

Instructions for Thesis Templates

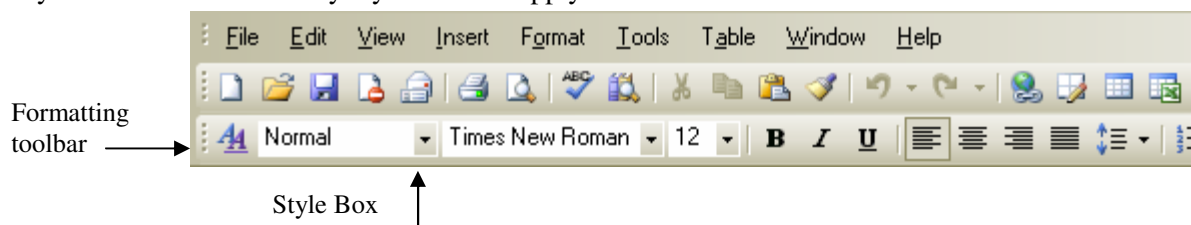
There are 10 templates that you may use to format your document. Your degree program determines the number of templates you will use.

Template	Available Styles & When to Use Them
Abbreviations	Abbreviations – to format page title - List of Abbreviations
	Abbrev. List – to format the list
Abstract	Abstract – to format page title – Abstract
	Thesis Title – to format thesis title
	Name – to format your name
	Standard text – to format basic text
Acknowledgments	Acknowledgments– to format page title – Acknowledgments
	Standard text – to format basic text
Approval Sheet	PhD Only
Bibliography	Bibliography – to format page title – Bibliography
	Reference – to format all references
Chapter	Chapter # - to format chapter <i>numbers</i> , i.e. Chapter 1, Chapter 2
	Chapter Title – to format chapter <i>titles</i>
	Standard text – to format basic text; the main body of your work.
	First Heading – to format first sublevel headings
	Second Heading – to format second sublevel headings
	Third Heading – to format third sublevel headings
	Fourth Heading – to format fourth sublevel headings
	Block Quote – to format directly quoted text, over three lines long, followed by a new heading
	Block Quote 2 – to format directly quoted text, over three lines long, in same heading
	Copyright
Research Paper	Standard text – to format basic text; the main body of your work.
	First Heading – to format first sublevel headings
	Second Heading – to format second sublevel headings
	Third Heading – to format third sublevel headings
	Fourth Heading – to format fourth sublevel headings
	Block Quote – to format directly quoted text, over three lines long, followed by a new heading
	Block Quote 2 – to format directly quoted text, over three lines long, in same heading
	Block Quote 3 – to format directly quoted text, over three lines long, in same heading
Table of Contents	TOC – to format page title – Table of Contents
	Frontmatter – to format the abstract, acknowledgements, etc.; the pages that are numbered with lower case roman numerals.
	Parts – to format Part One, Part Two, etc. if used within your TOC
	Chapters – to format the main chapter titles, including end matter
	First Level Subheadings – to format first sublevel headings
	Second Level Subheadings– to format second sublevel headings
	Third Level Subheadings – to format third sublevel headings
Fourth Level Subheadings – to format fourth sublevel headings	
Title Page	Your degree program determines which one to use

How to Apply Style to Text

The templates are based on styles. The styles are designed and formatted – all you need to do is apply the right style to the text.

To apply style to the text, you need to be sure your formatting toolbar is visible. Go to View > Toolbars > and make sure “Formatting” is checked. Your Formatting Toolbar should now be visible. Your formatting toolbar contains the Style Box, which is where all the styles for each template are listed and where you will choose which style you want to apply.



Styles should be applied at the **beginning** of the text that you want styled. There are two ways to do so. **Option One: Apply a style after you have typed your text.** Open a new document and base it on the Chapter Template. (File > New > Templates [On My Computer](#) (from the right hand menu that pops up) > Chapter > OK. Note: this is for Word 2003; older versions of Word eliminate the third step of clicking on [On My Computer](#).) Type the words CHAPTER 1 or ONE. Put your blinking cursor in **front** of the “C” in CHAPTER. Go to the Style Box on the Formatting toolbar and select Chapter #. CHAPTER 1 should now have the appropriate style and format applied to it. It is important to remember to put your cursor at the **beginning** of the text that you want styled. It is not advisable to format style at the end of the text.

Option Two: Apply a style before you begin typing. Open a new document and base it on the Chapter Template (see above). Wherever your blinking cursor is, is where your new style will be applied. Go to the style box on the Formatting Toolbar and select Chapter #. As you begin to type, the style will be applied to what you type. When you are finished typing your text, hit return and choose a different style from the style list to begin at the blinking cursor.

NOTE: Every template contains the basic style of “Normal” which is the default style in Word. If you do not want any style applied to your text, choose this style, do NOT reformat a style that is already built into the template.

Instructions for Title Page, Copyright and Approval Sheet Templates

Title page

Open a new document and base it on the PhD, DMin, MA or MTh Title Page template. Type your title where it says [CLICK HERE TO TYPE TITLE]. Type your name where it says [CLICK HERE TO TYPE NAME]. Type the year where it says [Click here to type—yyyy]. Everything else is formatted and worded as it should be. If you are an MTh/MA student you need to type your adviser’s name after the words THESIS ADVISER. You will also need to choose one duplication statement and delete the ones you do not choose.

Copyright – PhD and DMin only

Open a new document and base it on the Copyright template. Type the year (yyyy format) after the copyright symbol and your name as you have worded it on the title page.

Approval Sheet – PhD only

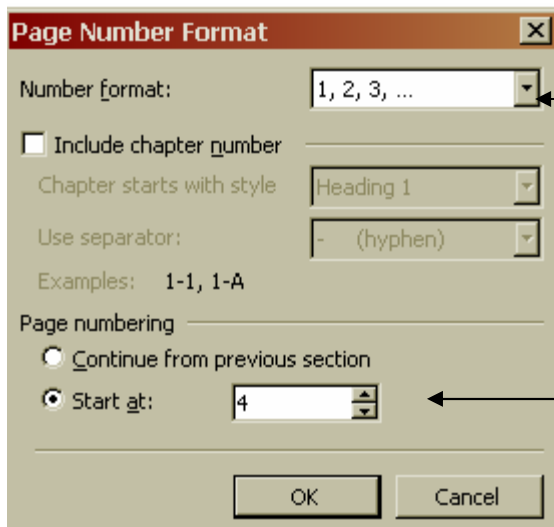
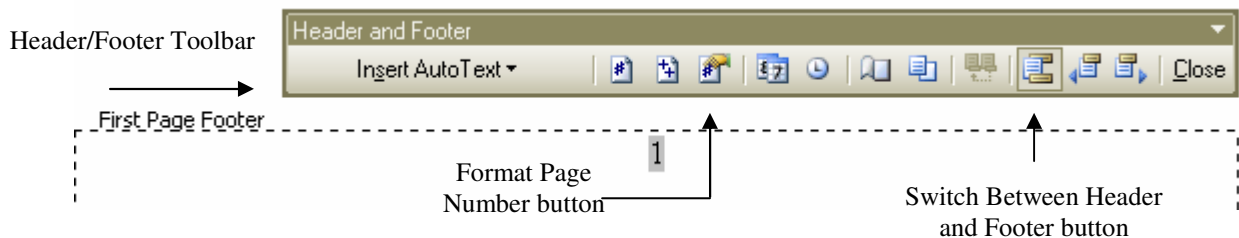
Open a new document and base it on the PhD Approval Sheet template. Type the title of your thesis, as you worded it on your title sheet, in headline case (Each Word Begins with a Capital Letter, As Shown Here). Enter your name as you have worded it on the title sheet. You should obtain the signatures of your reading team after you have successfully defended and completed all work on your thesis.

Working with Page Numbers

Page numbers have been included in the templates. However, your page numbers will be different than the ones reflected in the templates since the lengths of these vary from student to student. Follow these steps to change the page number that a document starts on. You will use these steps for changing page numbers for frontmatter, bibliography, appendices and possibly chapters. **NOTE:** It is recommended, for longer theses, that you begin each chapter with a new document. Pagination for new chapters within one document is discussed on the following page.

Formatting Page Numbers in Different Documents

Open your new document based on the template you plan to work on (Abstract, TOC, Chapter, etc.). Go to View > Header and Footer. This will bring up the Header/Footer toolbar. Click on the “Switch Between Header and Footer” button to bring your cursor into the Footer. Now that you are in the Footer, click on the “Format Page Number” button.



Here a dialog box opens that allows you to tell Word which page number you want your document to begin on. Make sure Number Format is 1, 2, 3,... if you are changing page numbers in your Chapters, or i, ii, iii... if you are changing page numbers in your frontmatter.

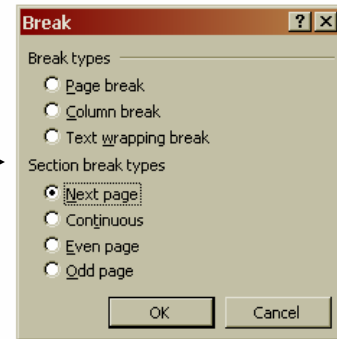
For Page Numbering select “Start At” and indicate what number you need your chapter to begin on. Click OK.

This will bring you back to the Header/Footer Toolbar. Click the “Close” button and you are finished.

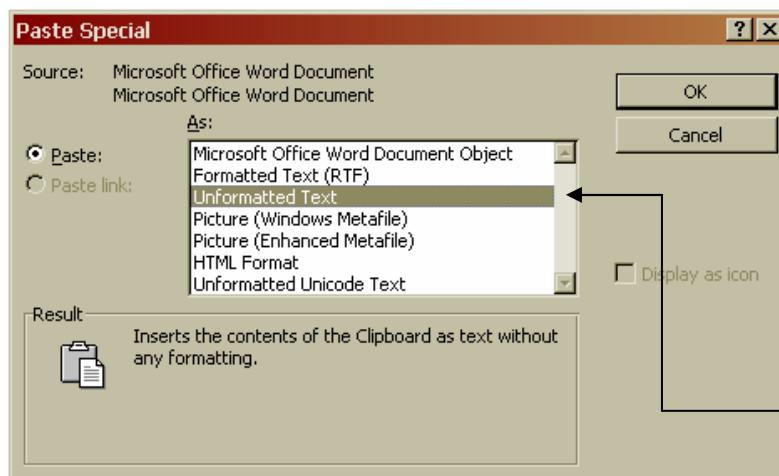
Formatting Page Numbers within the Same Document

If you decide to keep all chapters in one document, you will need to insert section breaks (NOT page breaks) at the end of each chapter to begin a new chapter.

To insert a section break go to Insert > Break > Section Break Types and select Next Page. Click OK. This will give you a new page and your page numbers will fall in line accordingly.



Copying Text from a Document into the Templates



NOTE: If you choose to paste as unformatted text, you will lose ALL formatting that you have previously applied to your text; this also includes your footnotes. If you have considerable text to copy and paste, paste special may not be the best option for you. You can still use the templates by copying and pasting as normal.

If you have already written part of your thesis/paper and you wish to paste it into the templates, the easiest way to this is as follows: Select and highlight the text you wish to put in the template. Copy this text. Open a new document based on whichever template you wish to use. From the Edit menu, select “**Paste Special.**” A dialogue box will open that allows you to select the Paste as “Unformatted Text” option. This will copy what you have selected, removing all previous formatting applied to the text and allowing you to apply the new styles already built into the templates.

General Tips and Hints

1. If you do not want any formatting or style applied to your text, use the “Normal” style, which is the default in Word and is in every template.
2. Styles should be applied at the **beginning and not the end** of the text you wish to format.
3. Do not modify an existing style. If you want to create a new style, make sure it is based on the “Normal” style.
4. To copy text from existing documents into a template, use the “Paste Special” feature (and not just “Paste”) from the Edit menu.