

Title Page: Required The elements are very specific and standardized. Follow the template **exactly**. All elements are centered and single-spaced. Make sure you go into the paragraph settings and select single line spacing and 0-point "Spacing After."

To adjust the margins, go to the Layout tab, select Margins, and then Custom Margins. Adjust the top to 2-inches, bottom and right sides to 1-inch, and left side to 1.5-inches. This is the only page with a 2-inch top margin; all other pages have 1-inch top, bottom, and right margin, and a 1.5-inch left margin.

{Title starts 2" from the top of the page}

For your title, use Calibri font, no larger than 20-point. Capitalize the first letter of the first word, last word, and each significant word. If the title is very long, split at a punctuation mark (i.e., comma or colon), without splitting proper names, clauses, or prepositions and adjectives from the nouns to which they refer. Titles should not exceed two lines.

This is the Title of the Thesis:
It May Be More than One Line

{Skip 3 lines}

by

In Calibri 14 pt font; don't capitalize "by."

{Skip 3 lines}

Student S. Name

In Calibri 14 pt font

{Skip 3 lines}

A thesis submitted in partial fulfillment
of the requirements for the degree of
[spell out degree]
[spell out department]
[spell out school]
of Ouachita Baptist University

Finish in Calibri 12 pt font. Check your spelling of department, schools, ect..

Check the spelling of your professors' names. Double check your professors' degrees.

{Skip 3 lines}

Committee Chair: First and Last Name, Degree
{If there are two chairs, list both as co-chairs in alphabetical order.}

Committee member: First and Last Name, Degree
Committee member: First and Last Name, Degree

{Skip 2 lines}

Date of Approval:
April 2022

Date the final draft was approved by the committee and the Thesis Approval form was signed.

2

{Skip 2 lines}

Keywords: {Choose 4-6 keywords not in the title, separated by commas.}

The margins are 1" on the top, bottom, and right; 1.5" on the left. This page is counted, but unnumbered.

{No page number}