INSERT YOUR TITLE HERE USING UPPER CASE FONT. USE DOUBLE-SPACING IF the TITLE is longer THAN ONE LINE. Check spelling carefully

By

Insert your name here

A Project Presented to

The Faculty of Humboldt State University

In Partial Fulfillment of the Requirements for the Degree

Master of Arts in (Insert your program: Option, if applicable)

Dr. [insert faculty name], Advisor

Dr. [insert faculty name], Second Reader

Dr. [insert faculty name], Program Graduate Coordinator

Month Year

# ABSTRACT

INSERT YOUR TITLE HERE, THE TITLE ON THE ABSTRACT IS SINGLE-SPACED IF LONGER THAN ONE LINE

Insert your name

Begin typing the text of your abstract here. The Abstract should include a summary of the following elements: the key topic or problem, your main approach (methodology), and your results or note your main conclusion. For examples of abstracts, see the Graduate Studies website and completed HSU theses on Humboldt Digital Scholar. Abstracts are read by those who are trying to decide whether or not to read the main document. Sometimes abstracts are read by people who want to get the big picture before reading the main document. The abstract should not exceed 250 words (approximately 1.5 pages). Literature citations and footnotes are not allowed. Page numbers on the preliminary pages are lower case Roman numerals placed center-bottom. The title page is not numbered, but is assumed to be page “i”. Therefore, the first page of the abstract is page “ii”.

# ACKNOWLEDGEMENTS

Begin the text of your acknowledgements here. Acknowledgements are optional, unless your study was funded. If you received funding for your graduate project be sure to list the source. This is your chance to thank all of the people who helped you in designing, carrying out, and writing your project. If you are not including an acknowledgements section delete this page.

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# INTRODUCTION

Insert the text of your introduction (or first section) here. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization and a rational. It is described and summarized in a written document that includes the project’s significance, objectives, methodology and a conclusion or recommendation. Therefore, a project consists of two elements: the project itself and a written description of the project presented in a scholarly framework. The project itself may be placed as an appendix.

## Styles

This template makes use of a feature in Microsoft Word called Styles. Using styles has several benefits including, building an automatic table of contents, consistently formatted headings, and conversion to a tagged accessible PDF. Each heading level one (e.g. INTRODUCTION) should be all uppercase, centered, and be placed at the top margin of a new page. Be sure to check for misspellings in all uppercase words. Microsoft Word spelling check does not work with all uppercase words.

## Heading Level Two

The standard headings are already set up in this template. The built-in heading styles need to be applied to each heading added to your document. Regardless of the number of headings, always use headings in order beginning with level one. The table of contents in this template can quickly be updated as you add or remove headings or other text entries in your document. For help using styles or updating the table of contents, refer to “Using the templates” on the [Thesis/Project Help](http://www2.humboldt.edu/gradprograms/node/17) webpage.

### Heading level three

Heading level three is left aligned; the font is underlined and sentence case. There is a double space to the text that follows.

 Heading level four. This heading is indented with the paragraph. The font is underlined and in sentence case. The heading ends with a period. Be careful when applying the heading style so that the rest of the paragraph remains as normal text. To apply a heading: 1) type the heading and the following paragraph, 2) highlight the heading, and 3) select heading level four in the Styles menu.

# Methodology

Begin the text of your methodology section here. Describe how your project was conducted, compiled, or created. Any techniques, questionnaires and/or interviews, used in your project should be described here. The actual questionnaires, letters of permission etc. should be placed in the appendix.

## Tables

If you will present data in table form, use the “Insert Table” tool to create accessible tables in your document. Tables should have clear column headings to provide context and assist in navigation of the table’s contents (Table 1). Identify the top row of the table as a header row in the Table Tools, Layout tab. **Note**: Do not use tabs or spaces to create tables. It may look like a table; however, it will not be accessible or readable by assistive technologies. Avoid merging or splitting cells. Do not insert a picture of a table. Keep tables from breaking over pages unless the table is too long to fit on a single page.

Table 1. Example of a table layout

| Column Head | Column Head | Column Head | Column Head |
| --- | --- | --- | --- |
| Row 1 |  |  |  |
| Row 2 |  |  |  |
| Row 3 |  |  |  |

Number tables sequentially as you refer to them in your text (Table 1, Table 2, etc.). Captions should be placed above the table. You may add captions manually or by using the “Insert Caption” feature found in the Microsoft Word references tab. If you insert your table captions, you will be able to automatically update the List of Tables in the preliminary pages of this template.

## Figures and Alternative Text

Alternative text (Alt Text) is a word or phrase that conveys the same essential information as the figure. Alternative text allows people with screen readers to understand the content of your pictures, charts and graphs. You will need to add alternative text to figures in order to comply with the accessibility requirements. It is unnecessary to begin a description with “photo of” or “picture of”. If the information contained in the figure is fully described in the document text or in the figure caption enter “refer to text” or refer to caption” in the Alt Text description box (Figure 1).

Figures are labeled sequentially as you refer to them in your text (Figure1, Figure 2, etc.). Captions should be placed under the figure. You may add captions manually or by using the “Insert Caption” feature found in the Microsoft Word references tab. If you insert your figure captions, you will be able to automatically update the List of Figures in the preliminary pages of this template. Instructions for inserting captions and creating alternative text are available on the [thesis/project help webpage](http://www2.humboldt.edu/gradprograms/node/17).



Figure . Screen shot of alt text dialog box

# RESULTS

Depending on the type of project there may not be a results section.

# CONCLUSIONS

A brief summary of the project, your conclusions and recommendations belong in this section.

# REFERENCES

Insert references here. Please check with your committee and style manual for specific requirements.

The Humboldt State University Library has information about citing your sources and citation management systems. [HSU Library Citing Your Sources](http://libguides.humboldt.edu/cite)

# APPENDICES

A manual, curriculum, website, film, video, etc. developed as a project should be placed in an appendix. Also, include material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, and letters of permission). If your document has one appendix, change the heading above to “APPENDIX”. If there are two or more, label them alphabetically (Appendix A, Appendix B, etc.) in the order they are referenced in you document. If you include appendices, a list of appendices should follow list of figures in the preliminary pages.

Tables and figures in the appendix may be placed horizontally or vertically on the page. If the table/figure is aligned vertically, the caption must be aligned vertically.