

Guide to Using the Template

This document provides some general guidelines for using the template document. For specific instructions, consult the formatting video series.

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There is a template for APA Style and MLA Style. If you are using a different style, consult the Formatting Guidelines document on the Graduate School's website.

Structure of the Document

Both theses and dissertations consist of the same three major parts. The sections of each part must appear in the order shown. The template is already formatted in this structure.

Front Matter

1. Abstract Page
2. Title Page
3. Copyright Page
4. Committee Page
5. Acknowledgments Page (optional)
6. Table of Contents Page
7. List of Tables Page
8. List of Figures Page

Body

9. Chapters/Text - numerically ordered

Back Matter

10. References
11. Appendices - alphabetically ordered

General Tips

- Start using the template when you begin writing the thesis/dissertation.
- Replace the filler text (e.g. DOCUMENT TITLE or <author name>) with your content.
- Use an inverted pyramid for longer titles
separate these lines with a manual line break (Shift + Enter)
- In the Front Matter pages, make sure
 - Acknowledgments title is spelled **without** the letter e
 - Do not include Dr., Ph.D., etc. on committee names on the Committee page
- In the Back Matter, make sure
 - Table numbering in the appendices corresponds with the appendix letter (e.g. Table A-1)
- If you need to copy and paste text into the template,

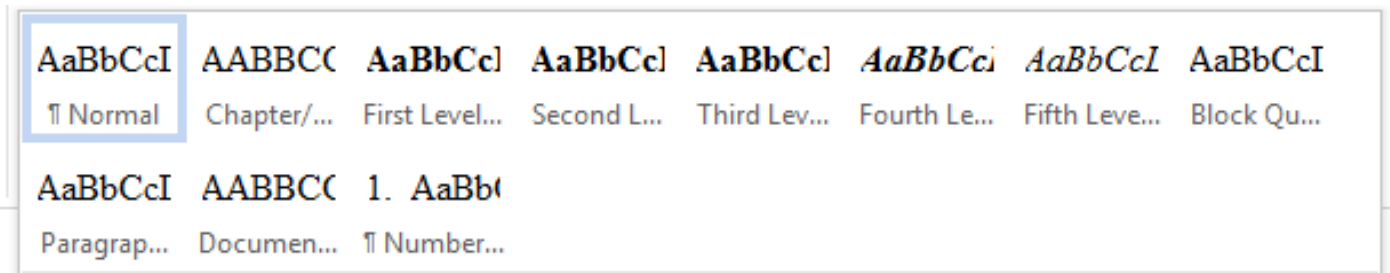
- Copy section by section and chapter by chapter; due to the template structure copying and pasting your entire document isn't possible.
- To keep some formatting like bold and italics, use the Match Destination Formatting paste option. This option is best for pasting Figures, Tables, different languages, or specialized text.
- To strip all formatting from previous document, use the Keep Text Only paste option. This is the recommended option.
- Do not include any personal information like phone numbers, email addresses, etc. anywhere in the document.

One Click Formatting for Chapter Headings and Content

You can apply the appropriate APA/MLA Style headings with one click using the Styles Gallery.

A style is pre-set formatting that designates aspects like font characteristics (bold, italics, capitalization, etc.), paragraph alignment, and line spacing.

They allow you to have consistent formatting throughout the document without having to manually apply that formatting for each instance.



Style Name	Purpose	Linked to TOC
Normal	Removes any style formatting assigned to text.	No
Chapter/Appendix Title (Heading 1)	Chapter, References, and Appendix Title	Yes
First Level Heading (Heading 2)	Heading within a chapter	Yes
Second Level Heading (Heading 3)	Heading within a chapter	Yes
Third Level Heading (Heading 4)	Heading within a chapter	Yes
Fourth Level Heading (Heading 5)	Heading within a chapter	Yes
Fifth Level Heading (Heading 6)	Heading within a chapter	Yes
Block Quote	For large direct quotes	No
Paragraph	Applies a first line indent to paragraphs	No
Document Title	Document title on Front Matter pages	No
Number list for tables and figures	Appropriate list format for list of tables and figures	No

Apply a Style in Your Document

1. Highlight the text to be formatted
2. Display the Style Gallery from the Home tab
3. Select the desired style

Table of Contents and Chapter Headings

This is a specially formatted page that will automatically update chapter & section text and page numbers after you've added content.

Do not try to re-format this page. Because is it automated, changing the formatting directly on this page will not work.

For the table of contents to format correctly, you must use the designate headings within the Styles Gallery.

To update the table of content,

1. Click within the table of contents. It will turn gray to indicate it is active.
2. Select the References tab
3. Click Update Table

If prompted, choose Update entire table and click the OK button

APA Style Heading Formats

Level	Format
1	Centered Bold Title Case
2	Flush Left, Bold, Title Case
3	First line indent, bold, sentence case, first line of paragraph, ends with period.
4	<i>First line indent, bold, italics, sentence case, first line of paragraph, ends with period.</i>
5	<i>First line indent, italics, sentence case, first line of paragraph, ends with period.</i>

MLA Style Heading Formats

Level	Format
1	Flush Left, Bold, Title Case
2	<i>Flush Left, Italics, Title Case</i>
3	Centered, Bold, Title Case
4	<i>Centered, Italics, Title Case</i>
5	<u>Flush Left, Underlined, Title Case</u>

Official Degree Titles

Doctor of Philosophy
Doctor of Education
Master of Arts
Master of Science
Master of Fine Arts
Master of Music Education
Master of Business Administration

Official Department/School Names

Department of Agriculture	School of Art
Department of Chemistry	School of Biological Sciences
Department of Communication Sciences and	School of Communication
Department of Criminal Justice Sciences	School of Information Technology
Department of Economics	School of Kinesiology and Recreation
Department of Educational Administration and Foundations	School of Music
Department of English	School of Social Work
Department of Family and Consumer Sciences	School of Teaching and Learning
Department of Geography-Geology and the Environment	School of Theatre and Dance
Department of History	Department of Languages, Literatures and Cultures
Department of Mathematics	Mennonite College of Nursing
Department of Politics and Government	Department of Psychology
Department of Sociology and Anthropology	Department of Special Education
Department of Technology	

Landscape Pages

Inserting a landscape page involves adding two section breaks and then changing the page's orientation from Portrait to Landscape. Please consult the Graduate School's video series for more information on formatting your thesis or dissertation. Once you convert your document to a pdf, rotate all landscape pages to portrait.

Inserting a Landscape Page

1. Navigate to the page before the needed landscape page.
2. Toggle on your Show/Hide button (¶) so you can see the ends of the lines as well as the section breaks.
3. Place your cursor at the end of the line or page.
4. From the Layout tab, click Breaks and select Next Page within Section Breaks.
Scroll up and you'll see where the new section break has been added.
5. Scroll to the next page. Place your cursor at the beginning of the line that needs to start the next page.
6. In the Layout tab, select Breaks and Next Page within Section Breaks.
Scroll up to see the page that needs to be the landscape page.
7. Place your cursor at the beginning of that page
8. In the Layout tab, select Orientation and select Landscape.
9. Now add your table or figure or other content to this page.

Repositioning the Page Number

You will notice that the page number has restarted with the page number one and is located at the bottom of the landscape page. The page number needs to be moved to left margin.

When you convert your document to a PDF, you will need to rotate all of the landscape pages to portrait. After you do that the page number will be in the correct location for printing and binding.

1. Double click near the page number to activate the Footer section.
2. With the cursor near the page number, select the Design tab of the Header and Footer tools
 - a. Click Page Number and click Format page numbers
 - b. Click Continue from previous section
 - c. Click OK.
3. Now highlight the page number and cut the page number.
4. Close/deactivate the Header and Footer section.
5. From the Insert tab, select Text Box and Simple Text Box.
6. With the text box selected, select the Format tab of the Drawing Tools
7. Select Wrap Text Wrap and then In Front of Text.
8. With the sample text highlighted, paste in the page number.
Delete any extra lines that may have also been inserted.
9. Resize the text box so it only encases the page number.
10. With a text box selected, select the Format tab of the Drawing Tools
 - a. Choose Rotate > Rotate 90 degrees.
 - b. Select Position > More Layout Options.
 - c. In the edit box, uncheck Move objects with text.
 - d. In the Horizontal section, change the Relative position to 0.3 to the Right of the Page.
 - e. In the Vertical section, select Alignment > Centered > relative to Page.
 - f. Click OK.
11. In the Format tab of the Design tools, change the Shape Fill to No Fill and the Shape Outline to No Outline.

Left margin: 1 inch

Table 1

Aerial surveys of radio-collared caribou across Buckland Valley and Nulato Hills, Winter of 1989-90.

Flight number	Survey date	Sub-species	Numbers	Cooperative Effort	
				Agency	Observers
1	10/4/1989	Barrenground (<i>Rangifer tarandus granti</i>)	11	FWS	Spindler, Shaw
2	10/9-11/1989	Peary (<i>R.t. pearyi</i>)	24	ADFG	Larsen, Dau
3	10/10/1989	Barrenground (<i>Rangifer tarandus granti</i>)	24	BLM	Robinson, Leykom
4	10/20/1989	Woodland (<i>R.t. caribou</i>)	9	ADFG	Larsen, Dau
5	10/26/1989	Woodland (<i>R.t. caribou</i>)	15	ADFG	Dau
6	10/26/1989	Barrenground (<i>Rangifer tarandus granti</i>)	15	ADFG	Smith, Nelson
7	11/6/1989	Woodland (<i>R.t. caribou</i>)	29	BLM/FWS	Leykom, Karmun
8	11/28,29/1989	Peary (<i>R.t. pearyi</i>)	11	BML/ADFG	Leykom, Dau
9	12/20/1989	Woodland (<i>R.t. caribou</i>)	30	ADFG	Dau, Hadley
10	1/18/1990	Barrenground (<i>Rangifer tarandus granti</i>)	43	ADFG	Coady, Machida
11	1/28/1990	Barrenground (<i>Rangifer tarandus granti</i>)	30	BLM/FWS	Leykom, Karmun
12	2/19/1990	Woodland (<i>R.t. caribou</i>)	31	BLM	Leykom
13	3/26/1990	Barrenground (<i>Rangifer tarandus granti</i>)	37	BLM	Robinson, Field

Top margin: 1 inch

Right margin: 1 inch

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Bottom margin: 1 inch
Includes page number

Formatting Tables Across Multiple Pages

These instructions provide general guidelines for multi-paged tables. All tables should be formatted according to your style's guidelines. For exact rules on how to represent multi-paged tables, consult your Style Manual or Handbook.

1. Toggle on your Show/Hide button if not already on.
2. On the next page of the multi-paged table, place your blinking cursor in the first row of the table
3. Press Ctrl + Shift + Enter to split the table and insert a new paragraph line
4. Press Enter again to add two new paragraph lines above the second table section
5. On the paragraph below the first table section, type (Table Continues)
6. On the top paragraph of the second page, type Table #, Continued (e.g. Table 5 Continued)
7. Highlight and copy your headings row at the beginning of your table
8. Place your blinking cursor on the paragraph line above the second table section
9. In your Paste drop down menu, select Merge Table
10. Remove any borders that may appear to comply with your style's table formatting

Table 1

Aerial surveys of radio-collared caribou across Buckland Valley and Nulato Hills

Flight	Survey date	Caribou	Subspecies	Agency	Observers
1	10/4/1989	11	Peary	FWS	<u>Spindler, Shaw</u>
2	10/9-11/1989	24	Woodland	ADFG	<u>Larsen, Dau</u>
3	10/10/1989	24	Woodland	BLM	<u>Robinson, Levkom</u>
4	10/20/1989	9	Peary	ADFG	<u>Larsen, Dau</u>
5	10/26/1989	15	Svalbard	ADFG	<u>Dau</u>
6	10/26/1989	15	Svalbard	ADFG	<u>Smith, Nelson</u>

(Table Continues)

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1 inch margin

1 inch margin

Table 1, Continued

Flight	Survey date	Caribou	Subspecies	Agency	Observers
7	11/6/1989	29	Woodland	BLM/FWS	<u>Levkom, Karmun</u>
8	11/28,29/1989	11	Peary	BML/ADFG	<u>Levkom, Dau</u>
9	12/20/1989	30	<u>Barrenground</u>	ADFG	<u>Dau, Hadley</u>
10	1/18/1990	43	<u>Barrenground</u>	ADFG	<u>Coady, Machida</u>
11	1/28/1990	30	<u>Barrenground</u>	BLM/FWS	<u>Levkom, Karmun</u>
12	2/19/1990	31	<u>Barrenground</u>	BLM	<u>Levkom</u>
13	3/26/1990	37	<u>Barrenground</u>	BLM	<u>Robinson, Field</u>