

Setting Up Your Dissertation Format Using MS Word2000

This procedure assumes that you are familiar with the basics of using MS Word2000. It uses the more advanced features of Styles, Table of Contents, and Header and Footer view to setup your dissertation. Even though this is designed for a new document each part can be applied to an existing one. Updates will be posted periodically at: <http://soe.cahs.colostate.edu/faculty/quick/>

Overview of the Process

Setup for Starting:

- On a new document view Print Layout and display special codes:

Margins:

- Set margins to Left 1.5” and all the rest to 1”:

Title Page:

- Create Title page and insert a Section Break at the end, so that you can have different pagination (Roman numerals in the preliminary pages and Arabic in the main chapters):

Signature Page:

- The Signature Page is the first page with a page number
- It must be in lowercase Roman and centered on the bottom of the page on the first page and the upper right on the subsequent pages.
- Insert page numbers through the Header and Footer view and make sure the page number doesn't show on the title page:
- Insert a “section break” with a page break again as above.

Abstract Page:

- Type “ABSTRACT OF DISERTATION” and change to “Heading 1” Style.
- MS Word's default Heading 1 style does not match APA's so it needs to be adjusted. This only needs to be done once.
- Insert a “section break” with a page break again as above.

Additional Preliminary Pages:

- At this point you can use the same process to add any of the optional pages like “dedication” and “acknowledgements.” See the thesis manual for details on what needs to be included in these pages:

<http://www.colostate.edu/Depts/Grad/thesis.htm>

Contents:

- Type “CONTENTS” and change to “Heading 1” Style.
- And Insert the Table of Contents and adjust it's format:
- Insert a “section break” with a page break again as above.

Chapter 1:

- Type “CHAPTER 1: INTRODUCTION” and change to “Heading 1” Style.
- Change to Arabic numerals for Chapter pages and reset page numbering to 1:
- For other Levels of Headings within the chapters set in the same manner as Heading 1 was in the “Abstract Page” above. See APA p.113 for proper format.

- Insert a “section break” with a page break again as above.

Chapter 2:

- Type “CHAPTER 2: LITERATURE REVIEW” and change to “Heading 1” Style.
- Change page numbering so that it doesn’t reset to One for each chapter:
- Insert a “section break” with a page break again as above.
- Repeat for all chapters. For proper titles see your advisor and SOE guides at:
<http://soegrad.colostate.edu/pubs/>
And the Grad School Guide:
<http://www.colostate.edu/Depts/Grad/thesis.htm>

References:

- Type “REFERENCES” and change to “Heading 1” Style.
- Set the Hanging Indent Reference list style:
- Insert a “section break” with a page break again as above.

Appendices:

- The general format for appendices that works best is to have a first page with just the appendix title centered on the page. Then you can format the appendix itself how you want without mixing in with the main bodies table of contents.

Finishing This Template:

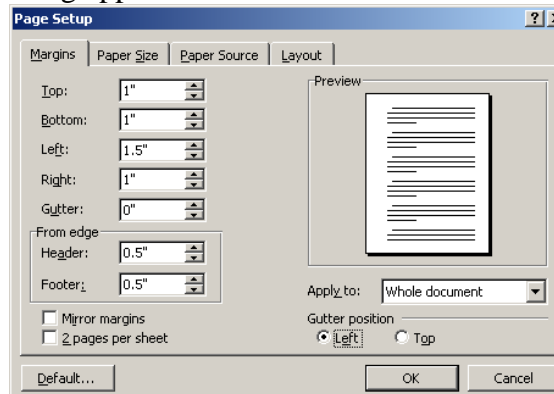
- Now go back up to the Contents page and Update the table:
- Save your template.
- You are now ready to start filling in the blanks!!!

Setup for Starting:

- On a new document view Print Layout and display special codes:
 1. Set View to “Print Layout” to make it easier to see these changes.
 2. Click the paragraph button “¶” in the tool bar above so that you can see the special codes that we will be inserting.
- We will now be inserting pages as needed for the dissertation.

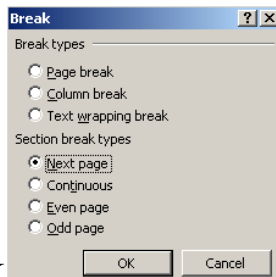
Margins:

- Set margins to Left 1.5” and all the rest to 1”:
 1. Click File + Page Setup...
 2. Set Left to 1.5” and the rest to one.
 3. Make sure it is being applied to the “Whole Document”



Title Page:

- Create Title page and insert a Section Break at the end, so that you can have different pagination (Roman numerals in the preliminary pages and Arabic in the main chapters):
 - 1) Since everything on the Title page is centered, type “Title Page” and then center it.
 - 2) Note: see the <http://www.colostate.edu/Depts/Grad/thesis.htm> for the correct wording and details on all of these pages
 - 3) Hit the enter key **three times** to allow some space for this next move.
 - 4) Insert a “section break” with a page break:
 - (a) Click Insert + Break...
 - (b) Next Page



(c) Click OK

Signature Page:

- The Signature Page is the first page with a page number
- It must be in lowercase Roman and centered on the bottom of the page on the first page and the upper right on the subsequent pages.
- Type “Signature Page” the Left Align that and Double Space.
- Hit the enter key **three times** to allow some space for this next move.
- Hold the Ctrl key down and hit the Enter key to insert a Hard Page Break
- Insert page numbers through the Header and Footer view and make sure the page number doesn't show on the title page:

1) Click View + Header and Footer

Note: use the Header and Footer tool bar for these commands:

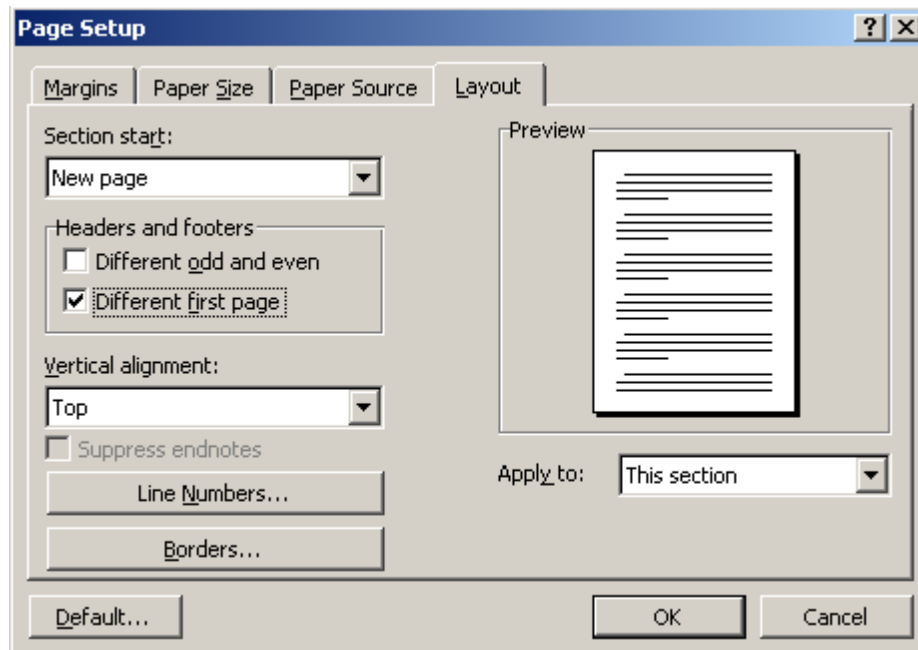


2) Click “Same as Previous” button Off

3) Click “Page Setup” button

4) Check “Different first page”

5) Click OK



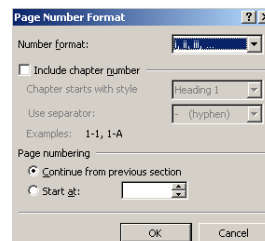
6) Go to the Footer

7) Click “Same as Previous” button Off

8) Click “Format Page Number” button

9) Change to small Roman numerals “i,ii,iii”

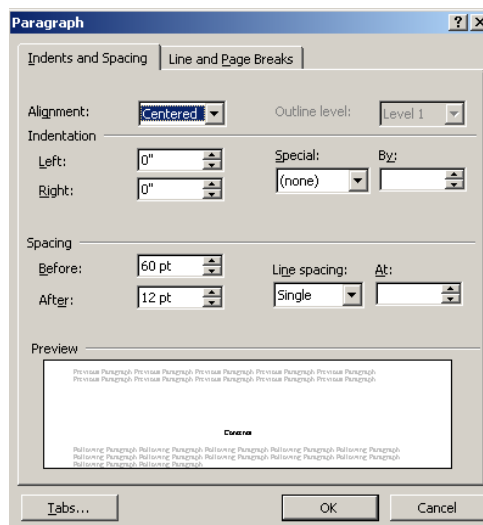
10) Click OK



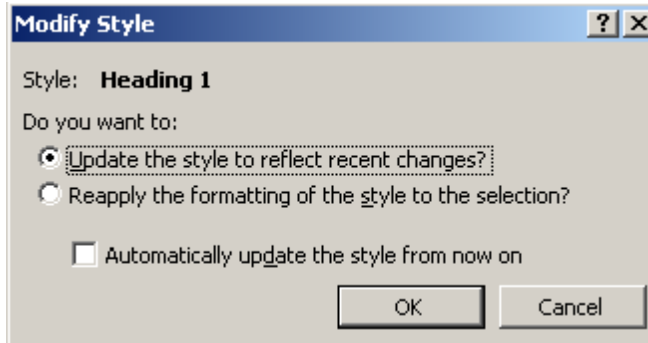
- 11) Click the “Insert Page Number” button and Center Align
 - 12) Roll the view down until you see the “Header -Section 2-“
 - 13) Insert Page Number and Right Align
 - 14) Close the Header and Footer view
 - 15) Scroll up to the Page Break you entered previously and delete.
- Hit the enter key **three times** to allow some space for this next move.
 - Insert a “section break” with a page break again as above.

Abstract Page:

- Type “ABSTRACT OF DISERTATION” and change to “Heading 1” Style.
 Note: This is actually Level 5 heading in APA (Uppercase, centered and bold) p. 113. Bold all headings even though APA doesn’t because we are using the final product formatting and bolding the headings makes for a better product.
- MS Word’s default Heading 1 style does not match APA’s so it needs to be adjusted. This only needs to be done once.
 - 1) Select the entire title line on this page.
 - 2) Change the font to “Times New Roman” and 12pt
 - 3) Format + Paragraph...
 - 4) On “Indents and Spacing”
 - 5) Alignment “Centered”
 - 6) Set the “before” to 60pt and the “after” to 12pt (this puts the needed 2” spacing at the top of the page)
 - 7) Spacing “Single”
 - 8) Click “OK”



- 9) With title line still selected change to Heading 1 style again even if it is showing
- 10) You should get a “Modify Style” window
- 11) “Update the style to reflect recent changes?” should be selected.
- 12) Click OK



- All Heading 1s from now on will reflect this style and should not need to be repeated.
- Hit the enter key **three times** to allow some space for this next move.
- Insert a “section break” with a page break again as above.

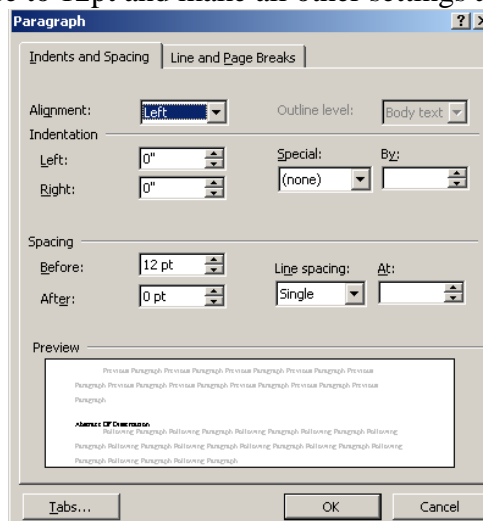
Additional Preliminary Pages:

- At this point you can use the same process to add any of the optional pages like “dedication” and “acknowledgements.” See the thesis manual for details on what needs to be included in these pages:

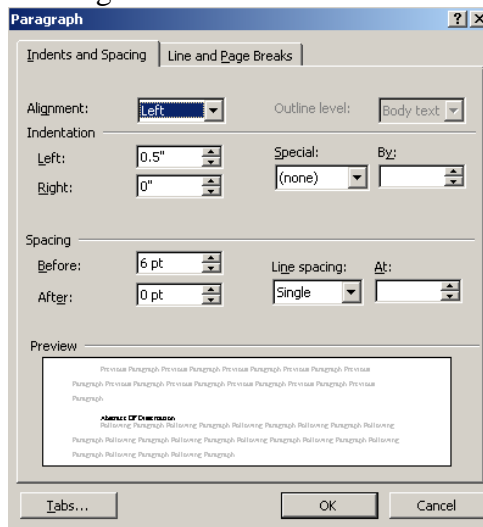
<http://www.colostate.edu/Depts/Grad/thesis.htm>

Contents:

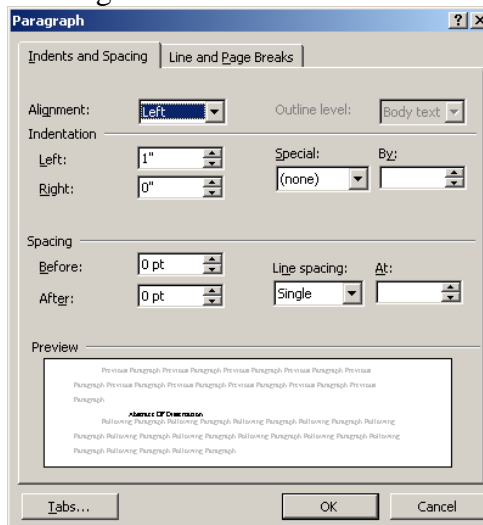
- Type “CONTENTS” and change to “Heading 1” Style.
- Hit the enter key once.
- And Insert the Table of Contents and adjust it’s format:
 - 1) Click Insert + Index and Tables...
 - 2) Click the “Table of Contents” tab
 - 3) Click “Modify...”
 - 4) Select “TOC 1” and click “Modify...”
 - 5) Click Format + Paragraph...
 - 6) Set Spacing Before to 12pt and make all other settings are as below.



- 7) Click OK
- 8) Click OK again.
- 9) Select “TOC 2” and click “Modify...”
- 10) Click Format + Paragraph...
- 11) Set Spacing Before to 6pt
- 12) Indentation Left to 0.5”
- 13) Make sure all other settings are as below.



- 14) Click OK
- 15) Click OK again.
- 16) Select “TOC 3” and click “Modify...”
- 17) Click Format + Paragraph...
- 18) Set Spacing Before to 0pt
- 19) Indentation Left to 1”
- 20) Make sure all other settings are as below.



- 21) Click OK
- 22) Click “Apply”
- 23) Click OK

24) The Table of Contents should have been inserted on the Contents page. Which at this point should only be the Abstract and the Contents pages.

25) Notice that when you click on a Heading in the table you will move to the section.

Note: Whenever you make a change to the document the Contents table will need to be updated, to do this:

- (a) Click on the white space to the Right of the table
 - (b) Press the F9 function key on the keyboard
 - (c) Click "Update entire table"
 - (d) Click OK
- With the cursor below the table, Hit "Enter" once; the cursor should be on the Left margin.
 - Insert a "section break" with a page break again as above.

Chapter 1:

- Type "CHAPTER 1: INTRODUCTION" and change to "Heading 1" Style.
- Hit the enter key and set for double spacing
- Change to Arabic numerals for Chapter pages and reset page numbering to 1:
 - 1) Click View + Header and Footer
 - 2) Click "Same as Previous" button Off
 - 3) Go to the Footer and Click "Same as Previous" button Off
 - 4) Select the page number in the Footer
 - 5) Click "Format Page Number" button
 - 6) Change to Arabic numerals i.e. "1,2,3"
 - 7) Start at page "1"
 - 8) Click OK
 - 9) Close the Header and Footer view
 - 10) This only needs to be done on the First Chapter the rest will follow.
- For other Levels of Headings within the chapters set in the same manner as Heading 1 was in the "Abstract Page" above. See APA p.113 for proper format.
- Insert a "section break" with a page break again as above.

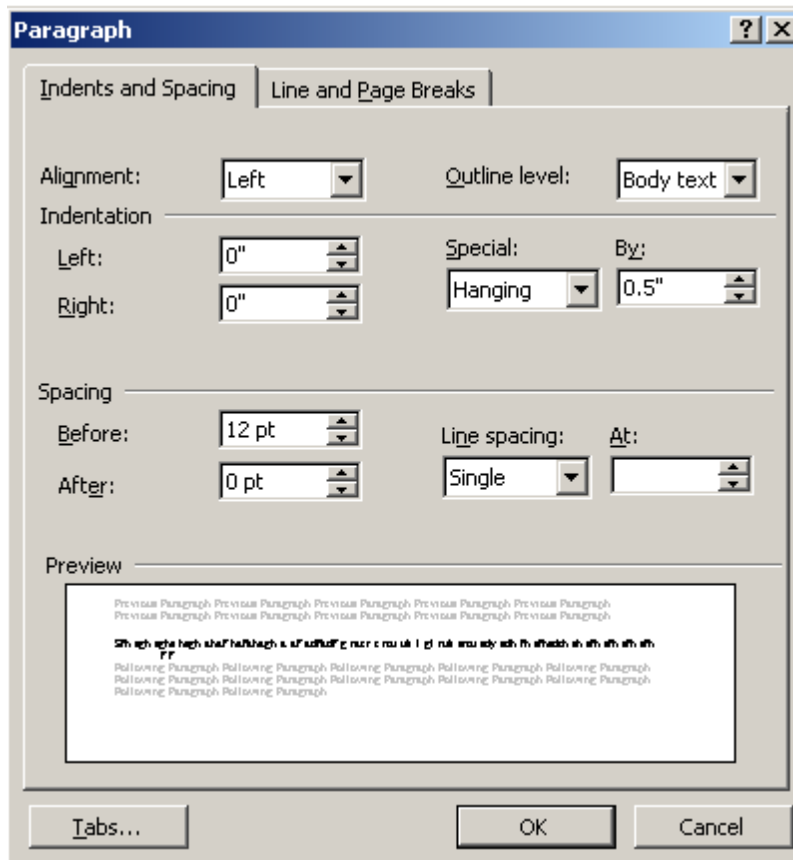
Chapter 2:

- Type "CHAPTER 2: LITERATURE REVIEW" and change to "Heading 1" Style.
- Hit the enter key and set for double spacing
- Change page numbering so that it doesn't reset to One for each chapter:
 - 1) Click View + Header and Footer
 - 2) Go to Footer
 - 3) Place cursor next to the page number and then click the Format Page Number button.
 - 4) Click "Continue from previous" section button
 - 5) Click OK
 - 6) Close the Header and Footer view

- Insert a “section break” with a page break again as above.
- Repeat for all chapters. For proper titles see your advisor and SOE guides at:
<http://soegrad.colostate.edu/pubs/>
 And the Grad School Guide:
<http://www.colostate.edu/Depts/Grad/thesis.htm>

References:

- Type “REFERENCES” and change to “Heading 1” Style.
- Hit Enter once.
- Enter one reference in your list according to APA Style. See APA pp. 215-281.
- Set the Hanging Indent Reference list style:
 - 1) While still on that reference and before hitting Enter, click Format + Paragraph
 - 2) Under “Indents and Spacing”, set Special to “Hanging”
 - 3) Spacing “Before” to 12pt and Single space
 - 4) Click OK



- 5) While still on that reference, click Format + Style...
- 6) Click the “New...” button
- 7) Under “Name” type: Reference
- 8) That 12pt before makes the reference itself single-spaced but puts a 12pt space between each reference. This is preferred for dissertations but is a change to normal

- APA style. It will also allow you to use the table sort function to sort your references by first author's last name.
- Insert a "section break" with a page break again as above.

Appendices:

- The general format for appendices that works best is to have a first page with just the appendix title centered on the page. Then you can format the appendix itself how you want without mixing in with the main bodies table of contents.
 - 1) After the section break after References, hit the Enter key 10 times.
 - 2) Enter: Appendix A: The Title of the Appendix
 - 3) Change it to "Heading 1" Style.
 - 4) Hit Enter
 - 5) Hold the Ctrl key and then hit Enter.
 - 6) Insert a "section break" with a page break again as above.
- Repeat as you add more appendices.

Finishing This Template:

- Now go back up to the Contents page and Update the table:
 - 1) Click on the white space to the Right of the table
 - 2) Press the F9 function key on the keyboard
 - 3) Click "Update entire table"
 - 4) Click OK
 - 5) You will need to do this whenever you add or change text in your document.
- Save your template.
- You are now ready to start filling in the blanks!!!