Last name, first name. Insert your document title, which should be underlined as shown; you may include *an italicized term,* but see instructions below and in the online thesis manual regarding alternatives. Fill in the name of your degree (Insert your major), Insert your graduation date, Number of pages in your document pp., Number of tables in your document tables, Number of illustrations in your document illustrations, **SELECT ONE OF THE FOLLOWING**: bibliography/references/reference list, Number of titles in your reference list titles.

**REVISED 06/2013**

* As you are prompted to do so, fill in the abstract heading with information about your document – as you click on the various elements, they will appear “greyed,” because they are FORM FIELDS.
* Substitute the language of your title for the language in the title space. Read the information before you delete it and replace it with your own language.
* Read **ALL** the material in the file. You will save us both time and trouble if you review the instructions provided.
* Delete this text box when you are ready to create your abstract; click anywhere on the border, right-click, select “Cut.”

The abstract is double spaced, including the heading. Note that this abstract title is in sentence style, is underlined, and contains an italicized term which is set in italic type. This is the single exception to the university style guideline that forbids mixing of underlining and italics. If an abstract title contains a literary title or scientific term requiring italics, that title may be treated in the same manner as the term shown here, except that in the case of a literary document the entire abstract title might be shown in headline style. An alternate method is to underline the abstract title except for the italicized term and to set the entire title in Roman type.

* **Note that the wording of the author’s name and thesis title must be identical on the title page and in the abstract heading.**
* The graduation date is always May, August, or December and the year, written without a comma to separate them. The date of graduation shown here must be the same as that shown on the title page. The number of titles is the number of items in the bibliography or reference list.
* **DO NOT USE A HEADING IN ALL CAPS FOR THE ABSTRACT NOR PLACE THE WORD “ABSTRACT” AT THE TOP OF THE PAGE.** University style requires that the abstract begin with your name (last name, first name).

Save your abstract as a Word document (\*.doc) file. Delete this text box when you no longer need it.

* **DO NOT USE NOTES, TEXTUAL REFERENCES, CITATIONS, OR SUBHEADINGS IN THE ABSTRACT.** The abstract must stand by itself and will be published without any list of references.
* **THE ABSTRACT DOES NOT RECEIVE PAGE NUMBERS, NOR IS IT INCLUDED IN ANY PAGE COUNT.** Keep it as a completely separate file – the Graduate Reader will insert it into its proper place when the thesis or dissertation is approved.