

Note: This is the Title Page

Top, bottom, left, and
right margins = 1 inch

Text for Title page must
be set in 12 points. A fully
legible font. Script fonts
are not acceptable.

Two blank spaces
from top margin

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

All CAPS

Single blank space

Input name of School or College

Four blank spaces

Not in All CAPS, follow rules for Proper
Noun
(Ex. The School of the Environment)

ENTER TITLE OF THESIS OR DISSERTATION IN CAPS AND WITH SINGLE SPACING AND CENTERED
ON THE PAGE

Four blank spaces

By

Single blank space

Enter First name and Last name

Four blank spaces

A Thesis or Dissertation submitted to the
(Insert Name of Department)
in partial fulfillment of the
requirements for the degree of
(Insert Name of Degree)

If no department, enter School or
College

These single-spaced
lines must be formatted
exactly as shown

Examples: Master of Science or
Doctor of Philosophy or
Master of Architecture, etc.

Four blank spaces

Tallahassee, FL

Four blank spaces

Insert Semester, Year

The title page is lower case Roman
numeral one (i) but is not numbered.

Start copyright year at
line number 25



Copyright (Year)
(Insert Name of Copyright Holder)
All Rights Reserved

The Copyright page is the first numbered page. Numbers for preliminary pages before chapter one is all lower-case Roman numerals. Page numbers throughout the entire manuscript must be centered and 0.50 inches from the bottom edge of the page.



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The Committee approves the (Thesis or Dissertation) entitled, ***Insert Title of Thesis or Dissertation*** by ***Insert Student Name***; *First name and Last Name* defended on (**Input** defense date).

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Single Space
Type Name of Committee Chair, Degree
Professor Directing Dissertation/Thesis

Type Name of Committee Member, Degree
See choice box

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Type Name of Committee Member, Degree
See choice box

Two blank spaces between committee members

Five blank spaces before "Approved"

If no department chair, do not include this line.

Approved by:

Two blank spaces

Type Name of Department Chair, Degree, Chair, Name of Department

Two blank spaces

Type Name of Academic Dean, Degree, Dean, Name of College or School

Two blank spaces

Type Name of Graduate Dean, Degree, Dean, Graduate Studies and Research

Choice Box

- Professor Directing Dissertation/Thesis; For Co-chairs, both are listed as Professor Co-Directing Thesis/Dissertation
- Committee Member
- Outside Committee member (outside school/college/department)
- The names and roles of all members should match the forms you submitted.

Should you choose to include a dedication, it should be centered vertically on the page. If you choose, you may center it horizontally as well, provided that it is no longer than a paragraph. There should be no heading on the dedication page. This is the only major section with no heading. Do not include this page if you do not want a dedication.

All CAPS, Bold



ACKNOWLEDGMENTS

The Acknowledgments page is optional. If you choose to use it, it should appear after the dedication page (optional). Remember to spell Acknowledgments as above; (without an “e” after the “g”).

Text of the document may be double-spaced or one-and-one-half spaces. Spacing should be consistent throughout the document.

All CAPS, Bold

→ **CURRICULUM VITAE**

(Optional for Master's Students, but **REQUIRED** for All **Doctoral Students**)

Centered 2 blank spaces
from top margin

TABLE OF CONTENTS

All CAPS, Bold

Start 4 spaces
below heading

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Page numbers aligned;
use of leading dots is required

Note: Different styles of "Table of Contents" are allowed. Follow spacing, indentation and alignment guidelines.

Text starts 2 spaces below the heading.

ABSTRACT

All CAPS, bold, centered below 1-inch top margin

The abstract is a required, essay-style summary that outlines the purpose, methodology, findings, or conclusion. It should not contain tables or figures of any kind. It should not exceed 750 words or be more than one and a half pages. If more than one page is necessary, continue on the following page. Do not repeat the heading or use the word continued. It should be placed immediately after the Table of Contents in all master's theses and doctoral dissertations. Only one abstract is permitted in a manuscript. Line spacing must be the same as that in the body of the text.

SYMBOLS AND ABBREVIATIONS

ALL CAPS, bold, centered
below 1-inch top margin.

Listing begins two spaces below the heading.

Note: Not every thesis or dissertation will need a list of symbols or abbreviations or acronyms. Remember to alphabetize the entries in this section.

Listing starts 2 spaces below the heading.

LIST OF TABLES

All CAPS, bold, centered below 1-inch top margin

- 1 All entries must match word for word with the text in the body of the document.....10
- 2 For multi-line entries there must be a least one word on the line with the page number.....12

OR

- Table 1. All entries must match word for word with the text in the body of the document....10
- Table 2. For multi-line entries there must be a least one word on the line with the page number on the same line as the last line of the entry number.....12

Example:

- Table 1: Classroom Checklist for Physical Organization.....10

Note: Table must be both a name and a description and both must appear in the LIST OF TABLES.

Listing starts 2 spaces
below the heading.

LIST OF FIGURES

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- 2 For multi-line entries there must be a least one word on the line with the page
Number.....15

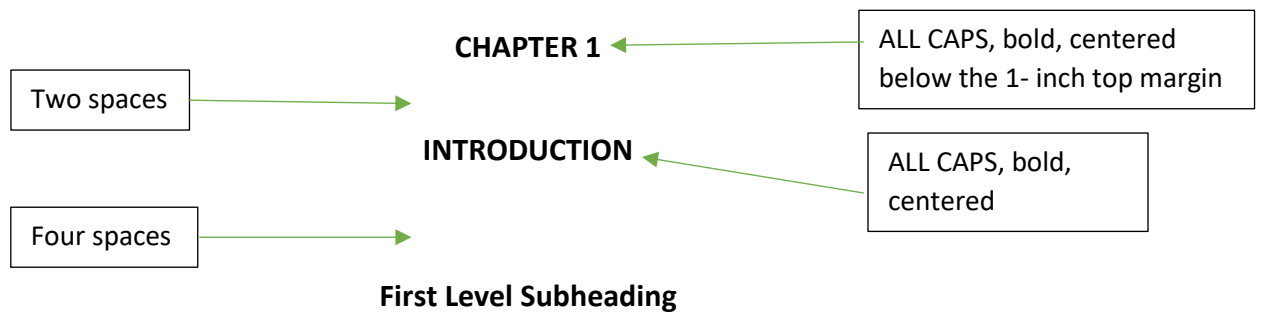
OR

- Figure 1. All entries must match word for word with the text in the body of the document...14
- Figure 2. For multi-line entries there must be a least one word on the line with the page
number on the same line as the last line of the entry number.....15

Example:

- Figure 1. United States map showing average annually rainfall per 10 thousand square mile
per state from the years 1991-2011.....14

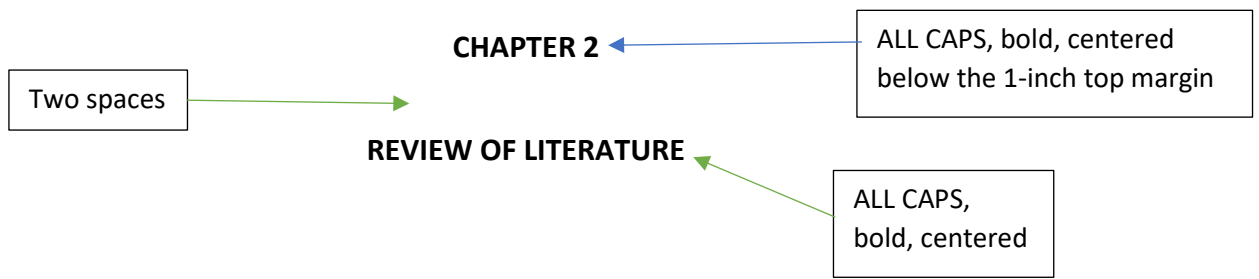
Note: Figures must be both a name and a description and both must appear in the LIST OF FIGURES.



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Second Level Subheading

School of Graduate Studies and Research, School of Graduate Studies and Research, School of Graduate Studies and Research, School of Graduate Studies and Research, School of Graduate Studies and Research, School of Graduate Studies and Research.



Text starts four spaces below the heading

Two spaces

CHAPTER 3

ALL CAPS, bold, centered
below the 1-inch top margin

METHODS

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Two spaces

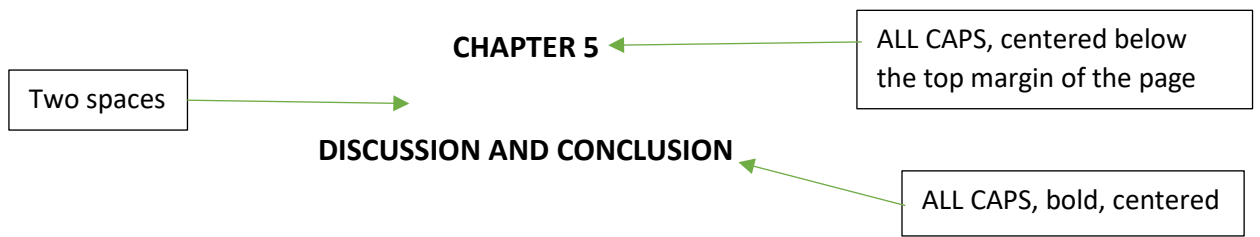
CHAPTER 4

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the top margin of the page

RESULTS

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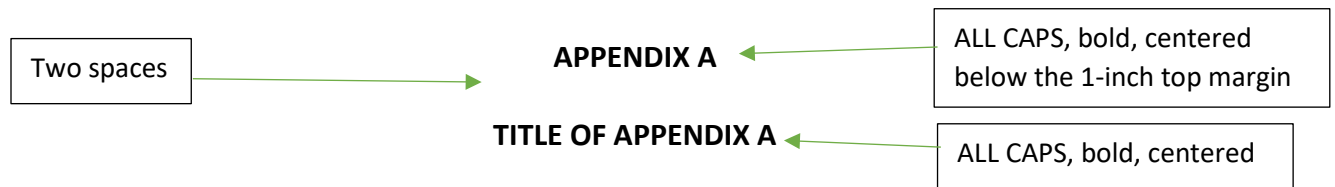
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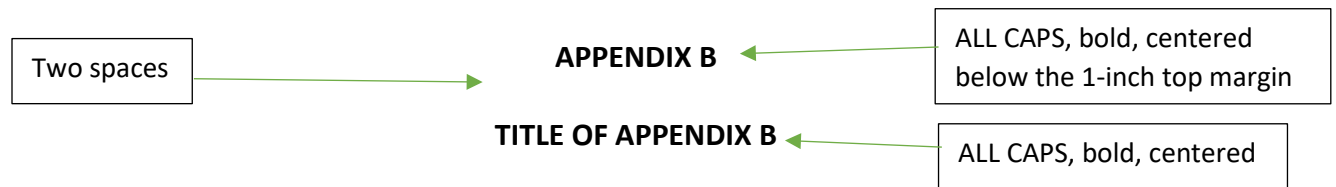
Text starts four spaces below the heading. The list of sources is single-spaced within each entry and double-spaced (or one-and-a-half) between entries.

You may use the references style preferred by your discipline. Consistency in the style, Consistency in the style, Consistency in the style, Consistency in the style, Consistency in the style.



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If there is only one appendix, the heading APPENDIX should be used. If more than one appendix is needed, the appendices may be divided into APPENDIX A, APPENDIX B, etc.



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