Your Thesis Title Goes Here: Either Single or Double Spaced

by

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degree in Choose an item. in the

Graduate College of

The University of Iowa

Choose an item.

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ABSTRACT

Prior to your thesis deposit, replace this text with the text of your scientific/scholarly abstract. The text of this abstract should be double spaced and each new paragraph should be indented.

**This abstract is required for everyone except DMA and MFA students**.

PUBLIC ABSTRACT

Prior to your thesis deposit, replace this text with the text of your public abstract. The text of this abstract should be double spaced and each new paragraph should be indented.

**This abstract is required for all thesis/dissertations.** This abstract may be up to 250 words and should be written for a non-academic lay audience. In writing your public abstract, avoid jargon and technical language as much as possible.

The ability to communicate research simply and clearly is an important skill. The public abstract helps convey ideas beyond one’s immediate academic circle, facilitating communication with colleagues who do different kinds of work and possess different dimensions of training.

Think of your public abstract as your “elevator pitch” or what you might tell someone who asks, “What is your thesis about?” You may only have a few minutes to explain it to them while keeping their attention and using terminology you are sure they will understand without further lengthy explanation.

Another way to think of your public abstract is like the description you would read on the inside of a book cover.

TABLE OF CONTENTS

 If you have used Styles in the thesis (see below), you will be able to generate a Table of Contents automatically. The Table of Contents includes three preset Styles: TOC 1, TOC 2, and TOC 3. TOC 1 corresponds to Heading 1, TOC 2 corresponds to Heading 2, and TOC 3 corresponds to Heading 3. The Table of Contents entries are formatted to help you meet the formatting requirements of the Graduate College.

To generate your Table of Contents, make sure that you have applied the Heading 1, Heading 2, and Heading 3 styles in the body of the thesis. Then, go to References, Table of Contents, and select Automatic Table 2. Once you’ve done so, delete the heading at the top of this page. A sample Table of Contents follows:

Table of Contents

[LIST OF TABLES viii](#_Toc86145831)

[LIST OF FIGURES ix](#_Toc86145832)

[PREFACE x](#_Toc86145833)

[HEADING 1: INFORMATION ON HOW TO FORMAT YOUR MAJOR HEADINGS 1](#_Toc86145834)

[Heading 2: Use for Your Broadest Subheading Level, Centered, Bold, Title Case 1](#_Toc86145835)

[Heading 3: Use for Your Next Heading Level, Left-aligned, Bold, Title Case 2](#_Toc86145836)

[Information on Tables 2](#_Toc86145837)

[Information on Figures 3](#_Toc86145838)

[REFERENCES 4](#_Toc86145839)

[APPENDIX 5](#_Toc86145840)

# LIST OF TABLES

If you have used the caption Style in your thesis (see below), you will be able to generate a List of Tables automatically. The List of Tables (Table of Figures) entries are formatted to help you meet the formatting requirements of the Graduate College.

Below is a sample List of Tables. Notice how the entries are single spaced, with a double space between. The text from the captions does not run into the page number column.

[Table 1. Student Information to Show How to Caption a Table. Go to References, Insert Caption, and then Choose Table. Add the Caption Text in the Caption Text Box. 2](#_Toc86140860)

[Table 2. Once You've Captioned Your Tables, You Are Ready to Generate Your List of Tables. 2](#_Toc86140861)

[Table 3. Go to the List of Tables Page, and Then Click Insert Table of Figures in the Ribbon at the Top of the Page. Your List Should Appear. 3](#_Toc86140862)

# LIST OF FIGURES

If you have used the caption Style in your thesis (see below), you will be able to generate a List of Figures automatically. The List entries are formatted to help you meet the formatting requirements of the Graduate College.

Below is a sample List of Figures. Notice how the entries are single spaced, with a double space between. The text from the captions does not run into the page number column.

[Figure 1. To generate a caption, go to References in the ribbon at the top of the page, and select Insert Caption. 3](#_Toc86140864)

[Figure 2. Choose Figure, and enter your text. 3](#_Toc86140865)

[Figure 3. Go to the List of Figures page, and then click Insert Table of Figures in the ribbon at the top of the page. Your list should appear. 3](#_Toc86140866)

# PREFACE

This page is OPTIONAL. The Preface should be double spaced and new paragraphs should be indented.

# HEADING 1: INFORMATION ON HOW TO FORMAT YOUR MAJOR HEADINGS

Heading 1 is the style you should use for the following headings in your thesis: List of Tables, List of Figures (List of Abbreviations, Schemes, and so on), Chapter titles, References, and Appendix titles. If you are writing in APA style, note that the titles formatted as Heading 1 do not count as an APA heading.

To assign this heading level, type the heading text (fully capitalized), highlight it, and click on Heading 1 in the ribbon at the top of the page.

If you want to change the appearance of Heading 1, do so in the Styles ribbon at the top of the page (right click on Heading 1, and go to Modify). That way, all of your headings will be uniform.

If you want your headings to automatically number the chapters and sections of each chapter, make an appointment to discuss heading layout.

## Heading 2: Use for Your Broadest Subheading Level, Centered, Bold, Title Case

Heading 2 is the first major subheading style. If you are writing in APA style, this heading corresponds to a Level 1 APA heading. To assign this heading level, type the heading text, highlight it, and click on Heading 2 in the ribbon at the top of the page.

If you want to change the appearance of Heading 2, do so in the Styles ribbon at the top of the page (right click on Heading 2, and go to Modify). That way, all of your headings will be uniform.

### Heading 3: Use for Your Next Heading Level, Left-aligned, Bold, Title Case

Heading 3 is the second major subheading style. If you are writing in APA style, this heading corresponds to a Level 2 APA heading. To assign this heading level, type the heading text, highlight it, and click on Heading 3 in the ribbon at the top of the page.

If you want to change the appearance of Heading 3, do so in the Styles ribbon at the top of the page (right click on Heading 3, and go to Modify). That way, all of your headings will be uniform.

#### Heading 4: This Heading is Left-aligned, Boldface Italics, Title Case

 This is an additional heading level, should your thesis require this level of specificity.

## Information on Tables

Table 1. Student Information to Show How to Caption a Table. Go to References, Insert Caption, and then Choose Table. Add the Caption Text in the Caption Text Box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

Table 2. Once You've Captioned Your Tables, You Are Ready to Generate Your List of Tables.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

Table 3. Go to the List of Tables Page, and Then Click Insert Table of Figures in the Ribbon at the Top of the Page. Your List Should Appear.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Row 1** |  |  |  |  |  |  |
| **Row 2** |  |  |  |  |  |  |

## Information on Figures

Figure . To generate a caption, go to References in the ribbon at the top of the page, and select Insert Caption.



Figure . Choose Figure, and enter your text.



Figure . Go to the List of Figures page, and then click Insert Table of Figures in the ribbon at the top of the page. Your list should appear.



# REFERENCES

The References heading is formatted as a Heading 1. Make sure each entry is formatted consistently, using the same indentation and spacing throughout.

# APPENDIX

The Appendix (A, B, and so on) heading is formatted as a Heading 1. Note that if you include only one Appendix, you do not need to assign it a letter.