



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

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by

YOUR NAME HERE IN ALL CAPS
B.S. University of Central Florida, 2002

A dissertation submitted in partial fulfillment of the requirements
for the degree of Doctor of Philosophy or Education
in the Department of Your Department's Name
in the College of Your College
at the University of Central Florida
Orlando, Florida

Fall Term
20_ _


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ABSTRACT

The abstract is a required essay-style summary of the purposes, methodology, findings or conclusions. It should not contain tables or figures of any kind. It is double-spaced. Carefully consider the content in your ABSTRACT as it will be used to help catalog your ETD in the UCF Libraries catalog.

The heading ABSTRACT should be centered, without punctuation, at the top margin. If more than one page is necessary, continue on the following page. Do not repeat the heading or use the word continued.

The ABSTRACT is also usually the first listing in the PDF bookmarks menu. If you haven't done so already, open the bookmarks logo  in the left margin. You will see a menu of all the headings in the document. Your PDF file should look similar. Bookmarks are obtained by using the Headings styles within your Microsoft Word document. See the Formatting Instruction files at the [Formatting the ETD](#) page for additional information on Heading styles and bookmarks.

Should you choose to include a dedication, it should be centered vertically on the page. If you choose, you may center it horizontally as well, provided that it is no longer than a paragraph. There should be no heading on the dedication page. This is the only major section with no heading. Do not include this page if you do not want a dedication.

ACKNOWLEDGMENTS

The acknowledgments page is optional. If you choose to use it, it should appear after the Abstract, but before the Table of Contents. Remember to spell Acknowledgments as above; “Acknowledgements” (with an “e” after the “g”) is not correct in American English.

The contents within Table of Contents, as well as the List of Figures and List of Tables, should be linked (clickable) directly to their location within the document.

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LIST OF ACRONYMS (or) ABBREVIATIONS

ABBREVIATION Shortened versions of words pronounced by letters (e.g. F.B.I. or S.O.S.)

ACRONYM Formed from initials to make a separate word (e.g. NATO, NASA)

Not every thesis or dissertation will need a LIST OF ACRONYMS or LIST OF ABBREVIATIONS.

Remember to alphabetize the entries in this section.

Note that the page numbers change from lowercase Roman numerals to Arabic numerals after this page.

The first page of your first chapter should always start at “1”

CHAPTER ONE: INTRODUCTION

Chapter and major headings can be formatted using the Heading 1 style in the Microsoft Word styles menu. They are centered and in all caps. Note that Chapter titles should be formatted and positioned exactly the same as frontmatter and other major headings. However, chapters with subtitles may be stacked, single-spaced, rather than appear on one line. Ensure that you use a soft return (shift key + enter key) when breaking headings into two lines; if a hard return (just hitting enter key) is used this will cause your heading to appear as two separate entries in your automatically generated table of contents.

The Introduction presents an overview of the thesis or dissertation material to be discussed. An Introduction is required for all theses and dissertations.

First-level Subheading

First-level subheadings can be centered, underlined and typed in title case (upper case letters for important words; lower case letters for joining words such as “for” “in” “and” etc.), or formatted according to the methods outlined in your discipline’s style manual. In your Microsoft Word styles menu, you will use the Heading 2 for this level.

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uniquely to distinguish the subheading levels from each other. These should be formatted as the Heading 3 style in the Microsoft Word styles menu.

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Fourth-level Subheading

Fourth-level headings look like second-level headings, except that fourth-level headings are left-justified. These would use the Heading 5 style in the Microsoft Word styles menu.

Note that all new chapter headings start on a new page. Try to use page breaks whenever starting a new chapter or when you need a new page. Just hit the Ctrl + Enter keys to get a new page. Do not just hit enter until a new page appears.

CHAPTER TWO: LITERATURE REVIEW

Chapter Two, the Literature Review, usually presents an overview of all literature researched during the course of the thesis or dissertation. Of all chapters in the document, the Literature Review uses sources most frequently, so proper documentation is essential. Other than the inclusion of an Introduction chapter, your chapter names and content may vary depending on your discipline. The chapter names and content used here just provide one example for a thesis or dissertation outline.

Check with your adviser if you aren't sure about what style manual your college uses. Some common reference systems include: APA, MLA, IEEE, Chicago and Turabian. For formatting purposes, UCF requires only that you use a reference style properly and consistently, and that you format reference pages according to ETD standards. When in question, UCF formatting requirements supersede all department and reference style requirements.

First-level Subheading

All subheadings receive the formatting chapter to chapter. First-level subheadings in Chapter Two should look identical to the ones in Chapter One.

Using a chapter numbers is not required, but if you do number your chapters ensure you use a consistent numbering system. For example, either spell out the number (e.g. three) or use a numeral (e.g. 3); don't mix and match.

CHAPTER THREE: METHODOLOGY

Chapter Three, also commonly called “Methodology,” “Research Methods,” or “Research Design and Methodology,” generally presents an overview of the methods used for researching the subject.

Numbering Subheadings

If you choose to number headings and/or subheadings (e.g. 3.1, 3.1.1), do so consistently throughout the document. All appearances of those numbered headings and subheadings, including the Table of Contents and the bookmarks, should feature exactly the same language, numbering and formatting.

Ensure that all of your chapter headings are formatted consistently. For example, if you choose to use a colon in one heading, use it in all.

CHAPTER FOUR: FINDINGS

Chapter Four, also called “Results” or “Data Analysis,” usually provides detailed findings of the research. This chapter is where tables and figures most often appear, so make sure formatting is consistent.

Sample Table

The following sample table is an example of acceptable table formatting. Descriptive titles appear above tables and may appear either on one line or stacked and single-spaced. The table itself may also be single-spaced as necessary.

If at all possible, try to keep tables and/or figures all on one page. If necessary, start the table or figure on a new page, even if this means leaving blank space on the preceding page. If you must split a table over multiple pages, repeat the table headings and continue. It is not necessary to repeat the table title.

Table titles belong above tables. Table content can be single spaced, if desired. Use the same font in your tables and table titles as your body text and don't use a font smaller than 10points.

Table 1
Classroom Checklist for Physical Organization (a sample table)

Physical Components	A	B	<u>Classrooms</u>			F
			C	D	E	
Desk Groupings for Student Interaction	5	3	3	5	3	2
Learning and Resource Centers	3	2	2	3	1	1
Flexibility of Furniture Use	3	4	3	3	2	1
Specific M/G Displays	1	1	3	2	2	2
<u>Total out of 30 points</u>	<u>12</u>	<u>10</u>	<u>11</u>	<u>13</u>	<u>8</u>	<u>6</u>

Degree of Application: 5=High; 4=Medium-High; 3=Medium; 2=Medium-Low; 1=Low
M/G=Multicultural/Global

A, B, C, D, E, and F are the classrooms of Alice, Betty, Carol, Donna, Elaine, and Fran respectively.

Sample Figure

The following is a sample figure with acceptable figure formatting. For figures, be sure you format both the figure and the figure title consistently. This includes placement (centered or left-justified), spacing before and after, line spacing, point size and font.

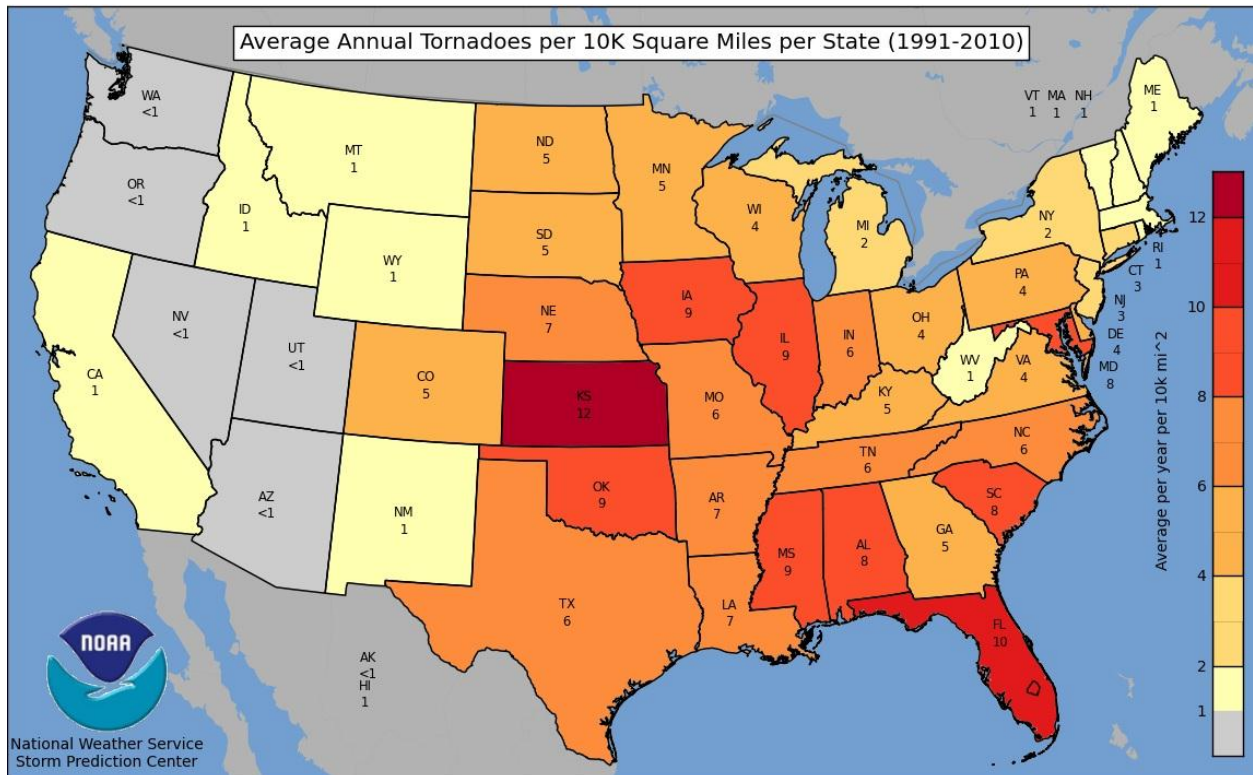


Figure 1: United States map showing average annual tornadoes per 10K square miles per state from years 1991-2010

Source: NOAA National Weather Service Storm Prediction Center
<http://www.spc.noaa.gov/wcm>

Figure titles belong below the figure. Use the same font style for your figure titles as your body font.

Also be sure to include source information beneath figures containing items not created/owned by the author. Full citations should appear in the list of references and copyright permission letter(s) belong in an appendix.

CHAPTER FIVE: CONCLUSION

Chapter Five, also called “Summary,” “Conclusion,” or “Recommendations,” usually presents a conclusion to the research, offers recommendations to the problem investigated, or discusses implications for future studies.

Bookmarks

The PDF bookmarks menu should include all major and chapter headings and at least first-level subheadings EXACTLY as they appear in the document and in the table of contents (TOC). Readers should be able to link to pages within the ETD from all of the bookmarks, the TOC entries, as well as the Lists of Figures and Tables.

Frontmatter entries, like the Abstract, Acknowledgments and the Table of Contents should also appear in the bookmarks, but not in the Table of Contents. The TOC contains only pages that appear after the Table of Contents in the document, usually beginning with the List of Figures. See the Headings and Subheadings formatting file to learn how to create a heading style for the frontmatter entries that can later be excluded from the TOC.

APPENDIX: TITLE OF APPENDIX

This is an appendix buffer page. A buffer page should only contain the appendix title.

- Begin appendix text on the page following the buffer page
- Continue Arabic pagination; do not restart page numbering with an appendix
- Use the same style and format for buffer page headings as you do for other body chapter headings.
- Letter, don't number, appendixes (e.g. APPENDIX A, APPENDIX B, etc.)
- If you have only one appendix, do not letter it at all
- Appendixes should follow the margin and other formatting requirements from the rest of the document
- When possible, do not gather multiple documents into one appendix; make separate appendixes for each supporting file.
- It is best to think of each appendix as a separate document that supports your thesis or dissertation, hence the need for a separate title (buffer) page for each appendix.
- If you have an IRB letter saved in PDF format, you will need to resave the letter as an image file (e.g. JPEG, TIFF) and insert the image on a page following your appendix buffer page. Ensure the image is sized correctly as to not obscure the page number (you can also leave the original page number on the letter, or crop it out).

LIST OF REFERENCES

References appear in the style of your particular reference system. While a hanging indent (as shown here) is preferred, some style guides utilize alternate formatting.

References should be either double-spaced throughout, with no space between entries; or, single-spaced within entries with a double space between. This section should be titled REFERENCES or LIST OF REFERENCES; not bibliography, references cited, or any other name. You may also collect references by chapter, if desired. In this instance, the references heading would become the last first-level subheading of each chapter.

Below find a sample reference with a hanging indent, formatting along APA style.

Allison, A. (2000). Japanese mothers and obentos: The lunch box as ideological state apparatus. In *Permitted and Prohibited Desires: Mothers, Comics, and Censorship in Japan*. Berkeley, CA: University of California Press, pp 81-103.