THESIS & DISSERTATION

FORMATTING GUIDELINES HANDBOOK

Revised March 2026

GENERAL POLICIES AND REGULATIONS

Student Integrity

Conferral of a degree implies personal integrity and the ability to perform within the framework of scholarly methods. Three areas in which graduate students should be particularly cautious are the following:

- Proper acknowledgment of cited works as outlined in discipline-specific style guides to prevent unintentional acts of plagiarism.

- Use of copyrighted material. See the Copyright Law of the United States

- Proper reporting of work subject to federal compliance regulations (e.g., use of human subjects). See the UWG Institutional Review Board (IRB) FAQ website

It is the guiding principle of the University of West Georgia to maintain the highest standards of research and scholarship integrity regardless of the source of funding for that research or scholarship, or the type of research or scholarship being conducted. The University of West Georgia complies with guidance issued by the federal Office of Research Integrity by promoting ethical conduct in academic research and scholarship and all aspects of the research enterprise (Graduate Catalog – Responsible Conduct of Research).

ADA Compliance

Students are responsible for ensuring that their thesis or dissertation meets ADA accessibility standards before submission. Theses and dissertations should be reviewed using the built-in Accessibility Checker in Microsoft Word, and final PDF versions should be evaluated using Adobe Acrobat's accessibility tools. These checks help confirm that elements such as headings, alt text for images, table structure, and reading order are properly formatted to support access for individuals using assistive technologies.

1. In Word, access the "Review" tab and click on "Check Accessibility"
2. Correct any errors and ensure that the following items have alt text
   a. Photos/Images
   b. Infographics
   c. Tables
3. Save in Word

4. **Export** the saved Word document to a PDF file (Do not save the document for print. Saving for print simply turns your document into a picture and loses all accessibility.)
5. Check the PDF file of your thesis or dissertation for accessibility by accessing the [Adobe Acrobat instructions](#)

ProQuest

The University of West Georgia partners with ProQuest, a global online repository of research. All UWG students' theses and dissertations are submitted to ProQuest.

Submission Procedure

1. Students should save multiple copies of their thesis or dissertation as a Word document and PDF to several forms of electronic storage (e.g., SSD card, thumb drive, personal laptop, etc.). This ensures easier editing and retrieval of the most current work. Do not use OneDrive, as this platform can alter formatting and hinder PDF transferability from Word.
2. The student is responsible for ensuring that all copies of their thesis or dissertation are accurate in both content and formatting before submission to ProQuest for review. Students should compare their required content pages to the sample content pages/templates provided in the appendix of this handbook to confirm proper formatting.
3. Students must successfully defend their thesis or dissertation before submitting it to ProQuest.
4. After a successful defense and approval by the committee, students must request approval to upload their thesis or dissertation to ProQuest through the [ProQuest Submission Form](#). A PDF of the student's thesis or dissertation is required to be uploaded to the form.
5. Once the student's faculty advisor or dissertation chair has approved the student's thesis or dissertation for upload to ProQuest, students will receive instructions on how to upload their document to ProQuest for the final format review.

Students will be contacted by the "ETD Administrator" through their UWG email account and will be instructed to make any necessary formatting edits to their thesis or dissertation. Students will be notified once all formatting requirements are met and the submission has been approved.

Theses and dissertations must be submitted to ProQuest by the deadlines listed below:

• Spring Graduation April 1

• Summer Graduation July 1

• Fall Graduation November 1

*If the deadline falls on a weekend or holiday, then it is due on the following workday by 5:00 p.m.

Adhering to these deadlines ensures students will have time to make any necessary edits to their thesis or dissertation prior to graduation deadlines.

FORMAT AND STYLE GUIDELINES

This handbook will assist in the preparation of the thesis or dissertation, but it is not meant to be an exhaustive manual. Students should consult the most recent edition of their discipline-specific style guide, except where the discipline-specific style guide instructions conflict with the guidelines laid out in this institutional guide. UWG style requirements take precedence to ensure consistency in thesis and dissertation formatting across disciplines. Read this handbook carefully before beginning the preparation of the thesis or dissertation.

Typeface

Times Roman or Times New Roman twelve-point font must be used throughout the document. Superscript characters should be no more than two points smaller than the font used for the body of the text.

Margins

Margins should be one inch on the left, top, right, and bottom of the page. The first page of the following should have a 2" top margin: Title page, Signature page, Abstract, Dedication, Acknowledgements, Preface, Vita, Table of Contents, List of Tables and Figures, chapters, reference pages, and appendices. Page two, and any subsequent pages, of any of the above-named sections return to the one-inch top margin.

Line Spacing

Line spacing should be double throughout the entire document, unless otherwise noted in the sections below.

Pagination

Lowercase Roman numerals (iii, iv, v, vi, etc.) should be centered at the bottom of the page for each of the required content pages. The Title page and Signature pages are assigned the page numbers i and ii, respectively, but these page numbers *should not* appear on the pages. Page numbering begins on the Abstract page with page iii.

Arabic numerals (1, 2, 3, etc.) should be placed in the upper right corner of each page of the body text, the reference pages, and any appendices. The first page of the thesis or dissertation text is assigned the page number 1, but the page number *should not* appear on the page. Page numbering begins for the body text with the second page of the thesis or dissertation text with page number 2. This page numbering system should continue chronologically throughout the rest of the document with no subdivisions (1a, 1-2, etc.).

Widows and Orphans

Most word processing systems have a setting that controls "widows" and "orphans" on a printed page. These are single lines of text that appear alone at the top or bottom of a page. Make sure that the widow/orphan setting for your word processing system is activated (many are set as the default) before converting your document to a pdf file.

Required Content Pages

Each thesis and dissertation should contain the following content pages, in the listed order, prior to the first page of the thesis or dissertation body text:

1. Title Page
2. Signature Page
3. Abstract
4. Copyright, Dedication, Acknowledgements, Preface (optional pages)
5. Vita (optional page)
6. Table of Contents
7. List of Tables or Figures (if applicable)

The thesis or dissertation body text should begin after the required content pages, followed by a list of references and any optional appendices.

The Graduate School created templates for the required content pages, all of which can be found on the UWG Theses & Dissertations website or in the Appendices of this guidebook.

Title Page

Center the title of the thesis or dissertation at the two-inch top margin in ALL CAPS. If the title spans multiple lines, double-space the title and place the longer line of text first.

One double-space below the title, add "by" (lowercase), then another double-space below, add the student's name in ALL CAPS (as registered at the University of West Georgia).

Four double-spaced lines (adjusted if the title is longer) below, include:
 "A [Thesis or Dissertation] Submitted to the Graduate Faculty of the University of West Georgia in Partial Fulfillment of the Requirements for the Degree of [Name of Degree]." Please modify this statement as needed.

Another four double-spaced lines below, add "CARROLLTON, GEORGIA" in ALL CAPS, followed by the submission year, one double-space below.

Signature Page

Refer to the Appendix sample for the page layout. The Signature Page includes the names of the thesis or dissertation committee members and the student's Dean, confirming that the thesis/dissertation is acceptable.

Center the thesis or dissertation title at the two-inch top margin in ALL CAPS. After one double-spaced line, add "by" (lowercase), then another double-spaced line below, add the student's name in ALL CAPS (matching the Title Page).

Committee signatures:

3 members: Start 5 double-spaced lines (adjusted for title length) below the name, aligned 3.5 inches from the left margin, type "Approved:" on the first line. Place the first signature line three single-spaced lines below, extending the line to the right margin. The committee chair's name should be typed on the line; actual signatures **are not** required. "Thesis Advisor" or "Dissertation Chair" should be typed one single-spaced line below the signature line. Three single-spaced lines below, place the second signature line with the second committee member's name typed on the line and "Committee Member" typed one single-spaced line below. Repeat this for the third committee member.

4 members: Start three double-spaced lines below the thesis or dissertation title, with the same alignment and spacing as above. Follow the same format, adding signature lines for each member, with names typed on the signature lines and the label "Committee Member" typed one single-spaced line below.

Dean's approval:
Left-justified at the one-inch margin, one double-spaced line below the last committee entry, add "Approved:" with a signature line three single-spaced lines below. Type the Dean's name on the signature line; actual signatures **are not** required. A single-spaced line below the signature line, type "Dean," and the name of the student's college or

school. One double-spaced line below, type the date the thesis or dissertation was successfully defended.

Abstract

An Abstract is required for every thesis/dissertation and typically includes the thesis or dissertation's purpose, methods, key findings, and conclusions.

Center "ABSTRACT" at the two-inch top margin in ALL CAPS. One double-spaced line below, add the student's name in ALL CAPS, followed by a colon and the title of the thesis or dissertation (in upper and lower case). One single-spaced line below the title, include: "(Under the direction of [Advisor/Chair name])."

Begin the abstract text two double-spaced lines below. The text should be double-spaced. If a second page is needed, return to a one-inch top margin.

This page is assigned Roman numeral "iii" and is the first page number that is shown on the page.

Copyright Page

This page indicates copyright status of the thesis/dissertation. Please consult your committee if you are unsure whether your thesis/dissertation should be copyrighted.

Place the copyright symbol (©) and year 20 double-spaced lines below the one-inch top margin. One single-spaced line below, add the student's name (upper and lower case). One more single-spaced line below, include "ALL RIGHTS RESERVED" in ALL CAPS.

Dedication (optional)

Center "DEDICATION" at the two-inch top margin in ALL CAPS. Begin the double-spaced text one double-spaced line below. If the dedication continues to additional pages, return to a one-inch top margin on those pages.

Acknowledgements (optional)

This page acknowledges those who assisted with the degree, including permissions for copyrighted material, grants, and funding.

Center "ACKNOWLEDGEMENT" at the two-inch top margin in ALL CAPS. Begin the double-spaced text one double-spaced line below. Additional pages should return to a one-inch top margin.

Preface (optional)

The preface includes a brief, academic statement on the purpose and scope of the thesis or dissertation.

Center "PREFACE" at the two-inch top margin in ALL CAPS. Begin the double-spaced text one double-spaced line below. Additional pages should return to a one-inch top margin.

Vita (optional)

The Vita is a one-page summary of the student's academic background, professional experience, and major areas of study (no personal information should be included).

Center "VITA" at the two-inch top margin in ALL CAPS. Text may be single- or double-spaced.

Table of Contents

The Table of Contents format may vary in style and amount of information included and can use both single- and double-spaced lines. Include chapter/section titles, Bibliography/List of References, Appendices (if used), and the Vita. Appendix page numbers should reflect either the single page or the title page preceding multi-page sections.

Students may be selective regarding the level of headings included in the Table of Contents, but inclusion must be consistent. If one heading is included, all headings of that level must be listed. Include all required content pages starting from the Abstract onward in the Table of Contents.

Page one of the Table of Contents starts at the two-inch top margin. Additional pages, if needed, return to a one-inch top margin.

List of Tables, Figures, and Illustrations

If the thesis/dissertation includes five or more tables or figures, include a List of Tables, Figures, and/or Illustrations after the Table of Contents. Include any tables, figures, or illustrations from the appendices. Each title must be unique and match exactly as it appears on the table, figure, or illustration in the text.

Page one of the List of Tables, Figures, and/or Illustrations starts at the two-inch top margin. Additional pages, if needed, return to a one-inch top margin.

Body of Text

Follow the current discipline-specific style manual for the thesis/dissertation text. Divide the document logically and consistently, typically by chapters, though sections or parts are allowed.

Each major division must be numbered consecutively, titled concisely, and started on a new page. Begin each chapter/section number and title at the two-inch top margin. Subsequent pages return to a one-inch top margin.

Tables, Figures, and Illustrations

Tables, figures, and illustrations must fit within the established page margins.

- **Tables:** Quantitative; organize so comparable entries are adjacent. Labels appear above the table.

- **Figures:** Include photographs, maps, drawings, graphs, or charts. Text within figures may use any legible typeface, but the figure number and title must match the thesis/dissertation typeface.

Large figures spanning multiple pages should show the figure number and full title on the first page; subsequent pages display the remaining parts of the table/figure.

Each table, figure, or illustration must have a unique, descriptive title—no duplicates. Titles appear **above tables** and **below figures**. Title styles and conventions must be consistent throughout.

Tables, figures, and illustrations are numbered independently using Arabic numerals in the order first mentioned in the text (e.g., Table 5, Figure 6). Do not use suffix letters or combine related tables into one table.

All tables and figures must be referenced in the text by number, not by phrases like "in the following table/figure." When multiple items appear on a page, place them in the order mentioned. Tables and figures are secondary to the text; text pages must remain filled and not left largely blank for the inclusion of tables/figures.

Tables, figures, and illustrations should appear within the text, not the appendices. It is *recommended* to place them on a separate page immediately after the text where the table/figure is first referenced (e.g., Table 1 referenced on page 7 → Table 1 on page 8 → text resumes on page 9).

If students choose to incorporate tables and figures within the text, the following rules apply:

- Separate from text by ~½ inch of extra space

- Tables and figures cannot be split and continue onto the next page

Maintain a balance of at least ½ page of text and no more than ½ page of table/figure per page. Multiple, smaller tables/figures may be placed together on one page with ~½ inch spacing between them. Small diagrams or brief compilations (≤3 lines) need not be labeled as tables or figures.

Large tables/figures may be turned to a landscape orientation to maintain the one-inch margins. Page numbers must follow the established pattern. The table/figure and caption should be readable when the page is turned 90° clockwise.

Bibliography/References/Works Cited

A thesis or dissertation must include a list of materials used, either as a List of References (cited in the text) or a Bibliography (also including consulted works). The list serves to:

1. Acknowledge sources

2. Allow readers to locate materials

3. Provide context for personal interviews or correspondence

The section title, using the discipline-specific term, should appear at the two-inch top margin; the first entry is one double-space below. Subsequent pages return to a one-inch top margin. Format entries according to the current discipline-specific style manual. References must appear at the end of the thesis/dissertation, not at the end of chapters or sections.

Appendix/Appendices

The Appendix provides material relevant to the text but is unsuitable for inclusion within it. If included, it begins with a title/separation sheet labeled "Appendix" or "Appendices" at the two-inch top margin. This page receives a page number. Appendices must appear at the end of the document, not at the end of chapters or sections.

Subdivided appendices must follow a logical order. Each separate appendix should be assigned a chronological number or letter (1, 2, 3 or A, B, C) and is titled at the two-inch

top margin. The content should either start one double-space below the title or on the next page. Avoid page numbers with letters, hyphens, periods, or parentheses (e.g., 1a, 1-2, (1)).

THESIS AND DISSERTATION CHECKLIST

Title Page and Signature Page

- ❑ Is the title worded exactly as it is on the abstract?
- ❑ Does your name on both pages match?
- ❑ Does the page show a 2" (two-inch) margin at the top?
- ❑ Does the format of your title page match the template?

Abstract

- ❑ Is the title worded exactly as it is on the title page?
- ❑ Does your name match what is indicated on the title and signature pages?
- ❑ Does the page show a 2" (two-inch) margin at the top?
- ❑ Does the format of your abstract match the template?
- ❑ Does the second page (if any) return to a 1" (one-inch) margin at the top?
- ❑ Is the text of your abstract no longer than 250 words?
- ❑ Have you placed this page immediately after the signature page?
- ❑ Is this page(s) numbered in lower case Roman numerals (iii)?

Copyright Page

- ❑ Does your name match the title, signature, and abstract pages?
- ❑ Does the format of your copyright page match the template?
- ❑ Have you placed this page immediately after the abstract?
- ❑ Is the copyright page numbered in lower-case Roman numerals at the bottom center of the page (e.g., iv)?

Dedication, Acknowledgement(s) and/or Preface (optional)

- ❑ Does the first page of each show a 2" (two-inch) margin at the top?
- ❑ Do the following pages of each section return to the 1" (one-inch) margin?
- ❑ Do each of these content pages begin on a new page?
- ❑ Are the pages numbered in lower-case Roman numerals at the bottom center of the page (e.g., v, vi, vii)?

Vita (optional)

- ❑ Does the page show a 2" (two-inch) margin at the top?
- ❑ Does the format of your vita page match the template?
- ❑ Does the page list your discipline-related educational and professional positions?
- ❑ Does the page list your major area of study and the focus of your content specialty area?

Table of Contents

- ❑ Does the first page show a 2" (two-inch) margin at the top?
- ❑ Do the second and subsequent pages of the Table of Contents return to the 1" (one-inch) margin on all sides?
- ❑ Does the format of your Table of Contents match the template?
- ❑ Do the wording, capitalization, and punctuation of all entries match those used in the text of your thesis or dissertation?
- ❑ Are the page numbers listed accurately?
- ❑ Are the page numbers assigned to the Table of Contents pages in lower-case Roman numerals at the bottom center of the pages?

List of Tables, Figures, and Illustrations

- ❑ Does the first page show a 2" (two-inch) margin at the top?
- ❑ Do the second and subsequent pages of the List of Tables, Figures, and Illustrations return to the 1" (one-inch) margin on all sides?
- ❑ Does each list have a heading in all caps (LIST OF TABLES)?
- ❑ Are all lists of tables, etc., properly numbered, given a title, and listed consecutively?
- ❑ Do the wording, capitalization, and punctuation of all entries in your lists match those used in the text of your thesis or dissertation?
- ❑ Have you placed these pages immediately after the Table of Contents?
- ❑ Are these pages numbered with lower-case Roman numerals at the bottom center of the page?

Chapters

- ❑ Does the first page show a 2" (two-inch) margin at the top?
- ❑ Do the second and Subsequent pages of the text, except the first page of succeeding chapters, return to the 1" (one-inch) margin on all sides?
- ❑ Is the text double-spaced?
- ❑ Are paragraphs indented consistently throughout?
- ❑ Is the spacing between paragraphs consistent throughout the document?
- ❑ Are the page numbers of the text in Arabic numerals without any additional punctuation?
- ❑ Are page numbers placed in the upper right corner except on the first page of Chapter One?

Bibliography/References/Works Cited

- ❑ Does the first page show a 2" (two-inch) margin at the top?
- ❑ Do the second and subsequent pages of the Bibliography/References return to the 1" (one-inch) margin on all sides?
- ❑ Does the format match the template?
- ❑ Are all entries listed in alphabetical order?
- ❑ Do all entries follow the latest style manual for your discipline?

Appendix/Appendices

- ❑ Does the first page show a 2" (two-inch) margin at the top?
- ❑ Do the second and subsequent pages of the Appendix/Appendices return to the 1" (one-inch) margin on all sides?
- ❑ Is the information relevant to the document but not suitable for inclusion within the text?
- ❑ Have you assigned each appendix a number or letter and a title?
- ❑ Have you placed all appendices after the bibliography or reference list?

Final Checklist

- ❑ Is the text double-spaced, with only the specified exceptions?
- ❑ Is all text in Times Roman or New Times Roman, 12 pt.?
- ❑ Do your pages match the templates?
- ❑ Are your pages in the correct order?
- ❑ Are your pages numbered correctly?
- ❑ Do all your thesis/dissertation titles match on the title page, signature page, and abstract?
- ❑ Do the chapter and division titles match on the Table of Contents and in the text?
- ❑ Do all of the new chapters begin on new pages with a 2" (two-inch) margin at the top?
- ❑ Is the general formatting consistent?
- ❑ Are the entries on your Bibliography or Reference page listed alphabetically and comply with the latest edition of your discipline-specific style manual?
- ❑ Have you placed all appendices after the bibliography or reference list?

APPENDICES

Templates

The following templates can be used to help with the structure and formatting of your thesis or dissertation.

- Title Page
- Signature Page
- Abstract
- Copyright Page
- Optional Pages
    - Dedication
    - Acknowledgements
    - Preface
    - Vita
- Table of Contents
- List of Tables
- List of Figures
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Chapter 5
- Bibliography
- Appendices
- Appendix A
- Appendix B

INSERT YOUR TITLE HERE IN ALL UPPERCASE LETTERS: IF YOUR TITLE IS MORE

THAN ONE LINE, THE LONGEST LINE SHOULD BE FIRST

by

ENTER YOUR NAME HERE IN ALL CAPS

A [Thesis or Dissertation] Submitted to the

Graduate Faculty of the University of West Georgia in Partial Fulfillment

of the Requirements for the Degree of

[Name of Degree]

CARROLLTON, GEORGIA

[Year]

TITLE OF THESIS OR DISSERTATION

by

STUDENT FULL NAME

Approved:

[Typed Name]
Committee Chair

[Typed Name]
Committee Member

[Typed Name]
Committee Member

Approved:

[Name of Dean]
Dean, [Name of School or College]

[Date Approved]

ABSTRACT

STUDENT'S NAME: Enter Your Title Here Using Appropriate Upper and Lowercase Letters
(Under the Direction of [Committee Chair's Name])

The double-spaced text of your abstract should begin here. Policy requires the submission of an abstract with each thesis or dissertation. Although the content of the abstract is determined by the student and committee, the following information is standard: 1) a short statement concerning the area of investigation; 2) a brief discussion of methods and procedures used in gathering the data; 3) a condensed summary of the findings, and/or 4) conclusions reached in the study.

ABSTRACT, using all uppercase letters, should appear centered on the first line of the page with a two-inch top margin. One double-space below, or two single spaces, enter the student's name, using all uppercase letters, followed by a colon, then the title of the thesis or dissertation using upper and lowercase letters. A single space below the student's name and the title, in parenthesis, add "(Under the direction of [insert name of thesis advisor or dissertation chair])." The double-spaced text of the abstract should begin two double-spaces, four single-spaces, below this information. The text can be completely left aligned, or each paragraph can be indented at the beginning, in accord with your discipline-specific style guide.

The second page, if applicable, returns to the one-inch top margin. A section break has been created on this template to allow the different top margins. You may need to click the Show/Hide (¶) button on the Home tab in Microsoft Word to view the location of the break. If your abstract text is longer than one page, make sure that the section break is positioned at the bottom of the first page and you continue your abstract text after the section break, at the one-inch top margin of the second page.

If the abstract is only one page in length, please remove this page from the template before inserting the abstract into your final document.

DEDICATION

The dedication page is optional but, if a student wishes to dedicate the thesis or dissertation, the dedication statement is included on this page. DEDICATION should appear centered at the two-inch top margin using all upper-case letters. The text of the dedication statement should begin left aligned and a double-space below DEDICATION.

Most dedication statements are brief enough to fit onto one page but if your statement is longer than one page, please navigate to the "Layout" tab in Microsoft Word and insert a "Next Page" section break (not a page break) at the end of the first page of text. Make sure that the second page of the dedication, which should begin after this section break, returns to a one-inch top margin.

If you choose not to dedicate your thesis or dissertation, please remove this page from the document

ACKNOWLEDGEMENT

The acknowledgement page is optional, so if you choose not to use this page, please remove it from the document. This page is used to thank those who have helped in the process of obtaining the graduate degree. Permission to quote copyrighted material is listed here, as well as acknowledgement for grants and special funding.

ACKNOWLEDGEMENT should appear centered at the two-inch top margin using all upper-case letters. The text should be double-spaced. Many acknowledgement pages will extend beyond the first page. If your acknowledgement text is longer than one page, please navigate to the "layout" tab in Microsoft Word and insert a "Next Page" section break (not a page break) at the end of the first page of text. Make sure that the second and subsequent pages, which should begin after this sections break, return to a one-inch top margin.

PREFACE

A personal statement about the purpose and scope of the thesis or dissertation would be included in the preface. The tone of a preface, however, must be academic and appropriate to scholarly work. The preface is optional, so please remove this page from the document if you decide not to use it.

PREFACE should appear centered at the two-inch top margin, using all upper-case letters, and the preface text should begin a double-space below. As with previous pages, if your preface text is longer than one page, please navigate to the "Layout" tab in Microsoft Word and insert a "Next Page" section break (not a page break) at the end of the first page of text. Make sure that the second and subsequent pages, which should begin after this section break, return to a one-inch top margin.

VITA

The vita page is another optional page and can be removed from the document, if not used. It can also vary in style. The only formatting stipulation is that VITA should appear centered at the two-inch top margin using all upper-case letters. The one-page vita presents the student's educational and professional experience related to the academic discipline. It also presents the student's major areas of study. The vita contains appropriate academic and professional information about the author/student. Personal information should not be included. Text may be both single and double-spaced.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER I

This is where the text of your thesis or dissertation begins. Use the Normal text style.

Heading 1

Body text

Heading 2

Heading 2 is information apart of Heading 1. For example, Heading 1 is Major League Baseball and Heading 2 could be history of major league baseball.

Heading 3

Heading 3 is a subset of heading 2, which is a subset of heading 1. So in this case, under history of major league baseball, a third heading could be MLB during WWII.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehend

in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

A "Next Page" section break (not a page break) was inserted at the bottom of the first page of Chapter 1 to allow the second and subsequent pages to revert to a one-inch top margin. It may be helpful to click the Show/Hide (¶) button on the Home tab in Microsoft Word to view the location of the break. Make sure that the section break is positioned at the bottom of the first page of Chapter 1 and that you continue your body text after the section break, at the one-inch top margin of the second page.

CHAPTER II

Body text

Heading 1

Body text

Heading 2

Heading 2 is information apart of Heading 1. For example, Heading 1 is Major League Baseball and Heading 2 could be history of major league baseball.

Heading 3

Heading 3 is a subset of heading 2, which is a subset of heading 1. So in this case, under history of major league baseball, a third heading could be MLB during WWII.

Continue with your text for Chapter II until the end of the first page of the chapter. Make sure that the section break rests at the bottom of the first page of the chapter, then continue your text for Chapter II on the second page. Make sure to format the second and subsequent pages of each chapter to begin at a one-inch top margin. Only the first page of each chapter should have a two-inch top margin.

CHAPTER III

Body text

Heading 1

Body text

Heading 2

Heading 2 is information apart of Heading 1. For example, Heading 1 is Major League Baseball and Heading 2 could be history of major league baseball.

Heading 3

Heading 3 is a subset of heading 2, which is a subset of heading 1. So in this case, under history of major league baseball, a third heading could be MLB during WWII.

Continue with your text for Chapter III until the end of the first page of the chapter. Make sure that the section break rests at the bottom of the first page of the chapter, then continue your text for Chapter III on the second page. Make sure to format the second and subsequent pages of each chapter to begin at a one-inch top margin. Only the first page of each chapter should have a two-inch top margin.

CHAPTER IV

Body text

Heading 1

Body text

Heading 2

Heading 2 is information apart of Heading 1. For example, Heading 1 is Major League Baseball and Heading 2 could be history of major league baseball.

Heading 3

Heading 3 is a subset of heading 2, which is a subset of heading 1. So in this case, under history of major league baseball, a third heading could be MLB during WWII.

Continue with your text for Chapter IV until the end of the first page of the chapter. Make sure that the section break rests at the bottom of the first page of the chapter, then continue your text for Chapter IV on the second page. Make sure to format the second and subsequent pages of each chapter to begin at a one-inch top margin. Only the first page of each chapter should have a two-inch top margin.

CHAPTER V

Body text

Heading 1

Body text

Heading 2

Heading 2 is information apart of Heading 1. For example, Heading 1 is Major League Baseball and Heading 2 could be history of major league baseball.

Heading 3

Heading 3 is a subset of heading 2, which is a subset of heading 1. So in this case, under history of major league baseball, a third heading could be MLB during WWII. ——Continue with your text for Chapter V until the end of the first page of the chapter. Make sure that the section break rests at the bottom of the first page of the chapter, then continue your text for Chapter V on the second page. Make sure to format the second and subsequent pages of each chapter to begin at a one-inch top margin. Only the first page of each chapter should have a two-inch top margin.

BIBLIOGRAPHY

APPENDICES

APPENDIX A

Place Appendix A here.

APPENDIX B

Place Appendix B here.