YOUR SUPER AWESOME TITLE GOES HERE

by

SOON-TO-BE MICROSOFT WORD PRO

© 2019

Your Full Name

All Rights Reserved

Abstract

Abstract is supposed to be a short description of your work. No references, equations, or Figures go here. It should be one page maximum (250 to 350 words). It must be double spaced since the library puts it on microfilm.

Acknowledgements

This is where you should thank your advisors, professors, and everyone who helped you along the way. Further, you should acknowledge any and all funding sources.

For professional courtesy, you should thank the members of your committee.

Finally, thanking family members or someone important to you is okay as well.

1. Introduction

1.1. THIS IS A SUBSECTION

This is where the thesis really begins. The most important thing to remember is that first person (I, We, our, my, etc.) should not to be used in formal writings. This is a sentence to take up space and look like text. In fact, this text and ALL text within the body of the T/D uses the STYLE Body Text, usually found on the toolbar next to the font type or, alternatively, in the Format menu under Style…. All headings, text, figure titles, and table titles have been mapped to the STYLE formats and should be used throughout your T/D in order for the Table of Contents, List of Figures, …etc to function correctly.

1.1.1. How to Use the STYLE Formats. Note that this is a second level subsection heading and is indented ½” over from the left hand margin, and it’s text is NOT all capital letters while the paragraph text begins immediately after the heading. Also note that because of the way Word handles styles, this subsection heading has to be doctored a little. The entire first line is Heading 3 style, but only the title is bold. How do you do that? Go ahead and put 2 spaces after the period, and begin typing the first line of your body. Then, once you get to the second line, highlight from the first space following the period to the end of the first line (level above), and turn off the bold and underline properties. Once those are off, you then have to give a carriage return, and you should then be automatically placed into the Body Text style. Note that you must be careful when using these carriage returns and be prepared to doctor it up. “But wait a minute, the next line becomes tabbed over!” To get rid of this, just backspace it out. The STYLE to use for headings and titles are as follows:

1.1.2. How to Use the Table of Contents. The TABLE OF CONTENTS, LISTOF FIGURES, LIST OF TABLES, and NOMENCLATURE all work in a similar manner. The table of contents (TOC) is automatically generated and uses the styles mentioned above. They are already linked together, so once you get your T/D up and running, all you have to do is right click in the TOC and click Update Fields (and Update Entire Table if prompted) and Word then searches out the styles Heading 0, 1, 2, …etc. However, note that for Sections that use Heading 3 and beyond, you may have to modify the entry in the TOC to exclude the rest of the first line.

The LIST OF FIGURES (LOF) and LIST OF TABLES (LOT) work in a similar manner, except they use the styles Figure Title and Table Title, respectively. Again, to update these, you will have to right click the table and click Update Field. Also, because the title of Figures and tables usually begin with Figure and Table, you will again have to update the entry in the table to remove these words to avoid the repetition. If you leave the word Figure or Table for each one, your T/D will come back from the Dean’s office with a note for you to remove these!!

1.1.3. Formatting Figures. Figures should be formatted as one below with plenty of space above and below the actual Figure (three 1.5 space carriage returns, or, to be more accurate, four single spaces). The title should be below the Figure and be designated with Figure x.y. where x is the main Section number it is in and y is the number of the Figure in that Section. For example, first Section could have Figures 1.1, 1.2, and 1.3. Then, Section 2 could have 2.1, 2.2, 2.3, and 2.4. Refer to Figures like this: Figure 1.1 illustrates a classic four-bar linkage where R1 is the ground link.

1.2. This is another subsection

All other tables, such as for the NOMENCLATURE (NOM) are updated the same way. However, to get a symbol to be added to the NOM, you must add a Field before the symbol. For example, suppose you wanted the symbol  to be added to the NOM. You would have to move your cursor immediately before the symbol (between the l and the beta for this example), go to the Insert menu, and click Field. Then, in the Field Names box, scroll down to TC and select TC, select Options, type in the text window in quotes the description for your symbol, and follow that with a /f NOM. Thus,  will be defined as follows: