HOW TO CONSTRUCT A TEMPLATE FOR A UA THESIS

by

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A Dissertation Submitted to the Faculty of the

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This page will need to be replaced with the appropriate approval page. Example approval pages can be found here: <https://grad.arizona.edu/gsas/dissertations-theses/sample-pages>

Acknowledgements

Insert your acknowledgments here. They should be limited to one page, although this is not explicitly listed in the formatting requirements.

Land Acknowledgment

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O’odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Dedication

Insert your dedication here.

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# Abstract

This is where the body of your abstract goes. The abstract should summarize your work. There is no formal length limit/requirement that I could find as of the creation of this template. Abstract is absolutely required.

# Chapter 1. Sample Chapter

This is an example of a Chapter. It uses the “Heading 1” style preset. Be careful with Word’s default numbering as it is extremely difficult to automatically format custom numbering styles properly and it may not work as you want. Trying to add extra information to the numbering (like the word “Chapter” or the chapter number before the section number) especially can mess up the Table of Contents. When in doubt, just don’t use the default numbering[[1]](#footnote-1).

## 1.1 Introduction

This is an example of a Section. It uses the “Heading 2” style preset. Again, same warning about Word’s default numbering for sections.

### 1.1.1 Subsections!

This is an example of a subsection. It uses the “Heading 3” style preset. I have not defined style presets past this, but you should be able to make your own pretty easily. You already know what I’m going to say about numbering…

## 1.2 Math Example

This is a real short example of an equation. You can input equations by going to the “Insert” tab and selecting “Equation”.

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

To number the Equation in the standard style I have put the equation in a 3x1 table. The equation is in the center column and the number is in the right column. You can copy the table and increment the number by hand.

## 1.3 References

There are a number of ways to deal with references in Word. One popular way is through the [Mendeley Plugin](https://www.mendeley.com/?interaction_required=true). However, since this template is designed to be used in default Word, this is the method I will use. You can insert a reference by going to the “References” tab and selected “Insert Citation”. Select “Add New Source” and input the information. The citation will then appear: (F. Author, 2002). You can then easily insert the same citation again in the future using the same button. You can also change the citation style or edit citations using the Citations menu in the “References” tab.

Unfortunately, there is no easy to differentiate between parenthetical citations (F. Author, 2002) and inline citations: Dumber, 2003. Your only real option is to right-click on the citation and choose “Convert to static text” and then manipualte it as you see fit.

If you want more control over your citations, I recommend using a pluigin or ditching Word entirely.

## 1.4 Figures

Below is an inserted Figure. I have elected to caption it using normal text and not the caption environment. This is because formatting the page correctly can be difficult when using the caption environment. I also recommend using the “In Line With Text” formatting option for figures.

A picture containing chart

Description automatically generated

**Figure 1.1:** A sample figure with a sample caption. Remember that if you aren’t using the Caption environment you will have to manually increment figure numbers.

One downside of this approach is that you cannot use the automatic “List of Figures” option. But, since there is no corresponding “List of Tables” option, and both are needed for your dissertation, this allows you to make sure the formatting of both lists match by using a Word table environment.

# Chapter 2. Another Example

Another example chapter.

## 2.1 Big Files

Be aware that when working with a big file (like a thesis) Word can get a little slow. Remember to save often and be patient.

## 2.2 Hyperlinks

We already saw an example of a hyperlink in Section 1.3, but here is another reminder. Inputting a link is very easy, simply paste it into the document: <https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>

You can also customize the link by right-clicking and selecting “Edit Hyperlink”. This is how you can make your links [say whatever the hell you want.](https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides) Just fill out the “Text to Display” box at the top of the edit menu.

## 2.3 Tables

Thankfully, tables in Word are pretty intuitive. Simply go to the “Insert” tab, select Table, and select the size you want. You can then edit the row and column widths by clicking and dragging the dividers. You can also right-click the table to change the boarder styles, text justifications, and insert or remove rows/columns. Remember to center align the Table so it displays properly!

|  |  |  |  |
| --- | --- | --- | --- |
| **Col A** | **Col B** | **Col C** | **Col D** |
| 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 |

**Table 2.1:** A sample table with a sample caption. Remember that if you aren’t using the Caption environment you will have to manually increment table numbers.

I recommend doing Table captions in the same way as Figure captions (Section 1.4).

# Appendix A: A Wild Appendix Appeared

This is an appendix. Put appendix-y things in it. Just remember to put your references after your appendixes.

# References

Dumber, A. D. (2003). New and improved, this time without parenthesis. *AGU Journal*. doi:10.1029/200300000000

F. Author, S. A. (2002, Jan). Random article about some crap. *Random Journal, 666*, 1-20.

F. Author, S. A. (2002, Jul). Some more random crap. *Random Journal, 675*, 1-20.

1. This is a footnote. You can insert it from the “References” tab and by then selecting “Insert Footnote”. [↑](#footnote-ref-1)