iupui gRADUATE oFFICE fORMAT TEMPLATE UPDATED 12/22/22

 delete this and type in or paste your title here

TITLE CENTERED, not bold, ALL IN CAPITAL LETTERS, same font size and line spacing as document, no page number:

Student’s Name as it appears on transcript in One.IU, centered

Submitted to the faculty of the University Graduate School

in partial fulfillment of the requirements

for the degree

 Choose a degree.

in the School of Choose a Program.,

Indiana University

Month and Year degree will be awarded. (Example: “May 2023”)

Accepted by the Graduate Faculty of Indiana University, in partial

fulfillment of the requirements for the degree of Choose a Degree.

Choose Committee Type. Committee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name typed, Degree(s), Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name typed, Degree(s)

PhD Students-add defense date here. Spell it out (i.e., January 5, 2023)

MA/MS students, delete this date part.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name typed, Degree(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name typed, Degree(s)

 (Delete if not needed)

When you submit your thesis/dissertation for a format review, you will also submit a file with the separate, signed acceptance page. The **separate,** **signed acceptance page does not get embedded in your thesis/dissertation.** The acceptance page embedded in your thesis/dissertation is not signed. **(Remove this box before submitting your document.)**

© Click “Today” or any day within the year completed to display the Year (Only Year will show).

Student’s Name [as it appears on the title page, including upper/lower case style]

DEDICATION

Insert Dedications here, use same font type and size, line spacing and alignment used throughout the document. This page is optional.

Title format for the following pages will be centered and match: dedication,

acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.

For PC Users: If you choose to copy and paste material into this template ensure that you utilize the “Merge Formatting” option (Right Click 🡪 Paste Option 🡪 Merge Formatting).

For Mac Users: If you choose to copy and paste material into this template ensure that you utilize the “Unformatted Text” option (Right Click 🡪 Paste Special 🡪 Unformatted Text).

acknowledgement

Insert Acknowledgements here, use same font type and size, line spacing and alignment used throughout the document. This page is optional but recommended.

Title format for the following pages will be centered and match: dedication,

acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.

For PC Users: If you choose to copy and paste material into this template ensure that you utilize the “Merge Formatting” option (Right Click 🡪 Paste Option 🡪 Merge Formatting).

For Mac Users: If you choose to copy and paste material into this template ensure that you utilize the “Unformatted Text” option (Right Click 🡪 Paste Special 🡪 Unformatted Text).

Student’s Name [as it appears on the Title page]

Thesis Title or Dissertation Title [as it appears on the title page, centered. Title case and underlined or all capital letters]

**Unsigned Abstract** requirements for PhD and MA/MS students: Abstract body has a word limit of 350 words. Paragraph layout, indentation, font type and size, line spacing and alignment is the same as what is used throughout the document.

List entire committee as it appears on the acceptance page with committee chair's name/degrees listed first followed by the rest of the committee. No signatures or signature lines. (If you have co-chairs, they will be listed first and second followed by the rest of the committee.)

PhD Students Only: The University Graduate School requires two abstracts from PhD students. The **Signed Abstract Template** can be found on our website at <https://graduate.iupui.edu/theses-dissertations/formatting.html>.

Name typed, Degree(s), Chair

Name typed, Degree(s)

Name typed, Degree(s)

 Name typed, Degree(s)

PC Users: If you choose to copy and paste material into this template ensure that you utilize the “Merge Formatting” option (Right Click 🡪 Paste Option 🡪 Merge Formatting).

Mac Users: If you choose to copy and paste material into this template ensure that you utilize the “Unformatted Text” option (Right Click 🡪 Paste Special 🡪 Unformatted Text).

Table of Contents

[List of Tables](#List_of_Tables) (Must be single spaced or match the spacing of your document) xx

[List of Figures](#Figure) (Delete what is not needed, input correct page numbers) xx

[List of Pictures](#List_of_Pictures) (Copy and Paste if need more) xx

[List of Abbreviations](#Abbreviations) (Make sure that there are no words overhanging into the page number column, you may have to create a line break (by hitting the space bar or

return) to move invading words down to the next line in order to do this) xx

[Chapter One Title](#Ch1) (Do not assign page numbers until you are all done) ##

Level 1 Subheading Name (All titles in the table of contents must match

verbatim the titles of your document) ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Chapter Two Title ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Chapter Three Title ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Chapter Four Title ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Chapter Five Title ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Chapter Six Title ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 1 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Level 2 Subheading Name ##

Appendices ##

Appendix A ##

Appendix B ##

Appendix C ##

References ##

Curriculum Vitae

LIST OF TABLES

Table 1: Title of Table (Must be single spaced or match the spacing of your

document) (All titles in the list of tables must match verbatim the titles of your document) ##

Table 2: Title of Table (Delete what is not needed, input correct page numbers) ##

Table 3: Title of Table (Copy and Paste if need more) ##

Table 4: Title of Table (Make sure that there are no words overhanging into the page number column, you may have to create a line break (by hitting the space bar or

return) to move invading words down to the next line in order to do this) ##

Table 5: Title of Table (Do not assign page numbers until you are all done) ##

Table 6: Title of Table (Don’t use italic or bold in the list) ##

LIST OF FIGURES

Figure 1: Title of Figure (Must be single spaced or match the spacing of your

document) (All titles in the list of figures must match verbatim the titles of your

document) ##

Figure 2: Title of Figure (Delete what is not needed, input correct page numbers) ##

Figure 3: Title of Figure (Copy and Paste if need more) ##

Figure 4: Title of Figure (Make sure that there are no words overhanging into the

page number column, you may have to create a line break (by hitting the space bar

or return) to move invading words down to the next line in order to do this) ##

Figure 5: Title of Figure (Do not assign page numbers until you are all done) ##

Figure 6: Title of Figure (Don’t use italic or bold in the list) ##

LIST OF pictures

Picture 1: Title of Picture (Must be single spaced or match the spacing of your

document) (All titles in the list of pictures must match verbatim the titles of your

document) ##

Picture 2: Title of Picture (Delete what is not needed, input correct page numbers) ##

Picture 3: Title of Picture (Copy and Paste if need more) ##

Picture 4: Title of Picture (Make sure that there are no words overhanging into the

page number column, you may have to create a line break (by hitting the space bar

or return) to move invading words down to the next line in order to do this) ##

Picture 5: Title of Picture (Do not assign page numbers until you are all done) ##

Picture 6: Title of Picture (Don’t use italic or bold in the list) ##

LIST OF Abbreviations

List your abbreviations and their meanings here if needed. If not needed, delete this page.

Single spaced or match the spacing of document.

Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, and list of tables/figures/pictures and or abbreviations.

You may want to keep this page for reference during your writing

(just don’t forget to delete it before submitting your document).

See our website and guides for all formatting requirements, tips, and “how to”

(<https://graduate.iupui.edu/theses-dissertations/formatting.html>

**Some Common Errors to Avoid and to Help Ensure a Smooth Format Review**

If you use footnotes make sure they are the same font type as the rest of the document with a font size of at least 10pt. They need to be at the bottom of the page and single space or match document spacing.

Headings need to be in the same font type and size as the rest of the document and make sure you are consistent in how you do them throughout the paper. How you label tables and figures needs to also be consistent throughout the document. To aid you in the process you may want to format/set up any additional headings you might want using the “Styles” Group found on the “Home” Ribbon. This will allow you to format multiple levels of headings as well as heading for tables and figures as specified by your discipline’s style guide (APA, MLA, Chicago, etc.).

All tables and figures need to be within the margins of the text (left = 1.25", right = 1.25", top = 1", bottom = 1"). If you paste a table or figure in and extends past the margins, click inside the table, go to Table Tools 🡪Layout 🡪 AutoFit 🡪 AutoFit Window.

Hyperlinks and symbols need to be in the same font type and size as the rest of the document and need to be black. This template addresses hyperlinks automatically.

Font size needs to be 11 or 12pt. This template is Times New Roman, 12pt font but you may change it and select another font type, but make sure you change all elements (dropdown menu options, page numbers, text, etc.).

Spacing needs to be 1.5 or double though long quotes need to be single spaced and indented on the left side .5 inches. Address any widow/orphans so that there are no single lines of a paragraph on the top of a page or a new heading starting at the bottom of the page. New chapters need to start on new pages.

If you need any landscape pages, they are found below. We have provided two places for you to utilize our templates allowing you to insert landscape material and go back to portrait text in this template. If you need any additional landscape sections, directions are found in the landscape sections. If you do not require any landscape pages, you will work in the first portrait section and delete the pages you do not use, up to the Curriculum Vitae page.

Directions and the format for your Curriculum Vitae are found at the end of this template. Insert your Curriculum Vitae using the template pages.

Start typing or insert your work here.

Ensure the formatting meets all requirements. Ensure that the font type and size is consistent throughout the document. The material in tables/figures does not necessarily have to match the document’s font size of the document. Font size may be smaller in tables/figures if that fits the student’s need but must still be legible. The legend/descriptor will be the same font as the document text. The font size will be the same as the document or no smaller that 10pt. Line space will match the document or can be single space.

For PC Users: If you choose to copy and paste material into this template ensure that you utilize the “Merge Formatting” option (Right Click 🡪 Paste Option 🡪 Merge Formatting).

For Mac Users: If you choose to copy and paste material into this template ensure that you utilize the “Unformatted Text” option (Right Click 🡪 Paste Special 🡪 Unformatted Text).

Insert Landscape material here (centered).

This template provides two sections of landscape formatted pages however, if you need additional landscape pages follow these instructions. **For PC Users:**

1. Create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
2. Un-Link both the header and footer to previous sections (Click in header to activate Header & Footer tab, click “Link to Previous” to unlink the header from the previous section, repeat for footer by clicking in the footer)
3. Convert page to landscape and ensure your margins are correct (the 1.25" should be on the top now).
4. Place cursor on landscape page and "Insert 🡪 "Page Number" 🡪 select the drop down for page number select "Page Margins" 🡪 choose the location on the page (“Large, Left”), adjust the size and font to match your other page numbers (and document)
5. Rotate text to the proper direction (right click on box and select “Format Shape…” 🡪 click the box icon (Layout & Properties) under Text Options 🡪 under text direction select “Rotate 90°” (note: this text box is considered a header/footer, if you need to change it or selected it, you need to click in the header or footer section to access it, not where the box is actually located).
6. Adjust the text box to fit tightly around the number. Right click on the text box and select “More Layout Options”. Under “Position” adjust the alignment for both the horizontal and vertical position. Under “Horizontal” in “Absolute Position” select “Page” where it says “to the right of” and select .5". Under “Vertical” and “Alignment” select “Center” “relative to” “Margin”.
7. Delete page number at the bottom of the page.
8. After the landscape section, create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
9. Unlink to previous section using directions found in Step 2 and change page to portrait by going to “Layout” 🡪 “Page Setup” (expanded view) 🡪 Select “Portrait” 🡪 Select “Apply to” and click “This Section”

Insert Landscape material here (centered).

This template provides two sections of landscape formatted pages however, if you need additional landscape pages follow these instructions. **For Mac Users:**

1. Create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
2. Un-Link both the header and footer to previous sections (Click in header to activate Header & Footer tab, click “Link to Previous” to unlink the header from the previous section, repeat for footer by clicking in the footer).
3. Convert page to landscape and ensure your margins are correct (the 1.25" should be on the top now).
4. Double click the page number in the footer, in the “Frame” box that pop ups make note of the width and height of the page number box (under “size” selected “Exact” under both width and height – make not of each – this will ensure that your page numbers will align correctly). Once you have done this, delete the page number in the footer.
5. Insert a vertical text box on the left side of the page (exact location does not matter yet). Enter the page number.
6. Right click on the text box and select “More Layout Options”. Under “Size” adjust the size to match the other page number sizes (what you had just made note of in Step 3). Under “Position” adjust the alignment for both the horizontal and vertical position. Under “Horizontal” in “Absolute Position” select “Page” where it says “to the right of” and select .5". Under “Vertical” and “Alignment” select “Center” “relative to” “Margin”.
7. After the landscape section, create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
8. Unlink to previous section in the header and footer then change page back to Portrait.

Insert Landscape material here (centered).

Pages that will be viewed in landscape orientation, if the document were to be bound, should have the page number placed on the page as though the page were in portrait orientation and the content of the page should be placed so it faces the right-hand side of the page (if the page were in portrait orientation). Alter all landscape-oriented pages to accommodate this requirement. The easiest way to do this is to format the page in portrait orientation and then rotate the image/content of the page counterclockwise 90 degrees. Additionally, pages viewed in landscape orientation should have the required margin space observed as though the page were in portrait orientation. Please see the attached sample page for reference.

Continue with portrait text here when you are no longer needing a landscape page.

Insert Landscape material here (centered).

This template provides two sections of landscape formatted pages however, if you need additional landscape pages follow these instructions. **For PC Users:**

1. Create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
2. Un-Link both the header and footer to previous sections (Click in header to activate Header & Footer tab, click “Link to Previous” to unlink the header from the previous section, repeat for footer by clicking in the footer)
3. Convert page to landscape and ensure your margins are correct (the 1.25" should be on the top now).
4. Place cursor on landscape page and "Insert 🡪 "Page Number" 🡪 select the drop down for page number select "Page Margins" 🡪 choose the location on the page (“Large, Left”), adjust the size and font to match your other page numbers (and document)
5. Rotate text to the proper direction (right click on box and select “Format Shape…” 🡪 click the box icon (Layout & Properties) under Text Options 🡪 under text direction select “Rotate 90°” (note: this text box is considered a header/footer, if you need to change it or selected it, you need to click in the header or footer section to access it, not where the box is actually located).
6. Adjust the text box to fit tightly around the number. Right click on the text box and select “More Layout Options”. Under “Position” adjust the alignment for both the horizontal and vertical position. Under “Horizontal” in “Absolute Position” select “Page” where it says “to the right of” and select .5". Under “Vertical” and “Alignment” select “Center” “relative to” “Margin”.
7. Delete page number at the bottom of the page.
8. After the landscape section, create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
9. Unlink to previous section using directions found in Step 2 and change page to portrait by going to “Layout” 🡪 “Page Setup” (expanded view) 🡪 Select “Portrait” 🡪 Select “Apply to” and click “This Section”

Insert Landscape material here (centered).

This template provides two sections of landscape formatted pages however, if you need additional landscape pages follow these instructions. **For Mac Users:**

1. Create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
2. Un-Link both the header and footer to previous sections (Click in header to activate Header & Footer tab, click “Link to Previous” to unlink the header from the previous section, repeat for footer by clicking in the footer).
3. Convert page to landscape and ensure your margins are correct (the 1.25" should be on the top now).
4. Double click the page number in the footer, in the “Frame” box that pop ups make note of the width and height of the page number box (under “size” selected “Exact” under both width and height – make not of each – this will ensure that your page numbers will align correctly). Once you have done this, delete the page number in the footer.
5. Insert a vertical text box on the left side of the page (exact location does not matter yet). Enter the page number.
6. Right click on the text box and select “More Layout Options”. Under “Size” adjust the size to match the other page number sizes (what you had just made note of in Step 3). Under “Position” adjust the alignment for both the horizontal and vertical position. Under “Horizontal” in “Absolute Position” select “Page” where it says “to the right of” and select .5". Under “Vertical” and “Alignment” select “Center” “relative to” “Margin”.
7. After the landscape section, create a new section by going to “Layout 🡪 “Breaks” 🡪 “Next Page”
8. Unlink to previous section in the header and footer then change page back to Portrait.

Insert Landscape material here (centered).

Continue with portrait text here when you are no longer needing a landscape page.

Curriculum Vitae goes here.

Curriculum vitae title will be formatted like the chapter titles of your document. There is no page limit. The curriculum vitae will not be numbered. This CV is not your job search resume. This CV is a summary of what qualified you to write your document.

**Your Name**

* Your name will be the same as it appears on the Title Page.
* Your name may be centered or flush left.
* Your name may be bolded.
* Do Not include personal information (e.g. address, phone, email, citizenship or credentials).

**Education**

* You may list this degree.
* Your degree is an Indiana University degree, earned at Indiana University-Purdue University Indianapolis (or IUPUI)

**(Suggested sections. These can be listed in order of preference.)**

* Honors, Awards, Fellowships Research and Training Experience
* Professional Experience
* Conferences Attended (This may include Presentations, Poster Sessions)
* Publications (May include those that are submitted or in progress)

This is just a listing of some of the things that appear on a curriculum vitae. If in doubt what to include, consult your advisor.

**Congratulations!** Remember to check for consistency throughout your document in terms of font type and size, labels of table and figures, margins, etc. Double check spelling and common formatting issues listed earlier in this template.

Check to ensure you no longer have any template instructional pages or blank pages and that you have deleted any extra or unnecessary titles, sections, etc. found in the template.

Double check that you have utilized all required drop down menus with the appropriate response and deleted the ones you did not need if you are submitting a master’s thesis.

See information about deadlines and submission procedures on our website

<https://graduate.iupui.edu/theses-dissertations/deadlines.html>