COM 689/690 FINAL DOCUMENT STYLE SHEET

I. Make sure you have made arrangements to take your COMPREHENSIVE EXAMS if this is your last semester.

II. PRACTICUM PROJECT DOCUMENT REQUIREMENTS

(1) Form: Follows standard format as specified below:
   a. Font: 12 point Times/Roman, or Calibri are acceptable.
   b. Margins: 1” margins left-right & top-bottom.
   c. Headings (See Appendix B for sample of headers):
      i. Major Heading should be flush to the Left, Bold, Capitalized.
      ii. Secondary Headings should be .25 Tab from the Left with First letter Capitalized, Bold,
      iii. Tertiary Headings should be indented, .5, not bold, not italicized, First Letter of Each Word Capitalized,
      iv. Fourth level Headings should be .5, Not bold, Italicized, with First Letter of Each Word Capitalized
   d. Headers should have three lines of text between the end of the last paragraph and the header. But text should follow every header at normal double space style.
      EXCEPTION. If a second level header follows immediately after a primary header do not triple space between.
   e. Primary Headers for this Project are
      ACKNOWLEDGEMENTS
      ABSTRACT
      REVIEW OF THE LITERATURE
      METHODOLOGY
      FINDINGS
      CONCLUSIONS AND IMPLICATIONS
      REFERENCE LIST
      APPENDIX A
      APPENDIX B
      APPENDIX C
      i. DO NOT USE THE .6 default spacing after paragraphs. Keep it clean at double space.
      ii. Tables and figures must always be referenced in the text before they are included. They may be included following the paragraph they are referenced in or on the first page following. NO LARGE SECTIONS OF WHITE SPACE CAN OCCUR BECAUSE OF THE USE OF TABLE OR FIGURE.
      iii. Tables and Figures must be conformed to APA or MLA style. The convention here is to indicate that the material can be found in figure 3 in the text, but Fig. 3: under the figure. Make this 10 point Font, Bold, Centered. If it is a Table it should be at the top of the table, Flush Left, 10 point Font, Bold. Spell the word Table out in both settings. Reference to table 1 in text has no capitalization, while above the table it should be capitalized like Table 5:
iv. Figure and Table names should be brief but clearly indicative concerning the content of the material. In some instance it can be a question asked, though this is often better place in the table since questions can get quite long.

a. Tables should be centered in the page if there is only one table. Tables titles are inserted at the upper left at the edge of the table rather than the edge of the page.
   i. Use Arial, 10 pt. Bold and do not permit extra paragraphing space between the title and the table. Tables need to have a title and all table numbers must be consistent across the sections of the document; i.e., starting with 1 and ending with the last number.
   ii. All tables must be referenced in sentence form prior to visually inserting a table. Other paragraphs can occur after the citation and before the inclusion of the table if it does not fit on the page. Please number tables. Save alphabetical letter for appendices.

b. Figures are to be centered in the page. Numeration and titles are to be centered below the table.
   i. Use Arial 10 pt. font, Bold. Do not permit paragraph spacing above the title.
   ii. Make sure that figuration enumeration is consistent across all sections of the paper.

c. Number of figures and tables remain separate. Hence there can be three tables (Table 1, Table 2, and Table 3) and 2 figures (Fig. 1 and Fig. 2)

d. Tables and figures should not be capitalized in the sentences indicating the inclusion of the table or figure that occur before the insertion. They should be capitalized in the title. Exception, of course if it is the first word of a sentence.

e. Appendices should be enumerated alphabetically.

f. Page Headers should conform to the recommendations of the APA Style Manual. Use an abbreviate version of the full title, usually no more that 5-6 words. The Running Head SHOULD NOT appear on the title.

g. Pagination should be upper right hand corner. Do not include pagination on the title page.

h. Following the title page you may chose to include a brief page in which ACKNOWLEDGE appreciation: ACKNOWLEDGEMENTS should be flush left as a header. This should be at 1.5 spacing rather than double spaced. Please wordsmith and proof this carefully since it is awkward for the Director to proof this for you.

i. Following the appreciation page you should have an abstract page. This should be at 1.5 spacing rather than double spaced. Please wordsmith and proof this carefully since it is awkward for the Director to proof this for you. It should be a version of your fourfold which also includes a clear statement concerning your most substantive finding/Conclusion.

j. The first page of the formal paper should have the title of your paper at the outset. Double space (four lines) before beginning text.

k. One or more quotations as headpieces at the outset of the paper (should you choose to make use of this convention) do not need to be double-spaced. However, all quotations within a chapter must be double-spaced.

l. Bibliography is to have a .25 Hanging indent for all lines after the first line of text and a .6 after the paragraph line spacing.
III. THESIS STYLE SHEET

v. Where the practicum guide sheet assumes one continuous essay with major headers, in a full thesis the headers become Chapters with Chapter titles before each of the major heading divisions. Apart from this the design remains the same.

IV. THESIS/PRACTICUM TITLE PAGE

See the next 2 pages for the appropriate form for the title page.

Creating the Title Page

1. Select centering text at the tool bar.
2. Move 7 returns down the page to enter the name of this Institution and city (2 lines)
3. Move 7 Returns down the page to enter the first line of text for your title (1-3 lines of text)
4. From the end of the last line of title text, 14 returns: type the title of the thesis/practicum
5. At the end of the title 12 returns for your name.
6. 5 returns for document genre: Master of Arts in Communication Practicum Project
7. 2 returns for date; date should be the Friday date of the last day of course work (Not finals week) of the current semester—Unless the paper is not completed in the semester of the coursework.

Wisdom when adding captures from external sources.

Microsoft Word will fight against your efforts. The pre-disposition buttons in Word do not work well with academic projects. For example, if a student seeks to use the insert a photo or figure button with wrap-around text (something designed for use in creating newsletters, the student will quickly discover that the ability to label the inserted material does not work well. It does not stay with the inserted material.

Students do well to use the following method.

1. Go to paragraph and make sure that all hidden codes are clear (no automatic indent or odd paragraph. Keep it single space, 0 margins, no extra spacing before or after paragraphs, etc.).
2. Go to the insert ribbon and select “insert table;” select at a minimum two boxes one on top of the other.
3. The first box provides a space to insert the capture, figure, table or other material. The second box provides a space for the figure title. Reverse this if a table is inserted.
4. Once material is inserted and appropriately formatted, place the cursor at the top upper left of the box such that the entire box inserted lines (with included material) are highlighted. Now go to the Home ribbon, paragraph section, lower right button. Select drop down and select the button that has no permanent fixed lines. It will hide all the lines of the added figure-table and permit the insert to move with textual additions, keeping the title with the captured material.
The University of Dubuque
Dubuque, Iowa

TITLE

[Your Name]

Master of Arts in Communication
Practicum Project

Date
Are You Really Ready?
A Survey Comparing Crisis Preparedness for Small and Medium Size Eastern Iowa Schools

Juliee Yarolem

Masters of Arts in Communication

May 3, 2010