TITLE OF THE THESIS: THE TOP LINE SHOULD BE THE LONGEST

THE MIDDLE ONE IS SECOND LONGEST

AND THE LAST IS SHORTEST

by

STUDENT NAME

FIRST M. LAST, COMMITTEE CHAIR

FIRST M. LAST, COMMITTEE CO-CHAIR (IF APPLICABLE)

FIRST M. LAST

FIRST M. LAST

FIRST M. LAST

(OMIT TITLES AND DEGREES, THE ONLY LABELS ARE CHAIR AND CO-CHAIR)

A DISSERTATION (OR THESIS)

Submitted in partial fulfillment of the requirements

for the degree of [Doctor of Philosophy, Doctor of Education, Master of Arts, Master of Science]

in the Department of [official Department Name]

in the Graduate School of

The University of Alabama

TUSCALOOSA, ALABAMA

[YEAR OF PUBLICATION]

Copyright [Student Name year of degree]

ALL RIGHTS RESERVED

# ABSTRACT

[Insert abstract here, must not exceed 350 words. This page is always the first page of the preliminaries section. It is always the first numbered page, all preliminary pages are formatted with Roman numerals, bottom center of each page in sequence. This page is always ii.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

Keywords*:* [no, more, than, six, keywords/phrases, here]

# 

# DEDICATION

[This section is optional, but if included it is always located immediately after the Abstract.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

# 

# LIST OF ABBREVIATIONS AND SYMBOLS

[This is required where abbreviations and symbols used in your manuscript are NOT self-explanatory. If you use just abbreviations or just symbols the title must appear as it is above, regardless. The below list is formatted within a table. To add more abbreviations and/or symbols select the bottom row (@) then right click, choose “insert”> “Rows below”.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

|  |  |
| --- | --- |
| AFAIK | As far as I know |
| BRB | Be right back |
| tbh | To be honest |
| ty | Thank you |
| @ | at |

# 

# ACKNOWLEDGEMENTS

[This is optional. Include here any acknowledgements or affirmations required in association with any funding support for this research as well as any help or assistance provided by friends, faculty, and colleagues. Be sure the spelling of the header matches what appears in Contents.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

# CONTENTS

[This is always required. If you are not using this template Use the References>Table of Contents function in Word to automate, format, and update your Contents. Entries which are longer than one line should be single spaced.]

[ABSTRACT ii](#_Toc169094719)

[DEDICATION iii](#_Toc169094720)

[LIST OF ABBREVIATIONS AND SYMBOLS iv](#_Toc169094721)

[ACKNOWLEDGEMENTS v](#_Toc169094722)

[LIST OF TABLES viii](#_Toc169094723)

[LIST OF FIGURES ix](#_Toc169094724)

[LIST OF ILLUSTRATIONS/EQUATIONS/OTHER x](#_Toc169094725)

[INTRODUCTION 1](#_Toc169094726)

[Heading 2 1](#_Toc169094727)

[Heading 3 1](#_Toc169094728)

[CHAPTER 1 – DESCRIPTIVE TITLE 2](#_Toc169094729)

[Heading 2 2](#_Toc169094730)

[Heading 3 2](#_Toc169094731)

[CHAPTER 2 – DESCRIPTIVE TITLE 3](#_Toc169094732)

[Heading 2 3](#_Toc169094733)

[Heading 3 3](#_Toc169094734)

[CHAPTER 3 – DESCRIPTIVE TITLE 4](#_Toc169094735)

[Heading 2 4](#_Toc169094736)

[Heading 3 4](#_Toc169094737)

[CHAPTER 4 – DESCRIPTIVE TITLE 5](#_Toc169094738)

[Heading 2 5](#_Toc169094739)

[Heading 3 5](#_Toc169094740)

[REFERENCES 6](#_Toc169094741)

[APPENDIX I DESCRIPTIVE TITLE HERE 7](#_Toc169094742)

[APPENDIX II DESCRIPTIVE TITLE HERE 8](#_Toc169094743)

# LIST OF TABLES

[Include if tables are part of the document. Tables comes immediately after Contents. To insert, after you have included your tables with a linked Caption (see below instructions) click References>Insert Table of Figures and choose the “Table” as the caption figure. Entries should be formatted to match what appears below (ie there should be a leader, it should match exactly what appears in the text, and entries which are longer than one line should be single spaced.)]

[Table 1 Title of the Table. To title it: click the + symbol in the top left corner>right click>Select "Insert Caption">Choose the Label "Table” Title it. 3](#_Toc168995615)

# 

# LIST OF FIGURES

[Include if figures are part of the document. List of Figures comes immediately after List of Tables. To insert, after you have included your figures with a linked Caption (see below instructions) click References>Insert Table of Figures and choose the “Figure” as the caption figure. Entries should be formatted to match what appears below (ie there should be a leader, it should match exactly what appears in the text, and entries which are longer than one line should be single spaced.)]

[Figure 1 This is the Title of the Figure. To title it, I right clicked on the figure and selected “Insert Caption” Using this function to label Figures, Tables, and Equations will allow you to automatically insert a List of Figures, Tables, or Equations. 2](#_Toc168994228)

# 

# LIST OF ILLUSTRATIONS/EQUATIONS/OTHER

[Required only of applicable. Comes immediately after Figures and is styled and formatted to match. Follow the same instruction in List of Tables and Figures but choose the appropriate caption title (Equation, Illustration, ect, ect)]

# INTRODUCTION

## Heading 2

### Heading 3

[Main document starts here. Always restarts numbering from 1, Arabic numerals. Main headings (Heading 1) are mandatory to start out each major section. It is up to you whether or not you need to include subheadings (Heading 2 and Heading 3).

When you click “Home” and the navigation pane shows the box of different types of text (“Normal” “No Spacing” “Heading 1” ect ect). Notice that “Introduction” as a main header is “Heading 1” (you can see this by clicking Introduction and noticing that “Heading 1” is selected). Heading 2 is “Heading 2” and Heading 3 is “Heading 3”. It is important that you make these selections throughout the document as that indicates to Microsoft Word what should be included in Contents. When you add new headings, click the proper tab for them, save your document, navigate to “References” > “Update Table”. This will automatically update your Contents to include your new headings. Do this also, if you are adding text or reformatting in a way which might change the page number of headings.

Note that in this template, there is a one-inch margin, when you end a section navigate to “Layout”>”Breaks”>”Next Page” to get a section break. Then select “Heading 1” for the header of your new section, which will add another inch thus giving you a two-inch top margin for main headers.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

# 

# CHAPTER 1 – DESCRIPTIVE TITLE

## Heading 2

### Heading 3

[Enter text for this chapter or section here. Follow your chosen style guide for protocol for chapter titles (Numbered? Not numbered? Include/do not include word Chapter?). Make sure the entire Title is matched exactly in Contents.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

A white background with black text

Description automatically generated

Figure 1 This is the Title of the Figure. To title it, I right clicked on the figure and selected “Insert Caption” Using this function to label Figures, Tables, and Equations will allow you to automatically insert a List of Figures, Tables, or Equations.

# 

# CHAPTER 2 – DESCRIPTIVE TITLE

## Heading 2

### Heading 3

[Enter text for this chapter or section here. Follow your chosen style guide for protocol for chapter titles (Numbered? Not numbered? Include/do not include word Chapter?). Make sure the entire Title is matched exactly in Contents.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

Table 1 Title of the Table. To title it: click the + symbol in the top left corner>right   
click>Select "Insert Caption">Choose the Label "Table” Title it.

|  |  |  |  |
| --- | --- | --- | --- |
| This | Is | A | Table |
| This | Is | Still | The table |

# CHAPTER 3 – DESCRIPTIVE TITLE

## Heading 2

### Heading 3

[Enter text for this chapter or section here. Follow your chosen style guide for protocol for chapter titles (Numbered? Not numbered? Include/do not include word Chapter?). Make sure the entire Title is matched exactly in Contents.

Where this section runs to more than one page, those after the header page have a one-inch top margin.

# CHAPTER 4 – DESCRIPTIVE TITLE

## Heading 2

### Heading 3

[Enter text for this chapter or section here. Follow your chosen style guide for protocol for chapter titles (Numbered? Not numbered? Include/do not include word Chapter?). Make sure the entire Title is matched exactly in Contents.

Where this section runs to more than one page, those after the header page have a one-inch top margin.]

# 

# REFERENCES

[Enter each reference here, following protocol for disclosure set out in your style guide. This format set up for alpha order by last name, initials, year of publication, title of publication, city of publication. Hanging indent layout. You may also number the references if you are not ordering them alphabetically.]

[Each reference must appear, in whole, on just one page (ie no split references). Additionally any reference that is longer than one line must be single spaced, please maintain double spacing in between entries.]

[URLS should be unlinked so that no blue or underlined text appears.]

[The References section header is a major heading and thus must have a two-inch top margin, be all caps, no bolding or italics]

[Suggest using References – Citations function in Word to ensure consistent formatting and full inclusion of all references.]

[For each type of source – book, journal article, online media – must follow disclosure requirements from your style guide.]

# APPENDIX I DESCRIPTIVE TITLE HERE

[Insert first appendix here. Format with APPENDIX, then number, then title. Start new page for each appendix. These are major section headers and as such should have a two-inch top margin, be all caps, no bold, no italics. The title in Contents should match exactly.]

[Include IRB approval letter here, with blanked or redacted signatures.]

# 

# APPENDIX II DESCRIPTIVE TITLE HERE

[Insert additional appendices here.]

[Remember to insert page break to add additional pages here.]