

Using the Thesis and Dissertation Templates

For use with Microsoft Word on Windows and Macintosh computers

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Graduate School

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Things to Know Before You Begin

TIP: It is recommended that you read the information contained in this guide thoroughly. If you are knowledgeable about the recommended procedures, you may save hours of frustration once you begin writing your document.

Using the Thesis and Dissertation Templates provides information about downloading and installing the templates, how to use the templates to correctly format and organize your thesis or dissertation, how to create both a PDF and print version of your thesis or dissertation, and where you can find additional help and support. Reviewing the information in this guide will help you start using the templates quickly and efficiently.

NOTE: The thesis and dissertation templates are created and maintained by the Graduate School (OGS). OGS provides these as a convenience to students, but use of the templates does not guarantee that your dissertation or thesis will be properly formatted. Students should check with OGS to confirm their compliance with stated guidelines.

In order to use the thesis and dissertation templates and achieve the results you want, you should be familiar with Microsoft Word basics, such as opening and closing files, copying and pasting text within and between documents, using footnotes, and working with sections and breaks. It will also be helpful if you understand how Word's styles, templates, and documents work together. This document explains some of these basic concepts.

Before you begin using the templates, it is also a good idea to familiarize yourself with the contents of the entire templates download and to discuss any general questions about formatting with a Degree Evaluator.

As you work with the templates, you may have questions or encounter problems. Distinguishing whether your concern is about using the software (a "tool" question) or about the specific formatting constraints of your degree program (a "requirements" question) can help you get the clarification or assistance that you need.

Getting Started with the Thesis and Dissertation Templates

The thesis and dissertation templates contained in the templates download consist of [four different template files](#) (page 4) each, for a thesis or a dissertation. One file is provided as an example. Three of the files work together to meet the thesis or dissertation formatting requirements of the Graduate School. You will assemble content from the files into a single document before submitting your thesis or dissertation.

NOTE: Step-by-step instruction on how to assemble the different template files is available in the section [Assembling Your Final Document](#) (page 10).

These templates will help you:

- Format the pages of your thesis or dissertation.
- Place page numbers appropriately and establish the proper margins for your document.
- Use predefined styles for headings, subheadings, captions, block-indented quotations, body text, and other necessary formats that you will apply to the text of your thesis or dissertation.

All Microsoft Word documents are based on templates. Templates serve as the master or pattern for the layout and formatting of your documents. Frequently, they operate in the background, and you may not even be aware you are using a template. For example, when you create a new blank document in Microsoft Word, it is based on the Normal template. The Normal template automatically formats your document page with 1.25 inch Right and Left margins and 1.25 inch Top and Bottom margins.

A template may also contain pre-determined text, formatting, custom toolbars, macros, or other elements. When you create a new document based on such a template, some of the document elements and formatting work are already available and you do not have to start your document from scratch.

Downloading and Installing the Templates

To download and install the templates:

1. Go to the [OGS Thesis and Dissertation Support](#) Web site.
2. Select the appropriate link to download the Thesis/Dissertation Templates.

NOTE: The templates are supplied as zipped bundles containing just the templates themselves, which you can download onto your computer wherever is most convenient for you.

For Windows systems, either left-click on your selected link and choose “Save” in the location of your choice, or right-click and choose “Save Target As”. The file should appear in your chosen location. Windows will prompt you to Open or Expand the zip file, allowing you access to the files inside.

For Mac systems, click on your selected link and choose “Save File”, or you can choose “Open” with your current unzip program. The file should appear in your Downloads folder and can be moved or copied from there to your preferred working location.

You have now completed the download and installation of the thesis and dissertation templates.

Contents of the Thesis and Dissertation Templates

The thesis and dissertation templates contain files and document templates. Each file contains the special thesis or dissertation templates listed below.

	Description	Template Name
Front Matter Template	This template contains copyright, committee membership, title, dedication, acknowledgements and abstract pages, and a sample table of contents, list of tables, list of figures, and list of illustrations. Use this template to create your front matter.	Front Matter Template.dotx
Back Matter Template	This template contains a sample page. Use this template to create an appendix, glossary, list of references, and a bibliography, if included. It also contains a sample vita.	Back Matter Template.dotx
Master Template	This template contains the main document shell and formatting. Use this template to write your chapters or insert documents you have already written.	Master Document Template.dotx
Chapter Example Template	This template contains a sample chapter, demonstrating how to use the various styles. Do not use this template to create your chapter documents. It is included as a sample only.	Chapter Template.dotx

Using the Templates for the First Time

There are two ways to begin using the templates. The preferred method is to double-click on the template file you want to use; this will automatically open the file as a docx document (rather than as a dotx template) which you can then rename and save as you work on it without changing the original file.

The other method is to open Word, then use File, Open to open the template file of your choice. This method will keep the file as a template when it opens, so you will need to remember to choose File, Save As, and save it as filetype document, otherwise you may overwrite the original template.

Once you have saved a working document file, either of these methods will work identically from then on.

Text Types in the Template Files

When you open a template file, you will see three different kinds of text. These are:

- **<Placeholder text>**: Delineated by <angle brackets>. Replace <placeholder text>, including the brackets, with your own text. Do not replace ¶ symbols or section breaks that follow the text and which are outside the brackets. The ¶ symbols carry the paragraph formatting instructions for the preceding paragraph. The section breaks carry formatting instructions for the preceding section.
- **Sample text**: Delineated by [square brackets]. [Sample text] is provided as information or examples. After studying it, delete the text and brackets from your document.
- **Free-standing text**: Free-standing text within the templates should be left “as is” in your final document. Do not alter or delete free-standing text from the document. Inclusion of all free-standing text is a requirement of the Graduate School.

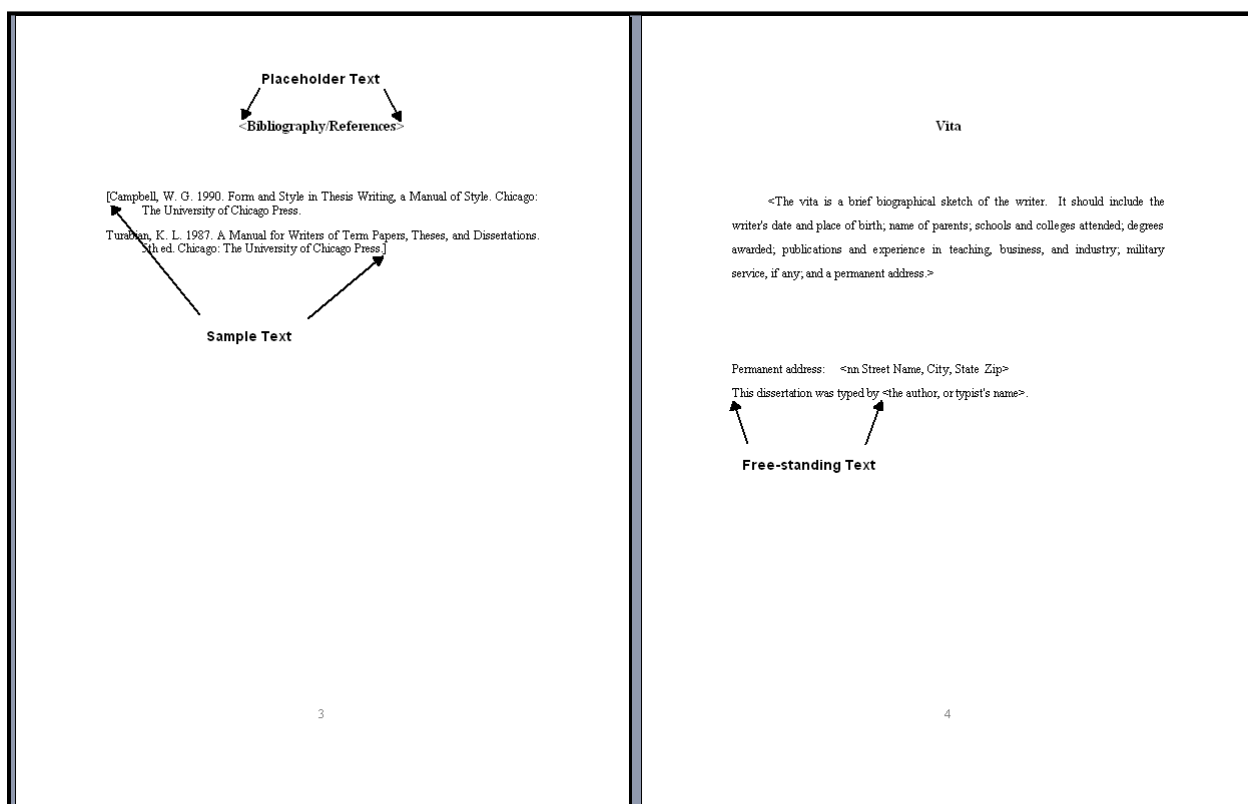


Figure 1: Text Types found in the Template Files


Creating and Working in Your Files

The thesis and dissertation templates help you format your pages correctly using predefined styles, proper page layout and correct pagination. Knowing how to use styles and sections within Microsoft Word is important to using the templates correctly.

About Styles

Word has built-in styles for both paragraph and character formatting. A style is a group of formatting commands that affects the way your text looks and where it is placed on the document page. You can apply styles to text, tables and lists in your document. There are four types of styles you can apply to your document:

- Paragraph styles control text alignment, line spacing, and borders and can include character formatting. (It is important to remember that paragraph styles affect the entire paragraph, which is defined as any collection of characters and spaces terminated by a ¶ symbol.)

NOTE: The paragraph ¶ symbol is an example of a non-printing character or formatting mark. You can see these marks when you are in either Normal or Print Layout view by clicking Show/Hide  on the Standard Toolbar. Viewing these marks can be useful in applying and correcting formatting in your document. They will not appear in the final version of your thesis or dissertation.

- Character styles affect selected text within a paragraph, such as size of the text, bold and italic formats, and font selection.
- Table styles make the borders, shading, alignment, and fonts within a table consistent.
- List styles apply similar numbering, bulleting, fonts, and alignments to lists.

A style is always saved under a unique style name. There are multiple ways you can apply a style to text in your document.

The formatting toolbar, located below the main menu, allows you to manually apply various formatting to your text, such as bold, italic, or underlined.

In Windows, the Style Name box is visible under the ‘Home’ tab; on a Mac, the Style menu is located on the Formatting Palette (available via View, Formatting Palette).

As you work with the thesis or dissertation template files, you will select and apply customized paragraph formatting styles for all of the basic elements of your document. You can make changes to the look and feel of your document, but remember that the templates provide all the necessary elements to have your thesis or dissertation meet the guidelines of the Graduate School.

If you want to change a style, such as changing the font, it is good to be aware that many styles are based on other styles. The style “Normal” is the parent style on which most of the styles in your document are based. For example, if you have created your document using Times New Roman as the Normal style, and want to change the look of your document to **Helvetica**, simply make a global change to your document by changing the Normal style font. The change will apply to every style based on the Normal style.

About Sections

The thesis and dissertation templates include section breaks that help keep the formatting appropriate for the type of information you are creating. Sections contain formatting options that change the layout of the document within a single page or between pages. A section break controls margins, page borders, text alignment and page numbering, in the text preceding it.

Section breaks appear as nonprinting double-dotted lines when using Normal view from the View menu to look at your document. When you insert a section break into your document, the new section takes on the formatting of the previous section. It is helpful to remember that sections in the same file can be modified to appear differently. For example, the Front Matter template contains two sections—the first section contains no page numbers, while the second section uses Roman page numbers centered at the bottom of the page. This formatting is a requirement of the Graduate School. (See the Front Matter template for an example of this numbering requirement.)

NOTE: Page breaks are similar to section breaks, in that they can force text to a new page. Page breaks do not, however, contain formatting. They simply force a break in your document, where one page ends and another begins. It is important to remember this distinction when working in your document.

By default, Word will consider any new section you create to be “linked” to the section just before it. If you need the new section to be formatted differently than the previous section (such as a change in page number style/numbering), you must un-link the two sections, otherwise a change in one section will also occur in the other. To do this, go to Insert -> Footer, then select Edit Footer (or you can just double-click in the footer area on the page). Once in this view mode, you should be in Header and Footer Tools, and will see a highlighted button called “Link to Previous” in the Navigation area. Toggle this off to un-link the sections. On a Mac, the “Link to Previous” check/toggle will be in the Formatting Palette window.

Applying and Changing Paragraph Styles to Text in Your Files

There are different ways to apply or change the paragraph styles to your text in a Microsoft Word document. You may use any of these methods, or all of them, depending on your needs and personal preference.

Applying a Style to New Text

To apply a style before you begin entering new text:

1. Place the cursor on a blank line in your Word document.
2. Select the paragraph style you want to use from the Style Name box.
3. Begin entering text using the style.

Changing to a Different Style as You Enter New Text

To change to a different style:

1. Press ENTER (Windows) or RETURN (Macintosh) to go to a blank line in your Word document.
2. Select a different paragraph style you want to use from the Style Name box.
3. Continue entering text using the new style.

Applying a Style to Existing Text

To apply a style to existing text:

1. Select the existing text.
2. Select the paragraph style you want to use from the Style Name box.
NOTE: Your text is automatically reformatted to the style you selected.

To apply the same style to another paragraph:

1. Select the paragraph where you want to apply the same style.
2. Go to the Edit menu on the Main Toolbar
3. Select Repeat Style.
NOTE: Your text is automatically reformatted to the style you selected.

Applying a Style from the Keyboard

To apply a style from the keyboard:

1. Select the paragraph where you want to apply the style.
2. Select CONTROL+SHIFT+S (Windows) or COMMAND+SHIFT+S (Macintosh).
NOTE: This highlights the current style name in the Style Name box.
3. Enter the name of the style you want to apply to the paragraph.
4. Press ENTER (Windows) or RETURN (Macintosh).
NOTE: Your text is automatically reformatted to the style you selected.

Creating Your Own Style

To create a new style:

1. Select the text where you want to apply the style.
2. Format the text as you want it to look by using the options in the formatting toolbar.
3. Click in the Style box.
4. Enter in a name for your new style.
5. Press ENTER (Windows) or RETURN (Macintosh).

NOTE: The new style is added to the styles in the Style Name box.

Using a Style Not Included in the Current Template

Microsoft Word allows you to add a style that is not included in the current template. To view all available Word styles in the Style Name box:

1. Select the **Format** menu.
2. Select **Styles and Formatting**.
3. Select **All Styles** from the **Show** option.
4. Select the style you want to add to the template and begin entering your text.

Assembling Your Final Document

The individual templates in the templates download are formatted according to the Graduate School requirements. This section provides step-by-step instructions on how to use the different templates to assemble your thesis or dissertation.

There are several methods to use the templates; it is acceptable to choose the method that works best for you. Here are two examples:

- With the first method, you begin using the Front Matter template by replacing the <placeholder text> with your information. You continue adding your chapter content to the same file using the Chapter template as your guide. Finally, you complete the information required in the Back Matter template. When you have completed this process, you will have one file that contains your complete document.
- With the second method, you compile all of your information into separate documents first, and then cut and paste the files to form a single document. Again, begin by replacing the <placeholder text> in the Front Matter template with your information and saving the document. Complete the information required in the Chapter and Back Matter templates, saving each as a separate document. When you have finished entering all your Front Matter, Chapter and Back Matter content in separate documents, use the Master template to assemble your final document. Open the Master template, then copy and paste the contents of each of your separate documents (Front Matter, Chapters, and Back Matter) in to a single document.

TIP: Don't forget to save your work frequently, and with a document name that is easy for you to remember.

Working with the Different Templates

Using the Front Matter Template

This template contains copyright, title, committee membership, dedication, acknowledgements and abstract pages, and a sample table of contents, list of tables, list of figures, and list of illustrations.

1. Select the **Front Matter** template (either for a thesis or dissertation, as appropriate)
After you select the appropriate template, the necessary styles are available in the Style Name box.
2. Replace the <placeholder text> on the following pages, removing the brackets <> as you do:

Copyright
Committee Membership Page
Title
Dedication
Acknowledgements
Abstract

NOTE: The Dedication and Acknowledgements pages are optional, and can be deleted according to the instructions included in the template file. Do not delete the Section Break (visible in Normal view as a nonprinting dotted double line) between the sample Dedication and Acknowledgements pages.

3. Enter your dissertation or thesis chapters and Back Matter, starting on the blank page following the Front Matter.

NOTE: The Back Matter template includes a sample page to create an appendix, glossary, list of references, a bibliography and a sample vita, if needed.

TIP: Use the method that works best for you. You can begin entering your chapters into the Front Matter document at this point. If you have already completed chapters in a separate document, you may choose to cut and paste the information together to create a single document.

When you finish entering your chapters, you can again choose whether to enter your Back Matter into the document, or to copy and paste the information into your combined document at the end of your last chapter.

Table of Contents and Lists of Tables, Figures, and Illustrations

Using the thesis and dissertation templates for your document allows you to automatically update or generate the Table of Contents and update or generate Lists of Tables, Figures, and Illustrations.

The Front Matter template includes formatting for updating or generating the Table of Contents for your document. By consistently applying specific Heading styles available in the template, you are able to automatically update or generate the Table of Contents. As you add sections to your document, you will need to update the Table of Contents.

Updating the Table of Contents or the Various Lists

1. Open your thesis or dissertation document in Normal view.
2. Highlight the Table of Contents to be updated.
3. Press F9 (Windows) or COMMAND + OPTION + SHIFT + U (Macintosh) on your keyboard.

NOTE: The Table of Contents is updated.

TIP: You can select whether to **Update page numbers only** or **Update the entire table**. If you have changed the headers in your document, you must select **Update the entire table** to include your changes.

Creating a New Table of Contents, or the Various Lists, from Scratch

1. Open your thesis or dissertation document in Normal view.
2. Put your cursor at the point where you want to create the new Table of Contents.
3. For Macs, select Insert, Index and Tables, Table of Contents. For Windows, select References, Table of Contents, Insert Table of Contents.

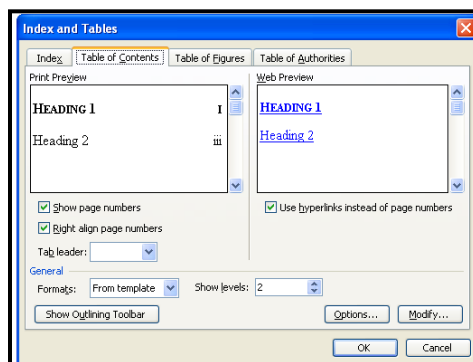


Figure 3: Index and Tables box

4. Select the Table of Contents options that you want.
5. Click **OK**.

NOTE: A new Table of Contents or List is created.

Generating lists of tables, figures, and illustrations is similar to generating a Table of Contents. The Front Matter template includes formatting for updating or generating lists of tables, figures, or illustrations. By consistently applying specific Heading styles available in the template, you are able to automatically update or generate the lists of tables, figures, or illustrations. Before attempting to generate the lists, you may want to confirm that you have applied these styles correctly throughout your document:

Heading 7 – Table Caption

Heading 8 – Figure Caption

Heading 9 – Illustration Caption

You must use the styles consistently to generate accurate lists.

As you add sections to your document, you will need to update each of the lists you automatically generate.

Creating Final Versions of Your Thesis or Dissertation

The Graduate School requires you to submit your Doctoral Dissertation, Master's Thesis, or Master's Report in a PDF file. Master's degree candidates should request a final format check by a Master's Degree Evaluator in the Graduate School prior to submission. Doctoral degree candidates will receive a format check when they schedule their Final Oral Examination.

Creating a PDF Version

To create a PDF version of your thesis or dissertation for submission, you may use Adobe Acrobat, or any other program that lets you convert your Word document into a pdf format that preserves its original appearance regardless of the computer where it is viewed. All newer versions of Word include the ability to natively create pdfs, as well.

To create a PDF version of your document:

1. Open your thesis or dissertation document.
2. For Macs, you can choose from two options: From the **File** menu, select **Print**, then click the PDF button and choose Save As PDF. Or you can select File, Save As, and choose PDF as the Format type.

In Windows, select File, Save As, then choose PDF as the "Save As" filetype. If you have an Adobe software printer installed, you can also choose File, Print, then pick the Adobe printer as your printer.

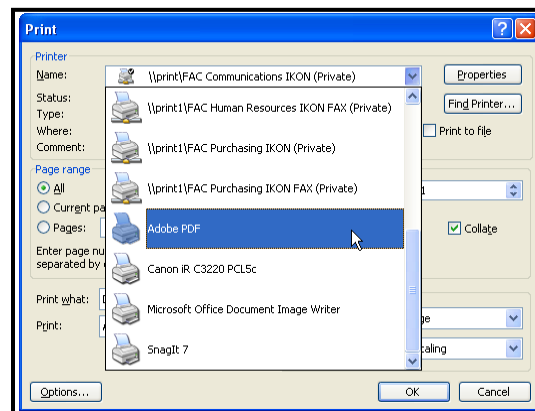


Figure 4: Selecting Adobe PDF printer

3. Enter an appropriate file name and location in the Save file as PDF dialog box.
4. Click **OK**.
5. Enter an appropriate file name and location in the Save File as PDF dialog box.
6. Click **OK**.

A PDF version of your thesis or dissertation is created and saved in the location you specified.

Printing Your Thesis or Dissertation

NOTE: All dissertations, theses, and reports must be submitted in PDF format to meet the requirements of the Graduate School.

If you decide to create a printed version of your thesis or dissertation, remember that individual printers vary in calculating the printable area of a page. For consistency, it is important to print the entire final version of your thesis on a single printer. This will maintain uniform margins and page-number positioning throughout your document.

To print your document:

1. Open the PDF version of your thesis or dissertation.
2. Click the Printer icon.

NOTE: A printed copy of your thesis or dissertation is created.

Finding Help

This section provides contacts and links to information that can be helpful if you have questions or concerns beyond the scope of this user guide.

Thesis and Dissertation Guides from the Graduate School

The Graduate School distributes documents containing instructions, sample thesis and dissertation pages, and other important information. Make sure you have a copy of the appropriate information. The information will help you meet the guidelines of the Graduate School.

- [Format Guidelines for Dissertations, Treatises, Theses and Reports](#)
(June 2018)

Graduate School

While producing your document, you may have specific questions about Graduate School formatting requirements.

To help resolve your concerns, you can:

- Call your Degree Plan Evaluator:
 - Degree Plan Evaluator for Dissertations at (512) 232-3630
 - Degree Plan Evaluator for Theses at (512) 232-3628 or 232-3629
- Visit the [Graduate School](#) Web site
- Go to the Graduate School, Main Building 101, in person, or you can contact the Thesis and Dissertation Support Specialist by calling (512) 475-9365 to make an appointment.

Microsoft Support

Microsoft Word itself has excellent online help that is thorough and easy to use. You can access this information by selecting Help from the main menu in most versions of Microsoft Word.

Classes

Courses on formatting your thesis or dissertation with Word are currently offered.

Appendix A: Formatting Settings in the Template Files

Left Margin	1.25
Right Margin	1.25
Top Margin	1.25
Bottom Margin	1.25
Footer	1.2
Mirror Margins	OFF
Section Start	New Page
Default Tab Stops	0.5
Widow/Orphan Control	ON
Toolbars: Standard and Formatting	ON
Footnote Placement	Bottom of Page
Footnote Numbering	Continuous
Page Number Position	Bottom of Page (Footer), Centered
Page Numbering	Continue from Previous
Number Format:	None
Front Matter, Section 1	
Front Matter, Section 2	Lowercase Roman
All other templates	Arabic, main document begins at 1

Appendix B: Paragraph Styles Defined in the Template Files

These are the most commonly used paragraph styles and their uses, as defined in the template files. See the text in the Chapter template for samples of these and other less frequently needed styles.

Style Name	Purpose
Heading 1,h1	Use for major section titles. Will appear in Table of Contents if one is generated.
Heading 2,h2	Use for chapter and appendix titles. Will appear in Table of Contents if one is generated.
Heading 3,h3 to 6,h6	Use for subheadings below chapter level in descending order. Will appear in Table of Contents if three levels are generated.
Heading 7,h7	Use for table titles. Can be extracted for the list of tables.
Heading 8,h8	Use for figure titles only. Can be extracted to appear in the list of figures or illustrations.
Heading 9,h9	Use for illustration titles only. Can be extracted to appear in the list of figures or illustrations.
hidden text,hid	Use for comments and notes to yourself that you want in the file, but which will not print as part of the thesis or dissertation.
reference,ref	Use for bibliography and references entries.
text,t	Use for the body of your thesis or dissertation.
text indent,ti	Use for paragraphs nested within listed items.
text no indent,tn	Use for descriptive legends, facing caption page numbers or any text in which the first line should not be indented.
text centered,tc	Use for centered, unindented text.
text single spaced,ts	Use for single-spaced, unindented text.
text quote, tq	Use for single-spaced, block-indented quotations.
Footnote text	Word automatically applies these styles to footnote numbers, the text of footnotes, and page numbers. You will not need to apply these styles.

Do not use these styles for any purpose other than those listed.

Appendix C: Links to External Sites Used in this Guide

Title
Format Guidelines for Dissertations, Treatises, Theses and Reports
OGS Thesis and Dissertation Templates
Microsoft Word's Knowledge Base
Graduate School