THE STUDY OF STRESS LEVEL AND PSYCHOLOGICAL SYMPTOMS IN GRADUATE STUDENTS

by

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A thesis or dissertation (select one) submitted to the Graduate Faculty of the University of Colorado Colorado Springs in partial fulfillment of the requirements for the degree of

Master of Arts/Master of Science/Master of Sciences/Doctor of Philosophy (etc.)

Department of Psychology

2017

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This is a suggested formatting style for your List of Tables. A different style can be used but it must be organized in a consistent and logical style that will not confuse readers. The style chosen for the Table of Contents should be continued in the List of Tables and Figures.

Each section title should be centered between the margins, all caps, and bold font.

Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.

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INTRODUCTION

The next two pages provide an example of thesis text. Only chapters begin on a
new page within the text. The word CHAPTER and its corresponding number are
centered. If you choose, you can drop the chapter name down from the top edge of the
page. You do not have to have CHAPTER I one inch from the top margin. Sometimes it
is helpful for readers to distinguish the beginning of each chapter if it is dropped down
further than the one-inch margin. If you choose to have a larger top margin, you should
be consistent with a larger top margin at the top of the first page of each of the following
divisions: Dedication, Acknowledgements, Table of Contents, and each chapter.

These pages provide examples of paragraph indents, headings, footnote format
and placement, and single spaced block quotations. You do not have to follow the style
shown here as long as the style used is consistent and appropriate. However, you must
divide your thesis into chapters.

We suggest that quotations of 40 words or more are indented from the left margin
and single spaced. The following passage is an example of a suggested style for a
single spaced long quotation: The public seems periodically to express a desire for
some new film genre. Whether this behavior can be explained is probably a
moot point. What this does mean is that some groups of people are dissatisfied
with the films available at their local theaters. (Moore, 1981)

In this suggested style, the text would continue after the block quotation, with a double-
space between the quotation and the continuing text.
Centered Headings

The text on this page provides an example of three levels of headings. Additionally, this heading provides an example of a footnote (see above and below). A line separates the footnote from the text at the bottom of the page. The footnote must match the font style and size of the text, as well as conform to the established margins.

Some theses require only one heading level; others may use up to four or more. You may choose any style (boldface, caps, underlined, numbered) as long as you apply the style consistently throughout the thesis. Heading styles are discussed on page 10 and 11 of this Manual. Unless your program has a specific style that they recommend, we have recommended a style for you to utilize in your thesis. It is outlined on page 11.

The headings represented in this example chapter show that I chose to use the recommended style, but deleted level 3 and 4 and only utilized the formats for levels 1, 2, and 5 from the recommendation. The centered heading above would be an example of a level 1 heading.

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This side heading would be an example of a level 2 heading. If used with centered headings, side headings follow a similar style. Consistency in the spacing above and below headings must also be consistent at a particular level and across chapters.

\footnotetext{This is a sample format for a footnote. Footnotes must also conform to established margins, font style and size. If you have previously published an entire chapter of your thesis, it is a good idea to footnote the chapter name and then list the citation information in the footnote.}

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Paragraph headings. This is representative of a level 3 paragraph heading. The heading is placed at the beginning of a paragraph, underlined, and ends with a period. Paragraph headings are usually reserved for lower-level headings; either level 3 or level 4 headings.

Table 1: Thesis Submission Deadlines and Timetable

<table>
<thead>
<tr>
<th>When to do</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of the semester before you plan to graduate</td>
<td>Check the <a href="https://example.com">Graduate School website</a> regarding thesis defense deadlines, paperwork, thesis submission requirements</td>
</tr>
<tr>
<td>At least a month before thesis defense</td>
<td>Schedule thesis defense</td>
</tr>
<tr>
<td>By published deadline for that graduation cycle</td>
<td>Submit final thesis to the Graduate School for final approval</td>
</tr>
<tr>
<td>(generally last day of the graduation term)</td>
<td>Also, see information on <a href="https://example.com">the Graduate School website</a></td>
</tr>
</tbody>
</table>

Tables may be margin to margin, have lines or no lines, be short or extend over many pages. The table number and name appear above the table. Tables must be incorporated within the text. Do not break the table across pages unless necessary. If the table does not fit on a page, place it at the top of the next page.

Figures can be alone on a page regardless of their size. Figure titles can be placed either below or above the figure and should be single-spaced. Whichever naming convention and style that is used for the figures should be used consistently throughout the document. Additional information regarding figures can be found on pages 9 through 11. See the example below.
Figure 1.1: Life After Graduate School

Figure names should exactly match within the text as it appears in the list of figures/tables.

Figure legends may appear below or above figures and are typed single-spaced in the same font style and size as the text.

All figures and tables, regardless of size, must fit within the standard margins.