



# **Thesis Template and Formatting for Engineering Candidates**



**[THESIS TITLE GOES HERE]**

A Dissertation  
Presented to  
The Academic Faculty  
by  
[Student Name Goes Here]

In Partial Fulfillment  
of the Requirements for the Degree  
[DEGREE NAME] in the  
[ENTER FULL SCHOOL/COLLEGE NAME]

Institute of Technology  
[MONTH YEAR of GRADUATION]

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## **ACKNOWLEDGEMENTS**

Acknowledgements should be composed in full sentences and from a third-person perspective. For instance, one should write "The author extends special appreciation to..."

The Acknowledgements page must have double spacing and is the initial page to display a printed page number and to be included in the Table of Contents.

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## LIST OF TABLES

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## LIST OF FIGURES

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## LIST OF SYMBOLS AND ABBREVIATIONS

A	the letter A
B	the letter B
C	the letter C
D	the letter D



## SUMMARY

Start typing the summary here. .. The Summary marks the conclusion of the Preliminary pages. It shares similarities with the doctoral Abstract, though differing in format. While the Abstract is an external document prepared, the Summary is integrated into the body of the thesis, necessitating consistent spacing with the rest of the document, typically double-spaced. Please remove this instructional text box once completed.

## CHAPTER 1.INTRODUCTION

This marks the initial chapter of your manuscript, commonly referred to as the 'INTRODUCTION.' While certain departmental style guides mandate the title 'INTRODUCTION' for the first chapter, alternative titles can be chosen as needed. The chapter heading should utilize the “Heading 1” quick style to facilitate automatic population of the Table of Contents by Word.

### 1.1 How to Use This Template [This is a First-Level Subheading]

The first-level subheading employs the “Heading 2” quick style, ensuring its inclusion in the Table of Contents. This template has been configured to adhere to the formatting guidelines outlined in the Tech Graduate Thesis Manual. While it may not possess magical qualities, it effectively manages several complex formatting aspects such as margins, Table of Contents layout, sequential organization of components, correct placement and format of page numbers, and appropriate font style and size. Additionally, Appendix A provides a breakdown of the subheading scheme to follow in case your departmental style guide lacks specificity in this regard.

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### **1.1.1 This is a Second-Level Subheading**

Heading 3 is employed for second-level subheadings. It's evident when certain text in the template requires removal. For instance, this introductory section should be deleted before you commence typing. The easiest method to remove it is by placing your cursor before the initial paragraph, scrolling down to the chapter's last line, holding down the SHIFT key, and clicking after the final letter. This action selects all content between the two clicks.

### **1.1.2 Inserting and Numbering Equations**

To include an equation for referencing in the text, utilize the three-column table provided below. This table is accessible via the "Auto Text" menu under "INSERT" > "Quick Parts." Equations are typically described and referenced within the text, as demonstrated in the following sentence. Equation 1, presented below, delineates the correlation between the need for a vacation and the available time to take one.

The equation number (1) displayed in the table is a sequential field code, enabling automatic updates of equation numbers. To add an equation, highlight the number, bookmark it under the "INSERT" menu, and reference the equation in the text using the inserted bookmark for automatic number updates.

		(1)
--	--	-----

### 1.1.3 Inserting, Numbering, and Referencing Figures

When embedding an image within the text, it will resemble the example provided as Figure 1 below. In the preceding sentence, a reference to the figure is inserted by cross-referencing its label and number (INSERT > Cross-reference > Reference Type: Figure > Choose Insert reference to: Only label and number).

Figure 1 - This represents a figure. The caption utilizes the "Caption" theme accessible from the quick styles menu and can be added by right-clicking on the figure, then selecting "Insert Caption..."

### 1.1.4 Inserting, Numbering, and Referencing Tables

Once a table is inserted, it needs to be captioned by selecting the table and right-clicking. Then, choose "Insert caption..." from the menu. Captioning a table follows a process like that of captioning a figure, except that a table's caption is positioned ABOVE the table, whereas a figure's caption is placed BELOW it. An illustration of a table is provided in Table 1 below. By incorporating a cross-reference to the table (e.g., Table 1), the numbering will be automatically generated.

**Table 1 – This table is provided as an example.**

A	B	C
1	5	9
2	6	10
3	7	11

### **1.1.5 Things to be Careful of**

This is only a dummy template for the engineering research scholars. Do check with your university and their guidelines to before stating your draft.

## **CHAPTER 2.SETTING UP A NEW CHAPTER**

### **2.1 Moving to a New Chapter**

#### **2.1.1 How to Insert a Page Break**

## **APPENDIX A. DESCRIPTION OF DEFAULT SUBHEADING SCHEME**

This appendix demonstrates the standard format of subheadings outlined in the Graduate Studies Thesis Manual. Your department might have its own formatting guidelines for subheadings. Regardless of the chosen scheme, it's crucial to maintain consistency throughout the document to meet the requirements.

Chapter-level headings typically use bold formatting, are written in all uppercase letters, and are centered.





Also, the font should remain consistent within the same font family and size, with variations of no more than 2 font points (e.g., 14 points compared to 12 points).

## **REFERENCES**

It's strongly advised to utilize a reference manager while using the Word template. Its features include automatically formatting both the Reference page and citations.

If your field employs a different citation format (e.g., references listed at the end of each chapter), it's permissible, although preferable that they all appear at the document's end on the REFERENCES page.

Regarding citation styles, you can employ whichever is standard in your discipline, whether alphabetical or by numbered citation. The indentation can be adjusted by manipulating the ruler bar's 'nibs' at the top of the window, if necessary.

This template follows single spacing within entries and double spacing between them. Even if you choose a different citation and referencing method, remember that double-spacing between entries and single-spacing within them is mandatory.

To format references, use the widely-used 'hanging indent' style. The first line of each entry aligns with the margin, while subsequent lines are indented. This style is typically used for alphabetical listing by author in the References list, with citations in the text arranged by author(s) and date.

For example, to remove the color and underline from a URL, you can either select Insert/Hyperlink and “Remove Link” or go to the Format/Style menu and adjust the hyperlink style. The latter option preserves the actual link. We hope that this thesis template is useful to you, but we understand that it may not work perfectly across versions or when tweaked by the user.