[Thesis Title]

by

[your official name]

[last month of the semester you will graduate] 20XX

Presented to the

Division of XXXXX

University of Baltimore

In Partial Fulfillment

of the Requirements for the Degree of

Master of Science [or Doctor of Science]

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name, Thesis Advisor]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name, Committee Member]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name, Committee Member]

Abstract

Insert abstract here. Typically an abstract is 100-150 words; it should not exceed one page. Abstract text must be 1.5 spacing and should normally have no paragraph breaks. Here are some form and style tips: (a) Limit the abstract to one typed page; (b) maintain the scholarly language used throughout the thesis; (c) keep the abstract concise, accurate, and readable; (d) use correct English; (e) ensure each sentence adds value to the reader’s understanding of the research; and (f) use the full name of any acronym used again in the abstract, and include the acronym in parentheses. Do not include references or citations in the abstract. Per APA style, unless at the start of a sentence, use numerals in the abstract, not written out numbers.

Acknowledgments

This is an optional page for acknowledgments. It is a nice place to thank the faculty, family members, and friends who have helped you reach this point in your academic career.

No page number appears on any of the pages up to this point. If you do not wish to include this page, delete the heading and the body text; if a blank page remains, delete the page break above but leave the section break that you see below this text.

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Use this table of contents (TOC) as an example of what one looks like. When it comes time for creating your own TOC, RIGHT CLICK anywhere in the Table of Contents, select UPDATE FIELD, then select UPDATE ENTIRE TABLE or UPDATE PAGE NUMBERS ONLY, and click OK.

The table of contents will be generated using the style tags from the template; you will also be able to automatically update the TOC, both added headings and page numbers.

List of Tables

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When you update the list of tables, the table number and title will come in without a period between them; you will need to manually add that period after all table numbers, as shown for Table 1. In addition, the title will retain the italics from the narrative when the List of Tables is updated. Once your list is finalized, select the entire list and change it all plain type.

List of Figures

Figure 1. Figure caption goes here xx

The List of Figures is not set up to automatically update. If you have figures in your document, type them in manually here, following the example above.

Chapter 1: Chapter Title (Level 0 Heading)

APA Level 1 Heading

Begin text here.

APA Level 2 Heading

Place your text here; when placing your cursor on this text, you will see in the style menu that this paragraph is tagged “Body Text.” That means it will automatically appear 1.5-spaced with the first line indented.

You can find the style menu in Word 2007 by clicking on the Home tab on the standard toolbar; Styles is one of the choices you will see. Click on the arrow icon on the right side of the Styles bar, and the drop-down menu of styles will appear. In Word 2003, look in the upper left corner of your screen, on the formatting toolbar, for the drop-down style menu.

To apply this template’s formatting to the text of your paper, simply highlight the paragraph(s) or heading you want to format, and choose the appropriate tag from the style menu. The list of style tags includes all levels of headings, block quotes, table and figure captions, references, and body text.

**APA level 3 heading**. Text begins here.

***APA level 4 heading***. Text begins here. The following is an example of a block quote:

This is an example of a block quote. Now is the time to do the work that needs to be done. This is an example of a block quote. Now is the time to do the work that needs to be done. This is an example of a block quote. Now is the time to do the work that needs to be done. This is an example of a block quote. Now is the time to do the work that needs to be done. (Author, date, p. #)

If you have any questions, consult the APA style guides on the Langsdale library site, or other APA style guides online.

Chapter 2: Chapter Title

First Heading

Insert text here.

Report the literature in past tense, as in Jones (2003) argued, not Jones (2003) argues.

Here are some additional tips for presenting data in vertical list form.

1. In the body of your paper, use this format when presenting information as a vertical list.
2. When the order of the items in the list is important, use a numbered list. Use a bulleted vertical list when you do not need to indicate a certain order or chronology.

* This is an example of a bulleted list.
* It follows the same format as for a numbered list, with the bullet point indented the same as a paragraph indent.

Chapter 3: Chapter Title

First Heading

Insert text here.

Chapter 4: Chapter Title

First Heading

Insert text here.

This is an example of a table in APA style (see Table 1).

Table 1  
*A Sample Table Showing Correct Formatting*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Column A | Column B | Column C | Column D |
| Row 1 |  |  |  |  |
| Row 2 |  |  |  |  |
| Row 3 |  |  |  |  |
| Row 4 |  |  |  |  |

*Note*. From “Attitudes Toward Dissertation Editors,” by W. Student, 2008, *Journal of Academic Optimism, 98*, p. 11*.* Reprinted with permission.

This is an example of a figure labeled per APA style. Note that the label is placed under the figure itself. As with tables, refer to the figure by number in the narrative text preceding the placement of the figure (see Figure 1).

[place figure here]

*Figure 1.* This is a sample of a figure caption.

Chapter 5: This Chapter Appears in Public Health and Some Psychology Theses

First Heading

Insert text here.

References

Insert References here. Examples of some common types of references follow; see APA 6.22 and Chapter 7 for more details.

These sample entries are tagged with the “APA Reference” style tag, which means the line spacing and hanging indent are automatic. Apply the “APA Reference” style tag to your entries.

Pay special attention to italics, capitalization, and punctuation. The style tag does not govern those aspects of the entry.

*Periodical (journal)*

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, *xx*(x), xxx-xxx.

*Online periodical (journal)*

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, *xx*(x), xxx-xxx. doi:xxxxxx

*Nonperiodical (book)*

Author, A. A. (1994). *Title of work*. City of Publication, ST: Publisher.

*Chapter in a book*

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). City, ST: Publisher.

Appendix A: Title of Appendix

Insert appendix here. Appendices are ordered with letters rather than numbers. If there is only one appendix, the heading has no letter, just Appendix: Title of Appendix.

The appendices must adhere to the same margin specifications as the body of the dissertation. Photocopied or previously printed material may have to be shifted on the page or reduced in size to fit within the area bounded by the margins.

If the only thing in an appendix is one table, the table title serves as the title of the appendix; no label is needed for the table itself. If you have text in addition to a table or tables in an appendix, label the table with the letter of the appendix (e.g., Table A1, Table A2, Table B1, and so on). These tables would be listed in the List of Tables at the end of the Table of Contents.

If you include in an appendix any prepublished materials that are not in the public domain, you must also include permission to do so.