

NDSU DISQUISITION TEMPLATES
INSTRUCTION MANUAL
FALL 2014



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INTRODUCTION

This guide is intended to give NDSU graduate students instruction in how to use the disquisition formatting templates provided by NDSU. While this guide gives an overview of Microsoft Word as it relates to our templates, further understanding of this program is recommended. The TLMC offers thesis formatting workshops each semester, which provide a thorough overview of Word, to include styles and the use of automated Tables of Contents. In addition, formatting guides for both Word 2010 and 2013 can be found at http://www.ndsu.edu/its/training/tlmc/thesis_formatting_updated/. Atomic Learning provides a vast amount of video-based lessons at <http://ndsu.me/atomiclearning>. Finally, a large number of books and other resources related to Word formatting can be found at the library and online. Again, while this guide gives the basics, a solid grasp of Word formatting will save a lot of time if you should run into any difficulties while using the templates.

Note: the examples and instructions in this guide reference Word 2013.

OVERVIEW

There are two disquisition templates, one containing auto-numbered headings, and one containing non-numbered headings. Each template contains a title page, disquisition approval page, abstract, acknowledgements, dedication, table of contents, lists of tables/figures, chapters, references, and an appendix. If there are any sections in your disquisition that do not fall into these categories, they must be manually generated.

In addition, the table of contents in each template is set to automatically update, to reflect changing page numbers and heading text. For example, if the above heading “OVERVIEW” were changed to “SUMMARY” and moved to page three, the table of contents can be quickly and easily updated to reflect those changes.

Finally, a table and a figure have been added, along with generic table/figure titles and notes. However, these are not set to reflect any style manual (APA or MLA, for instance) and may have to be modified heavily to meet the standards of your discipline.

Each template relies heavily on Word styles to maintain consistency. This guide will briefly cover the styles used.

PREFATORY MATERIAL

The templates contain much of the prefatory material needed for an average disquisition. If you do need any other material, it must be created. As you read through this document and learn about the styles used in the document, keep in mind that new material should use the same styles as in the rest of the document to preserve consistency, and to ensure that the table of contents updates properly.

The table of contents and Lists of Tables/Figures will be covered later in this guide.

Title Page

For the title page, replace the placeholder text with your title, name, department/degree info, and month/year of final exam. For the portion that reads “A Dissertation, Thesis, or Paper”, simply delete the two options that aren’t yours, along with the commas. For example, a Master’s Paper title page would read “A Paper”, while a Doctoral Dissertation would read “A Dissertation”.

Do not change the below portion:

Submitted to the Graduate Faculty
of the
North Dakota State University
of Agriculture and Applied Science

This is the correct name of our institution, to include “of Agriculture and Applied Science” (even if you are in a different department).

Disquisition Approval Page

This is fairly straightforward: fill in the blanks/placeholders with the correct information. Note that on both the title page and the disquisition approval page, you should use your full name (to include middle name).

Abstract, Acknowledgements, etc.

Continue to replace the placeholder text with your own.

A Note on Page Breaks and Section Breaks

Most sections in the templates end in *page* breaks. There are two *section* breaks in each template:

- 1) Between the Disquisition Approval page and the Abstract.
- 2) Between the list of appendix figures and the first page of the chapters.

This is to ensure that the page numbering in each section is appropriate (no page numbering for the first two pages, lowercase roman numerals for the prefatory material, and arabic numerals for the main document). When adding new material (or removing unneeded material) ensure that these section breaks are not removed.

If you are unsure of the differences between [page breaks](#) and [section breaks](#), please follow the hyperlinks.

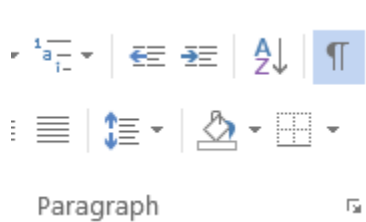
STYLES

A style is a preconfigured set of formatting characteristics that can be applied to paragraphs consistently throughout your document. For example, this paragraph is set to the style “Body Double Space 0.5 First Line,” which means it is body text, double-spaced, and has a 0.5 inch first line indent. The title above it (“**STYLES**”) is set to “Heading 1,” which is pre-set to be bold, centered, and use ALL CAPS. Every paragraph of standard body text in this document is also styled with “Body Double Space 0.5 First Line,” and every major heading is styled with “Heading 1.”

The majority of errors found during disquisition review relate to inconsistency, and styles work to prevent this. In addition, they allow for the creation of an automated table of contents.

Paragraph Markers

When working with styles, it can be easier to see the different paragraphs in your document if you turn the paragraph markers on. A paragraph marker is a symbol that looks like this: ¶. It appears at the end of each paragraph, and can be turned on and off by selecting the icon shown below, in the “Paragraph” subset of the “Home” tab:



The Styles Pane

To interact with styles in the template, open the styles pane by selecting the small arrow button in the “Styles” subset of the “Home” tab:



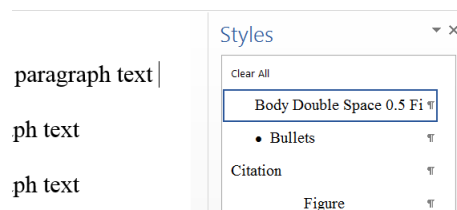
- If you would like the styles pane to be anchored to the right side of the window, select it and drag it into the right side of the screen.
- If you would like to see the styles as they appear in the document, select “Show Preview” at the bottom of the pane.
- To see ONLY the styles in use in the template, choose “Options,” and select “In Use” from the “Select styles to show” drop-down menu:



Getting to Know the Template Styles

The styles used in each template are very similar. Both are designed to provide a basic body text paragraph for the majority of your content, headings that will appear in the automated table of contents, and properly-formatted lists of tables and figures.

When the cursor is placed into any paragraph, the style of that paragraph will be highlighted in the Styles pane:



Placing the cursor in differing paragraphs throughout the document can give an overall idea of the document’s framework. The majority of the paragraphs contain a style, while a few

do not (they show Word's default "Normal" style and have been directly formatted). The paragraphs in the template that do not contain a style have been specifically set that way, and it is recommended that you do not apply a style to them.

Using "Draft" View to Interact with Styles

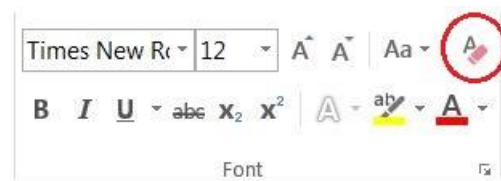
In the "View" tab, selecting "Draft" will allow you to see all of the styles used in the template. If you do not see the styles on the left side of the page when you select "Draft View," select the "File" tab, choose "Options," then "Advanced." Then, in the "Display" subset, set the width of the Style area pane in Draft and Outline views to 1 inch.

Applying a Style

To apply a style, place your cursor into the paragraph you would like to be styled, then left-click the style in the styles pane.

Removing a Style

To remove styles (and all other formatting) from a paragraph, select "Clear All" from the styles pane. You can also choose the icon circled below in the "Font" subset of the "Home" tab:



This will set the paragraph back to the default style "Normal."

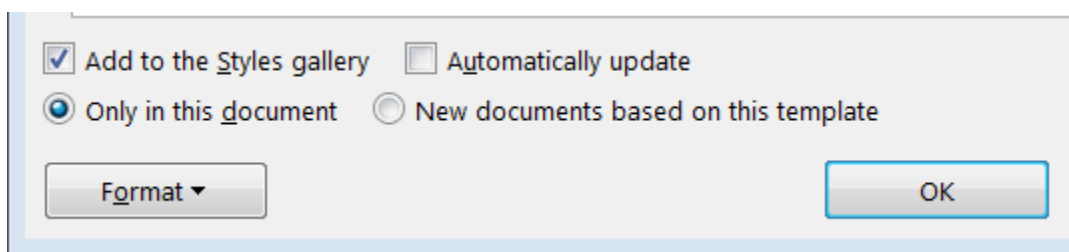
Modifying a Style

Note: for the template with auto-numbered headings, changing the actual numbering will be covered later in this document.

If you would like to modify a style, move your cursor to the paragraph marker icon to the right of the style. It will change into an arrow. Select the arrow, and choose “Modify.” This will open a dialog box which will allow you to change almost any feature of that style.

Modifying a style will change the formatting of **all paragraphs** containing that style in your document.

- To change aspects of the formatting, choose the “Format” button at the bottom.
- If you would like to set a style to automatically update, select the “Automatically Update” check box. **Note:** if you set a style to update automatically, then changing the formatting of a paragraph containing that style will also modify the style itself (and all other paragraphs with that style). Proceed with caution.



Creating a New Style

If the template does not contain a style that you need, you can create a new style by selecting the “New Style” button at the bottom of the styles pane:



This will open a dialog box with a wide variety of formatting options to choose. At the top, you will find a number of options:

The image shows a 'Properties' dialog box with the following fields:

Name:	Style1
Style type:	Paragraph
Style based on:	Normal
Style for following paragraph:	Style1

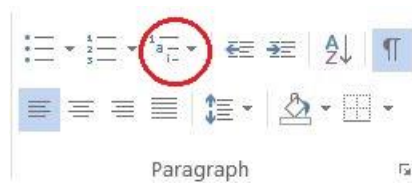
- “Name:” is the title of the style, and can be whatever you would like.
- “Style type:” For purposes of the templates, we will only use “Paragraph” style type.
- “Style based on:” Basing the style on Normal is highly recommended. This means that the initial style formatting is the same as Normal, and any changes to Normal may also be reflected in the style. This helps to avoid complications (and odd “hierarchies” between styles based on each other) in larger documents.
- “Style for following paragraph:” This sets what style the next paragraph will be if you hit Enter while the cursor is in a paragraph using the style you are creating. As in the above image (where “Style1” is followed by “Style1”), it is recommended, in most cases, that a style be followed by itself.

Once you have selected these features, continue to choose the formatting options for your style. When complete, select “OK” and your new style will be created.

AUTO-NUMBERED HEADINGS

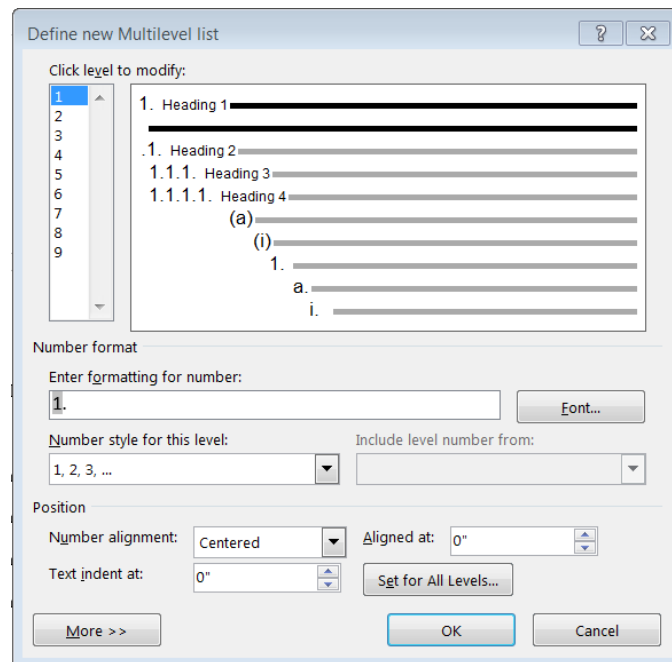
Changing the automatic numbering in the template containing auto-numbered headings can be confusing, as it is not done in the styles pane. If the numbering scheme in the auto-numbered headings template does not work for you, consider using the non-numbered template, then adding the numbering manually.

If you would like to forge ahead and change the automatic numbering, begin by ensuring that the cursor is in a paragraph styled with Heading 1. Then, click on the circled item in the “Paragraph” subset of the “Home” tab:



Then choose “Define New Multi-Level List”.

This will open the following dialog box:



Select each level in the list to modify it. Choosing the “Number style for this level” drop-down list gives you an assortment of numbering options (1, I, i, etc.). In the “Enter formatting for number” field you can choose any other text you would like to include with each heading of that level. Also, if you choose “Include level number from:” it will show a list of every level above the one you have selected (for example, if you have level three selected, you will see level two and level one). If you select a level from this list, the number from that level will also be included as part of that number. This is how level numbering such as “1.1.1.” is created in a way that all numbers will automatically update.

You can also change the position and spacing of your auto-numbered headings by selecting from the given options in the “Position” section.

TABLE OF CONTENTS AND LISTS OF TABLES AND FIGURES

Table of Contents

The table of contents in each template is automated, and based on styles. This means it is possible for it to update (reflecting any changes made to the document) and that it is set to include all entries of certain heading and title styles in the templates.

To illustrate this, consider that the major heading “TABLE OF CONTENTS” is not included in the table of contents entries, per NDSU guidelines. If you place your cursor in the “TABLE OF CONTENTS” heading, you will see that it is set to “Normal” (no style has been applied). This is intentional, as setting it to Normal ensures that it will not be pulled into the table of contents entries:



As it would be a bad idea to apply a style to this heading, it has simply been kept in Normal and formatted directly.

Updating the Table of Contents

The table of contents is not *fully* automated: you will still need to tell it to update. To do this, right click anywhere in the table, choose “Update Field,” and choose “Update entire table.” This will ensure that all changes are reflected.

Lists of Tables and Figures

The templates contain a list of tables, list of figures, list of appendix tables, and a list of appendix figures. All of these are styled similarly. Unfortunately, these lists are not automated—you will have to enter the title and page number of each table and figure in your disquisition, replacing the bracketed text with your own. As there are only two entries on each template list, you will have to copy and paste additional entries as you require them.

TABLES AND FIGURES

The formatting of tables and figures varies widely between academic disciplines. Therefore, the table and figure given in each template are very basic, and they do not reflect what is required in APA, MLA, or any other style manual.

Use the example tables and figures as a springboard – the templates currently use styles for the titles and notes relating to each table/figure, but you may opt to simply remove the styles and format your table/figure titles directly.

The ultimate consideration, when adding tables, figures, or any other aspect of your document, is consistency.

COPYING AND PASTING

You may have already created your disquisition, but now wish to convert it into a template-based document. Or, you may wish to paste a quotation from another document into the template. When doing so, there is an important point to keep in mind.

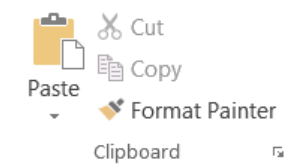
Word is a software program, and lying beneath it is code. At times, word struggles with incorporating outside information into a document while remaining stable. Text that is pasted in carelessly may bring in unnecessary styles and headings, along with other code that will cause problems as you continue to work.

The most important thing you can do when bringing new text into your document is to paste it in unformatted. To do this, type Ctrl+Alt+V and select “Unformatted Text” from the menu that appears. This is simply a best practice to ensure a healthy, stable document.

Once you do this, make sure to check for any in-paragraph formatting (for example, bold and underlined text), as pasting unformatted removes this as well.

FORMAT PAINTER AND YOU

If you are not aware of it, Word has a function called “Format Painter.” This will copy formatting already in use, then deploy it onto another part of the document. It can be found in the “Clipboard” subset of the “Home” tab:



To use Format Painter, place your cursor into the paragraph with the formatting you’d like to use. Select Format Painter, then bring your cursor to the unformatted paragraph. The unformatted paragraph will then take the same style and formatting. Also, if you double click on Format Painter, you will be able to apply the paragraph’s formatting to multiple paragraphs. Once complete, you would then have to click Format Painter one last time to turn it off.

Format Painter can be very helpful. For example, if I were to paste a block of unformatted text into the front of my document, I could apply styles directly from the surrounding paragraphs instead of searching through the styles pane. Format Painter is, quite simply, another tool to help provide the consistency we are looking for in your final document.

CONCLUSION

Completing your disquisition is a major achievement, and you are almost there! It is our hope that our templates will provide you with the tools you need. It is important to remember, however, that a lot of our [formatting guidelines](#) cannot be replicated using a template, and these guidelines should be implemented into your work. Finally, ensuring that you meet our requested deadlines and return your corrections as soon as possible will help make the final review process go as smoothly as possible.

We look forward to working with you.