FIVE PAGES YOU NEED TO HAVE TO GET YOUR THESIS/DISSERTATION APPROVED

PRELIMINARY PAGES

General Formatting Information:

* Use Post Script Type 1 fonts such as 10pt Arial or 12 pt Times New Roman.
* Margins must be 1 inch for top, bottom, left and right.
* Header and footer margins need to be set at .75 inches.
* Double-space the abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts.
* If you are going to cut and paste in your chapter information, you should remove all formatting from that document first.

Using the template on the following pages satisfies all of the above regulations for publication.

* Tab through the areas in the five pages below and fill in your information.
* Once you have tabbed through all areas (you will no longer be able to tab), save the document under a different name on your desktop (i.e. thesis1.xxx).
* Close this document and open the new document.
* Unprotect the document by clicking on Review, Restrict Editing, Stop Protection.
	+ Or Review tab, and Protect Document
* The password for the template is “thesis.”
* You can now cut and paste any previously created material if necessary or type directly into the template.
* To remove the tabs for excess committee members, right-mouse click on the tab and click “remove quality control.”

\*\***Delete this instruction page before submitting document for publication.\*\***

To the University of Wyoming:

 The members of the Committee approve the [either thesis or dissertation] of [Student Name] presented on [Select Date of Presentation].

[Enter name of Chairperson], Chairperson

[Enter name of Graduate Faculty Representative], External Department Member

[Enter third committee member]

[Enter fourth committee member]

[Enter fifth committee member]

[Enter sixth committee member]

APPROVED:

[Enter name of Dept Head], Select one, remove others: Department, Division, or Program Chair, [Enter Department or Division or Program name].

[Enter name of College Dean or Provost], Select one remove other: College Dean, Associate Provost

[Enter Last Name, First Name, MI], [T/D Title], [Degree Initials], [Department], [Month of Graduation, Year].

You can either keystoke your abstract into this area or wait until the end to cut and paste the contents of the body into this area. Please note while ProQuest no longer has a word limit, they continue to publish printed indices that include citations and abstracts of all dissertations and theses published by ProQuest. These printed indices require word limits of 350 words for doctoral dissertations and 150 words for master’s theses. Additionally, ProQuest print indices allow text only to be included in the abstract. In the editorial process for these print publications, ProQuest will simply truncate the abstract if it exceeds these word limits and remove any non-text content. Students may wish to limit the length of their abstracts if this is of concern. The abstract you submit will NOT be altered in your published manuscript.

[Enter document title in ALL CAPS]

By

[Enter Student Name]

A [thesis or dissertation submitted to the [Dept or Division orProgram]

and the University of Wyoming

in partial fulfillment of the requirements

for the degree of

[Enter DEGREE in all CAPS]

in

[Enter MAJOR in all CAPS]

Laramie, Wyoming

[Enter Last month of semester/year]

# copyright page

Either Type

Copyright Year, Your first and last name

Or

© Year, Your first and last name

Or

Delete this page

# dedication page

You may delete this page if it isn’t used.

# acKnowledgements

You may delete this page if it isn’t used.

# table of contents

Word will assist you in generating a table of contents. Every thesis/dissertation MUST have some form of a Table of Contents.

# LIST OF TABLE/FIGURES

Delete this page if not used.

CHAPTER ONE