

Graduate College Thesis Template User's Guide

The purpose of this document is to introduce you to the Thesis Template and provide tips for making it simple to add and edit your information into the template. We present screenshots of the template and give you instructions on how to fill out that particular part of the template. This template is intended only as a guide to help you format your thesis correctly before submitting it to the Oklahoma State University Graduate College.

Title Pages

The title pages are comprised of the first two pages of the template. Where applicable, type in your information over the placeholder text in the template.

Type in your information over the placeholder text; be sure to follow the instructions in the placeholder text.

Note: If the placeholder text is in ALL CAPS, type your text in all caps; otherwise, leave it in mixed case.

For this part, you only need to edit the information in the last two lines

Page 1 Placeholder Text:

FULL TITLE HERE IN ALL CAPS IN A FORMAT THAT RESEMBLES THIS LAYOUT HERE SO IT LOOKS LIKE THIS

By
YOUR NAME HERE IN ALL CAPS
Bachelor of Arts/Science in Your Area
Your University Here
City, State
YEAR

Submitted to the Faculty of the
Graduate College of the
Oklahoma State University
in partial fulfillment of
the requirements for
the Degree of
MASTER OF SCIENCE OR ARTS
December/May/July/August, YEAR.

Page 2 Placeholder Text:

FULL TITLE HERE IN ALL CAPS IN A FORMAT THAT RESEMBLES THIS LAYOUT HERE SO IT LOOKS LIKE THIS

Thesis Approved:

Thesis Adviser's Name Here
Thesis Adviser Committee Member Name Here
Committee Member Name Here
Extra line—delete if not needed—right click in this row and select Delete Rows
A. Gordon Emille Dean of the Graduate College

ii

Table of Contents

Now that you have filled out the title pages, it is time to move on to the table of contents. If you know how to auto-generate a table of contents, please feel free to do so. A warning though: auto-generating a table of contents could cause formatting and pagination problems. You should only auto-generate a table of contents if you are well experienced with Microsoft Word and can work with the program to fix any problems that may occur. If you are not very experienced with Microsoft Word, however, this template can serve as your table of contents.

TABLE OF CONTENTS	
Chapter	Page
I INTRODUCTION	1
Section	1
Section	1
Section	1
Section	1
Section	1
Section	1
Section	1
Section	1
II REVIEW OF LITERATURE	
Section	1
Section	1
Section	1
Section	1
Section	11
Section	11
Section	11
Section	11
Section	11
Section	11
Section	11
III METHODOLOGY	
Section	21
Section	21
Section	21
Section	21
Section	21
IV FINDINGS	31
Section	31
Section	31
Section	31
Section	31
Section	31
Section	31
V CONCLUSION	31
Section	31
Section	41
Section	41
Sub Section	41
Sub Section	41
Sub Section	41
Section	41
Section	41
REFERENCES	41
APPENDIX	41

iii

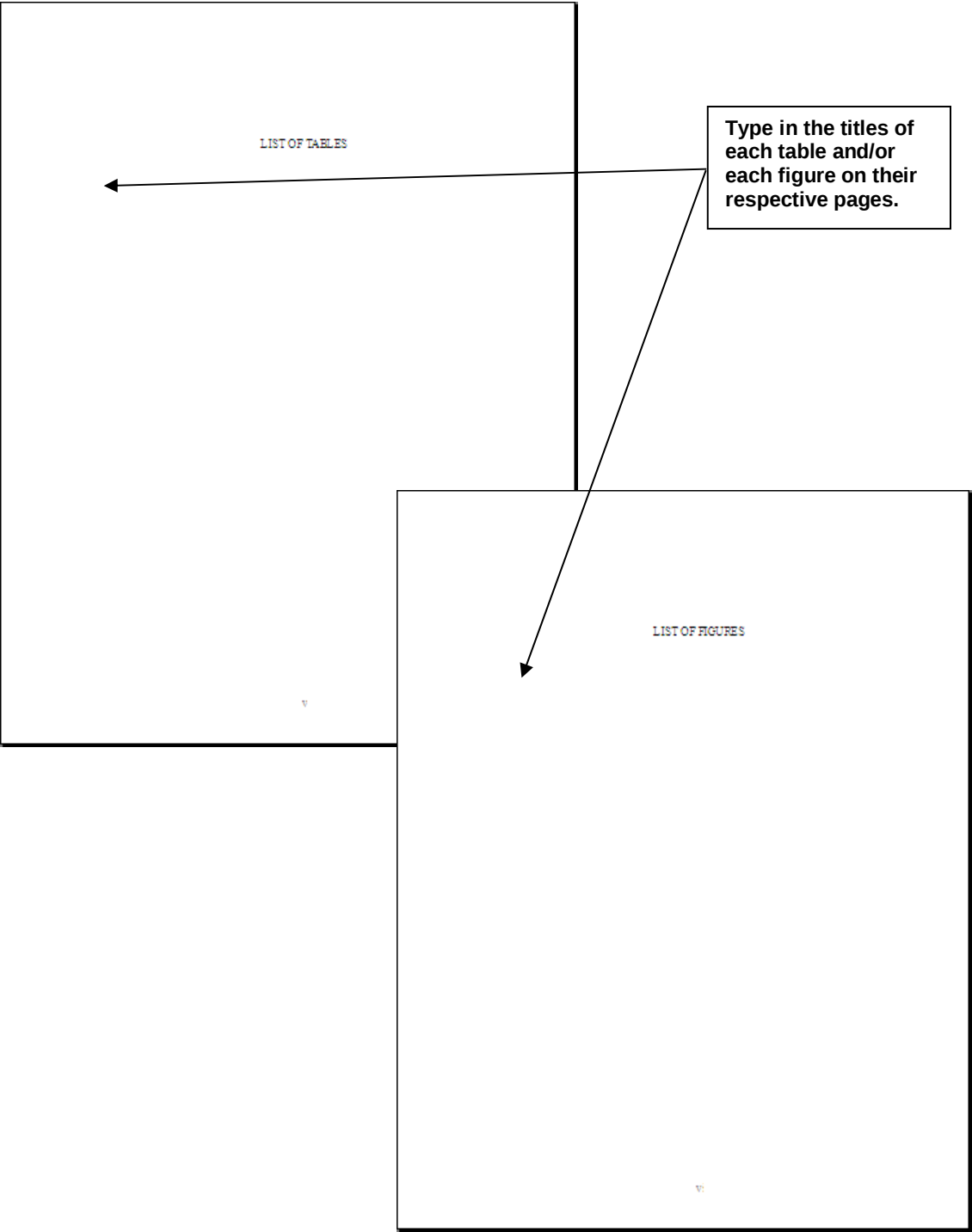
iv

Chapter and Section Titles:
Type over the placeholder text with the titles of the chapters and sections in your thesis.

Page Numbers:
Type over the placeholder text with the correct page number for each section and each chapter.

List of Tables, List of Figures, and So Forth

After the table of contents come the lists pages. These pages can include a list of any tables, a list of any figures and so on. There is no placeholder text on these pages. Type in the titles of each table on the list of tables page; type in the title of each figure on the list of figures page, etc. Be sure to type these in list format.

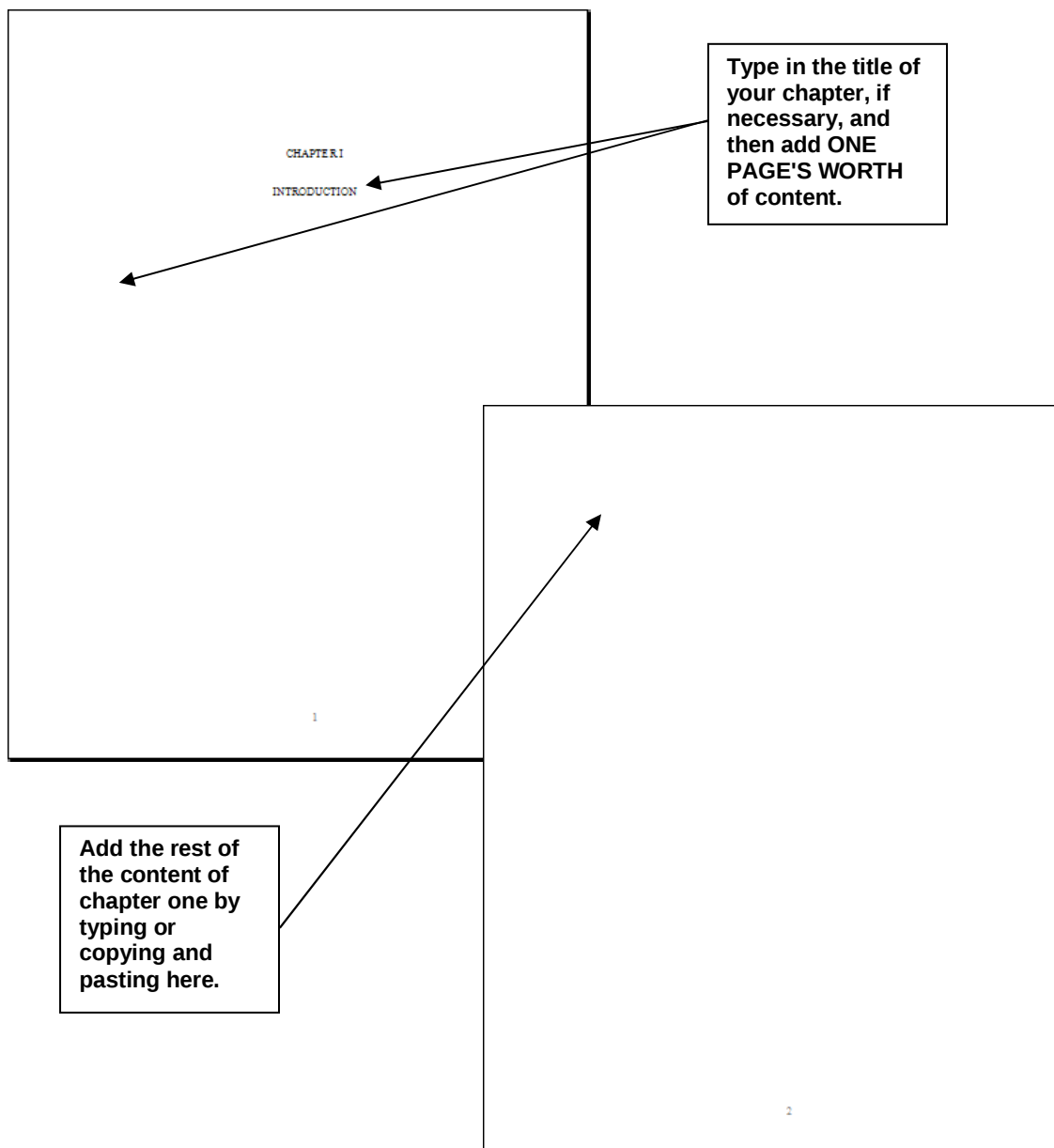


Chapter Title and Body Pages

*Note: Please read the directions in the following paragraph **very** carefully before proceeding.*

These pages are where you type in the title of your chapter and add the body (text, images, etc.) of your thesis. To best preserve the proper formatting and margin alignment, you should do this one chapter at a time. On the title page of the chapter, you can type in the title of your chapter over the placeholder text if necessary. Then, directly under the chapter title, you can begin either typing in or pasting the body of your first chapter. However, on this first page, you should **only** add enough content to fill this first page. If you typed in too much content or pasted in too much content so that it created another page, delete this content on the second page and backspace until you are back on the first page. If you do not do this, the margins may be incorrect on the following pages.

Once you have the correct amount of content on the first page, you can then move your cursor onto page 2 of the template and add the rest of the content of chapter one by either typing or copying and pasting.



Continue the above procedures for each succeeding chapter. Always be sure you only add enough content for **one** page on the title page, then add the rest on the second page of the chapter; doing this will ensure the margins stay correct on the title pages and body pages.

References and Appendix

Follow the same procedures as you did for the chapter title and body pages.

Vita Pages

Finally, on the vita pages, all you need to do is fill in the necessary information. Type over the placeholder text if necessary, or type in the text in the empty fields.