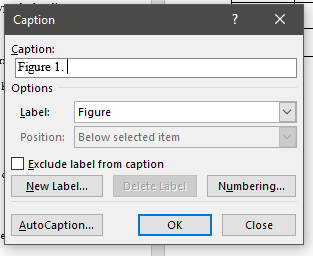
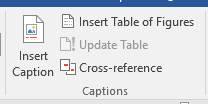


Figure 1.3. Go to the List of Figures page, and then click Insert Table of Figures in the ribbon at the top of the page. Your list should appear.



# REVIEWING HOW STYLES WORK AND ADDITIONAL INFORMATION

This template has a numbering system built into its Styles. This means you don’t need to number your chapter headings or subsequent subheadings: Word will do this for you. When beginning a chapter, for example, simply enter the chapter’s descriptive title (fully capitalized), highlight the text, and then set it as a Heading 1 by clicking on Heading 1 in the Styles ribbon at the top of the page. This Style setting is important because it determines the numbering for subsequent subheadings and for table and figure captions.

## You Only Need Text: Word Will Handle the Numbering

Remember, each heading Style (Heading 1, Heading 2, Heading 3, and so on) has its numbering system built in, and so you don’t need to add numbers to your headings.

## Updating if the Numbers Fall out of Order

If the numbering system doesn’t automatically update to account for additions or deletions, use Crtl + A to select all of the text in the thesis. Then, right click anywhere in the document (or select F9), and go to Update field. Word will then work through updating the fields in the thesis (Table of Contents, Lists, Headings, and so on).

## Styles and the Navigation Pane

The Navigation Pane can be a really useful tool for navigating long documents. Because you’ve formatted your thesis using Styles, Word will use those Styles to generate an outline of you work that allows you to navigate the content easily. To see the Navigation Pane, go to View in the ribbon at the top of the page. Then check the box beside the Navigation Pane option, in Show. A clickable outline of your work will appear on the left side of the screen.

# SOME TIPS FOR DOCUMENT NAVIGATION

Following are just a few guidelines for making your thesis easier for the reader to navigate.

## Including a Linked Table of Contents, List of Tables, and List of Figures

If you have assigned styles in your thesis and used those styles to generate your Table of Contents, your Table of Contents will be hyperlinked. This means the reader can click on any entry in your Table of Contents and automatically move to its location within the thesis. This can save the reader significant time.

Likewise, if you have captioned your tables and figures using Word’s captioning function, your List of Tables / List of Figures will also be linked. If your reader wants to view a specific table, for example, they can click on its entry in the List of Tables and go directly to it without having to scroll to find it.

\*NOTE: If you are unsure about how to assign styles within your thesis, please reach out to Erin Kaufman ([erin-kaufman@uiowa.edu](mailto:erin-kaufman@uiowa.edu)) to schedule an appointment.

## Bookmarking Your Thesis

Bookmarks are links in your PDF that help readers to navigate your thesis easily. Bookmarks appear on the left side of the page, and they function as a linked Table of Contents. You can easily add bookmarks to your PDF when you convert your Word document. Go to Save as Adobe PDF, Options, and then make sure the Create Bookmarks and Convert Word Headings to Bookmarks boxes are checked.

## Adding Metadata to Your Thesis

Metadata is, most basically, information about your document. This includes its title, author, subject, keywords, and the language the document has been written in. While you will include metadata about your thesis when you register on ProQuest, you can also include this information directly in your thesis. Setting the thesis title, and then making sure it displays properly in your PDF, supports discoverability.

In you are working on a PC, you can add metadata to your Word file by going to File > Info > Properties > Advanced Properties. Click the Summary tab and enter your information. Verify that the document language has been set by going to Review > Language > Language Preferences.

Once you’ve converted your Word document to a PDF, check to make sure the information you’ve included in your Word file has transferred to the new file type. Open the PDF, and go to File > Properties > Description. Check the language by clicking on the Advanced tab. Go to the bottom of the window to make sure Language is set under Reading Options.

**One more step:** To ensure accessibility, you will need to make sure the thesis title you’ve set—and not the file name—appears when you open the PDF. Sometimes, when you’ve converted your thesis to PDF, the file name can become jumbled or end up reading as a series of letters and numbers. To make sure the title appears accurately once you open the PDF, go to File > Properties > Initial View. Under Window Options, make sure Show is set at Document Title.

# REFERENCES

The References heading is formatted as a Heading 1. Because the References section should not be numbered as a chapter, the “Chapter x” preceding the heading text has been deleted.

In this section, make sure each entry is formatted consistently, using the same indentation and spacing throughout.

# APPENDIX

The Appendix (A, B, and so on) heading is formatted as a Heading 1. Note that if you include only one Appendix, you do not need to assign it a letter. Because the Appendix section should not be numbered as a chapter, the “Chapter x” preceding the heading text has been deleted.

If you have tables and figures in your appendices, please keep in mind that their captions must include the letter of the appendix in which they appear (Table A.1 in Appendix A, Table B.1 in Appendix B, and so on). To do so, you will need to generate your captions using a caption label that includes the letter (Table A, for example, instead of Table). Please contact Erin Kaufman ([erin-kaufman@uiowa.edu](mailto:erin-kaufman@uiowa.edu)) if you have questions about this or need help.