OFFICE *of* RESEARCH &
GRADUATE STUDIES

Page Templates With Dissertation Brief Instructions

A 5-chapter set-up is typical for a dissertation, although sometimes a sixth chapter is added, and other formats are possible. The main heading for chapter sections need not include the word "chapter."

Dissertations most often include these five chapter sections:

   1: An introductory section conveying the context of and approach to the problem
   2: A review of the literature
   3: Discussion of methodology
   4: Research Results or Findings
   5: Conclusions, Discussion and Suggestions for Future Research

Dissertations also contain introductory or preliminary pages and end sections, or pages, after the main narrative is concluded.

For purposes of formatting, dissertations are broken into two basic sections, a) Introductory and b) the Narrative Chapter, or Body pages. Formatting requirements for introductory pages differ those of the narrative chapter pages, which are guided by APA conventions, with some exceptions. Detailed descriptions of all pages are contained in the UIW Dissertation Process and Document Guidelines.

Elements of a Dissertation include the following sections:

INTRODUCTORY {
Title Page
Copyright Page
Acknowledgments
Dedication (optional)
Abstract
Table of Contents
List of Tables (if used)
List of Figures (if used)
Preface (optional)

BODY {
Chapter Introductory: Statement of Problem
Chapter Literature Review
Chapter Methodology Discussion
Chapter Findings or Results
Chapter Discussions, Conclusions, Recommendations
Section References
Section Appendices

Outline of Formatting Rules

Margins
1" margins all four sides, all pages.

Page Numbering
Use lowercase Roman numerals (ii, iii, iv, and so on) to number introductory pages, beginning with title page, although do not put a number on the title page. The copyright page is the first page to receive a Roman numeral. At the end of the section of introductory pages, place a section break—next page and restart the page numbering from 1. Use Arabic numbers in the body of the text, beginning with the first page of the first chapter and continuing all the way through to the last page of the appendices.

Location of Page Number
Upper right corner of page.

Typeface
Any easy-to-read office font, 12 pt. (e.g. Times New-Roman, Arial, Garamond). Do not mix fonts; use the same font throughout on all pages; the only exception is for tables and figures.

Page Headers
Make sure page headers and footers are set to 1/2 inch (.5"). The page number is the only text to appear in page header. No text is placed in the page footer.

Running Head
Do not use.

Section Headings
Format section headings within the five chapters following the APA formatting instructions for headings; section headings outside the five chapters—introductory, reference and appendices sections—are simply in title case and do not receive any font treatments.

Detailed descriptions of heading placement and format can be found in the Dissertation Process and Document Guidelines.

Page Templates
Templates for many of the introductory pages are included here in the order they would appear in a manuscript. These are built as Word files on a PC platform. Download and use as you would any template; do not alter the text position or formatting. The text in red after page text shows the recommended type of break to be inserted.

THE TITLE BEGINS ON THIS LINE AND IF THE TITLE IS LONGER THAN ONE LINE,
SUBSEQUENT LINES SHOULD BE ARRANGED TO MAKE
AN INVERTED PYRAMID SHAPE

by

YOUR NAME

A DISSERTATION

Presented to the Faculty of the University of the Incarnate Word
in partial fulfillment of the requirements
for the degree of

DOCTOR OF [PHILOSOPHY] [BUSINESS ADMINISTRATION]

UNIVERSITY OF THE INCARNATE WORD

Month Year

page break

page break

ACKNOWLEDGMENTS

The heading for this page begins 1.75" from top of page, is in all uppercase, and is not bolded. Acknowledgment text begins three single spaced lines below title, indented, and continues until you have acknowledged all the entities you wish to acknowledge. Acknowledgment text after the heading is double line spaced. Remember to number the acknowledgment page or pages. No bold is used anywhere on the acknowledgments page or pages.

Subsequent paragraphs of the acknowledgments are indented. And the spelling—is it acknowledgments or acknowledgements? Which is correct? Either spelling is fine, but choose one spelling and stick with it.

If your acknowledgments are extensive and you use additional pages, place this heading, centered, 1 single line space (1.25") from top margin on all subsequent acknowledgment pages:

Acknowledgments—Continued

and continue your acknowledgments text three single line spaces below heading.

Three single line spaces after the end of the acknowledgments text, whatever page that is on, place your name beginning at center of page and extending toward the right margin. An easy method of placing your name in this position is to insert a tab stop at the 3.25" position.

Your Name

page break

DEDICATION

Some writers wish to create a separate dedication page. Usually, dedications are but a few lines and in most case are contained in a short paragraph that begins with a tab indent. You do not enter your name on this page. In most cases the dedication text appears just like it does on the acknowledgments page, double line spaced, and no bold is used anywhere on the page. The heading for this page begins 1.75" from top of page, is in all uppercase, and is not bolded. This page is numbered.

page break

THE TITLE BEGINS ON THIS LINE AND IF THE TITLE IS LONGER THAN ONE LINE,
SUBSEQUENT LINES SHOULD BE ARRANGED TO MAKE
AN INVERTED PYRAMID SHAPE

Your Name

University of the Incarnate Word, year

Text area begins flush on the left margin and continues in one solid block of text, double line spaced, and follows all APA defined conventions for the abstract. If it is necessary to create more than one paragraph of text, subsequent paragraphs begin indented one tab space from the left margin. The heading (your dissertation title) for this page begins 1.75" from top of page, is in all uppercase, and is not bolded. This page is numbered.

page break

TABLE OF CONTENTS
(centered heading begins 1.75" below top of page)

Table of Contents—Continued (1.25" below top of page)

TITLE [Repeat heading if chapter or appendix divided by page break]

Table of Contents—Continued (1.25" below top of page)

page break

LIST OF TABLES

Center heading 1.75" from top of page. Two spaces below the centered title add column headings "Table" and "Page" on left and right margins, respectively. Table titles shown on this list page must be worded exactly the same as the table titles as they appear accompanying the tables in text, but do not carry over the italics formatting. They are formatted upper and lowercase as shown here. This page is numbered.

Recommended best practice: Place Page Break after all text on this page and at end of TOC, abstract, dedication, acknowledgments, copyright, and title page.

page break

LIST OF FIGURES

Center heading 1.75" from top of page. Two spaces below the centered title add column headings "Figure" and "Page" on left and right margins, respectively. Figure titles shown on this list page must be worded exactly the same as the figure captions as they appear accompanying the figures in text, but do not carry over the lowercase formatting. They are formatted upper and lowercase as shown here. This page is numbered.

Recommended best practice: Place Section Break—Next Page after all text on this page, unless you supply a Preface, in which case break on this page is page break and the Section Break—Next Page is inserted at the end of the preface.

Section break—next page

Name of First Chapter is Entered Here

Format all chapter pages to APA guidelines with exceptions as noted. These exceptions are:

- **Block quotes**. Single space all block quotes, which are quotes of at least 40 words or more than three lines.

- **Table titles**. Single space when more than one line.

- **Figure captions**. Single space when more than one line.

- **Table notes**. Single space when more than one line, but double space between notes.

- **References section**. Single space within reference entries, but double space between entries.

Heading Usage and Format Within the Chapter Pages

Use the headings style as presented in the APA publication manual. Note, however, that while APA format guidelines for headings are detailed specifically for writers of short form articles (papers intended for journal submission) that do not use chapter separations, we adapt those guidelines for the long form dissertation that do require chapter separations. As a result, UIW uses APA headings (see Figure 1) in this way:

- Level one, centered, is used only as a chapter heading. Thus, there will be no more than five or six places where you will use the level one heading. Please do not label your first chapter "Introduction," using that word alone. It is OK to include "Introduction" in the chapter title, as long as it is part of a more descriptive title.

- Level two, aligned left.

- Levels three, four, and five begin indented paragraphs. Note how these heading levels are differentiated. In all cases, when subdividing a section, create at least two subsections.

<div style="border: 1px solid red; padding: 1em;">

Centered, Boldface, Uppercase and Lowercase Headings

Left-aligned, Boldface, Uppercase and Lowercase Heading

    Indented, boldface, lowercase heading with a period. Begin body text after the period.

    Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.

    Indented, italicized, lowercase heading with a period. Begin body text after the period.

</div>

Figure 1. APA levels of heading. From *Publication Manual of the American Psychological Association* (6th ed.) (pp. 62–63), by the American Psychological Association, 2010, Washington DC: Author.

Heading Usage, Table of Contents, and Other Preliminary Lists

    Table of contents. Table of contents include heading levels one and two, and sometimes three. Do not include headings level four and five in the TOC. Note that although you retain the exact wording of each heading when it is brought into the TOC, you must change the formatting. Remove the bolding and, for level one, change the case to all uppercase. (You'll have the best luck if you follow exactly the examples shown in the TOC template.)

    Note the formatting in the TOC of the headings for the major sections outside the chapter pages (list of tables, etc., references)—in the TOC they are formatted all uppercase, the same as chapter level one headings. But, do apply APA heading formatting to section headings outside of the chapter pages. These section headings are centered, presented in title case, but receive no font treatment.

    Other list pages. If you include illustrations in your proposal, these must be identified in prepared lists at the beginning of your document, after the table of contents. If you include only tables, create a list of tables page. If you have figures, you will need a separate list of figures pages. Other list pages can be created as needed (list of photos, list of definitions, etc.).

Regardless, each category of illustration is presented on its own list page. All list pages must have an entry in the TOC. **page break**

Name of Second Chapter is Entered Here

Formatted Level Two Heading

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Formatted level three heading. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Formatted level three heading—subdivisions result in at least two subsections. If you discover you are using only one sub-heading, then you should either seek to include another section with sub-heading, or else revise to eliminate the lone subheading. Lorem ipsum dolor sit

amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Formatted level four heading. As with subdividing a level two section by using level three headings, if you need to subdivide a section designated by a level three heading then you should structure your argument/presentation of evidence so that you create at least two level four headings. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Formatted level four heading—again, when subdividing, you should have at least two subsections indicated by the level four heading. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Formatted level five heading. Instructions for using level five headings are the same as those for headings at levels 2, three, and four. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

page break

Name of Third Chapter is Entered Here

Text.

Heading Level Two.

Heading level three. Paragraph heading.

Heading level four. Paragraph heading.

Heading level five. Paragraph heading.

page break

Name of Fourth Chapter is Entered Here

Text.

Heading Level Two.

Heading level three. Paragraph heading.

Heading level four. Paragraph heading.

Heading level five. Paragraph heading.

page break

Name of Fifth Chapter is Entered Here

Text.

Heading Level Two.

Heading level three. Paragraph heading.

Heading level four. Paragraph heading.

Heading level five. Paragraph heading.

page break

<center>References</center>

→ All citations used in narrative chapters must be entered into the reference list.

→ Each in-text citation must have a corresponding reference entry and each reference entry must have a corresponding in-text citation.

→ Be exact with spacing and formatting of all elements; follow guidelines presented in APA 6th ed., chapters 6 and 7.

→ UIW reference pages use a hanging indent, single line space within entries and double line space between entries. The basic reference entry has four elements: Author. (Date). Title of Work. Publisher information.

Examples:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Frost, N., Nolas, S. M., Brooks-Gordon, B., Esen, C., Holt, A., Mehdizadeh, L., Shinebourne, P. (2010). Pluralism in qualitative research: The impact of different researchers and qualitative approaches on the analysis of qualitative data. *Qualitative Research 10*(4), 441-460.

Patton, M. Q. (2001). *Qualitative research and evaluation methods* (3rd ed.). Thousand Oaks, CA: Sage.

Reference. (n.d.) In *Merriam Webster's online dictionary*. Retrieved from https://www.merriam-webster.com/dictionary/reference

Section break next page

Appendices
(Heading is centered on page top to bottom, side to side.)

Use this Appendices divider page only if you have more than one Appendix. If you are including only one appendix do not use the Appendices divider page and begin your appendix page directly after the final page of references.

Section break next page

Appendix A
Title of Appendix

Each appendix is listed in Table of Contents and formatted in the TOC as level one heading (i.e. all uppercase)

If there is only one appendix, then the title of this page is Appendix (centered) followed by the title of the appendix on the second line.

page break

Appendix B
Title of Appendix

page break

Appendix C
Title of Appendix

page break

Appendix D
Title of Appendix

… and so forth until all appendices are included.