

THESIS and DISSERTATION TEMPLATE GUIDE

This guide explains how to select and use a Word template for your thesis or dissertation. Although you are not required to use a template, it may make the formatting process easier and faster for you. **Before you get started**, you will need to read the *Thesis Instruction Packet* or *Dissertation Instruction Packet*, available on the Graduate College Web site at <http://gradweb.ou.edu>.

CHOOSING a TEMPLATE

Two kinds of templates are available: **full** and **brief**. You may access templates using the links in the table below. If you are using Word for Mac, you may experience more compatibility problems with the 2007 templates.

Software Requirements	Download Thesis Templates		Download Dissertation Templates	
Word 2007 for Windows	Full	Brief	Full	Brief
Word 2003 for Windows	Full	Brief	Full	Brief

If you are just beginning work on your thesis or dissertation, consider using a full template. The full templates can automatically generate your table of contents, list of tables, and list of figures/illustrations. Pasting text into a full template from another source is not recommended, because it can disrupt the formatting.

If you have already been working on your thesis or dissertation and you plan to paste your work into a template, you may prefer to use a brief template. The brief templates include pre-formatted title, signature and copyright pages, as well as built-in pagination and pre-set margins. They do not include built-in paragraph styles.

USING a TEMPLATE

Do not depend on a template to make everything perfect; you are responsible for formatting your thesis or dissertation correctly. Proofread carefully and use the checklist in the packet.

Throughout the templates, square brackets “[]” show places where you must enter information, such as the exact name of your academic unit. Make sure to remove all brackets and instructional text before you print.

If you paste text into a template from another source, be careful since this may disrupt the formatting.

If you experience difficulty using templates, or if you have suggestions for improvement, please email gradinfo@ou.edu or call (405) 325-3811.

DELETIONS and BREAKS

Before deleting any optional page from a template, click the ¶ icon in the toolbar or select **Draft** from the **View** menu. (If using Word 2003, click the ¶ icon or select **Normal** from the **View** menu.) This will show section breaks and page breaks.

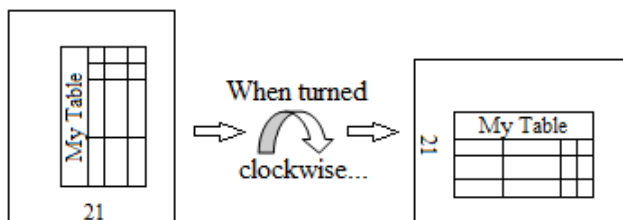
There are two section breaks built in to the templates to maintain correct pagination: one is between the dedication and the acknowledgements, and the other is between the abstract and the beginning of the dissertation text. If you accidentally delete a built-in section break, the pagination will be disrupted.

If you are stuck with a blank page you cannot seem to delete, you may have two adjacent page breaks. Delete one of them.

To return to the familiar Word view when you have finished deleting unwanted optional pages, click the ¶ icon again or select **Print Layout** from the **View** menu.

LANDSCAPED ITEMS

All page numbers must be located in the bottom margin. This applies to all numbered pages, including those in landscape orientation (horizontal). **Items in your thesis or dissertation that need to appear in landscape orientation, such as large images or tables, must be rotated 90 degrees to the left** (counter-clockwise) as in the image below.



To turn a table 90 degrees to the left so that the page number appears within the bottom margin, follow the instructions below:

- Create and select a table. (It is best to test this with a small, simple table at first.)
- If using Word 2007, on the **Table Tools: Layout** tab, in the **Alignment Group**, click **Text Direction** twice. If using Word 2003, click **Text Direction** from the **Format** menu and choose the appropriate direction.

USING the AUTOMATIC TABLE of CONTENTS (for full templates only)

The table of contents included in the full templates is automatically generated by Word based on the paragraph styles built in to the templates. **Each title/heading that you want to appear in the table of contents must have one of the following styles** (see next page for an explanation of paragraph styles):

- For **page titles** (such as "References"), use **Heading 1**.
- For **chapter titles**, use **Heading 1** or **Chapter**.
 - Paragraphs with the **Heading 1** or **Chapter** style both appear in the first level of the table of contents.
- For **headings** within the text, use **Heading 2**.
- For **subheadings** within the text, use **Heading 3**.

To update the table of contents after you have made changes to your thesis or dissertation, click anywhere in the table of contents and press the **F9** key.

USING the AUTOMATIC LISTS (for full templates only)

The list of tables and list of figures/illustrations included in the full templates are automatically generated by Word and will only include captioned items. **Each item that you want to appear in the list must be captioned according to the following instructions:**

- Select the table, figure or illustration you want to caption.
- On the **References** tab, select **Insert Caption**. (If using Word 2003, select **Caption** from the **Insert** menu under the **References** menu.)
- Add a description to the caption and select the appropriate label: Table, Figure or Illustration. You may need to click the **New Label** button the first time you use a label.
- Select a position for the caption. You may cut and paste the caption afterward to change the position.

To update the list of tables or list of figures/illustrations after you have made changes to your thesis or dissertation, click anywhere in the list and press the **F9** key.

CHANGING *the* FONT FACE

To change the font face used throughout the thesis or dissertation:

- If using Word 2007: On the **Page Layout** tab, in the **Themes** group, click **Fonts**. Select a new font theme or click **Create New Theme Fonts**.
- If using Word 2003: Click **Styles and Formatting** from the **Format** menu to bring up the Styles and Formatting task pane. Right-click **Normal** and click **Modify**. Then select a new font face, but do not check **Automatically Update** or make other changes.

Choose a standard, professionally appropriate font. Changing the font can affect spacing, especially on the title, signature and copyright pages. Double-check the thesis or dissertation carefully after changing the font.

FONTS *and* STYLES (for full templates only)

If you decide to change the font and/or styles in a template, read the following sections first. Any changes you make must follow the guidelines in the *Thesis Instruction Packet* or *Dissertation Instruction Packet*. To avoid disrupting the formatting, it is best to make the font and/or style changes you would like before you do anything else with the template.

Below is an overview of the default paragraph styles built in to the full templates. You may want to scroll through a template to find examples of where each style is used so you have a better idea of what changes, if any, you would like to make.

OVERVIEW of TEMPLATE PARAGRAPH STYLES		
Style:	Used for:	Default format (may be modified*):
Normal	Regular text	12-pt, widow/orphan control on
Heading 1	Page titles and chapter titles	14-pt, bold, centered, keep with next paragraph
Heading 2	Main headings in text	12-pt, bold, centered, keep with next paragraph
Heading 3	Subheadings in text	12-pt, italic, centered, keep with next paragraph
Chapter	Chapter titles (if desired)	14-pt, bold, left, single-spaced with 12-point space after, ½-pt bottom border, keep with next paragraph
Block Quotation	Quotations of 4+ lines and 2+ sentences	12-pt, ½" left indent, left-aligned, single-spaced with 12-point space after
Caption	Captions for tables and figures/illustrations	12-pt, bold, single-spaced.

*Modifying the **Normal** style is not recommended, with the exception of changing the font face.

By default, the **Heading 1** style applies to both page titles (such as "Abstract" or "Bibliography") and chapter titles (such as "Chapter 1: Introduction"). You may prefer to use **Heading 1** for page titles only and use the distinct **Chapter** style for chapter headings.

CHANGING *the* HEADING STYLES (for full templates only)

Select an instance of the heading style you want to change and make your changes. The changes will automatically carry over to all other headings of that style.

For advanced style management, use the **Styles** group on the **Home** tab. (If using Word 2003, select **Styles and Formatting** from the **Format** menu.) Be cautious; extensive style changes may disrupt the template.

Keep headings double-spaced and do not make them larger than 14-point. To learn more about styles, please consult Word help.