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Template Guide

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Title: Times New Roman, 16 pt font, Bold, All Caps, double spaced (not used on final submission to IR / Digital Commons)

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**Heading 1**: Times New Roman, 14 pt font, bold, double spaced

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Margins: 1in margins for all sides of document

All figures must have 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](https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669).

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

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The dedication should be no longer than 7-10 lines.

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

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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.”

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It will appear at the bottom center of the page and be a lower-case roman numeral,

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Center the month & year you will graduate (NOT the month of your defense) above the page number on your final page of acknowledgements.

December 2020

# 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 or tables. 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 or Normal style 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](http://office.microsoft.com/en-us/word/hp012253721033.aspx) (TOC) can be inserted automatically here if 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.

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Vita

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Chapter titles should appear exactly as they do in your document: Chapter One, Chapter I, Chapter 1, etc.

# LIST OF TABLES

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Table 3 Titles that extend onto more than one line may be either single- or double-

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Table 6 Title typed here .............................................................................................. 42

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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 professor. Subtitles should not be larger than size 12 pt. font.

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Table 1: Continued (Tables that continue onto the next page need to have a “continued” label above the table (same applies to figures but labels go below the figure)

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# APPENDIX

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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.

If your dissertation required IRB approval, the IRB approval must be included as the first Appendix.

Appendices headings will be bold, all caps, and centered to match your chapter headings.

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 style guide for the appropriate heading style.

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# REFERENCES

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\*\*\*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.\*\*\*

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# 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.
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