Title

by

Firstname Lastname

A thesis submitted to the Faculty of Graduate and Postdoctoral Affairs in partial fulfillment of the requirements for the degree of

Master of Design

in the

School of Industrial Design

Carleton University

Ottawa, Ontario

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# 

# Abstract

Throughout this template are context specific instructions. As you complete sections and/or no longer need the instructions they can be deleted. There will also be a ‘bare-bones’ version of this template made available.

Formatting has been completed as per the instructions found at: [https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/](https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/%20)

The Title Page requires:

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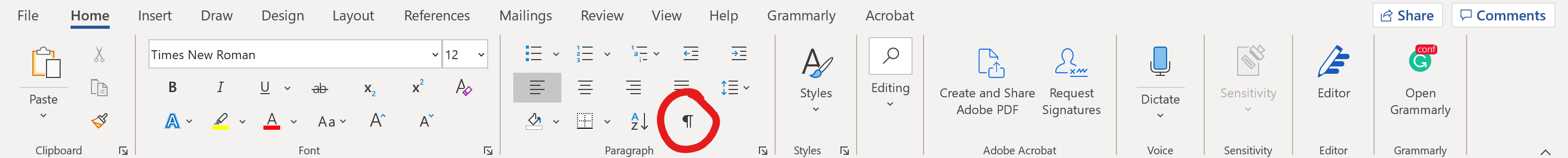
# Acknowledgements

You may use this section to extend your thanks to those who have helped and supported you throughout your thesis writing process. This may include your supervisor/co-supervisor, subject matter experts that were consulted with, friends and family or any person or organization who assisted you. Keep in mind that these acknowledgements are public and permanent.

# Template Instructions

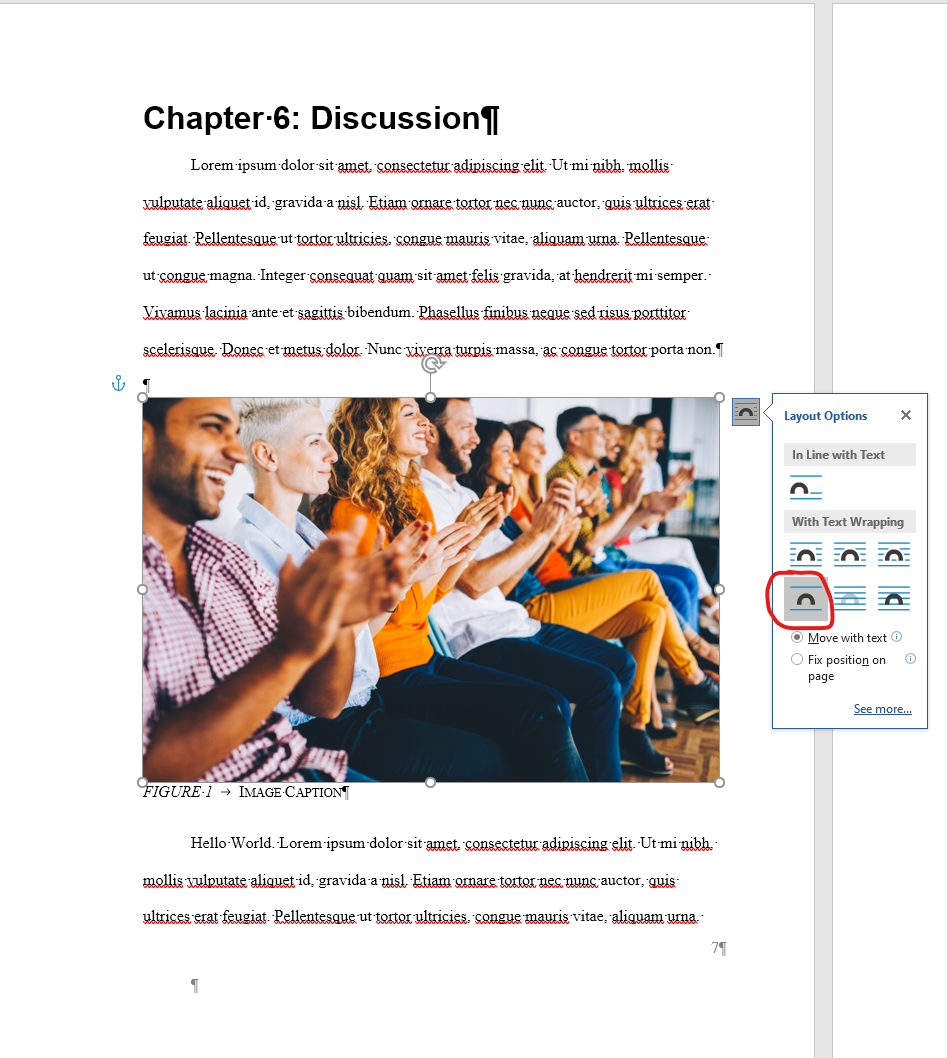
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Quick Tips

Want to know what is going on with your paragraphs and page breaks? Hit the ‘Show Hidden Formatting Styles’

Use a Citation / Reference Manager! If you haven’t started this already, the best time to start is now. Popular options include Mendeley, Zotero and EndNote.

When putting images in your thesis you’ll have the most luck using the ‘top and bottom’ text-wrapping alignment for your images. Note the ‘Move with Text’ and ‘Fix position on page’ options as well. These you may choose to use in specific occurrences when appropriate.



Paragraph Styles

If you have not used styles in MS word, this tutorial will give you a quick introduction: <https://www.youtube.com/watch?v=UOVU6qQ2iOM>

Most of the styles you will need to use have already been created. On the following page is a list of the styles created for this document and use cases / tips.

|  |  |
| --- | --- |
| Style List | |
| Style Name | Notes |
| Heading 1 | This style is the parent style for all of the headings and section dividers. If you change the font on this style, it will change the font on the following styles: Chapter Headings, Heading 2, Heading 3, Heading 4, Appendix Level One, Appendix Level Two & Appendix Level 3 |
| Normal | This style is the parent style for all of the body text within your thesis. Changing this style will affect the following styles: Figure Captions, Table Caption, Table Title, Table Header, Book Title, Emphasis, List Paragraph, Quote |
| Chapter Headings | Use this style to denote the content sections of your thesis. It will automatically place ‘Chapter X:’ before your title. The standard chapters have already been added to this document |
| Heading 2 | Use to denote a primary section within a chapter. Paragraphs with this style will show up in your table of contents |
| Heading 3 | Use to denote a secondary section within a chapter. Paragraphs with this style will not show up in your table of contents |
| Heading 4 | Use to denote a tertiary section within a chapter. Paragraphs with this style will not show up in your table of contents |
| Figure Caption | Use this style for your figure captions. Figures will be automatically labeled with ‘FIGURE X ‘ before your caption. Any paragraphs with this style will show up in the generated list of figures |
| Table Caption | Use this style for your table captions. Tables will be automatically labeled with ‘TABLE X’ before the caption. Any paragraphs with this style will show up in the generated list of tables |
| Table Title | Use this style for titling your table at the top. See the top of this table for reference |
| Table Headers | Use this style to indicate your headers within tables. In this table the columns with ‘Style Name’ and ‘Notes’ have this style applied |
| Book Title | Use this style when referencing a book title within your text |
| Emphasis | You can use this style to indicate emphasis within your body text |
| List Paragraph | If you’re creating a numbered or bulleted list, apply this style before adding numbers or bullets. This will increase the list’s indentation |
| Quote | Use this style for large block quotes from sources |
| Appendix Level One | Use this style for primary appendix sections. Sections will be automatically labeled with the text ‘Appendix X’. Paragraphs with this style will appear in the list of Appendices. |
| Appendix Level Two | Use this style for secondary appendix sections. Sections will be automatically labeled with the text ‘Appendix X.Y’ Paragraphs with this style will appear in the list of Appendices. |
| Appendix Level Three | Use this style for tertiary appendix sections. Sections will be automatically labeled with the text ‘Appendix X.Y.Z’ Paragraphs with this style will appear in the list of Appendices. |
| Thesis Title | Use this style only for your thesis title. It is independent of font changes made to ‘Normal’ or ‘Heading 1’ |
| Title Info | Use this style for the rest of the information on your titlepage it inherits the font from the ‘Thesis Title’ style |

Captions

To add captions to your tables or figures. Create a new paragraph below the relevant object and apply the appropriate style (Figure Caption or Table Caption). DO NOT right click on an image or table and press the ‘caption’ button. The automatic numbering and generation of lists for the front matter will not update correctly.

Table of Contents & Lists of Figures

This template will allow you to automatically update and generate the following lists:

1. Table of Contents
2. List of Tables
3. List of Figures
4. List of Appendices

To update one of these lists, you can right click on the relevant list and hit ‘update field’. If you need to re-generate one of these lists that can be done by going to the ‘References’ tab, selecting ‘Table of Contents’, scrolling to the ‘General’ section and selecting the relevant list.

References

Using a citation manager with a word plugin will allow for the automatic generation of your reference list at the end of your thesis. The Mendeley plugin will make in-text citations relatively easy and will take care of the formatting.

Page Numbers

Page numbers have been set as per the requirements laid out by the University. Front matter is numbered with lowercase roman-numerals starting after the title page with ‘ii’. The body of the document and the appendices are numerated with standard Arabic numerals starting at ‘1’.

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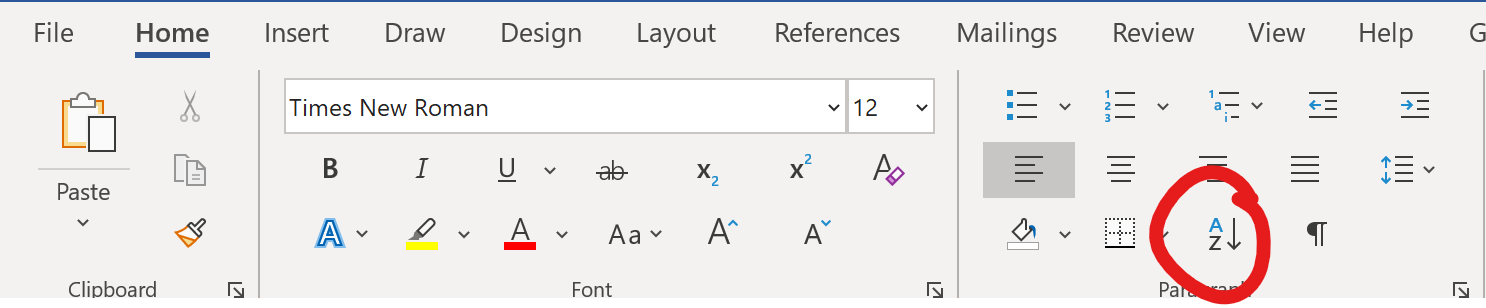
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# List of Acronyms

Place your commonly used acronyms on this page. With a new paragraph for each entry. Upon completion of your thesis this list can be sorted alphabetically by selection the ‘Sort’ option under the ‘Home’ tab.

ID – Industrial Design

CU – Carleton University

PD – Participatory Design

# List of Appendices

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1. Introduction

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1. Background
2. Literature Review

## Topic One

### Subtopic One

#### Sub-Subtopic One - Consider your Organization Schema if you end up here.

## Topic Two

## Topic Three

1. Methodology

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| Table 3  Table Title | | |
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1. Descriptive Table Caption for Table 3
2. Results

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2. Discussion

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1. Description of Image 2
2. Conclusion

# References

References should be done in APA style as per the Carleton APA guidelines: <https://library.carleton.ca/help/apa-citation-style>

# Appendices

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   1. Level Two
      1. Level Three
      2. Level Three Part Two
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