How to Use this Template

This template is given to students who take “Word for Dissertations and Theses” at the Library. If you are using this template without having attended one of these sessions, it is highly recommended that you do so before using it. You may also view the workshop online. Please visit the Office of Graduate Studies EDGE website https://grad.pci.uta.edu/programs/edge/events/ for a link to this workshop. Your document may be worse off if you use this template incorrectly than if you had not used a template at all. Remember to keep a copy of the template and a copy of your thesis or dissertation before you begin formatting. This will allow you to correct any mistakes you may make.

It is very helpful if you turn on the hidden formatting options while applying formatting to your document. From the Home ribbon, select the paragraph symbol (see picture below). This is a toggle button. Simply select it again to return the formatting to invisible. The button will appear in yellow when the feature is turned on.

![Hidden Formatting Option](image)

It is highly recommended that you remove ALL formatting from the document you are using before copying the text to the template. The formatting in your document will copy with the text and this will interfere with the formatting in the template.

Directions to remove formatting:
1. Select all the text in your document by pressing CTRL A.
2. Select the Styles menu from the Home ribbon and choose Clear Formatting

![Clear Formatting](image)
Parts of your Document
There are three parts to your document: the front matter, chapters, and back matter.

Front Matter
The front matter of your document includes the following:

Title
Copyright
Acknowledgements (limit to no more than 1 ½ pages)
Abstract (limit to no more than 1 ½ pages)
Table of Contents
List of Illustrations
List of Tables

Beginning on page 2, the copyright page, page numbers must be lowercase Roman numerals. Chapter 1 of your document MUST be numbered as page 1.

For the most part, you can replace the text in the template document with your own text.

Deleting a Front Matter Section
You do not need to include the copyright page if you choose NOT to copyright your document. If you have illustrations and tables in your document, you MUST include the Lists in your front matter, otherwise, you may delete them.

1. Use your cursor to highlight the full text of the area you want to remove from the document and then right click on your mouse select cut.
2. Delete the extra remaining space at the top of the document.
Table of Contents
After you have made ALL changes to your document, use your cursor to highlight the table of contents, right click your mouse, and select Update Field, and then Update Entire Table. By selecting to update the entire table your title and page numbers will corresponded with the information in your document.

Chapter Template
About the Chapter Template
The chapter template has predefined the major styles to conform to Graduate School formatting guidelines as of October 2012. Headings 1 – 4 have been defined. The DissBody style is for regular paragraphs in your document. Heading 1 will automatically number your chapters. Heading 2 is for second-level subheadings and Heading 3 is for third-level subheadings.
Applying Styles
1. Type in the text to which you want to apply a style (e.g. type in the whole long quote or the text of the heading)
2. Select the text.
3. In the Home ribbon in the Styles group, click on the style you want to apply.

Inserting a Line Break between the Words “Chapter 1” and the Text of your Title
1. Click in between the number of your chapter and the text of its title.
2. Hold the SHIFT button down on your keyboard, and then press RETURN or ENTER. This is referred to as a soft return and will prevent some formatting errors in your document.

Captioning Figures, Tables and Equations
1. Right-click on the figure, table or equation and select Insert Caption....
2. Select the appropriate label from the Label drop-down menu.
3. If you want to include the chapter’s number in the caption number (e.g. “Figure 3.2” or “Table 1-3”)...  
   a. Click the Numbering... button.
   b. Check the Include Chapter Number checkbox.
   c. Select the divider (e.g. “Hyphen (-)” or “Period (.)”)
   d. Click OK.
4. Click OK.
5. Important: If you do not like the way captions are formatted (bold, size, alignment, etc.), modify the Caption style, not each individual caption in the text.
Back Matter
The back matter of your document includes:

Appendices (follow template directions)
References (style of your choice)
Biographical Information (limit to no more than 1 ½ pages)