

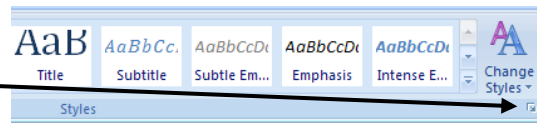
Tips for Using Templates

Get them:

www.luthersem.edu/library/templates.asp

Use them:

1. Are you using the right template for your document?
2. Can you see your styles tool bar?
Word 2003 and earlier: View > Toolbars > Formatting
Word 2007 and later: Home Ribbon > Styles > Show the Styles Window (small square button in the bottom right corner of the styles box)
3. Have you applied the right style?



Template Name	Style Name	Use it to...
Abbreviations	Abbreviations	Format page title: List of Abbreviations
	Abbrev. List	Format the list
Abstract	Abstract	Format page title: Abstract
	Thesis Title	Format thesis title
	Name	Format your name
	Standard text	Format basic text
Acknowledgments	Acknowledgments	Format page title: Acknowledgments
	Standard text	Format basic text
Bibliography	Bibliography	Format page title: Bibliography
	Reference	Format all references
Chapter	Chapter #	Format chapter <i>numbers</i> : Chapter 1, Chapter 2
	Chapter Title	Format chapter <i>titles</i>
	Standard text	Format basic text; the main body of your work
	First Heading	Format first sublevel headings
	Second Heading	Format second sublevel headings
	Third Heading	Format third sublevel headings
	Fourth Heading	Format fourth sublevel headings
	Block Quote	Format directly quoted text, over three lines long, followed by a new heading
Block Quote 2	Format directly quoted text, over three lines long, in same heading	
Copyright	PhD and DMin students only	
Research Paper	Standard text	Format basic text; the main body of your work
	First Heading	Format first sublevel headings
	Second Heading	Format second sublevel headings
	Third Heading	Format third sublevel headings
	Fourth Heading	Format fourth sublevel headings
	Block Quote	Format directly quoted text, over three lines long, followed by a new heading
Table of Contents	TOC	Format page title: Table of Contents
	Frontmatter	Format the abstract, acknowledgements, etc. (the pages that are numbered with lowercase roman numerals)
	Bibliography/Appendix	Format the bibliography and appendix sections
	Parts	Format Part One, Part Two, etc. if used within your TOC
	Chapters	Format the main chapter titles
	First Level Subheadings	Format first sublevel headings
	Second Level Subheadings	Format second sublevel headings
	Third Level Subheadings	Format third sublevel headings
	Fourth Level Subheadings	Format fourth sublevel headings
	Title Page	Your degree program determines which one to use
Note	If you see any other style name in the list, it is a Microsoft style that is built in by default and should not be used. If you do not want any style applied to your text, select "Normal" from the list.	