

THE TITLE APPEARS IN AN INVERTED PYRAMID STYLE
IN ALL UPPERCASE LETTERS
AND DOUBLE-SPACED

REGGIE REDBIRD

9 Pages

The abstract objectively summarizes the thesis/dissertation. The number of pages is the same as the last numbered page in your document. Do not include pages numbered with roman numerals or unnumbered pages in this total.

Keywords need to be listed after the text of the abstract. Spacing between last line of text and KEYWORDS header is two double spaces. KEYWORDS header is in all uppercase letters followed by a colon. Keywords are listed alphabetically and are separated by commas with one single space between each word (see example below).

KEYWORDS: Keyword One, Keyword Two, Keyword Three

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REGGIE REDBIRD

A Thesis Submitted in Partial
Fulfillment of the Requirements
for the Degree of

MASTER OF SCIENCE

School of Communication

ILLINOIS STATE UNIVERSITY

2026

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ACKNOWLEDGMENTS

The writer wishes to thank the unpredictable Illinois weather, without which he would not have been able to procrastinate on his research. The author also wishes to thank his committee for all of their sound advice with this project.

R. R.

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FIGURES

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3.	Table titles spanning into multiple lines must be single spaced like above	111

INTRODUCTION

Students are allowed to have an introduction chapter like so. This will not have to be renamed “CHAPTER I: INTRODUCTION.” However, students will need to use the same formatting for this chapter title as they do for all numbered chapters: centered, all uppercase letters, and in the CONTENTS, the INTRODUCTION chapter will be flush with the left margin.

CHAPTER I: INTRODUCTION OF KEY ELEMENTS

Introduction to the Origin of Illinois State

First line of each paragraph **MUST** be indented. All lines of the text **MUST** be double-spaced. Acceptable font styles are Arial, Calibri, Courier New, Georgia, Times New Roman, and Trebuchet MS in PLAIN FORM ONLY; no script, italic, or ornamental variations. Use 10,11, or 12 point fonts but you **MUST** use **ONLY ONE** throughout; you may adjust the font size as required within tables and figures (again, **MUST** be used **CONSISTENTLY**) to ensure correct margins.

Who Founded Illinois State?

Ensure that second level headings are preceded by at least one first level heading. Same applies to third level headings – they must be preceded by at least one second level heading.

The original founders

Notice that first and second level headings used mixed casing – first letter of each word in the heading has been capitalized. However, third level headings and fourth level headings **MUST** use sentence casing – only the first letter of the entire heading capitalized. Nouns and necessary words may have the first letter capitalized.

Contributing members

This is another third level heading. Notice in the heading above that prepositions, possessive adjectives, etc. may have the first letter lowercased.

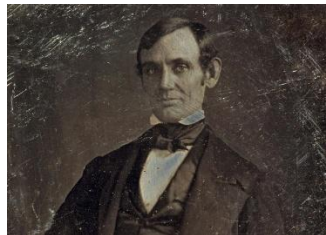


Figure 1. A daguerreotype of Abraham Lincoln. He helped secure funding during the founding of Illinois State University.

Why was Illinois State Founded?

This is another second level heading. Please make sure that none of the headings DO NOT begin at the very last line or the second last line of the page. Move the heading and its content to the next page just as we did here.

Thesis Introduction

This thesis will discuss different elements and associations in depth, identify key implications, and present appropriate conclusions to provide guidance for future research in this field.

Table 1

Illinois State University Colleges and Founding Dates

College Name	Founding Date
College of Applied Science and Technology	1398
College of Arts and Sciences	59 AD
College of Business	2006
(Table 1 Continues)	

Table 1 Continued

College of Education	1678 BC
College of Engineering	2058
Mennonite College of Nursing	2005
Wonsook Kim College of Fine Arts	3182

CHAPTER II: NOTES ON STRICT FORMATTING

Consistency and professional appearance are the most important guidelines that we abide by. If a student is using APA, MLA, Chicago, Turabian, or a journal style to format their document but deviates from their conventions slightly we will permit this as long as the formatting choices are consistent and professional.

CONCLUSION

Just as the INTRODUCTION chapter, students are also allowed to have a CONCLUSION chapter. Again, this will not need to be renumbered to be “CHAPTER #: CONCLUSION” and will follow the same formatting guidelines as numbered chapters.

WORKS CITED

- Australian Bureau of Statistics. (2008). Childhood education and care (No. 4402.0). Retrieved from <http://www.abs.gov.au>
- Beckett, S. T. (2008). The science of chocolate (2nd ed.). Cambridge, United Kingdom: Royal Society of Chemistry.
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- Cioe, J. (2012). The normal distribution [Lecture notes]. Retrieved from <http://moodle.vle.monash.edu.au>
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- MacIntyre, S. (2008, August). Participation in the classroom, productivity in the workforce: Unfulfilled expectations. Paper presented at the 13th Australian Council for Educational Research Conference, Brisbane Qld. Retrieved from research.acer.edu.au/research_conference_2008/8
- Preston, R. (2010). Observations in acute care: Evidence based approach to patient safety. *British Journal of Nursing* 19, 442-447. Retrieved from <http://www.britishjournalofnursing.com>

- Ramsey, J. K., & McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Pellegrini & P. K. Smith (Eds.), *The nature of play: Great apes and humans* (pp. 89-112). New York, NY: Guilford Press.
- Sievers, W. (1966). Monash University [Photograph]. Retrieved from <http://trove.nla.gov.au/work/15565401?q=monash&c=picture&versionId=18284000>
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- Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68(5), 843–856. doi:10.1037//0022-006X.68.5.843

APPENDIX A: REGGIE REDBIRD ITERATIONS



Figure A-1. Images of Reggie Redbird mascot iterations, 1970s-2026.

APPENDIX B: HISTORICAL PHOTOS OF NORMAL



Figure B-2. Historical photos of Uptown Normal and the surrounding area.

APPENDIX C: FORMATTING HELP DOCUMENTS

HELP WITH PAGE NUMBERS

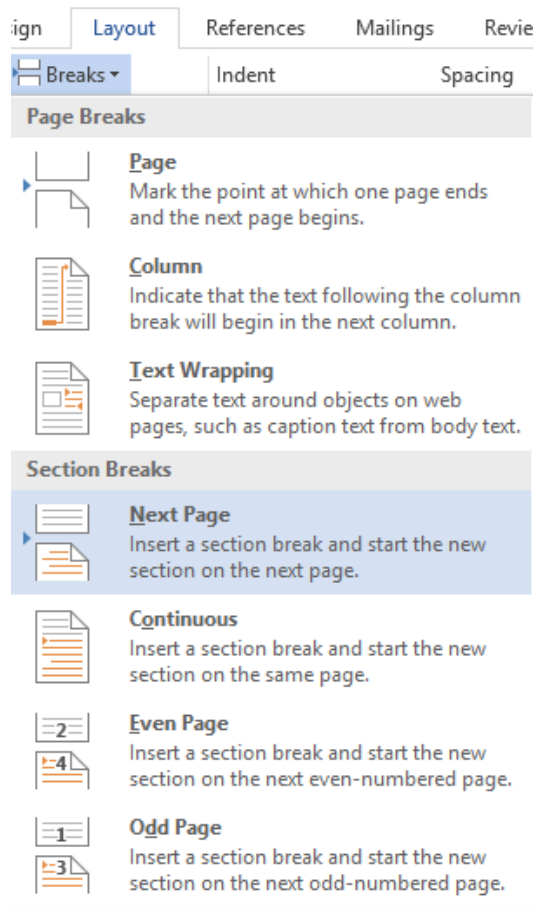
THIS DOCUMENT CAN BE USED AS A GUIDE TO PROPERLY ADD PAGE NUMBERS
TO YOUR THESIS OR DISSERTATION.

1. Inserting section breaks (in the right place!)

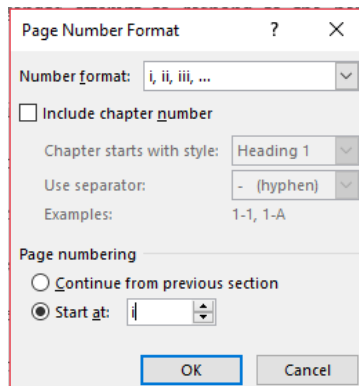
You will need to insert TWO section breaks

Where to find section breaks:

*In the Layout tab in Word click into the dropdown menu for Breaks and under
Section select Next Page:*



- a. The first section break will be immediately after your committee members page
 - i. Place your cursor at the end of your last committee member's name and insert a section break
 - b. The second will be on the last page BEFORE your first chapter
 - i. If you do not have TABLES and FIGURES pages this will be the last page of your contents section
 - ii. If you only have a TABLES section, place the page on the last page of your TABLES section
 - iii. If you only have a FIGURES page or if you have both TABLES and FIGURES pages then the page break will be on the last page of the FIGURES section
2. Unlink sections
- a. Double click into the header and footer on any page
 - b. In the header AND footer of the first page **of section 2**, deselect link to previous
 - c. In the header AND footer of the first page **of section 3**, deselect link to previous
3. Inserting Page Numbers
- a. While in the footer of section 2 insert page numbers by going into the Insert Tab, select the drop down menu for Page Numbers and select Format Page Numbers
 - i. You will want to select the number format to be in roman numerals
 - ii. Ensure that the start at position is i
 - iii. Ensure that "Continue from previous section" is deselected



- b. While in the footer on section 3 insert page numbers by going into the Insert Tab, select the drop down menu for Page Numbers and select Format Page Numbers
 - i. You will want to select the number format to be standard numbers
 - ii. Ensure that the start at position is 1
 - iii. Ensure that "Continue from previous section" is deselected

Page Number Format ? X

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

☐ Continue from previous section

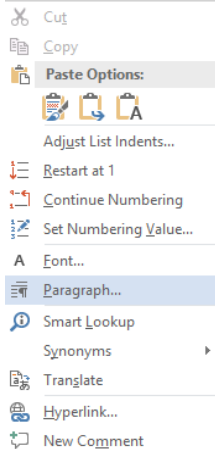
☒ Start at: 1

OK Cancel

Format your Own Table of Contents (TOC)

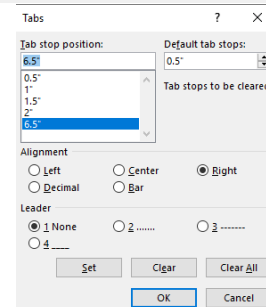
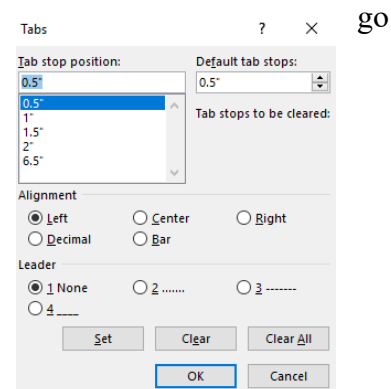
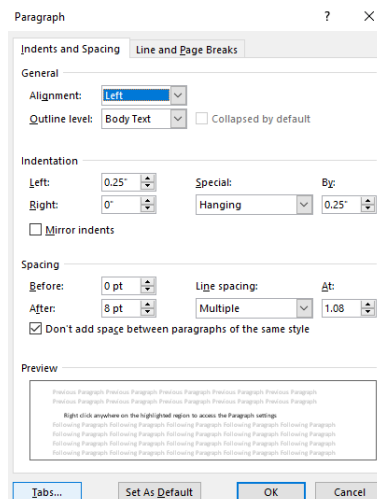
If you're not using the template from the Graduate School here are a few help tips to help you format your own.

1. Remove all of the spaces between your headings and page numbers
2. Highlight everything that you currently have in your TOC and including the CONTENTS header
3. Right click anywhere on the highlighted region to access the Paragraph settings



4. Open the Tabs... option (found in the bottom left corner of the pop up dialogue box) and enter the tab stop positions below. **Note:** when you enter the position you will need to verify in the Alignment section that you have the appropriate alignment selected. Once you have everything in place, the position and the alignment, click the **Set** button. Only click **OK** when you're done, otherwise you'll have to back into the menu.

- a. 0.5 Left
- b. 1.0 Left
- c. 1.5 Left
- d. 2.0 Left
- e. 6.5 **Right**



5. Once you have your tabs set you can go ahead a tab over your headings the appropriate amount
 - a. First, center the CONTENTS heading
 - b. Next, make sure that your Page header is tabbed over to the 6.5" tab mark
 - i. Just keep tabbing over until it is aligned with the right 1" margin
 1. You will do the same thing with your page numbers
 - c. Level 0 : ACKNOWLEDGMENTS, CHAPTERS, REFERENCES, and APPENDICES
 - i. These headings do not get tabbed over, they stay aligned with left 1" margin
 - d. Level 1
 - i. Tab over once
 - e. Level 2
 - i. Tab over twice
 - f. Level 3
 - i. Tab over three times

... and so on!
 - g. Page numbers
 - i. Tab over until they are aligned with the right 1" margin
 - ii. ** This is where you placed the tab at the 6.5" mark with right alignment

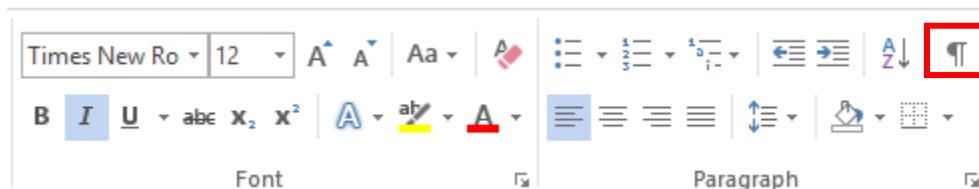
Pagination on Landscape Pages

YouTube link for MAC users only

<https://www.youtube.com/watch?v=D-CUY2Y1VGI>

Windows Users Please Follow the Instructions Below:

It will be very helpful to keep the Show/Hide feature on throughout this process. To toggle the Show/Hide feature click on the paragraph symbol found on the Ribbon:



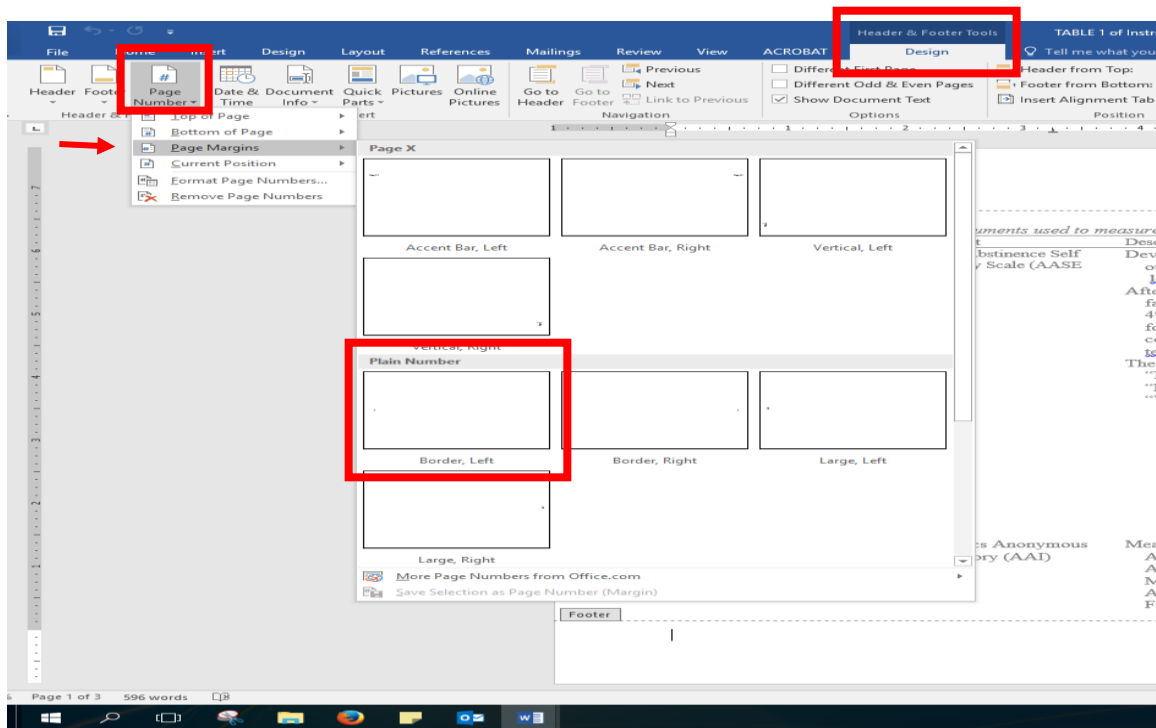
Step-by-Step:

1. Place a section break at the end of the page that is immediately before the first page you want to orient in landscape (if you haven't already).
 - a. To insert a section break, navigate to the Layout tab and look for the Breaks dropdown menu. You'll want to insert a Next Page Section Break
2. Place a section break at the very end of the last landscape page (if you haven't already).
3. Double-click on the header of the first page of the landscape page(s) so that you enter the "Header and Footer" tools of the page.
 - a. On the top, from the menu, de-select "Link to Previous" so that it is no longer selected.



- b. *If the "Link to Previous" button is selected it will be shaded blue*
4. Double-click on the footer of the first page of the landscape page(s) so that you enter the "Header and Footer" tools of the page.
 - a. On the top, from the menu, de-select "Link to Previous" so that it is no longer selected.
 5. On the first page that follows the landscape page(s), de-select "Link to Previous" in the header and footer, as you did in the landscape pages.
 6. Place your cursor on the first landscape page, navigate to the Layout tab, and from the Orientation dropdown select Landscape.
 - a. Scroll through your document to make sure that only the page(s) that you want to be in landscape are in landscape.
 7. Double click back into the footer of the first landscape page.

8. In the Ribbon, from the Header & Footer Tools Design tab select the “Page Number” drop down.

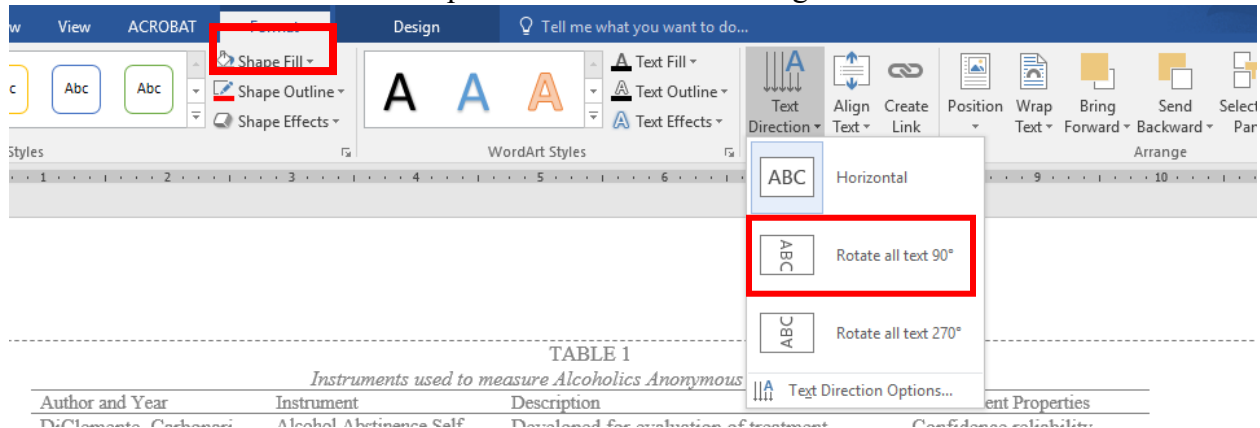


9. Under “Page Margins”, you’ll see a list of options.
10. Under the section that says “Plain Number”, select the first one that says “Border, Left”.
11. A page number will appear that looks similar to the screenshot below.

TABLE 1			
Instruments used to measure Alcoholics Anonymous (AA) variables			
Author and Year	Instrument	Description	Measurement Properties
Dickens, Carbonari, Montgomery, and Hughes, 1994	Alcohol Abstinence Self-Efficacy Scale (AASE)	Developed for evaluation of treatment outcomes; used in Project MATCH (largest longitudinal RCT of AUD treatment). After factor analysis, original scale reduced from 49-item questionnaire to 40 items (20 items for abstinence, self-efficacy and corresponding 20 items measuring drinking temptation). The AASE scale uses four subscales: “Negative Affect,” “Social/Positive,” “Physical and Other Concerns,” and “Withdrawal and Urges.”	-Confidence reliability alpha coefficients: Negative Affect .88, Social/Positive .82, Physical and other concerns .83, and Withdrawal and urges .81. -Temptation reliability alpha coefficients: Negative Affect .99, Social/Positive .86, Withdrawal and Urges .70, and Physical and Other Concerns .60. -A moderate inverse relationship between temptation and efficacy was found. -Construct, convergent, and divergent validity with no apparent gender differences. -Reliability alpha coefficients for Project MATCH group: .85 for the total scale. -Reliability alpha coefficients for test-retest
Tonigan, Connors, and Miller, 1996	Alcoholics Anonymous Inventory (AAI)	Measures recent and lifetime participation in AA using a 13-item questionnaire. Factor Analysis for participants from Project MATCH (largest longitudinal RCT of AUD treatment), and test-retest analysis From another recruitment group.	

12. Now, you’ll have to change the direction of this page number. Do the following:

- Double-click on the page number; you'll see a new tab appear on the Ribbon that says "Format".
- Go to the "Format" tab, you'll see a drop down that says "Text Direction".
- Select the second option "Rotate all text 90 degrees".



- Make sure that the font style is "Times New Roman" and the size is 12; if not, change it.
- You'll see a black vertical line next to the page number; to remove it, just adjust the dimensions of the box around the page number so that we can't see it anymore.
- Double-click on the page number, right-click, go to "Format Page Numbers", and make sure that you select the option that says "Continue from the previous section".

TABLE 1 Instruments used to measure Alcoholics Anonymous (AA) variables			
Author and Year	Instrument	Description	Measurement Properties
DiClemente, Carbonari, Montgomery, and Hughes, 1994	Alcohol Abstinence Self-Efficacy Scale (AASE Scale)	Developed for evaluation of treatment outcomes; used in Project MATCH (largest longitudinal RCT of AUD treatment). After factor analysis, original scale reduced from 49-item questionnaire to 40 items (20 items for abstinence, self-efficacy and corresponding 20 items measuring drinking temptation). The AASE scale uses four subscales: "Negative Affect," "Social/Positive," "Physical and Other Concerns," and "Withdrawal and Urges."	-Confidence reliability alpha coefficients: Negative Affect .88, Social/Positive .82, Physical and other concerns .83, and Withdrawal and urges .81. -Temptation reliability alpha coefficients: Negative Affect .99, Social/Positive .86, Withdrawal and Urges .70, and Physical and Other Concerns .60. -A moderate inverse relationship between temptation and efficacy was found. -Construct, convergent, and divergent validity with no apparent gender differences.
Tonigan, Connors, and Miller, 1996	Alcoholics Anonymous Inventory (AAI)	Measures recent and lifetime participation in AA using a 13-item questionnaire. Factor Analysis for participants from Project MATCH (largest longitudinal RCT of AUD treatment), and test-retest analysis From another recruitment group.	-Reliability alpha coefficients for Project MATCH group: .85 for the total scale. -Reliability alpha coefficients for test-retest

- Now you're done formatting the page numbers!

How to Align Periods

1. Select Roman Numerals/Arabic Numerals in List (using Numbering Feature of Word) – only if you need roman numerals, otherwise, skip to step 2.
2. Click on the numbered bullet dropdown from the “Paragraph” section of the Home menu
3. Select **Define New Number Format**
4. Under Alignment, select **Right Alignment** (default is left)
5. Periods should be aligned

Here is the difference:

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H
9. I
10. J
11. K
12. L

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H
9. I
10. J
11. K
12. L

How to Align Page Numbers: 2 Methods

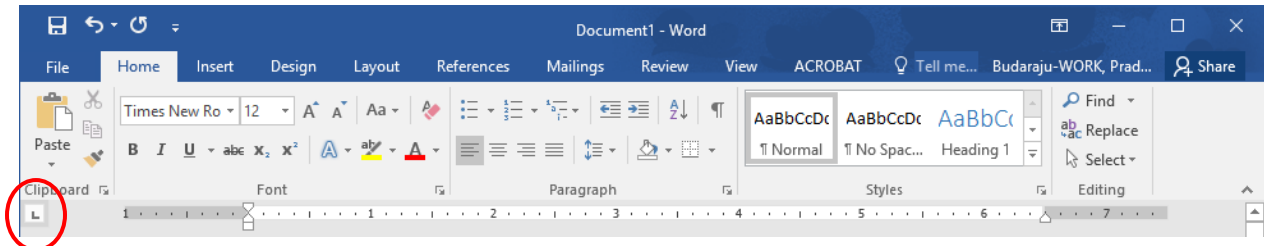
Positioning Page Numbers at the 1” Right Margin on Contents, Tables, and Figures Pages

Method 1

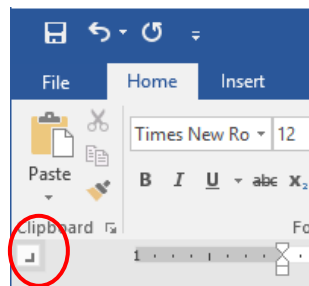
1. Remove any spaces between the page listing and the heading so they are right next to one another on the same line
2. Then select the Paragraph expander tool in the lower right corner and select ‘**Tabs**’
3. Set the TAB stop position to **6.5”**, alignment to **RIGHT**, and no leader dots (the first option)
4. Click OK, and then hit the TAB key once, this should push your page number exactly to the edge of the right margin
5. If this works, apply this to all page listings to make sure they are aligned together within the TOC (works on Tables/Figures Listing pages as well)

Method 2

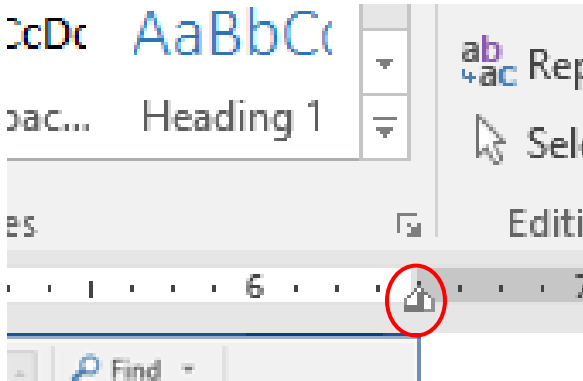
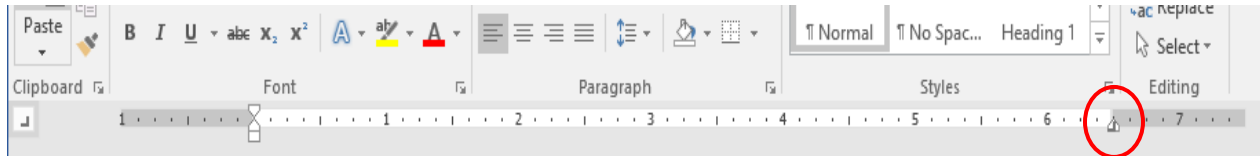
1. Between the title/heading and the page number – delete **all** the blank spaces that were entered using a Tab space or a Space Bar
2. Place your cursor at the end of the title/heading (and before the page number)
3. On the top left corner of the word you will see a tiny L shaped indent option



4. Click on it till it turn into an inverted L shape



5. Click on the right end of the ruler and drag the indent so it is placed at the 1" right margin (at 6.5" on the ruler). It should appear like this: (notice the inverted L)



6. Now, press Tab key once while your cursor is between the title and the page number
7. This should perfectly position your page number at the 1" right margin