

If the title is longer than five inches, it must be placed on two or three lines, inverted pyramid style.

The title and ALL text must be the same font and same font size.

Student name is centered between title and following statement.

First Line of Your Thesis/Dissertation Title

Second Line of Title if Necessary

Three Line Limit

Isaac Newton

A **dissertation/thesis** submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Doctor of Philosophy / Master of Science

Spencer P. Magleby, Chair
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Department of **Mechanical Engineering**

Brigham Young University

December 2009

List the month and year in which the degree will be granted: April, August or December.

For MS/MBA students:
“Thesis Completed
December 2009”

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ABSTRACT

Dissertation/Thesis Title

(Exactly as title page)

Isaac Newton

Department of Mechanical Engineering

Doctor of Philosophy / Master of Science

Single space
text; double-
space between
paragraphs.

The abstract is a summary of the dissertation/thesis with emphasis on the findings of the study. The abstract must not exceed 350 words in length.

Students should ensure that the abstract contains significant wording to allow automated retrieval, as the abstract will be added to the database. In addition, the abstract will be printed, as it is submitted, in ProQuest/UMI Dissertation Publishing.

Keywords - Include
pertinent places and
full names of persons
as well as descriptive
words useful in
automated retrieval.
Use lower case
except for acronyms
or proper nouns.

Keywords: Isaac Newton, gravitation, conservation, calculus

If needed, continue abstract here. When printed it will be a front page.

ACKNOWLEDGMENTS

This page is optional. Students may use the acknowledgements page to express appreciation for committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation/thesis. Acknowledgements should be simple and in good taste.

TABLE OF CONTENTS

Two sided printing begins here. Page numbers also begin on this page.

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When only one page is needed for the List of Tables, this page will serve as the following even back page with a number on it.

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If the list of figures ends on an odd page, be sure to insert a blank page after it so that the following even back page will have a number on it.

1 INTRODUCTION

This document provides basic instructions for using Microsoft Word and associated styles for preparing a dissertation/thesis paper. It also serves as a template.

1.1.1 Styles

The styles used in this template are outlined in the next several sections.

1.1.2 Heading Styles

All the titles in this document use a Heading style. *Heading 1* should be used for chapter titles and *Headings 2 and Heading 3* for sub-titles.

1.1.3 Caption Styles

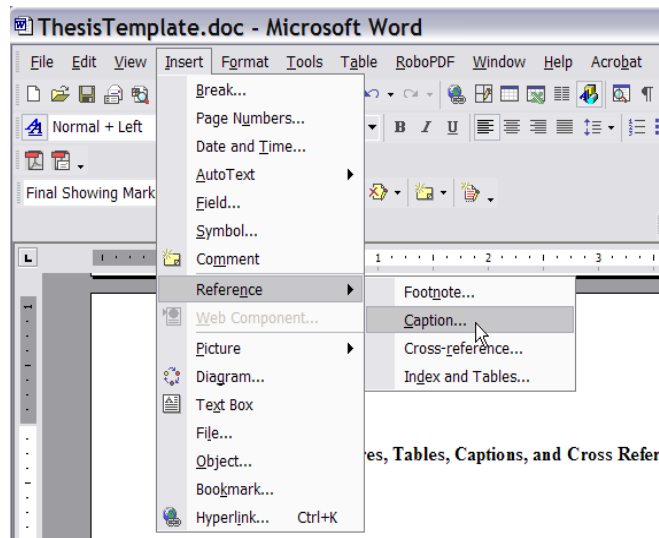
The *Caption* style is used for defining captions beneath figures, above tables and next to equations. Section 2:1 addresses inserting captions so that numbering will remain consistent.

2 CAPTIONS, FIGURES, TABLES, EQUATIONS, AND CROSS REFERENCES

2.1 Captions and Figures

To insert figure and table captions and equation numbers use the *Insert Tab>Reference>Caption* command in Word '03, shown in Figure 2-1. In Word 07 use the *References Tab>Insert Caption* command.

Center figures. Use extra spacing above and below figures to separate them from the text. Be consistent throughout the document.



Captions are centered below the figure, running the width thereof. If more than one line is needed, single space and left justify. Avoid lengthy captions.

Figure 2-1: Inserting a Caption

When typing the caption, capitalize either the first word or all the main words and then follow the same formatting with all future captions. Select *Figure, Table, or Equation* and also

the proper *Numbering* style. Thereafter, numbering will be automatically updated when additional figures and their captions are inserted.

2.2 Tables

The next illustration is for a table. Table captions are created the same way as figures so that they are automatically updated. However, note the different placement of the caption. Long tables may be continued onto the next page. Relist the column headings. Only the table number needs to be listed, e.g., “Table 2-1 Continued”.

Table 2-1: Curve Numbers for Associated Basins Including Minimum and Maximum

<i>Basin Name</i>	<i>Curve Number</i>	<i>Minimum</i>	<i>Maximum</i>
1B	68.5	49.2	84.1
2B	66.2	46.4	82.7
3B	65.4	45.5	82.3
4B	65.1	45.1	82.1
5B	66.6	46.9	83.0
6B	65.8	46.2	82.5
7B	69.4	50.3	84.6

Center Tables. Use extra spacing above and below tables to separate them from the text. Be consistent throughout the document.

Table captions are centered above the table and if longer than one line, single spaced and inverted pyramid style.

2.3 Rotating Figures and Tables

A figure or table may be rotated to a landscape position with the top on the left side of the page. Captions must be rotated also. Word does not have the functionality to rotate tables and figures; therefore, you may need to convert them to a PDF file or some other graphic, rotate the figure or table and then paste it back into Word. Insert the caption into a text box, and then use the *Text Direction* command to rotate the caption.

The page number *must* be maintained in the standard location as shown below.

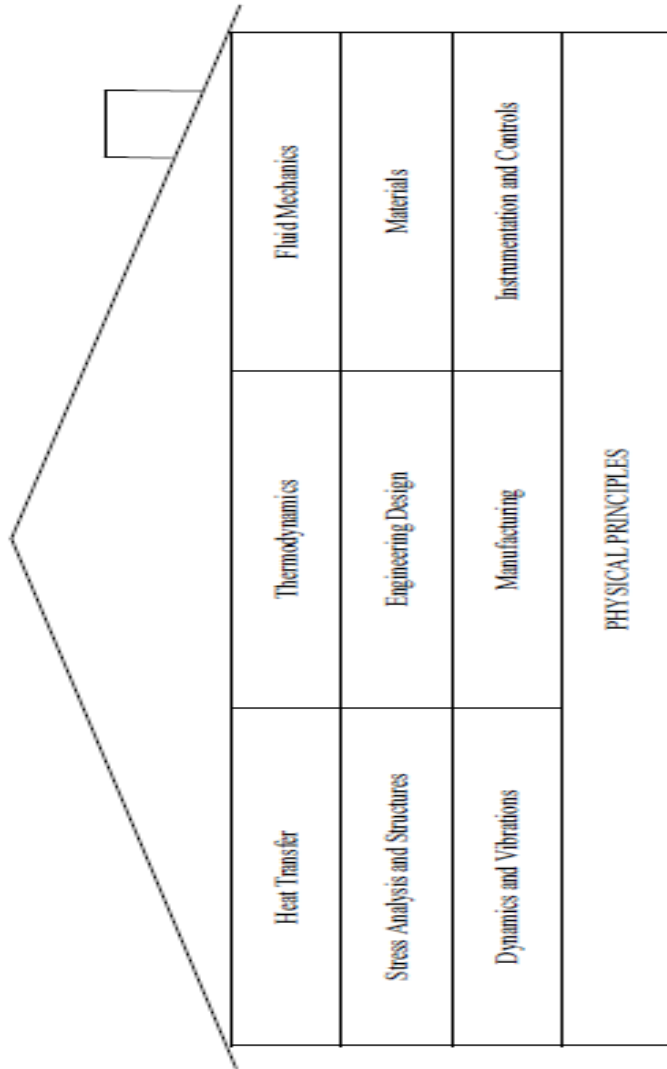


Figure 2-2: Landscape Tables and Figures

2.4 Equations

Microsoft Word '03 has an equation editor that can be accessed using the *Insert Tab>Object* command. Unfortunately the Equation editor is not installed by default in Word 03; therefore, if you do not see it, you may have to get an Office CD and install it through the *Custom option* or convert this document to Word '07 (.docx) and use the *Insert Tab>Equation* command.

Insert a caption (number) for your equations as explained in section 2.1. Again, inserting the numbers as captions will ensure consistency in numbering as other equations are added or deleted. Equations should be placed on a separate line, indented. The caption (number) can be moved to the right margin by using a series of tabs after the equation, as shown below. Remember that equations are part of the text. Use commas and periods as necessary. Beware of a single-line equation which may cause a widow or orphan.

$$Q = \frac{1.49}{n} AR^{\frac{2}{3}} \sqrt{S} \quad (2-1)$$

2.5 Cross References

Cross references are automatically created when you insert captions. Cross references makes it possible to automatically generate lists of figures, lists of tables, and bookmarks, as explained in Sections 3.4 and A.1. When finished with your document check to make sure all captions are properly reflected in these lists. To view the cross references in your document use the *Insert Tab>Reference>Cross-reference* command in Word '03 or the *References Tab>Cross-reference* command in Word '07.

White Space – You cannot have more than about 5 blank lines at the bottom of a page unless it is at the end of a chapter.

3 SECTIONS, PAGE NUMBERING, TABLE OF CONTENTS, AND LISTS

3.1 Sections

New sections are created in order to change the layout or formatting of different parts of the document.

All of the sections in this document have used the *Odd Page Section Break* to insure that preliminary page sections and each new chapter starts on an odd page number, which are also front pages of the document. When a chapter ends on an odd page, a back page with no page number will be created. Consequently you will have to insert a page break by using the *Insert Tab > Break > Page break* command in Word '03 or the *Insert Tab > Blank Page* command in Word '07. This will create a blank page with a page number, as shown below. To see the location of section breaks use the *Home Tab > Show/Hide Button*.

You may find it easier *not* to use odd page breaks in the text but rather insert blank pages where needed at the end of chapters to ensure that the next chapter begins on an odd page.

You can change the break type of any section by using *Page Setup > Layout Tab* in both Word '03 and Word '07.

The Page Setup dialog box is also used to control some other important parameters. Margins are set by selecting the *Margins tab*. The setting for *Multiple Pages* is *Mirror Margins* so that 1” margins always occur on both sides of the paper.

3.2 Page Numbering

The page numbers have been inserted in the footers. You can modify them by using the *Insert Tab>Page Numbers* command in Word '03 or Word '07.

Page numbers have been defined to continue from one section to the next in the main body. The Table of Contents has been set to start at page v because, while each of the sections in the preliminary pages starts on an odd page, so that blank pages will be created and the document readied for two-sided copying, these blank pages are not counted as in the body of the text.

3.3 Table of Contents

There is no need to have entries for pages prior to the Table of Contents. The entries for subsequent pages are created automatically by updating the Table of Contents when you are all finished. To do this, first select the Table of Contents page; right click; then choose *Update Field* in the drop-down menu.

3.4 Lists of Figures and Tables

Lists of figures and tables can be generated the same way as the Table of Contents. However, in order to generate these lists automatically you must have used captions and cross references as explained previously.

4 CONCLUSIONS

The purpose of this template is to provide basic instructions in creating your dissertation/thesis document. If you need further tutoring, please visit the Writing Center in the JKB.

On the other hand if you discover something that will make this template more useful, please feel free to make recommendations.

Regardless of whether this template or some other method of writing is employed, the student is responsible for incorporating the guidelines found in Appendix B.

Below is a checklist of things to remember to look for as you review your thesis for formatting:

- Check numbering of sections, figures, tables, equations to make sure they are consistent.
- Update your Table of Contents, List of Figures, and List of Tables and make sure the page numbers are aligned correctly.
- Make sure all pages are numbered, beginning with the Table of Contents.
- Make sure there are no more than about five lines of white space at the bottom of any page except for at the end of a chapter.
- Make sure there are no widows or orphans.

REFERENCES

Bates, P. D., Stewart, M. D., Desitter, A., Anderson, M. G., Renaud, J. P., and Smith, J. A. (2000). "Numerical Simulation of Floodplain Hydrology." *Water Resources Research*, 36(9), 2517-2529.

Bedient, P. B. and Huber, W. C. (1988). *Hydrology and Floodplain Analysis*, Addison-Wesley.

References can be written in the style of the journal in which the student will publish. Otherwise, the Turabian style should be used as illustrated here.

References should be single-spaced. Double-space between entries.

References should be in numerical order, when numbered or alphabetically, authors' last name first.

Book/Journal titles are italicized. Article titles are placed in quotation marks.

APPENDIX A. ELECTRONIC DOCUMENT SUBMISSION

The Fulton College of Engineering and Technology requires all dissertations and theses to be submitted electronically. This requires converting the Word document to a PDF document. This can be done using Adobe Acrobat Professional, available on computers in the CAEDEM labs in 450 CTB and 425 CB.

A.1 Bookmarks

The PDF document must contain bookmarks for preliminary pages plus chapter headings and subheadings, as listed in the Table of Contents. Using cross references in this document automatically sets up bookmarks, also known as the *Document Map*. To view the bookmarks use the *Tools Tab>Options>View>Bookmarks* in Word '03 and the *View Tab>Document Map* Command in Word '07.

In the PDF document, bookmarks should be displayed in a panel to the left of the ETD document pages as seen in figure A-1. Use the *File Tab>Properties>Initial View Tab>Navigation tab: Bookmarks Panel and Page* command. If modifications need to be made to the bookmarks, use the *trash* and *new bookmark* buttons shown at the top of the bookmarks panel.

More specific instructions can be found at the university website, where the ETD is submitted: <http://etd.byu.edu>. If necessary, students may obtain assistance in submitting their ETD at the Multi-media lab in the HBLL.

Tables and figures in an appendix should be numbered as A1, B1, etc. and should be included in the lists of tables and figures.

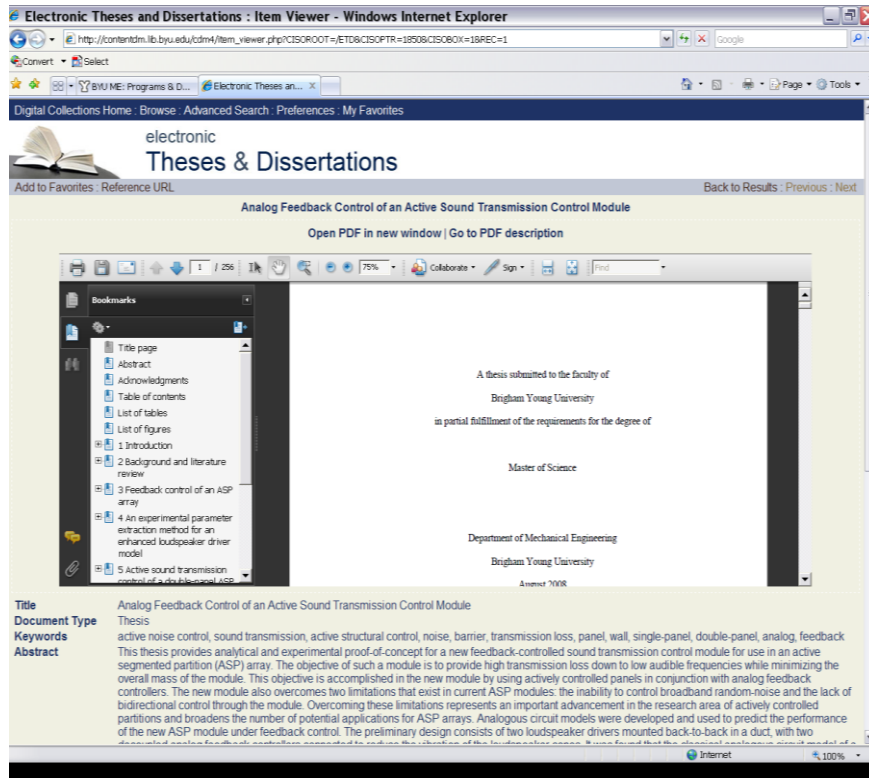


Figure A--1: ETD Bookmarks

Please note that keywords, as listed at the bottom of Figure A-1, will be requested. They must be in lower case, unless they are acronyms or proper nouns. In addition, a copy of the abstract must be inserted.

APPENDIX B. **FORMATTING GUIDELINES**

FONT – Times New Roman 12 pt. consistency throughout text and 10 or 11 point for tables and figures.

MARGINS

Preliminary Pages (Title page, Abstract page(s), Acknowledgment page, Table of Contents, List of Figures, List of Tables)

- 1 inch on all sides

Body Pages, beginning with Introduction

- 1 inch on all sides

Chapter title pages, Appendix title page, Reference title page

- 2 inches at top
- 1 inch at bottom and sides

PRINTING

Single-sided: Title page, Abstract page(s), Acknowledgment page

Two-sided: Table of Contents, List of Figures, List of Tables, Body, Appendix, References

Note 1: Table of Contents, List of Figures, List of Tables, Chapter title pages, References and Appendix pages must begin on the front side of a page.

Note 2: For final printing of bound copies, students must copy the original PDF document using a copy machine with the option to do a “margin shift” and shift the RIGHT margin ¼”, to accommodate the binding.

PAGE NUMBERING

- Page numbers are centered at the bottom of the page.
- Counting begins with the Title page; however, back pages are not counted until the Table of Contents.
- Page numbers do not appear on the page until the Table of Contents (v).
- Use Roman Numerals (i, ii, iii ...) for the Table of Contents page and the pages thereafter until Chapter 1.
- Use Arabic numbers (1, 2, 3 ...) beginning with Chapter 1.
- Be sure numbers appear on all blank back pages once numbering begins.

SPACING

- Double-space text of body.
- Single-space abstract, captions, quotes, long chapter titles, headings, and subheadings.
- Table of Contents, List of Figures, List of Tables, and References can be single-spaced or double spaced.
- Double-space three times after chapter titles
- Double-space once after subheadings.
- Double-space twice between text and subheadings.
- Double-space once between two subheadings.
- Double-space twice before and after figures.
- Double-space twice before and after tables.
- Double-space *once* before and after equations.
- Do **not** leave a single line of text, a single-line equation, or a subheading alone on the top (widow) or bottom (orphan) of a page.
- Do **not** leave more than about 5 lines of white space remaining on a page unless it's the end of a chapter.

FIGURES

- Figures are normally diagrams, graphs, maps, or charts.
- Center figures on the page.
- Center captions below the figure. If two lines are needed, the caption should be left justified at margin.
- A figure should be placed after the paragraph of reference. If it will not fit on the same page, continue the text and place the figure on the next page.

TABLES

- Tables contain numerical or statistical information.
- Center tables on the page.
- Center captions above the table. If more than one line is needed, center the lines in an inverted pyramid:
Table 6.3 Comparison of roll rotation plots when node was displaced,
and an X-direction off-axis force was applied.
- If placed in the landscape position, the top of the table should be on the left side of the page, with the caption above the table. The page number is placed in the standard location.