

NDSU Disquisition Templates

Instruction Manual

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INTRODUCTION

This guide is intended to guide NDSU graduate students in using the disquisition formatting templates provided by the Graduate School. While this guide gives an overview of Microsoft Word as it relates to our templates, further understanding of Word is recommended. If you are interested in increasing your knowledge of Word and other Microsoft Office software NDSU offers Microsoft Office Specialist Certifications to all students, which can be found at https://www.ndsu.edu/its/learning_and_applied_innovation/technology_learning_media_center_tlmc/mos_certification/.

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, prefatory lists, chapters, references, and two appendices. If there are any sections in your disquisition that do not fall into these categories, they must be manually generated.

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 this change.

For your convenience, a sample table, figure, appendix table, and appendix figure have been added, along with pre-formatted titles and notes. The prefatory lists (List of Tables, Figures, Abbreviations, Symbols, Appendix Tables, and Appendix Figures) appear in the order required by our format guidelines, and the table/figure lists can also be updated, though some additional formatting will be required.

Each template relies heavily on Word styles to maintain consistency. This guide will briefly cover the styles used, and how they work to provide the automated prefatory lists. A thorough, informative overview of Word styles can be found at <http://www.addbalance.com/usersguide/styles.htm>.

We sincerely hope these templates can make your formatting work easier, so that you can focus on the real work of research and writing. If you have any questions regarding the templates please e-mail ndsudisq.processor@ndsu.edu.

PREFATORY MATERIAL

The templates contain most of the prefatory material that may be needed in a disquisition. If you need any other material, it must be created. As you read through this document and learn about the styles used in the templates, 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 (in brackets) with your document 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 official name of our institution, which includes “of Agriculture and Applied Science”.

Disquisition Approval Page

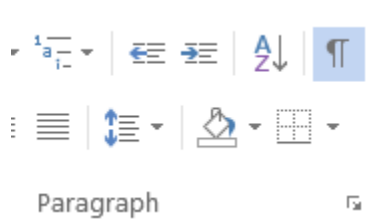
This is fairly straightforward: fill in the blanks with the correct information. Note that on both the title page and the disquisition approval page, you should use your full name (to include middle name).

Abstract, Acknowledgements, etc.

Continue to replace the placeholder text with your own. An Abstract is required. If you do not need the Acknowledgements or Dedication, they should be removed.

Paragraph Markers

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:



A Note on Page Breaks and Section Breaks

Most sections in the templates end in page breaks. However, 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.

Section Breaks ensure that the page numbering in each section meets our format guidelines. 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 to ensure consistency 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 “GS – Major Heading,” 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 “GS – Major Heading.”

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

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.

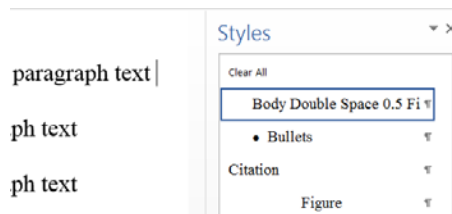
- To see ONLY the styles in use in the template, choose “Options,” and select “In Use” from the “Select styles to show” drop-down menu:



Getting to Know the NDSU Template Styles

The styles used in each template are designed to provide the components your disquisition will need: a basic body text paragraph, headings that will also appear in the automated Table of Contents, and table/figure titles and notes.

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



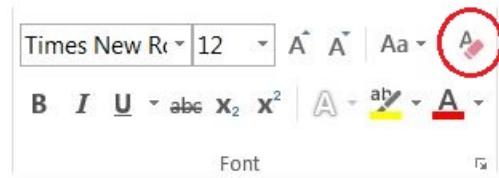
Placing the cursor in differing paragraphs throughout the template can give an overall idea of its framework. The majority of the paragraphs contain a style, while some do not (they show Word’s default “Normal” style and have been directly formatted). The paragraphs in the template that do not contain a style have been specifically set that way, and styles should not be applied to them.

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.”

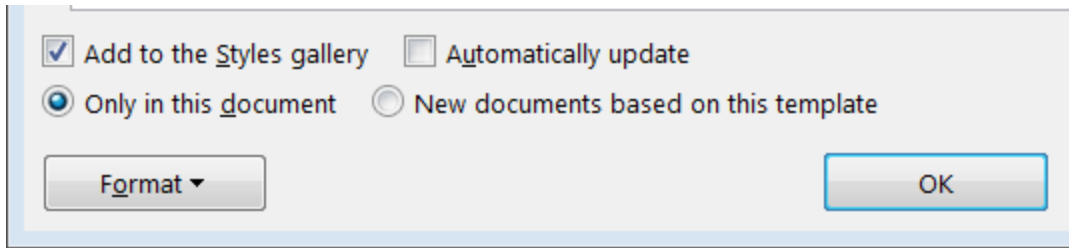
Modifying a Style

Note: for the template with auto-numbered headings, changing the heading 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 any paragraph containing that style will cause the style (and all other paragraphs with that style) to adopt that formatting change.

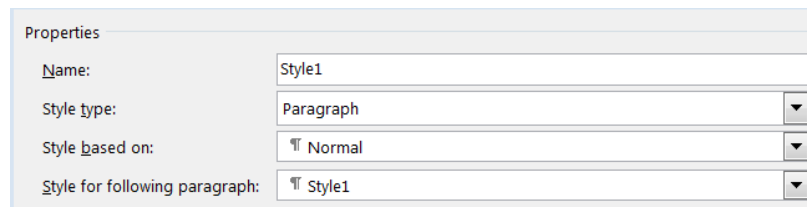


Creating a New Style

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:



- “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 the “Paragraph” style type.
- “Style based on:” Basing your style on Normal is highly recommended, as basing a style on anything other than Normal creates unnecessary complications.
- “Style for following paragraph:” This sets what style the next paragraph will be if you hit Enter while the cursor is at the end of a paragraph. As in the above image (where “Style1” is followed by “Style1”), it is recommended, in most cases, that a style be

followed by itself. However, setting a heading style to be followed by a body text paragraph can be helpful.

Once you have selected these features, continue to choose the remaining formatting options for your style. Many additional formatting options can be found by clicking on the “Format” button in the lower left corner of the style creation dialog box.

When complete, select “OK” and your new style will be created.

AUTO-NUMBERED HEADINGS

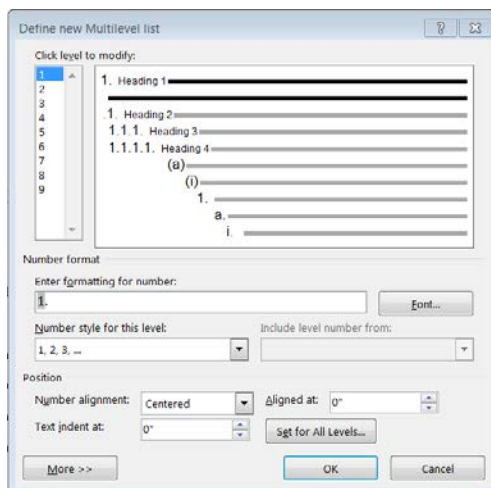
The Graduate School offers a template containing auto-numbered headings, which means that the headings contain numbers (“1. INTRODUCTION,” “1.1. First Subheading,” and so forth), and these numbers will automatically change as headings are added to the document. This can be very useful, as it ensures that the subheading following 1.1 is 1.2, and so forth.

However, changing the format of heading styles that use automatic numbering is **not recommended**. This is because you may have to go into the list number formatting (not just the style or paragraph formatting) to correct issues that arise, for example, from setting a heading to be left-aligned instead of centered.

The problem is that word offers format settings for both the text itself and the number. A seemingly simple change to the alignment can send the heading into the left margin. To access the number format, begin by ensuring that the cursor is in a paragraph styled with “GS1”. 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:



To make any needed corrections, try adjusting the settings in the lower half of this box (for example, “Number alignment”). You may have to adjust both the alignment of the text and the number alignment in order for the heading to be aligned correctly.

Again, in the auto-numbered template, the best option is to leave the headings in their current format.

TABLE OF CONTENTS AND LISTS OF TABLES AND FIGURES

Table of Contents

The Table of Contents (TOC) in each template is automated, and tied to styles. This means it is possible for it to update, reflecting any changes made to the document. Currently, the TOC is programmed to follow the styles “GS1,” “GS2,” and “GS3.” This means that any paragraph containing those styles will be added when the update occurs.

To illustrate this, consider that the major heading “TABLE OF CONTENTS” should not be included in the TOC entries, per NDSU guidelines. So, 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), instead of “GS1.” This is intentional, as setting it to Normal ensures that it will not be pulled into the TOC entries:



If you go to any other major heading and place your cursor there, the style will be “GS1,” as these headings should be pulled into the TOC.

Updating the Table of Contents

The TOC 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. These lists are also automated (you can update them the same as the TOC); however, some changes to each entry must be made after updating.

Updating a List

There are four table title styles in the document: Table title, Figure title, Appendix Table title, and Appendix Figure title. Each list is tied to its respective style. In other words, any text styled with “Figure title” will appear in the List of Figures when that list is updated.

Here is what a list entry looks like before it is updated:

<u>Figure</u>	<u>Page</u>
1. Title of Figure. (If you use a table, figure, or non-text item that is not your original design, you must cite the original source of the item. You may use an in-text citation in the text of the title or caption of the item, or you may include the citation as a footnote. Refer to the style manual of your discipline for more information about citations of non-text items.).....	2

Here is the same entry, after it is updated:

<u>Figure</u>	<u>Page</u>
Figure 1. Title of Figure. (If you use a table, figure, or non-text item that is not your original design, you must cite the original source of the item. You may use an in-text citation in the text of the title or caption of the item, or you may include the citation as a footnote. Refer to the style manual of your discipline for more information about citations of non-text items.).....	2

As shown, “Figure” has been pulled in, in front of “1.,” and the formatting has been changed.

The “Figure” prefix will have to be manually deleted, and the entry paragraph will have to be formatted with a 0.5 inch hanging indent, a 0.5 inch right indent, a 0.5 inch “Left” tab, and a 6.49 inch “Right” dotted tab.

TABLES AND FIGURES

The formatting of tables and figures varies widely between academic disciplines. The tables and figures used in the templates are placeholders only. If you need to change an aspect of the table and figure titles, please remember that each table/figure title style is the basis for its respective prefatory list, and these styles should be used with care.

While it is not necessary to use it, there is also a “Figure” style to be used as a placeholder for images. This style will center your image on the page, and ensure that the image itself is not pulled into the List of Figures.

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.

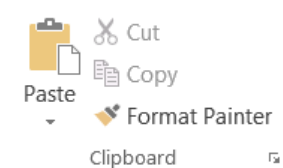
Word is a computer program, and lying beneath it is code. At times, word struggles with incorporating outside information into a document while remaining stable. Text that is pasted in carelessly may bring in unnecessary styles and headings, along with other code that will cause problems as you continue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

One way to prevent issues when bringing new text into your document is to paste it 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

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 a paragraph that contains the formatting you’d like to use. Select Format Painter, then bring your cursor to an 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 will 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, a great tool to help provide the consistency we are looking for.

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.