# DISSERTATION STRUCTURE

**CHAPTER ONE: CHAPTER TITLE**

Formatting Requirements (Heading 2)

Order and Content (Heading 3)

Below you will find the exact pages your thesis/dissertation should include in the exact order they should be in.

Front Matter (Heading 4)

**ALL RIGHTS RESERVED**

For Creative Commons page: (Please include the correct Creative Commons logo that corresponds with the attribution selected on the Creative Commons Website: Creative Commons.com)

Stacy Smith

SOME RIGHTS RESERVED

This work is licensed under a Creative

Commons Attribution-Noncommercial

* Acknowledgments
* Abstract
* Table of Contents
* List of Tables (Required if you have tables)
* List of Figures (Required if you have figures)
* List of Maps (Required if you have maps)
* List of Abbreviations
* List of Symbols (Optional)
* Text – Main body of the document with divisions indicated by appropriate headings and subheadings.
* Back Matter (Heading 3)
* References – Includes every citation you used in its correct format according to the format your discipline uses.
* Appendix or Appendices – Includes extra information that you believe will be beneficial for the reader.
* Page Format (Heading 3)
* We have provided you with a template that provides proper page formatting for you, but it’s still important for you to know how to properly format your paper because sometimes your document does not respond properly to the template.
* Pagination (Heading 4)¶

The appropriate headings must be consistent with the following:

Heading 1 – Centered, all caps, appearing 2 inches from the top and beginning on a new page (NOTE: This heading requires a “Section Break (Next Page)” on the page before in order for 2-inch space to appear correctly)

Heading 2 – Centered, bold and title cased (Title case means that the first letter of each word is capitalized, except for certain small words, such as articles and short prepositions.)

Heading 3 – Left aligned, title cased and underlined.

Heading 4 – Underlined, title cased and indented once.

Heading 5 – Underlined, title cased and indented twice.

Tables should be aligned left. The table must consist of a clear and concise table header, which indicates what the reader should expect in the table and how the reader is to read the table. The content in the table cells can be single-spaced, rather than double-spaced, for readability and clarity.

Every table should have a table caption listed above it. See “Table Captions” below for instructions on what to include in your table captions.

If the table must flow over multiple pages, ensure the table header repeats at the top of each page to indicate clearly to the reader how each column should be read.

Table Captions (Heading 3)

The table caption should be aligned left and bolded, placed above the table to which it refers. All table captions must match the table captions listed in the List of Tables.

The numbering for the table captions can vary. The numbering can be chronological or based on the chapter in which the table is located and the subsequent number of the table in that chapter. For example, the second table in the third chapter of a thesis/dissertation could be numbered as “Table 3.2 Here Is the Example Table Caption.” The table caption should appear on the same page as the table.

As seen below in Table 1.1, this is a basic example of what a table could look like. Some tables can get complicated and big, such as our example table, Table A.1, a couple of pages down. For those bigger tables, you should use a landscape page to properly showcase it.

Table 1.1 An Empty Table as Example

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**REFERENCES**

Author, Imaginary. 2011. This Is an Example Source. Boise: Boise State University Publishing.

Doe, John. 1903. Imaginary Text. London: Red Herring Press.

**APPENDIX A**

Title of Appendix A

Table A.1 Another Table Example

12

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |