**Title of Thesis or Dissertation**

A Dissertation

Presented in Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

with a

Major in Natural Resources

in the

College of Graduate Studies

University of Idaho

by

 Student P. Graduate

Major Professor: John Lennon, Ph.D.

Committee Members: Paul McCartney, Ph.D.; George Harrison, Ph.D.; Ringo Starr, Ph.D.

Department Administrator: Brian Epstein, Ph.D.

December 2018

Authorization to Submit Thesis/Dissertation

This thesis/dissertation of Student P. Graduate, submitted for the degree of Doctor of Philosophy with a Major in Natural Resources and titled "Thesis/Dissertation Title" has been reviewed in final form. Permission, as indicated by the signatures and dates below, is now granted to submit final copies to the College of Graduate Studies for approval.

Major Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 John Lennon, Ph.D.

Committee Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 Paul McCartney, Ph.D.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

George Harrison, Ph.D.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Ringo Starr, Ph.D.

Department

Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 Brian Epstein, Ph.D.

Abstract

There are no special instructions for formatting this page, other than to use the same style of heading and indentation as you use throughout the document. Abstracts have no word limit.

Acknowledgements

Acknowledgements are used to convey your appreciation to those who were instrumental to your academic career, including faculty, grant and scholarship agencies, internships, research facilities, and others who assisted and supported you along the way.

(Instead of mentioning family members and friends here, consider using a dedication page.)

Dedication

This is where you want to thank the people who have been important to you personally rather than professionally

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Statement of Contribution

If submitting collaborative work through multi-authored articles in the dissertation, the student must demonstrate primary responsibility and authorship of the dissertation and include a clear statement of the student’s specific contribution to the collaborative work. This contribution statement must be approved by the thesis/dissertation committee. The contribution statement should clearly and specifically articulate the attributions of any co-authors included in the dissertation articles.

Please delete this page if this does not apply to you.

# Introduction (or title of 1st chapter)

# Title of Chapter

Body of chapter. Use scripts heading 2 – 5 for subheadings and normal for body text.

## Literature Cited

Add literature cited either here for each individual chapter or at the end for the entire

thesis/dissertation.

Table 0.1. The name of the road that the observer walked. Each observer counted the number of trees and shrubs from 50m along each road.

|  |  |  |
| --- | --- | --- |
| Road Name | Number of Trees | Number of Shrubs |
| Front St. | 15 | 2 |
| Clear Ave. | 50 | 60 |

**(You will need to manually add the chapter number because in this template we do not have it set up to automatically recognize the chapter number. It adds more freedom in how you want to label your chapters but you will need to manually number you Figures and Tables)**

Figure 0.1. Number of bird species observed in relation to the density of trees along 50-m transects.

**(You will need to manually add the chapter number because in this template we do not have it set up to automatically recognize the chapter number. It adds more freedom in how you want to label your chapters but you will need to manually number you Figures and Tables**

# Title of Chapter

## Literature Cited

# Title of Chapter

## Literature Cited

# Conclusion

(add text)

1. Your Appendix Title (delete title if none needed just make sure Appendix A is shown)

Add as many appendices as you need (use the Appendix script for each title)

# Examples and Tips

(Delete this chapter before submitting)

Remember this is just a template that is designed for universal use. You may need to adapt it to your needs. The body of each chapter can be divided in whatever subsections (or no subsections) that are needed. Furthermore, you may choose to not write an Introduction or Conclusion and thus, should delete those headings. If you do not have any figures or tables, please delete the Table of Figures and/or Tables. If you do not have any citations, you should delete the Literature Cited subheadings.

## Use the headings and subheading to organize

Heading “1st few pages” should be used for headings on roman numeral pages (before your 1st chapter).

Headings 1-5 are for use in the chapters.

Heading format (font, size, type) can all be modified by right clicking on the heading and clicking on ‘modify’. If you modify the heading it will apply to all your pages so your formatting will remain consistent throughout the whole document.

Currently only Headings 1 and 2 are designated to appear in the Table of Contents. If you want more levels to appear, go to:

* In Word: *References* > *Table of Contents* section >, click on the arrow for *Table of Contents* > *Custom Table of Contents* > and change *Show Levels* to the desired number.

## Figure, Table, Etc. Captions

Each figure and table must have a caption/label which must be included in the ‘List of Figures’ or ‘List of Captions’. The easiest way is to insert a caption which lets Word automatically add it to the lists.

* In Word: *References* > *Captions* section > **Insert Caption**
	+ When you insert a caption a box will open. You can tell it to suppress or add the chapter titles and you can change the label. For figures you want the label to be figure. If you want a different label, you can create your own (please refer to the handbook for more details on other types of labels).
	+ If you add additional labels and want additional Table of …. You will need to insert a new Table of … To do this: *References* > *Captions* section > **Insert Table of Figures (and select the appropriate list).**
	+ 

Use dropdown menu to select label (Figure, Table, or something else)

Make sure you use a consistent format for all your captions throughout your document. You can modify the *Caption* style so all are the same. Do you want your captions to be:

* Single or double spaces? Bold or not? Center or left justified?
* Figures: Should the captions be places above or below the image?
* Tables: Put captions above or below?

For examples please see Chapter 2. Please note that this template does not automatically recognize chapter numbers (to enable you to have more flexibility in your formatting). However, you will need to manually adjust your Table and Figure numbers to compensate so you may want to use the other template if you will be including a large number of Tables and Figures in your document.

## Styles

Learn to use and be comfortable with the styles and use throughout your document. This will ensure that all your Tables of Contents will be correct and your fonts consistent throughout your document.

|  |
| --- |
| 1st few pages = for headings used before your chapters. |
| Normal = for your basic content; currently set at 1.5 spaces with a paragraph indent. |
| Heading 1 = for “Chapter” title in 1, 2, 3 format. |
| Headings 2-5 = for subheadings in chapters. |
| Appendix = for your “Appendix” title in A, B, C format. |
| Caption = for your “Figure” and “Table” captions. |

## References or Bibliography

Choose a consistent format for your References or Bibliography. The use of a program such as Mendeley or Zotero may be helpful in keeping the formatting consistent and to ensure you include all citations. Be sure to double check all your references as these programs occasionally make mistakes.

## Appendices

To add more appendices, do the following:

1. Insert a Page Break (*Insert* > **Page Break**), so the next appendix starts on a new page.
2. Type the name of the appendix and apply the Appendix Heading style *(Home* > A**ppendix**)

If your chapter captions are number 1,2,3, etc., that numbering format should continue through your appendix captions. If captions in chapters are numbered 1.1, 1.2, 1.3, etc., your appendix captions must match that format by using A.1, A.2, A.3, etc.

Problems: A common problem with the appendix captions is that Word will label them like they are in a chapter (for example Figure A.1 was originally labeled by Word as Figure 2.1). One solution is to do the following:

1. Wait to fix anything until after you after inserted all your captions.
2. Starting in Appendix A, carefully delete the chapter number in each appendix caption and type in the appendix identifier (A, B, C, etc.)
3. Be careful to not delete the Word automated number in each caption.

Another solution is to follow these directions: <https://shaunakelly.com/word/numbering/numberingappendixes.html>

## Landscape Pages

For easiest solution take the automatic route (works for both PC and Mac):

Save your thesis/dissertation

Copy everything below in large blue text

**Copy this line (including this text) through the third page.**

**Note: This page should be portrait when you are done.**

**NOTE: This page should be landscape when you are done. Delete the blue text of this paragraph when done.**

**Note: This page should be portrait when you are done. DELETE this line when you are done but *do not* delete any of the Section Breaks (to view section breaks and ensure you do not delete them, press the paragraph symbol (¶). The paragraph symbol is located in the home ribbon > Paragraph > ¶. Page numbers should remain in order and in the correct location.**

To Add a landscape page manually see below (separate instructions for PC and Mac)”

For a PC, follow these steps to create a landscape page:

1. Create a section break at the end of the last page (*Layout* > *Breaks* > *Section Break* > **Next Page**) and at the start of the next page. You should now have 1 blank page.
2. Rotate page (*Layout* > *Orientation* (in Page Setup) > **Landscape**).
3. Make sure your cursor is on the landscape page. Double click on the page number to bring up the Header and Footer toolbar. Click **Link to Previous** so the button appears off. Do this for both the header and the footer.
4. Still using the Header and Footer tools ribbon, select the ***Page Number*** down-arrow > *Page Margins* > **Vertical, Right**
5. Select the text box that appears with the number (It will say: Page xx). Select the text direction from the Drawing Tools format menu and rotate all the text 90 degrees)
6. Clean up the rest of the number formatting using the normal page tools on the Home Tab so it is the correct size, font, and aligns the page number to the right. You should also delete the words: Page.

Mac Instructions:

1. Follow PC steps 1:3.
2. Highlight page number from landscape page, change the font to white.
3. In the “Insert” toolbox, choose Text Box > Vertical Text Box.
4. Hold shift when you draw to create a square box.
	1. You will need about .38” to fit the number.
5. Type in your page number and ensure the font matches your main text.
6. In the Shape Format toolbox, choose Arrange > Position.
7. Select “More Layout Options” and input the exact position for the text box:
	1. Absolute position, 10” to the right of “page”
	2. Absolute position, 7.2” below “page”
8. Caveat – you have to update the landscape page numbers and TOC manually

For further instructions see:

<https://uknowit.uwgb.edu/page.php?id=26346>

or

<https://youtu.be/YwLJxxgu6Pk>