→Dissertation or thesis title line one←

→document title line two←

→title line three←

by

 Author Name and Current Degrees←

Fill in information marked by red arrows. The Title, Author, Dissertation and Date fields on this page are used to update fields on the next page.

Do not use the second page. Instead, please download the Form GS13 (masters) or GS13A (doctoral) customized for YOUR college from the Graduate School web site (Thesis & Dissertation → Forms).

(See the end of the Abstract for information about preventing this note from printing).

↓

A Thesis Presented in Partial Fulfillment

of the Requirements of the Degree

Master of Science

To ensure that all field codes are updated, you can type <control>-A to select all text in the document and then type the function key F9. In some cases, you will need to follow this sequence twice because the first update will change the figure numbers, so a second update is needed to change the references to the updated numbers.

↓

|  |
| --- |
| COLLEGE OF EDUCATION AND HUMAN SCIENCES  LOUISIANA TECH UNIVERSITY |
| Choose an item. Click here to enter text. |

LOUISIANA TECH UNIVERSITY

**THE GRADUATE SCHOOL**

|  |  |
| --- | --- |
| → | Click here to enter a date. |

Date

|  |
| --- |
|  We hereby recommend that the thesis prepared under our supervision by xxxxxxxxxxxxxxx |
|  **Author Name** and Current Degrees |
| entitled | **Dissertation Or Thesis Title Line One** |
| Document Title Line Two |
| →→line |

be accepted in partial fulfillment of the requirements for the Degree of

**DO NOT USE THIS FORM FOR COLLECTING SIGNATURES.** Revised versions of GS Form 13 and 13a are available on the Graduate School website (https://www.latech.edu/study-with-us/graduate/thesis-dissertation/forms/#content)

|  |
| --- |
| **Master of Science in** Click here to enter text.← |

|  |
| --- |
|  |

 Supervisor of Thesis Research

|  |
| --- |
|  |

Head of Department

|  |
| --- |
|  |

Department

**DO NOT USE THIS PAGE**

Recommendation concurred in:

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

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

 Advisory Committee

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

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

**Approved: Approve**d:

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

Dean of the College Dean of the Graduate School

ABSTRACT

This document serves as both a set of instructions and a template for your dissertation/thesis. The idea is that you will type over the text you see here to produce your document. However, it is a good idea to keep a copy of this file so that you can refer back to it for instructions.

The use of the **styles** in this template is extremely important. In fact, it is almost entirely the point of having a template. Styles maintain a consistent formatting, allow chapter, section and subsection numbers to be automatically updated, allow the table of contents to be automatically generated, allow figure and table numbers to be updated automatically, and allow the list of figures and list of tables to be generated automatically. In addition, styles are key to maintaining the correct page numbering format (centered at the bottom on the first page of a chapter and right-justified at the top of subsequent pages). Use the style “Figures Tables Header” for the title of the sections that are not chapters, including the abstract, dedication, list of figures, list of tables, and appendix. Use the style "Chapter Title" for sections that are numbered chapters, such as "Introduction," "Methods," "Results," "Discussion," and "Conclusions." Your paragraphs will be in "Normal" style.

**Text in red** within this template is “hidden.” It is designed to be visible on the computer screen and to disappear on when the document is printed. To ensure that it is visible on the computer screen but not on paper, Go to “File” → “Options,” and then to “Display,” and check “Hidden Text.” Under “Printing Options,” in the same window, uncheck “Print Hidden Text” if it is checked. If hidden text still prints, delete it.

If your Abstract is more than one page long, the continuation page should be numbered at the upper right in Roman numerals, as you see here. This last sentence is really not necessary but is added to make the Abstract longer than one page.

APPROVAL FOR SCHOLARLY DISSEMINATION

The author grants to the Prescott Memorial Library of Louisiana Tech University the right to reproduce, by appropriate methods, upon request, any or all portions of this Thesis. It is understood that “proper request” consists of the agreement, on the part of the requesting party, that said reproduction is for his personal use and that subsequent reproduction will not occur without written approval of the author of this Thesis. Further, any portions of the Thesis used in books, papers, and other works must be appropriately referenced to this Thesis.

Finally, the author of this Thesis reserves the right to publish freely, in the literature, at any time, any or all portions of this Thesis.

Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

1. The word “Dissertation” or “Thesis” on this form is linked to the title page.
2. Per dissertation/thesis guidelines, the number at the bottom of this page will not print.

DEDICATION

This thesis template is dedicated to everyone who has suffered the frustration of fighting with the “enhancements” of word processing software.

TABLE OF CONTENTS

To update this table of content after you have created your own thesis or dissertation, right-click on the table and select “Update Field,” or else left-click on the table and left-click on “Update Table,” which should appear in the upper left hand corner. Generally, you will want to select “Update entire table.”

[ABSTRACT iii](#_Toc142824981)

[APPROVAL FOR SCHOLARLY DISSEMINATION v](#_Toc142824982)

[DEDICATION vi](#_Toc142824983)

[LIST OF FIGURES x](#_Toc142824984)

[LIST OF TABLES xi](#_Toc142824985)

[ACKNOWLEDGMENTS xii](#_Toc142824986)

[CHAPTER 1 INTRODUCTION 1](#_Toc142824987)

[Chapter Title Formatting 1](#_Toc142824988)

[How to Format the Chapter Title 1](#_Toc142824989)

[Chapter Title Troubleshooting 1](#_Toc142824990)

[Page Numbering 2](#_Toc142824991)

[How to Obtain Correct Page Numbering 2](#_Toc142824992)

[Troubleshooting Page Numbering 2](#_Toc142824993)

[Use of Major Subheadings 3](#_Toc142824994)

[Level 3 Sub-Subheading in APA Style 3](#_Toc142824995)

[Level 4 Sub-Sub-Subheading in APA Style. 3](#_Toc142824996)

[Level 5 Sub-Sub-Sub-Subheading in APA Style 3](#_Toc142824997)

[How to Locate Subheading Styles 4](#_Toc142824998)

[APA Instructions Regarding Notes 5](#_Toc142824999)

[Adding Chapters 5](#_Toc142825000)

[CHAPTER 2 BACKGROUND 6](#_Toc142825001)

[A Note on Updating the Document 6](#_Toc142825002)

[Figure Numbering and Captions 6](#_Toc142825003)

[Inserting a New Figure 6](#_Toc142825004)

[Basic Method for Referencing a Figure 7](#_Toc142825005)

[Troubleshooting Figure Captions 8](#_Toc142825006)

[Formatting the List of Figures 9](#_Toc142825007)

[APA Style Tables 11](#_Toc142825008)

[Creating Tables and Table Captions 11](#_Toc142825009)

[References to Tables in the Narrative 14](#_Toc142825010)

[Equations 14](#_Toc142825011)

[Inserting and Numbering Equations 14](#_Toc142825012)

[How to Cite Equations in the Narrative 16](#_Toc142825013)

[Troubleshooting Equation Numbers 16](#_Toc142825014)

[CHAPTER 3 METHODS 18](#_Toc142825015)

[Reference Formatting and Referencing 18](#_Toc142825016)

[CHAPTER 4 RESULTS 20](#_Toc142825017)

[Subheading One 20](#_Toc142825018)

[Subheading Two 20](#_Toc142825019)

[CHAPTER 5 DISCUSSION 22](#_Toc142825020)

[CHAPTER 6 CONCLUSIONS AND FUTURE WORK 23](#_Toc142825021)

[Conclusions 23](#_Toc142825022)

[Future Work 23](#_Toc142825023)

[APPENDIX A Purpose and format of an appendix 25](#_Toc142825024)

[Appendix Subsection 25](#_Toc142825025)

[Appendix Sub-Subsection (use Heading, Sub(3) style) 25](#_Toc142825026)

[Figures in Appendices 25](#_Toc142825027)

[REFERENCES 27](#_Toc142825028)

LIST OF FIGURES

**Figure 1‑1** *This is a Figure in APA Style. Read the Note Below for More Information.* 4

**Figure 2‑1** *This Figure was Copied From Figure 1‑1 and Modified.* 7

**Figure 2‑2** *Cross-Reference Dialog Box for Referencing Figures, Tables, Paragraphs, and Other Links Within the Narrative.* 8

**Figure 2‑3** *Making Sure That the Figure is not Pushed Off-center by the Paragraph Indent.* 9

**Figure 2‑4** *Incorrectly Formatted List of Figures Entry.* 10

**Figure 2‑5** *List of Figures Entry with Right Margin Adjusted.* 10

**Figure 2‑6** *Microsoft Equation Editor Tool Bar, Which can be Used to Build Equations* 15

**Figure A‑1** *Template for Inserting Figures into Appendices (Style = Caption, Figure Caption).* 25

LIST OF TABLES

**Table 2‑1** *Numbers of Children With and Without Proof of Parental Citizenship* 11

**Table 2‑2** *Numbers of Children With and Without Proof of Parental Citizenship* 12

**Table 2‑3** *Average Results from Physical Fitness Tests Performed on Three Randomly Selected Cohorts* 13

**Table A‑1** *Numbers of Children With and Without Proof of Parental Citizenship* 26

ACKNOWLEDGMENTS

We would like to thank the little people for making this document possible. Furthermore, we would like to thank the Academy, all of our families and friends, Jerry Garcia, and Don Ho of “Instant Happy” fame.

This section is followed by a “section and new page” break (not a section break and a new page break, but a single break that causes a new page and a new section). Use the “Page Layout” ribbon, click next to “Breaks” in the “Page Setup” group, and select “Next Page.”

# INTRODUCTION

Use two soft returns after "Chapter 1." (Shift-Enter instead of Enter)

## Chapter Title Formatting

### How to Format the Chapter Title

Just before each chapter you need to insert a section break/new page. On the “Page Layout” ribbon, in the “Page Setup” group, click the down-arrow next to “Breaks,” and scroll down to “Next Page.”

Select the title of your chapter (e.g. in this case “INTRODUCTION”), and click on the “Chapter Title” block in the “Styles” group. This style will add the word “CHAPTER” and the chapter number. You will need to insert two soft returns manually between the chapter number and the chapter title. To enter a soft return, simultaneously type the two keys, <Shift>-Enter, instead of just Enter.

### Chapter Title Troubleshooting

If the word “CHAPTER” is not correctly positioned two inches below the top of the page, check for the following:

1. Make sure that the “section break | new page” appears before the title.
2. Make sure that the chapter title is formatted with the “Chapter Title” style.
3. Make sure that there is no text preceding the chapter title that is formatted with the “Chapter Title” style. The chapter title should appear immediately after the section/page break, and the text just before the section/page break should be formatted with the “Normal” style. To check for text that is not formatted as “Normal,” go to the end of the last sentence of the previous page, and use the right-arrow of the keyboard to step through character-by-character while watching the “Styles” section of the “Home” ribbon.

## Page Numbering

Dissertation/Thesis format requires that the first page of a chapter be numbered at the bottom center of the page and that subsequent pages be numbered at the top right. This numbering is accomplished with the “Different First Page” numbering option and the “Link to Previous” header/footer option.

### How to Obtain Correct Page Numbering

The pages should be numbered correctly if you do the following:

1. Insert a “Section Break/New Page” just before the title of each Chapter.
2. Use the “Chapter Title” style for the title of each chapter or, equivalently, the “Figures Tables Header” style for the title of other major sections (e.g. “Abstract,” “Dedication,” “List of Figures,” “Appendix”).

### Troubleshooting Page Numbering

 If problems arise, follow these steps:

1. Double-click in the header region of a page to bring up the “Design” ribbon.
2. Make sure that the box in the “Options” group labeled “Different First Page” is checked.
3. Make sure that the button “Link to Previous” in the Navigation group is highlighted.
4. Make sure that a new page section break is inserted just before the chapter name. Any section breaks that are “continuous” must be removed, and only one “section break | new page” must be present.

## Use of Major Subheadings

The APA Style Manual specifies five levels of headings. The Chapter Title format does not confirm to the standard APA style, but is used here for consistency across all templates. Section headings, an example of which is given immediately above this paragraph, is in APA style Level 2 – it should be flush-left, bold-faced, and in title case. Use the style “Heading 2, Sub(2).”

### Level 3 Sub-Subheading in APA Style

APA specifies Level 3 as title case, italicized, and flush with the left margin. Enter the text for the Level 3 heading, highlight it, and select “Heading 3, Sub(3)” style for this.

Level 4 Sub-Sub-Subheading in APA Style. APA Style Manual specifies Level 4 as indented, bold face, title case, and ending in a period. The text in “normal” style should follow in the same line. Use “Heading 4, Sub(4)” style for this.

Level 5 Sub-Sub-Sub-Subheading in APA Style. APA Style Manual specifies Level 5 as indented, bold face and italicized, title case, and ending in a period. The text in “normal” style should follow in the same line. Use “Heading 5, Sub(5)” style for this.

To format a sub-heading at the appropriate level, type the subheading name, highlight it, and click on the appropriate heading level under "Styles" on the "Home" ribbon.

Correct use of these styles allows the Table of Contents to be updated automatically when you right-click on it and scroll down to “update field.”

### How to Locate Subheading Styles

All of the subheading styles described in this section should be available on the “Home” ribbon in the “styles” group. If you do not see the style you need, click on the down-arrow next to the “Styles” group to scroll through other pages of styles (**Figure 1‑1**). Figures are embedded in tables as shown below. Please read the note below for more information.

|  |
| --- |
| **Figure 1‑1** This is a Figure in APA Style. Read the Note Below for More Information. |
|  |
| *Note.* APA style figure is embedded in a table with a single column and three rows. The top row contains the figure number (first line) followed by one space (this is to make sure that there is a space between the figure number and caption in the Table of Figures), a soft line break (shift + enter), and the text of the figure caption follows, in the Style “Caption, Figure Caption.” The grid lines of the table containing Figure 1-1 are made visible only to show you how the figure, caption, and the optional Note are accommodated in the table. All grid lines should be turned off in the figures in your dissertation. See Fig. 2-1 below. These notes make use of the style “ForFigsBottom.” The lines are single spaced. Italicize the word Note. Notes should be a single paragraph. It is highly recommended that this entire table be copied and pasted in other locations where you need to add a new figure. The Figure numbers (both chapter number and figure number) are fields which need to be preserved for correct numbering to be maintained throughout the document. This paragraph has enough buffer space below it to make sure that the required space after a figure is maintained. If your figure does not require notes, delete the text but make sure that 36pt vertical space is provided below the figure (row 2 of the table).  |

### APA Instructions Regarding Notes

APA Style says the following about the “Note” that appears below a figure: “Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks use to indicate *p* values). Include figure notes only as needed.”

## Adding Chapters

Turn on the paragraph and space marks (click on ¶ in the “Paragraph” menu) to see the Section break at the end of this chapter. If you are adding a new chapter (6 chapters are provided in this template), be sure to insert the Section Break (Layout | Breaks | Section Breaks | Next page).

# BACKGROUND

## A Note on Updating the Document

Many of the features in this template rely on field codes. For example, the field code that stands for “print the number of the current chapter” is {STYLEREF 1 \s}. If you use the two keys <ctrl><F9> together, Word gives you the two curly brackets into which you can type a field code. You can then place the cursor over the field code you have typed, right-click, and then scroll down to “Update Field” to obtain the text that corresponds to the field code. Another way to update a field code is to highlight it and hit the Update button () on the Quick Access Toolbar.Another option is to highlight it and hit <F9>. **To update every field code in your document, type <ctrl>A (select all text in the document) followed by <F9> (update all field codes in the selected text).**  It is typically necessary to update all fields twice. The first update causes figure captions to be updated. The second update causes the references to those captions to be updated.

## Figure Numbering and Captions

### Inserting a New Figure

To add another figure, copy the entire table containing Figure 1-1 and paste it where you need another figure. Make the changes needed. Right click on the chapter number (the first “1” in Figure 1-1), and choose “Update field.” The number should update to match the Chapter number. Right-click on the second “1” and again choose “Update field” to update the figure number. Note that in APA style, there is no punctuation after the figure number. The figure number is followed by a space (very important!) and a soft line break (Shift + Enter) so that the figure caption appears in a separate line here, but is captured on the same line in the List of Figures.

|  |
| --- |
| **Figure 2‑1** This Figure was Copied From Figure 1‑1 and Modified.  |
|  |
| *Note.* This is how a figure may appear in your document (i.e., without grid lines). |

Click on the box labeled “Replace me with your figure,” and paste your figure. Alternately, delete the “Replace me with your figure” bitmap object, and use the “Insert” menu of Word to insert your figure into the table cell. Then modify the caption and the note as needed. You can create a reference to the figure within your narrative as described below.

### Basic Method for Referencing a Figure

If you follow the suggestion above of copying and pasting the entire table to create new figures, the figure numbering and caption will automatically be bookmarked and be available for cross-referencing within the text of the document. To reference a figure within your narrative, go to the “References” ribbon and click on “Cross-reference” in the “Captions” group. The dialogue box shown in **Figure 2‑2** will appear. Select the caption that you wish to reference, and select “Only Label and Number.” This method links the citation of the figure to the figure number so that references within your narrative will automatically be updated when figure numbers change (for example, when you add a new figure between two pre-existing figures).

|  |
| --- |
| **Figure 2‑2** Cross-Reference Dialog Box for Referencing Figures, Tables, Paragraphs, and Other Links Within the Narrative. |
|   |
| *Note.* Copying and pasting figure numbers ensure that the numbering scheme is maintained. |

### Troubleshooting Figure Captions

When you insert a figure, you may need to adjust its formatting. To view the borders of the table, click on the figure, click on the table, and then click on the “Layout” ribbon. (The “Layout” ribbon will not appear until you click on the figure or other content within the table). Then click on “View Gridlines.”

If the figure appears off-center, click on it, and make sure that the automatic paragraph indent is set to zero (**Figure 2‑3**).

|  |
| --- |
| **Figure 2‑3** Making Sure That the Figure is not Pushed Off-center by the Paragraph Indent. |
|  |
| *Note.* This note is not really necessary, is it? |

### Formatting the List of Figures

When you use the cross-reference method to label and cite your figures, word will be able to generate a List of Figures automatically. To update the List of Figures, go to the “List of Figures” (after the Table of Contents), right-click on the list, and select “Update field.” If you have added figures, you will need to select “Update entire table.” However, there is a formatting issue that requires some attention.

The Graduate School requires that when figure or table titles span more than one line in the list of figures, the page number must be to the right of the entire caption. For example, the List of Figures entry shown in **Figure 2‑4** is wrong because the word “should” is above the page number “8.” The right margin needs to be adjusted so that the text on the first line wraps to the second line, as in **Figure 2‑5**.

We will add some unnecessary text here to force **Figure 2‑4** to the next page so that the rows of the table holding the figure are not split across two pages. In your document you can do this by inserting a page break ([ctrl]+enter is the short-cut).

|  |
| --- |
| **Figure 2‑4** Incorrectly Formatted List of Figures Entry. |
|  |
| *Note*. The right margin (not the tab stop) should be adjusted as described below. |

If your List of Figures and List of Tables entries do not appear as in **Figure 2‑5**, you can modify them. The two tables are linked to the same format style, “Table of Figures.” To access this format, type the four keys <ctrl><alt><shift>S simultaneously. A list of styles will appear. Find the one labeled “Table of Figures,” and hover the cursor over it until a down-arrow appears on the right hand side. Click on the down-arrow and scroll to “Modify.” Click the “Format” button and scroll to “Paragraph.” In the paragraph dialogue box, change the value of “Right:” under “Indentation” from 0 to 0.25.

|  |
| --- |
| **Figure 2‑5** List of Figures Entry with Right Margin Adjusted. |
|  |
| *Note*. List of Figures entry, reformatted to conform to Graduate School requirements. |

At times, you will need to update all field codes in your document, but will not want to update the list of figures because it has been formatted the way you wanted it. To freeze the table of contents, you can highlight it and use the two keys <ctrl><F11> together. You can unfreeze it later, if necessary, with <ctrl><shift><F11>.

## APA Style Tables

### Creating Tables and Table Captions

An APA style table is structured similar to the APA style figure – the caption appears in a line below the table number, the table itself appears in the middle, and a Note field is optionally added at the bottom. Providing a template for your tables is complicated because the number of rows and columns will vary. **Table 2‑1** below is the first step of creating a table.

|  |
| --- |
| **Table 2‑1** Numbers of Children With and Without Proof of Parental Citizenship |
| Grade | Girls | Boys |
|  | With | Without | With | Without |
| Wave 1 (Use “Table Data Style” for the column headings and numbers) |
| 3 | 480 | 440 | 481 | 432 |
| 4 | 697 | 451 | 490 | 464 |
| 5 | 601 | 660 | 706 | 421 |
| Total | 1778 | 1551 | 1677 | 1317 |
| *Note.* We use “Figure Caption” style for the caption and “ForFigsBottom” style for these notes. This table is based on an example from <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>, adapted to the thesis/dissertation style. The lines are left visible so that you can see how the table is structured, i.e., which columns are merged, etc. See **Table 2‑2** for how the finished version should look in your document. |

A table for your thesis/dissertation will be slightly different from the APA example shown at the link provided in the Note to **Table 2‑1**. We will use the Label-Number format for table numbering, the Times Roman font, and single-spaced Notes). Note that in APA style, there is no punctuation after the Table number. The Table number is followed by a space (very important!) and a soft line break (Shift + Enter) so that the Table caption appears in a separate line here, but is captured on the same line in the List of Tables.

To produce the table below, select groups of cells to turn on/off the lines, right-click to bring up the menu, select “Table properties;” then and go into “Borders and Shading.” By choosing the appropriate item from the “Apply to:” drop-down within “Borders and Shading”, make sure that the changes you make are applied only to the “cell” and not the entire table.

|  |
| --- |
| **Table 2‑2** Numbers of Children With and Without Proof of Parental Citizenship |
| Grade | Girls | Boys |
|  | With | Without | With | Without |
| Wave 1 |
|  3 |  480 |  440 |  481 |  432 |
|  4 |  497 |  451 |  490 |  464 |
|  5 |  601 |  660 |  706 |  421 |
|  Total |  1778 |  1551 |  1677 |  1317 |
| *Note.* The finished table should look similar to this in your document. Obviously, tables are designed based on the data being presented, and so consider this more as a suggestion than a requirement. |

In addition to turning off the lines, we made one more subtle change in –instead of just centering the numbers in the columns, a right-handed tab-stop was inserted in the columns to align the numbers so that the four-digit numbers align with the correct place value below the three-digit numbers. Within table cells, it is necessary to use [Ctrl]+tab to move the cursor to the tab stop or the cursor will go to the next cell. If you are dealing with decimal numbers, align the decimal point to decimal tabs within each column.

If you have already generated data in Excel, you may wish to format it with Excel’s features and then copy it into your thesis/dissertation. Simply pasting the table is not enough to give you an APA-style table that is properly placed. **Table 2‑3** below is an example of pasting a table from Excel after formatting the lines and numbers.

|  |
| --- |
| **Table 2‑3** Average Results from Physical Fitness Tests Performed on Three Randomly Selected Cohorts |
|   | Test 1 | Test 2 | Test 3 |
| Cohort 1 | 106.23 | 107.06 | 107.23 |
| Cohort 2 | 94.26 | 95.47 | 95.77 |
| Cohort 3 | 102.82 | 102.24 | 102.35 |
| *Note.* The row containing the Table caption above and the row containing this note were inserted after pasting from Excel. |

The following modifications are made to arrive at acceptable conformity to the APA-style:

1. Insert a row above the pasted table, and merge the columns for the table number and caption.
2. Insert a row below the pasted table for the Note.
3. Added/removed horizontal lines as needed.
4. Inserted decimal tabs in the columns and aligned numbers.
5. Changed placement of the table (Table Properties) to “Center.”

Unless you have a long and complicated table which is already built in Excel, it seems easier to just build the table in Word.

### References to Tables in the Narrative

To reference a table, such as **Table 2‑1**, use a process similar to that used with figures. On the “References” ribbon, hit the “Cross-reference” button under the “Captions” group. Select “Table” and “Only Label and Number.”

## Equations

Microsoft Equation Editor (which is part of the Word installation) may be used to create equations. For more information, it may be best to refer to various online tutorials. Some comments on the problems that arise with numbered equations are included in APPENDIX B. In this template, equations are also embedded in tables, for reasons given below. However, there is no requirement that equations are inserted into tables – the only requirement is that their appearance in the final document is acceptable, and conforms to the accepted norms.

### Inserting and Numbering Equations

The table format used for equations is shown below. Note that the grid lines are made visible only to show how the table is laid out. It is recommended that this table be copied and pasted wherever you need equations. As in the case of figures, the grid lines must be turned off in the final document.

Most simple equations can be built using Greek symbols from the “Symbol” menu of Word (found in the “Insert” ribbon), superscripts and subscripts. Here is an example.

|  |  |  |
| --- | --- | --- |
|  | *eit* = cos(*t*) + *i* sin(*t*) | Eq. 2‑1 |

The equation number consists of the label-number fields and uses the style “Eqn Number.” Do not worry that the equation is not vertically centered within the table cell. Once the grid lines are turned off, it will look fine. In fact, the vertical space below the equation provides the necessary space between the equation and the text that follows.

To build a more complicate equation, with the cursor in the center column of the table, select the “Equation” group in the “Insert” ribbon, and click on the down-arrow under “Equation.” Scroll down to “Insert new equation.” Your table should now look like Eq. 2‑2 below, and the Microsoft Equation toolbar, shown in **Figure 2‑6**, will appear.

|  |  |  |
| --- | --- | --- |
|  | $$Type equation here.$$ | Eq. ‑2 |

|  |
| --- |
| **Figure 2‑6** Microsoft Equation Editor Tool Bar, Which can be Used to Build Equations |
|  |
| *Note.* Nothing to note. |

Click on “Type equation here” and by typing in letters, and/or selecting appropriate templates from the menu, build the equation you desire. As an example, Eq. 2‑3 uses the template to create a second-order ordinary differential equation.

|  |  |  |
| --- | --- | --- |
|  | $$a\frac{d^{2}y}{dt^{2}}+b\frac{dy}{dt}+cy=f\_{0}(t)$$ | Eq. 2‑3 |

If the equation number is not correct after you insert the template, select the number component of the equation with the cursor, right-click, and scroll down to “Update Field.”

The use of a table allows the equation to be easily centered and circumvents certain limitations of Word’s equation numbering capabilities. You may wish to alter the shape of the table. To view the boundaries of the table and its cells easily, click on the table, go to the “Layout” ribbon, and click on “View Gridlines.”

### How to Cite Equations in the Narrative

To create a citation to an equation, place the cursor on the location within the text where the citation is to be created, and click on “Cross-reference” under the “References” ribbon. Select “Equation” in the “Reference Type” box, and click on the equation you wish to reference. Note that this works only if you copy and paste the tables containing the equation template each time so that the fields embedded in the equation number is reproduced. Alternately, you may enter the fields yourself. To show the results of the entire process, Eq. 2‑4 will be used to show Euler’s rule. [In this instance, the equation editor was used to generate the equation, so the appearance of the symbols are different in subtle ways compared to Eq. 2‑1.]

|  |  |  |
| --- | --- | --- |
|  | $$e^{iωt}=\cos(\left(ωt\right))+i sin⁡(ωt)$$ | Eq. ‑4 |

### Troubleshooting Equation Numbers

When you add new equations, you may need to update the equation numbers. You must first update the equation number in the label and then update the numbers in the citation(s). The citation will appear in the same format as the caption, so you may also need to reformat the reference if you wish it to appear in a different format.

When referring to figures or tables in the narrative, they do not need to be bold-faced as shown above. This is a personal preference, or your advisor may have an opinion on this.

# METHODS

## Reference Formatting and Referencing

Graduate School does not specify a format for the items appearing in your References section. However, you must use a format that is in general use within your discipline. Since this template is designed with APA-style section headings, figures, and tables, it seems natural to assume that the entries in the References will be in APA style.

Mendeley is a free reference management software package that we recommend highly. Please refer to resources related to Mendeley from the Thesis/Dissertation Workshop. Note that Mendeley is recommended as a useful tool; its use is not required. Microsoft Word has its own reference management tools with rather limited capabilities. You are welcome to use these tools if you like.

We will now insert some random text and add some random citations to actual publications (Fu & Cao, 2022), just to build a References section in APA style. We are not using ANY reference management software in **this** template but, as noted above, we encourage you to consider using one (Wang et al., 2020). The APA style references in References are copied and pasted from Google Scholar’s APA style citations. This is some random text (Mihalik, et al., 2019).

When using Google Scholar to harvest citations, remember that several journals have gone to article numbers or article IDs rather than page numbers. Google Scholar as well as many other search engines, and reference managers appear to be confused about how to handle article numbers, and often do not even include them in the citations provided. In these cases, it is important to at least visit the web link where the paper is published online (the title, abstract, and some other information will be available for free even if Louisiana Tech Library does not subscribe to the journal), and get this information. If the cited article has a Digital Object Identifier (DOI), it is a good idea to provide that as well. See the References section.

# RESULTS

## Subheading One

The results that you obtain from this template will be amazing. There is little need to include this section of the template because you could just as easily add your own results section, if it did not already exist, simply by inserting a section/page break, typing the word “Results,” highlighting that word, clicking on the “Chapter Title” style, and then adding the two soft-returns between “CHAPTER 4” and “RESULTS,” as is nowhere described by Zeng (2021), and Wu (2021).

## Subheading Two

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text and more sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

A reference to an equation in a table is **Eq. 4‑1**.

|  |  |  |
| --- | --- | --- |
|  | $$A=πr^{2}$$ | **Eq. 4‑1** |

# DISCUSSION

We did not create any subsections in this chapter, but you are welcome to create subsections, sub-subsections and sub-sub-subsections as you wish. Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text. Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

# CONCLUSIONS AND FUTURE WORK

## Conclusions

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

## Future Work

Sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text sample text.

1. Purpose and format of an appendix

Appendices contain detailed material that may be of interest to some readers but would otherwise distract the reader from the main purpose of the document. Appendices are formatted similarly to chapters, but are sequenced with capital letters of the alphabet instead of numbers (e.g., “Appendix A” and “Appendix B” instead of “Chapter 1” and “Chapter 2”). Subsections of each appendix are labeled with that appendix’s identifying letter. Figures, tables and equations must also have the numbers that are preceded by the appendix letter.

## Appendix Subsection

As with chapters, appendices can have subsections. The first subsection heading is formatted with the same style as Level 2 APA (Heading, Sub(2)). The next level is as shown below. APA does not seem to believe in numbering any of these.

### Appendix Sub-Subsection (use Heading, Sub(3) style)

Figures in Appendices

The numbering for figures in appendices must begin with the appendix label, such as “Figure A-1” in Appendix A, or “Figure B-1” in Appendix B. We will use the same approach as in the main document for figures in the Appendix—the figure is inserted into the middle row of a three row single column table as shown in **Figure A‑1**.

|  |
| --- |
| **Figure A‑1** Template for Inserting Figures into Appendices (Style = Caption, Figure Caption). |
|  |
| *Note.* This is the bottom row of the table. (Style = ForFigsBottom). |

Similarly, **Table A‑1** shows the table template. Once again, the styles used for elements of the table are the same as those in the main document.

|  |
| --- |
| **Table A‑1** Numbers of Children With and Without Proof of Parental Citizenship |
| Grade | Girls | Boys |
|  | With | Without | With | Without |
| Wave 1 |
|  3 |  480 |  440 |  481 |  432 |
|  4 |  497 |  451 |  490 |  464 |
|  5 |  601 |  660 |  706 |  421 |
|  Total |  1778 |  1551 |  1677 |  1317 |
| *Note.* The finished table should look similar to this in your document. Obviously, tables are designed based on the data being presented, and so consider this more as a suggestion than a requirement. |

REFERENCES

Fu, J., & Cao, L. (2022). Research on Discrete Dynamic Modeling of Learner Behavior Analysis in English Teaching. *Computational Intelligence and Neuroscience*, *2022*, 1914996.<https://doi.org/10.1155/2022/1914996>

Mihalik, A., Ferreira, F. S., Moutoussis, M., Ziegler, G., Adams, R. A., Rosa, M. J., ... & Mourão-Miranda, J. (2020). Multiple holdouts with stability: improving the generalizability of machine learning analyses of brain–behavior relationships. *Biological Psychiatry*, *87*(4), 368-376.

Wang, L., Zhen, Z., Wo, T., Jiang, B., Sun, H., & Long, X. (2020). A scalable operating system experiment platform supporting learning behavior analysis. *IEEE Transactions on Education*, *63*(3), 232-239. https://doi.org/[10.1109/TE.2020.2975556](https://doi.org/10.1109/TE.2020.2975556)

Wu, H. (2021). Multimedia interaction-based computer-aided translation technology in applied English teaching. *Mobile Information Systems*, *2021*, 5578476. <https://doi.org/10.1155/2021/5578476>

Zeng, Y. (2021). Application of flipped classroom model driven by big data and neural network in oral English teaching. *Wireless Communications and Mobile Computing*, *2021*, 5828129. <https://doi.org/10.1155/2021/5828129>