INSTRUCTIONS

1. Copyright Page. If you don’t need it, delete it. The year is set to the current year. You fill in the author name on the next page. It will update when you update the fields in your paper.
2. Title Page. I used a field for title because it is on multiple pages. Your title can be up to three lines and I don’t know how many lines your title will be. Since the properties will not span lines, it was easiest to use two additional document properties although they aren’t used for their intended purpose. Use the tab key to get to the next property on the page so you don’t accidently delete it. If you don’t use a line, delete the text
3. Signature Page. There is a signature page for a thesis and another for a dissertation. Delete the page that does not apply to you. Highlight the title and author, then select F9 on the remaining page. Remove the placeholder lines in the same manner as the title page. Add the name of your advisors, committee members/faculty readers, chair/director of your department, dean of college, and interim dean of grad school. For extra lines, you might need to change the amount a space after the names in the left column.
4. Abstract. Type is the abstract, but don’t type below the placeholder line beginning with “Don’t.” After you are finished, delete the placeholder line only to the period at the end or it will delete important formatting. To get the correct margins, breaks must be entered, where one break is below the placeholder line. You can only see them in outline mode.
5. Dedication and Acknowledgements are optional and assumed to be no longer than one page.
6. Table of Contents. Several list styles were created to format the table of contents properly. The table of contents reflects the requirement of the first level of sections being displayed. If you want subsections, you will need to edit the the table of contents field code. Currently, it is { TOC \n "8-8" \o "2-2" \t "Heading 1,1,ChapterPlaceholder,8,NoChapter,7" } and you will change the text after \o (e.g. “2-3”). Styles are only defined up to the fourth level. If you want more, you will have to do much editing. If you edit the table using the button, you will need to re-add \n “8-8” to remove the number from the label Chapter.
7. Table of tables, figures, illustrations, and schemes. Delete the tables that you aren’t using. These tables are automatic, but must be edited at the very end of writing your document. You don’t want to edit it over and over. To edit it,
	1. Select the entire table and use the replace function to remove the label. Using table as an example, the find what textbox will contain Table with a space after it. The replace with text box will contain nothing. You might need to add a tab with it all selected, so you can give consistent space between the caption text and the number.
8. Chapters
	1. Delete the unnecessary chapters.
	2. There is a hidden number at the beginning of the chapter title to provide a chapter number for Sections, Tables, Figures, Equations, etc. if you want it. The title of the chapter is Heading 1, sections are Heading 2, etc.
	3. As the abstract, write the chapter then delete the placeholder line.
9. Bibliography/References/Literature Cited Page. If your department requires a certain style, be sure to use it. Otherwise, pick one you like and be consistent. A reference manager like Zotero or Mendeley will make citations easier.
10. If you have one appendix, delete the appendices page and Appendix A will become Appendix. Otherwise, add as many appendices as are needed. Extra Appendices are Heading 2. After you apply the style, select the multilevel list button and select none.

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1. TITLE FIRST LINE

TITLE SECOND LINE

TITLE THIRD LINE

A Thesis or Dissertation

Presented to

The Graduate Faculty of The University of Akron

In Partial Fulfillment

of the Requirements for the Degree

Master of X, Doctor of Philosophy, or Doctor of Education

Author Name

August, 2017

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Committee Member Date

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Committee Member

Name

1. ABSTRACT

Body of the abstract.

Don’t delete below this line. Enter your entire abstract before deleting this line.

1. DEDICATION (optional)

Dedication begins here.

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1. ACKNOWLEDGEMENTS (optional)

Acknowledgements start here.

Don’t delete below this line. Enter your entire acknowledgement before deleting this line

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CHAPTER I

# INTRODUCTION

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## Section

Section text

### Subsection

Subsection text

#### Subsubsection

Table .. This is an example table

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Figure .. This is an example figure

Illustration .. This is an example illustration

Schema .. This is an example schema

Table .. This is another example table

|  |  |
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Figure .. This is another example figure

Illustration .. This is another example illustration

Schema .. This is another example schema

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CHAPTER II

# CHAPTER II TITLE

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## Section

Section text

### Subsection

Subsection text

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CHAPTER III

# CHAPTER III TITLE

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## Section

Section text

### Subsection

Subsection text

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CHAPTER IV

# CHAPTER IV TITLE

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## Section

Section text

### Subsection

Subsection text

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CHAPTER V

# CHAPTER V TITLE

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## Section

Section text

### Subsection

Subsection text

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CHAPTER VI

# CONCLUSION

Enter the text here.

## Section

Section text

### Subsection

Subsection text

Don’t delete below this line. Enter your entire chapter before deleting this line.

BIBLIOGRAPHY/REFERENCES/LITERATURE CITED

Citations start here.

Don’t delete below this line. Enter your entire citations before deleting this line.

APPENDICES (only if more than one appendix)

## APPENDIX A (if only one, then APPENDIX)APPENDIX TITLE

Start appendix a.

Don’t delete below this line. Enter your entire appendix before deleting this line.

## APPENDIX B (if only one, then APPENDIX)APPENDIX TITLE

Start appendix b.