

# USING THE DISSERTATION STYLE TEMPLATE

David Heise

Saved: 14-Jul-05 4:15 PM

<b>1. Introduction.....</b>	<b>1</b>
<b>2. General Notes on Using Word.....</b>	<b>2</b>
2.1 Turn On or Off Automatic Formatting .....	2
2.2 Show All Commands (in dropdown menus) .....	2
2.3 Make the Show/Hide Button Visible .....	2
2.4 Add the View Field Codes button to the Toolbar.....	3
2.5 Vertical Spacing in Word .....	3
2.6 Applying the Styles .....	3
2.7 Page Numbering and Sections in Word .....	4
<b>3. Getting Started.....</b>	<b>6</b>
3.1 Download and Save the Template .....	6
3.2 Create a New Dissertation Document Using the Template.....	6
3.3 Attach the Template to an Existing Dissertation Document.....	6
<b>4. Applying the Styles .....</b>	<b>6</b>
4.1 Abstract Title Page .....	6
4.2 Abstract Pages .....	7
4.3 Dissertation Title Page .....	7
4.4 Copyright Notice .....	8
4.5 Approval Page .....	8
4.6 Dedication Page .....	8
4.7 Table of Contents – General Notes .....	8
4.8 Inserting a Table of Contents .....	8
4.9 Setting Leader Dot Spacing for Table of Contents.....	9
4.10 Inserting Roman Numeral Chapter Numbering in TOC .....	9
4.11 List of Tables .....	9
4.12 List of Figures/Illustrations.....	10
4.13 Acknowledgements .....	10
4.14 Chapters .....	10
4.15 Table and Figure Captions .....	10

---

## 1. Introduction

The most important thing to know about correctly formatting a dissertation is to ***start with the Dissertation Style Template***. Do not wait until you have written your dissertation to apply the formatting standards. This cannot be stressed enough.

**Note 1:** The template is useful for complying with the AU Standards for Written Work (available on the Graduate Studies web site <http://www.andrews.edu/GRAD/resources.html>). For compliance with APA standards, a program like EndNote is very helpful for citations and references. You would need to read the APA manual for help on other formatting standards.

**Note 2:** The template contains a lot of boilerplate text. This is for sample purposes only to demonstrate how to use the styles. Replace it with your own text as appropriate. See Shirley Freed's qualitative dissertation links for examples for complete approved dissertations at [http://www.andrews.edu/%7Efreed/resources\\_qdtations.html](http://www.andrews.edu/%7Efreed/resources_qdtations.html).

---

## 2. General Notes on Using Word

Microsoft Word makes a number of formatting assumptions in an attempt to simplify word processing by automating certain tasks. However, even if the assumptions are correct 80 per cent of the time, it can be more trouble than it is worth undoing Word's "helpfulness" the other 20 per cent of the time. These notes explain some of Word's formatting habits, including how to turn off certain default settings.

### 2.1 Turn On or Off Automatic Formatting

1. On the **Tools** menu, click **AutoCorrect Options...**
2. Click the **AutoFormat As You Type** tab.
3. Select or clear the options you want turned on or off.

### 2.2 Show All Commands (in dropdown menus)


In versions of Microsoft from Office 2000 and onwards, the dropdown menus contain only commonly or recently used commands. Follow these steps to make all the commands always visible in the dropdown menus.

1. Right-click on any **toolbar**.
2. Click **Customize...**
3. Click the **Options** tab.
4. Select the **Always show full menus** check box.

**Note:** Changing this setting affects all of your Microsoft Office programs.

### 2.3 Make the Show/Hide Button Visible

Sometimes it is necessary to see what non-printing characters or commands were used to achieve the horizontal or vertical spacing for a certain piece of text. You need to know if a paragraph that seems to be centered is using leading spaces (shudder) or multiple tabs, or a center aligned tab, or a paragraph indent, or paragraph centering. Only paragraph centering will consistently give the desired result following changes in the text, or the font, or the page margins, etc. But how can you tell what was used originally?

In WordPerfect, you use Reveal Codes. In Word, you use the Show/Hide  button. In the default Office XP installation, the Standard and Formatting toolbars are placed side by side, and there are too many buttons for all of them to be visible. You need to make these two toolbars appear one below the other. The easiest way to do this in Word XP is as follows, but you can also drag the toolbars around with the mouse, holding it over the left hand end of the bar, and clicking and dragging.

1. Right-click on any **toolbar**.
2. Click **Customize...**
3. Click the **Options** tab.
4. Select the **Show Standard and Formatting tool bars on two rows** check box.

Additional formatting information can be displayed in the Task Pane, as follows:

1. On the **Format** menu, click **Reveal Formatting**

## 2.4 Add the View Field Codes button to the Toolbar

There are times when it is useful to see the contents of field codes such as bookmarks, table and figure tags, and EndNote tags.

1. Right-click on any **toolbar**.
2. Click **C**ustomize...
3. Click the **C**ommands tab.
4. Click on the **V**iew in the list of **C**ategories
5. Scroll down to **V**iew **F**ield **C**odes in the list of **C**ommands
6. Click on **V**iew **F**ield **C**odes and drag it to where you want to place it on the toolbar, say beside the **S**how/**H**ide button.
7. Click **C**lose

## 2.5 Vertical Spacing in Word

The A.U. Standards for Written Work document specifies the vertical spacing of the various elements of a dissertation in inches in relation to the top of the page, whereas in Microsoft Word, vertical spacing is most easily specified in relation to the end of the previous paragraph. Some elements, such as the Dissertation Title, could contain more than one line. Therefore, to achieve correct vertical spacing for paragraphs that follow elements with variable numbers of lines, you must count out the appropriate number of times to press the <Enter> key to get the correct spacing.

## 2.6 Applying the Styles

Using styles in Word XP has been made much easier than in earlier versions by adding an option to display the Style Gallery in a panel as you edit (**F**ormat -> **S**tyles and **F**ormattin**g**). Applying a style is as simple as selecting the paragraph in your document then clicking the style in the gallery panel. In earlier versions, you apply a style from the Menu Bar (**F**ormat -> **S**tyl**e**) or from the leftmost dropdown box in the Format Tool Bar.

### Word XP

- ◆ To display the Style Gallery:
  - In the Menu Bar: **F**ormat -> **S**tyles and **F**ormattin**g**
- ◆ To apply a style:
  - Click in the paragraph for a paragraph style, or select the text to be affected for a character style.
  - Click the style name in the gallery panel or –
  - Click the down arrow on the dropdown box at the leftmost end of the Format Tool Bar and choose a style from the list.

### Earlier Versions of Word

- ◆ To display the Style Area:
  - In the Menu Bar: **T**ools -> **O**ptions -> **V**iew **T**ab
  - Set **S**tyl**e** **a**rea width to 1” or more.
  - Set the view format to Normal rather than Print Layout view: **V**iew -> **N**ormal
- ◆ To apply a style:
  - Click in the paragraph for a paragraph style, or select the text to be affected for a character style.
  - In the Menu bar: **F**ormat -> **S**tyl**e** then click the style name in the popup panel or –





- Click the down arrow on the dropdown box at the leftmost end of the Format Toolbar and choose a style from the list.

## 2.7 Page Numbering and Sections in Word





Different styles of page numbering are used in different parts of the dissertation. The pages preceding chapter 1 are either not numbered, or are numbered with lower case Roman numerals. The pages that follow are numbered from page 1, with the number appearing centered at the bottom of the page on the Chapter title pages and centered at the top of the pages for the rest of the chapter. Page numbers run on from chapter to chapter. To achieve the Roman numeral numbering and the placement of page numbers at the bottom for the chapter title pages, Microsoft uses **Sections**. Each time the page number format or placement changes, instead of inserting a *Page Break*, you insert a *Section Break* with the *Next Page* option.


These step by step notes should work fine for you throughout the writing of your dissertation. But if they don't work exactly as given, they will hopefully give enough information on how page numbering works so you can figure out how to handle any exceptions that may arise. The pagination is already set up in the Dissertation Style Template, so this should get you started.

### Start of Roman Numerals



1. Position the cursor where the new page should start.
2. In the Menu Bar: **I**nsert -> **B**reak... -> **N**ext Page and click **OK**.
3. In the Menu Bar: **V**iew -> **H**eaders and Footers
4. Press <Down Arrow> to get to the Footer paragraph.
5. The default format is Same as Previous. Click the **S**ame as **P**revious toggle button  on the Header and Footer toolbar to turn this **off**.
6. Click the **I**nsert **P**age **N**umber button .
7. Center the number (Click the Center icon  on the Format Toolbar)
8. Click the **F**ormat **P**age **N**umber button .
9. Choose lower case Roman from the **N**umber **f**ormat dropdown box.
10. Choose the appropriate starting number from the **S**tart **a**t box and click **OK**.
11. Click the **C**lose button.

### Start of Chapter 1

1. Wait until you have written at least two pages before setting up page numbering, then position the cursor to the left of Chapter One.
2. In the Menu Bar: **I**nsert -> **B**reak... -> **N**ext Page and click **OK**.
3. In the Menu Bar: **V**iew -> **H**eaders and Footers
4. Press <Down Arrow> to get to the Footer paragraph.
5. The default format is Same as Previous. Click the **S**ame as **P**revious toggle button  on the Header and Footer toolbar to turn this **off**.
6. Click the **P**age **S**etup button .
7. Check the **D**ifferent **f**irst **p**age box and click **OK**.
8. Click the **I**nsert **P**age **N**umber button  if not already there.
9. Center the number if not already centered (Click the Center icon on the Format Toolbar).
10. Click the **F**ormat **P**age **N**umber button .
11. Choose 1, 2, 3, ... from the **N**umber **f**ormat dropdown box.
12. Set the starting number to 1 in the **S**tart **a**t box and click **OK**.

13. Press <Down Arrow> to get to the Header paragraph of the next page.
14. Click the **Insert Page Number** button  if not already there.
15. Center the number if not already centered (Click the Center icon on the Format Toolbar).
16. Press <Down Arrow> to get to the Footer paragraph.
17. Delete the page number that is there.
18. Click the **Close** button.

### **Start of Chapter 2**

1. Wait until you have written at least two pages before setting up page numbering, then position the cursor to the left of Chapter Two.
2. In the Menu Bar: **I**nsert -> **B**reak... -> **N**ext Page and click OK.
3. In the Menu Bar: **V**iew -> **H**eaders and Footers
4. Press <Down Arrow> to get to the Footer paragraph.
5. The default format is Same as Previous. Click the **Same as Previous** toggle button  on the Header and Footer toolbar to turn this **off**.
6. Click the **Format Page Number** button  (the number 1 should appear centered).
7. Click **Continue from previous section** and click OK.
8. Click the **Close** button.

### **Start of remaining Chapters**

1. Wait until you have written at least two pages of each new chapter before setting up page numbering, then position the cursor to the left of Chapter nnn.
2. In the Menu Bar: **I**nsert -> **B**reak... -> **N**ext Page and click OK. Each new Chapter (Section in Word) inherits the properties of the previous one, which is the number the first page of the section differently from the rest, and to continue numbering from the previous section.

---

## 3. Getting Started

### 3.1 Download and Save the Template

Download **DissTemplate.dot** from the Leadership Forms & Manuals page, and save it on your computer. (<http://www.andrews.edu/leaderpart/forms/DissTemplate.dot>)

### 3.2 Create a New Dissertation Document Using the Template

The best way to use the Dissertation Template is to use it to create your initial dissertation document.

1. In the Menu Bar: **File** -> **New**
2. Under New from existing document, click **Choose Document...**
3. Browse to the location where you saved Dissertation Template and click **Create New**.
4. Save the new document in your dissertation folder.

### 3.3 Attach the Template to an Existing Dissertation Document

If you have already typed a lot of your dissertation, you can attach the template to your existing document. *Be sure to make a copy of your current dissertation document before you make any changes!*


1. In the Menu Bar: **Tools** -> **Templates and Add-Ins...**
2. Click the **Attach** button.
3. Browse to the location where you saved the Dissertation Template, select it and click **Open**.
4. Check the **Automatically update document styles** check box.
5. Click **OK**.

---

## 4. Applying the Styles

The following instructions take you through each of the sections of the dissertation, starting with the Abstract pages. The template includes a lot of sample “boilerplate” text. Consult with your Dissertation Chair

### 4.1 Abstract Title Page

1. Go to page 2 of the document, where the word “ABSTRACT” appears in the style **ABSTRACT HEAD 1**.
2. The next paragraph is in the style **ABSTRACT TITLE**. The title is kept in one paragraph by using <Shift><Enter> to force line breaks, not <Enter>, as this will start a new paragraph. Triple click in this paragraph to select the whole paragraph, and type your own title. The style automatically displays in upper case.
3. The next paragraph contains the author’s name in the style **Author**. Because vertical spacing in Word is most easily specified relative to the previous paragraph rather than the top of the page, you have to press the <Enter> key the appropriate number of times to get the correct vertical spacing for the Author paragraph. Press <Enter> multiple times until the number of lines of Abstract Title plus the number of blank lines equals 9 lines. To make it easier to count blank lines, click the Show/Hide button  on the Standard Toolbar.



4. Make sure that the 9<sup>th</sup> line is the one containing the word “by” and that it is in the **Author** style.
5. Type your name on the next line.
6. Type the name of your chair in place of the one that is there. This line is in the **Chair** style. <Enter> was pressed to end the Chair paragraph, then <Ctrl><Enter> was pressed to start a new page.

## 4.2 Abstract Pages

1. The third page starts with “ABSTRACT OF GRADUATE STUDENT” RESEARCH in the **Abstract Head 2** style, followed by <Shift><Enter> and “Dissertation” on the next line.
2. The next line is in the **Triple Centered** style, and contains the name of the institution, “Andrews University”, followed by <Shift><Enter>.
3. The next line contains “School of Education”, followed by <Enter>.
4. The Title line is in the **Triple Left** style. Type the Title, researcher name, chair name and degree, and date completed lines, pressing <Enter> after each line. The title must be all upper case. Select the whole title (drag the mouse cursor over it) and press <Shift><F3>
5. Apply the **Abstract Head 3** style to each heading line you have in your abstract.
6. The next paragraph defaults to **Body Text** style. Type the text of the abstract, repeating this step for each new heading.
7. The abstract pages end with a Section Break, not a regular Page Break.
8. Page Numbering: There are no page numbers in the document up to this point.

**Important:** These pages end with a special kind of page break – it is a **Section Break** with the section starting on a new page. For each different kind of page numbering style, it is necessary to start a new section.

## 4.3 Dissertation Title Page

1. The first paragraph contains the words “Andrews University” in the **Institution** style, which sets the correct vertical spacing.
2. The next paragraph contains the words “Department of Educational Administration and Supervision”, split over two lines with a line break (<Shift><Enter>), in the **Department** style.
3. The Department paragraph will typically be one or maybe two lines long. Press <Enter> multiple times until the number of lines of Department plus the number of blank lines equals 8 lines. To make it easier to count blank lines, click the Show/Hide button  on the Standard Toolbar.
4. Make sure that the 8<sup>th</sup> line is the one where the dissertation title starts. This paragraph is in the **Title** style.
5. The Title paragraph will almost certainly span more than one line. Press <Enter> multiple times until the number of lines of Title plus the number of blank lines equals 9 lines. To make it easier to count blank lines, click the Show/Hide button  on the Standard Toolbar.
6. Make sure that the 9<sup>th</sup> line is the one where the degree paragraph starts. This paragraph is in the **Degree** style.
7. The <Enter> key is pressed 5 times at the end of the degree paragraph to get to the position for the Author paragraph. This paragraph is in the **Author** style.
8. If your dissertation is printed in multiple volumes, there will be a Volume paragraph. It uses the style **Triple Centered**. Delete this paragraph if you do not need it.

#### **4.4 Copyright Notice**

1. The next page is a copyright notice, if you wish to include one. Delete the page if you do not need it.

#### **4.5 Approval Page**

1. The title appears at the top of the page in the **Approval 1** style to give it the proper vertical and internal spacing.
2. The degree paragraph is in the **Approval 2** style.
3. The author paragraph is in the **Approval 3** style.
4. The next paragraphs are in the **Approval 4** style, and are single spaced.

#### **4.6 Dedication Page**

1. There is a sample dedication page. Roman numeral page numbering starts on this page, beginning at iii in this example.

#### **4.7 Table of Contents – General Notes**

1. The headings for the contents pages use the **Approval 1** style.
2. Styles are defined for levels 1 through 5 for the Table of Contents, which is generated mostly automatically. The upper case Roman numerals are not part of the text of the chapter headings, so they will have to be written into the table of contents manually each time the table is regenerated.
3. **Press <F9> to regenerate the table.** You have the option of updating page numbers only or updating the whole table. If you have not added any new headings or sub-headings, etc, you can update just the page numbers, and this will preserve the Roman numerals.

#### **4.8 Inserting a Table of Contents**

The Dissertation Template comes with an automatically generated Table of Contents already in place. The entries in the table of contents are selected because of the outline level property values that are set in the styles. If you are using the Template by attaching it to a document you have already written, you will need to use styles for each level of heading, with the level property set appropriately. It may not be worth the effort of doing this after the fact just to get Word to partially create the table of contents for you.

But if you want to use Word to generate a table of contents in a document you have already written, here is how you do it.

1. Type the heading TABLE OF CONTENTS and apply the style **Approval 1**.
2. Press <Enter> twice and type LIST OF TABLES, <Tab>, and the page number, then apply the style **TOC 1**.
3. Repeat for the LIST OF ILLUSTRATIONS and ACKNOWLEDGEMENTS entries.
4. On the next line type the word Chapter and apply the style **Single**.
5. On the next line type roman numeral I followed by <Tab> and apply the style **TOC 1**.
6. In the menu bar: **Insert -> Reference -> Index and Tables...**
7. Click the **Table of Contents** tab.
8. In the **Show Levels** box, enter 4 and click **OK**.

## 4.9 Setting Leader Dot Spacing for Table of Contents

After pressing <F9> to regenerate the table of contents, the spacing for the leader dots will be lost. Here is how to reset it.

1. In the Menu Bar: **E**dit -> **R**epl ace
2. In **F**ind what: box, type ^t (Word's code for the <Tab> character).
3. In **R**epl ace w\_i\_th: box, type ^t again.
4. Click the **M**ore button if it is visible. It changes to the **L**ess button once it is clicked.
5. Click the **F**ormat button, and select **F**ont from the dropdown list.
6. Click the **C**haracter Spacing tab.
7. In the **S**pacing **B**y: box, type 5 and click **O**K.
8. Back in the **F**ind and **R**epl ace window:
  - For each leader dot tab in the Table,
  - Click the **F**ind **N**ext button
  - Click the **R**epl ace button
9. Click the **C**ancel button or the <Esc> key when done.
10. For entries on pages with fewer than three digits, you need to manually insert a space in front of the page number to make the leader dots end at the same place as entries on pages after 99.

**REMEMBER:** When you do the next Find and Replace, Word will display all the previously used values as defaults, including the Expanded by 5pt formatting instruction. To clear this, click in the Replace with: box and click the **N**o **F**ormatt\_i\_ng button.

## 4.10 Inserting Roman Numeral Chapter Numbering in TOC

After pressing <F9> to regenerate the table of contents, the Roman numeral numbering will be lost. The “I” for the first chapter is left in a paragraph on its own, since it was not really a part of the table that has just been reconstructed. Here is how to put the Roman numerals back.

1. Position the cursor at the beginning of the first word of the first chapter and press <Backspace>.
2. Hold <Shift><Home> and then press <Ctrl><C> to copy that text to the clipboard.
3. Move the cursor to the start of the second chapter and press <Ctrl><V> to paste that text there.
4. Change the I to the correct Roman value and repeat steps 3 and 4 until complete.

## 4.11 List of Tables

In the APA format, the title of the table appears on the line after the table number. Word is not able to bring the text from the next line into the list of tables, so these tables will have to be maintained manually.

However, it is possible to create bookmarks at each table, and to insert cross-references in the List of Tables so that page numbers can be generated automatically. Repeat the following instructions for each table to be included in the List of Tables.

1. Position the cursor at the appropriate place in the LIST OF TABLES.
2. In the Menu bar: **I**nsert -> **R**eference -> **C**ross-r\_eference.
3. Choose **T**able in the **R**eference **t**ype: drop-down box.
4. Choose **E**ntire **c**apti\_on in the **I**nsert **r**eference **t**o: drop-down box.

5. Select the appropriate Table entry from the **For which caption:** list.
6. Click **I**nsert then **C**lose.
7. Enter a **<period>** and a **<space>** and manually type the Table Title.
8. Press **<Tab>**. Close-spaced leaders dots will appear if the TOC style has already been applied.
9. In the Menu bar: **I**nsert -> **R**eference -> **C**ross-**r**eference
10. Choose **T**able in the **R**eference **t**ype: drop-down box.
11. Choose **P**age number in the **I**nsert **r**eference to: drop-down box.
12. Select the appropriate Table entry from the **For which caption:** list.
13. Click **I**nsert then **C**lose.
14. Apply the TOC1 style
15. See 4.9 Setting Leader Dot Spacing for Table of Contents

## 4.12 List of Figures/Illustrations

1. For **figures**, the figure number and title appear on the same line, so you can use Word to create and maintain the List of Illustrations.
2. Follow the same instructions as those given for inserting a Table of Contents (Sections 4.7 - 4.9), only choose the Table of Figures tab instead of the Table of Contents. Whenever you regenerate the table, you will need to reset the spacing for the leader dots (see Section 4.9). You will also need to remove the word "Figure" from in front of each figure number.

## 4.13 Acknowledgements

1. This page ends in a section break in order to set up page numbering for Chapter One.

## 4.14 Chapters

1. See 2.7 Page Numbering and Sections in Word for notes on setting up page numbering for the chapters using Sections.
2. The chapter number is in the **Chapter Number** style.
3. The chapter title is in the **Chapter Title** style.
4. There are five levels of chapter heading defined (**Chapter Head 1** through **Chapter Head 5**). Apply these as needed. See [2.6 Applying the Styles](#) for notes on how to apply Word styles.
5. The body of the dissertation will be written in the **Body Text** style.
6. Various other styles have been included, such as **Quotation** for block quotations, indented and single spaced.
7. There are styles for Table and Figure numbers (**Caption**) and titles (**Table Title**).

## 4.15 Table and Figure Captions

Use Word's automatic caption numbering for tables and figures.

1. Position the cursor in the document where the caption is to be inserted, above for tables, below for figures.
2. In the Menu bar: **I**nsert -> **R**eference -> **C**aption
3. Choose Figure or Table in the **O**ptions **L**abel dropdown box and click OK.
4. Apply the style **T**able **C**aption to the table number paragraph and **T**able **C**aption to the figure caption and number paragraph.
5. Enter the title of the table or figure (in the next paragraph for table), and apply the style **T**able **T**itle or **F**igure **T**itle as appropriate.

1. Optional – for Tables Only (Word can maintain the List of Figures/Illustrations automatically)  
Select the Table Title and copy it to the Clipboard (<Ctrl >C).
2. Select the Table and number line.
3. In the Menu bar: **I**nser**t** -> **B**ook**m**ark
4. Paste (**C**trl >**V**) the Table Title into the Bookmark Name box, and remove the spaces.
5. Click the **A**dd button. You will now be able to insert the page number for this bookmark into the List of Tables.

Step One:

As for the captions, type the caption category on a separate line, for example:

Figure  
{ SEQ "figure" }

Table  
{ SEQ "table" }

To see this code, you must press the **A**l**t**-**F**9 key. Insert the "{" and "}" signs with the **C**trl-**F**9 command.

Step Two:

Define the paragraph mark at the end of the category line as hidden.

Now you can cross-reference to the respective categories without copying the caption label.

(from Peter Gallmann on <http://support.microsoft.com/newsgroups/default.aspx> on Community Newsgroup Office -> Word -> Word Numbering