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TEMPLATE GUIDE

How to Use this Template

This template will guide you through formatting your dissertation for submission to the KSU institutional repository. This template may differ from the style guide approved by your committee (MLA, APA, etc.); where the template differs from the style guide, the template overrides the style guide unless otherwise stated.

In this template, there will be both example text and guidance text. Example text will be in black and is expected to be replaced with the information relevant to your dissertation.

Guidance text will be in red and must be deleted before submission.

Please review the [Submission Guidelines](#) for detailed submission guidelines. This template only addresses formatting of your dissertation.

MAKE SURE to upload the signature page of the Dissertation Defense Outcome Form, found on the [Graduate College webpage](#) with all signatures AS AN ADDITIONAL FILE during submission. Do not submit it as part of the full-text file as it has private information that should not be shared.

Submissions must use [Microsoft Word Styles](#) to ensure accessibility; please follow the previous link to view training materials for using Styles. Styles allow for all types of text to be consistently tagged for assistive technology. The required Style settings for your dissertation are described below. The reason for this requirement is that, as a state school, our web offerings

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must be in line with Department of Justice’s 2024 ruling on Title II of the Americans with Disabilities Act ([Learn more here](#)).

You must be consistent throughout your dissertation. The only EXCEPTIONS to consistently following your style guide are the items outlined below AND the order of pages in the dissertation, which are discussed further in the template.

1. **Body Text:** Times New Roman, 12 pt font, double spaced
 - a. Required for all text that is not otherwise categorized
2. **Title Page:** Please use Heading 1 Style for your Title and Body Text Style for all other Title Page text
 - a. Dissertation Titles and Name of Degree should be all caps.
3. **Heading 1:** Times New Roman, 14 pt font, bold, double spaced
 - a. Required for Chapter Titles
4. **Subtitles Body (Heading 2):** The Subtitles in this manuscript are Times New Roman, 12 pt font, bold, single spaced.
 - a. Subtitles will be formatted according to your writing style guide.
5. *Figure/Table Caption:* Times New Roman, 12 pt font, italicized, single spaced
 - a. This font style is required for all captions, but the captions are placed according to the style guide you are using.
6. **Margins:** 1in margins for all sides of document
 - a. Required for every page of your dissertation
7. All figures MUST have meaningful alternative text (alt-text) provided. Lack of alt-text will result in REJECTION of dissertation by the Graduate College. Guidance for adding alt-text can be found at support.microsoft.com.
 - a. Both Microsoft Word and Adobe Acrobat have the capabilities to test accessibility within a document. It is recommended that you test your document before submission.
 - b. If your figure is too complex to describe, you may want to reconsider including it in your dissertation.

[INSERT TITLE HERE]

By

[Insert your name here]

A Dissertation Submitted in Partial Fulfillment of the Requirements for the Doctoral Degree in

[NAME OF DEGREE]

Dissertation Committee:

[Jane Doe, Title (e.g. Associate Professor), Department Name, Dissertation Chair

[Member 1, Title, Department Name, Committee Member

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[ADD all Committee Members]

Kennesaw State University

[SEMESTER YEAR (example: Spring 2025)]

DEDICATION

This is an example text. This thesis is dedicated to my dear son John Doe. Thank you for providing me with constant inspiration.

The dedication should be single spaced, italicized, and printed in 12 pt. font.

The dedication should be no longer than one page.

This page is optional.

ACKNOWLEDGEMENTS

Indent paragraph. This is a brief paragraph expressing recognition of and appreciation for special professional assistance extended to you by academic personnel, agencies, and institutions. *Acknowledgements may not exceed three pages.*

(Notice: If any part of the thesis/dissertation has been published before, the following two paragraphs should be included without alteration; if you have no previously published material, then delete the two paragraphs).

“This Doctoral Dissertation was produced in accordance with guidelines which permit the inclusion as part of the Doctoral Dissertation the text of an original paper, or papers, submitted for publication. The Doctoral Dissertation must still conform to all other requirements. It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.

It is acceptable for this Doctoral Dissertation to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts, which provide logical bridges between different manuscripts, are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student’s contribution to the work and acknowledging the contribution of the other author(s). The approvals of the Supervising Committee attest to the accuracy of this statement.”

This is the first page with a page number.
It will appear at the bottom center of the page and be a lower-case roman numeral, either iii or iv, depending on if you included the dedication page.

ABSTRACT

Indent paragraph. This should be a concise summary of the entire research project; it states the purpose of the study, delineates the basic method of research, and summarizes the conclusions. It should not exceed **250 words (approximately one and a half pages double spaced)**.

The abstract is meant to give enough information about the document to allow a potential reader to decide whether or not to consult the complete work. The abstract should include important place names and proper nouns because these can be significant key words for electronic retrieval. It should not include graphs, charts, illustrations, tables, or citations. The expected content of an abstract varies among disciplines, but all abstracts can be expected to include the following:

- a statement of the research problem or question
- an indication of the research method(s) used or theoretical orientation taken
- findings or major discoveries made
- conclusions and significance.

Keywords

Use Body Text for text in this section.

At the end of the Abstract should appear a list of keywords. The candidate, as the person most familiar with the research and its significance, selects the terms that help other scholars get access to their work. For example, the following could be used to describe a dissertation entitled "The Other of Grammatology: Lacan, Derrida, Kristeva," which studies the relationship between psychoanalysis, deconstruction, and feminism as they relate to linguistic representations: Psychoanalysis, Deconstruction, Freud, Derrida, Kristeva, Lacan, Feminism, Reference.

TABLE OF CONTENTS

The [Table of Contents \(TOC\)](#) can be inserted automatically because you have used the appropriate styles for section, chapter titles, and for subheadings. In Word, you can check what will appear in the TOC by viewing in “Outline” mode, suppressing body text.

Dedication	iii
Acknowledgements	iv
Abstract	vi
List of Tables	x
List of Figures	viii
Chapter One: Title	1
Chapter Two: Title	3
Chapter Three: Title	15
Chapter Four: Title	21
Chapter Five: Title	29
Appendices	77
References	83
Vita	

There are NO leader dots or page number after the Vita entry.
Chapter titles should appear exactly as they do in your document: Chapter One, Chapter I, Chapter 1, etc.

LIST OF TABLES

Table 1	Title typed here	3
Table 2	Title typed here	5
Table 3	Titles that extend onto more than one line may be either single- or double-spaced and should be indented	8
Table 4	Title typed here	10
Table 5	Title typed here	20
Table 6	Title typed here	42

Tables should be numbered and titled according to your style guide (APA, MLA, etc). The number/title should appear in the List of Tables exactly as it does in your document.

To ensure your tables update automatically in the List of Tables, right click your table and select "Insert Caption." when captioning. Otherwise, the caption may not be associated with the table by the system.

LIST OF FIGURES

Figure 1	Title typed here	3
Figure 2	Title typed here	4
Figure 3	Titles that extend onto more than one line may be either single- or double-spaced and should be indented	8
Figure 4	Title typed here	10
Figure 5	Titled typed here	16
Figure 6	Title typed here	22

Figures should be numbered and titled according to your style guide (APA, MLA, etc). The number/title should appear in the List of Figures exactly as it does in your document.

To ensure your figures update automatically in the List of Figures, right click your figure and select "Insert Caption." when captioning. Otherwise, the caption may not be associated with the table by the system.

CHAPTER ONE: TITLE TYPED HERE

EVERY CHAPTER MUST BEGIN ON A NEW PAGE.

Chapter titles will be bold, all caps, centered.

Your text begins here. Within your text, you will follow your writing style (APA, MLA, etc) for the correct formatting of subtitles, use of indents, and citations. Page numbers will follow our template, regardless of the writing style you are using. **Page numbers must appear in the bottom center of the page. The first page of your text begins on page 1.**

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Subtitle Example

Subheading will be formatted according to your writing style. The subtitle above is an example of one type of acceptable subheading.

Depending on your style guide, subtitles may be centered, left-justified, numbered, lettered, bold, italicized, etc. If you are unsure how to format your subtitles correctly, please refer to the style guide for your writing style or contact your supervising committee. Subtitles should not be larger than size 12 pt. font.

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Table 1: Title (Tables are titled above the table in this document; please place according to your style guide. Number and title your tables according to your style guide. Tables may be left-justified or centered – be consistent with placement.)

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**CHAPTER TWO: THIS IS AN EXAMPLE OF A LONGER TITLE THAT EXTENDS
ONTO MORE THAN ONE LINE. MAKE SURE THAT LONG CHAPTER
TITLES ARE ALSO IN THE INVERTED PYRAMID FORMAT.**

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Figure 1: Title (Figures are titled below the figure in this document; please place according to your style guide.. Number and title your figures according to your style guide. Figures may be left-justified or centered – be consistent with placement. To ensure your figures update automatically in the List of Figures, right click your image and select "Insert Caption.")

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APPENDIX

Appendices are materials that are peripheral but relevant to your document, such as surveys or handouts used in your research, computer code, extra figures or tables, etc. If you are not sure what to include in your appendices or if you need to include an appendix, consult with your supervising committee. If your dissertation research required IRB approval, the IRB approval **MUST BE INCLUDED AS THE FIRST APPENDIX**.

If you have appendices, they will appear after your text and before your References, regardless of which writing style you are using. Appendices should **NOT** appear after the References section.

Appendices headings will use Heading 1 Style. If you have more than one appendix, you may label them alphabetically (such as Appendix A, Appendix B, etc), or numerically (such as Appendix 1, Appendix 2, etc). Check your style guide for the appropriate heading style. Continue to follow your style guide in any appendices you choose to include.

REFERENCES

References should follow the same style guide of your manuscript--APA, MLA, Chicago, etc. References may also be called Works Cited or Bibliography, depending on your style guide.

The References below are an example of one type of correct formatting. Please use the formatting and spacing specified by your style guide for this section.

AASHTO 2004. "AASHTO LRFD Bridge Design Specifications," American Association of State Highway and Transportation Officials, 3rd edition, Washington, D.C.

Aswad, A., and Chen, Y., "Impact of LRFD Specification of Load Distribution of PS Concrete Beams," PCI Journal, V. 39, No., September-October 1994, pp78-89

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Millam, Jason L., Ma, Zhongguo, "Single Lane Live Load Distribution Factor for Decked Precast/Prestressed Concrete Girder Bridges," TRB 2005 Annual Meeting CD-ROM, August 1, 2004.

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"STAAD.Pro" 2004. A program and user's manual published by Research Engineers International a division of new Guru, Inc., Yorba Linda, CA.

Texas Department of Transportation 2001. "Bridge Design Manual," Texas Department of Transportation, December 1, 2001.

Wegmuller, A.W., and Kostem, C.N. (1973). "Finite element analysis of plates and eccentrically stiffened plate." Fritz Engineering Laboratory Report No. 387A.3, Lehigh University.

Zellin, M.A., Kostem, C.N., VanHorn, D.A., and Kulicki, J.M. 1976. "Live Load Distribution Factors for Prestressed Concrete I-Beam Bridges" Fritz Engineering Laboratory Report No. 387.2B, Lehigh University.

Zokaie, T., Osterkamp, T.A., and Imbsen, R.A. 1991. "Distribution of Wheel Loads on Highway Bridges," A report prepared for N.C.H.R.P., Transportation Research Board.

VITA

Jane Doe is from San Antonio, TX. She studied higher education administration and earned both a Bachelor's and Master's degree in Education from The University of Texas at San Antonio. Her future plans include a fellowship at Wyoming University.

Vita Instructions:

- The Vita is *required*.
- Indent the first line of each paragraph.
- The Vita is a short biographical summary. Students typically include information such as where they are from, what they have studied in the past, degrees they have earned, and future endeavors.
- DO NOT include contact information, such as addresses, emails, phone numbers, etc.
- DO NOT include a resume, curriculum vitae, or list of publications
- The Vita should be written in THIRD PERSON, paragraph style.
- The text should be double-spaced.
- The Vita may not exceed one page.
- The Vita does not have a page number.