TYPE THE TITLE OF YOUR THESIS/DOCTORAL PROJECT/DISSERTATION HERE IN ALL CAPS: IT SHOULD APPEAR AT THE TOP OF THE PAGE ON AS FEW LINES AS POSSIBLE

by

Your Name (exactly as it appears on your transcript)

A Choose an item

Submitted to the Division of Graduate Studies
Jackson State University
in partial fulfillment of the requirements
for the degree

Degree (written out)

Month Year

Major Subject: Click or tap here to enter text.

TYPE THE TITLE OF YOUR THESIS/DISSERTATION HERE IN ALL CAPS AS ON THE TITLE PAGE

A Choose an item
by
First M. Last

Approved:

_____
Committee Chairperson
(Advisor's name) Dr. First M. Last

_____
Committee Member
(Committee member's name) Dr. First M. Last

_____
Committee Member
(Committee member's name) Dr. First M. Last

_____
Committee Member
(Committee member's name) Dr. First M. Last

_____
Committee Member
(Committee member's name) Dr. First M. Last

_____
Academic College Dean
(Dean's name) Dr. First M. Last

Month Year

DEDICATION

If you wish to dedicate your manuscript, type your dedication on this page. This page is optional.

Delete if you are not including dedication. Do not insert a page number on this page.

ACKNOWLEDGEMENTS

This thesis is dedicated to everyone who helped along the way. Type your acknowledgements here. This page is counted as page iii but not numbered.

TABLE OF CONTENTS

(This is only an example. Format this page according to the style guidelines used in your discipline.)

LIST OF TABLES

LIST OF FIGURES

ABSTRACT

The text of the abstract begins here and continues, double-spaced, as explained on pages 7–8 of the *Guidelines for Preparing the Doctoral Dissertation*. Do not number the Abstract page(s).

CHAPTER 1: INTRODUCTION

Overview

You have now begun to type the body of text for your thesis or doctoral dissertation. Click on the Show/Hide button ¶ located in the Paragraph tab on the menu. This will display formatting marks such as spaces, paragraph marks, and tabs. Keep the show/hide turned on while working on the document format.

Margins and Page Numbers

Use the following margins throughout the document: left: 1"; right: 1"; top and bottom: 1". Use small Roman numerals for preliminary pages. Number preliminary pages starting with the Table of Contents page, which should be numbered as iii. Number chapters, references and appendices pages continuously, using Arabic numerals. The first page of the first chapter should be 1. Page numbers must be placed at least ¾" from the edge of the page in the footer, centered.

Font, Line Spacing, and Indentation.

Embedded fonts are required. The recommended font type is Times New Roman, size 12 or Arial, size 10. Use double line spacing throughout the document. Avoid additional spaces before and after paragraphs. Some style manuals permit using single space in footnotes, bibliography, quotations as paragraphs, figure and table notes and captions, items in figures and tables, and lists in appendices. Refer to the style required by your department for guidelines on line spacing.

Indent each paragraph 0.5". To indent the first line of a paragraph, put your cursor at the beginning of the paragraph and press the tab key. When you press Enter to start the next paragraph, its first line will be indented.

Subdivisions and Section Headings

Any logical subdivision within chapters is permissible, but the scheme must be consistent throughout the manuscript. Refer to the style manual required by your department for recommendations on a scheme of subdivisions. The subdivisions within a chapter or section should not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and at least two lines of text at the bottom, begin the section on the next page. The subdivisions and headings in this document are only an example.

Document Checklist

Before submitting your dissertation for review to the Division of Graduate Studies, ensure that the format of the document aligns with the requirements listed above and that it is consistent throughout the document. Use the following checklist for your convenience:

- ✓ Margins: left: 1"; right: 1"; top and bottom: 1"

- ✓ Page numbers: Page numbers must be placed at least ¾" from the edge of the page in the footer, centered.

- ✓ Font: Times New Roman, size 12, or Arial, size 10

- ✓ Line spacing: The document is double spaced throughout. Single-space is used only when required by a style manual accepted in your program. No additional spaces are used before and after paragraphs.

- ✓ Indentation: Each paragraph is indented 0.5".

- ✓ Subdivision headings: A logical and consistent scheme is used throughout the document.

- ✓ Tables: All tables follow a consistent format required by the style manual accepted in your program. Each table has a call-out in the text (e.g., See Table 1).

- ✓ Figures: All figures follow a consistent format required by the style manual accepted in your program. Each figure has a call-out in the text (e.g., *See Figure 1* or *as shown in Figure 1*).

- ✓ References: All references are cited according to the style manual required by your program. Capitalization, italics, and punctuation marks are used correctly. Only those sources that are cited in the text are included in References.

- ✓ In-text citations: All references are cited according to the style manual required by your program. In-text citations should match citation in References.

- ✓ Table of Contents, List of Tables, List of Figures: Page numbers should match the actual page numbers of the document.

Best wishes!

REFERENCES

Begin the list of sources on this page. Cite sources according to the documentation style required

by your department.

Most styles require a hanging indent for reference list entries. The first line of each entry is

aligned with the left margin and subsequent lines are indented 0.5" as demonstrated on

this page. To create a hanging indent, begin typing the first entry and then press the

CTRL and T keys simultaneously. This will create a hanging indent for subsequent lines

of the entry.

APPENDICES

Appendix A

Add a Descriptive Title

VITA

(Use the template below or write the vita in a paragraph form. Do not number the page.)

Name: Click or tap here to enter text.

Permanent Address: Click or tap here to enter text.

Degree and Date to Be Conferred: Choose an item., Choose an item.

Place of Birth: Click or tap here to enter text.

Colleges Attended:

Click or tap here to enter text.   Choose an item., Choose an item.

Click or tap here to enter text.   Choose an item., Choose an item.

Click or tap here to enter text.   Choose an item., Choose an item.

Major: Click or tap here to enter text.

Honors: Click or tap here to enter text.

Positions Held:

Click or tap here to enter text.–Click or tap here to enter text.   Click or tap here to enter text.

Click or tap here to enter text.–Click or tap here to enter text.   Click or tap here to enter text.

Click or tap here to enter text.–Click or tap here to enter text.   Click or tap here to enter text.