

# A QUICK GUIDE TO THE NDSU DISQUISITION TEMPLATES (MICROSOFT WORD)

1. **The title page and approval page are forms.** Do not change the spacing or wording, just fill out the following fields:
  - a. Title page:
    - i. TITLE;
    - ii. document type (A Dissertation/A Thesis/A Paper);
    - iii. your name (must match campus records);
    - iv. NAME OF DEGREE (do not use department or programs in here, just the degree type, like MASTER OF SCIENCE, DOCTOR OF MUSICAL ARTS, etc.);
    - v. either your major department or major program, using the exact name;
    - vi. the option is only if you have a transcriptable option (ask your Academic Support Specialist if you're not sure);
    - vii. the month and year of your final defense (not projected graduation month).
  - b. Approval page:
    - i. TITLE (match your title page exactly);
    - ii. your name (match your title page);
    - iii. NAME OF DEGREE;
    - iv. your committee members' names;
    - v. Date that the approval form was signed by the department chair;
    - vi. name of the department/program chair.
2. There are some reminders and instructions typed into all other pages of the template—please read before typing over them.
3. **Our Microsoft Word disquisition templates are built upon styles.**
  - a. Most of our styles have been labeled with NDSU in order to differentiate them from default styles in Word.
  - b. You must use our formatting styles for:
    - i. **MAJOR HEADINGS and subheadings**—use the NDSU numbered headings according to heading level; the MAJOR and first two levels of subheadings will be pulled into the Table of Contents when you tell it to update;
    - ii. **Item Titles**, which includes table titles, figure titles, appendix table titles, appendix figure titles, to apply to the titles of all such items so that they can be pulled into the appropriate prefatory list (such as List of Tables, or Appendix List of Tables) when you tell them to update.
    - iii. **Scheme titles** (in the auto-numbered template) and **“other titles”** in the non-numbered template – these have been created so you can use them for Scheme titles or redesignate them according to your needs. For example, if you want to have a List of Musical Examples, or List of Algorithms, or whatever non-paragraph items you want to label and create a directory for, you can simply convert the extra List of \_\_\_\_ to be what you need it to be, and use the corresponding Title style on their labels and titles in order to pull them into their prefatory list.
  - c. You can modify the styles if you desire, but you must still follow the formatting guidelines for font, font size, etc.

# Quick Guide to Styles in the Non-Numbered Headings Template

**STYLES**

AutoSave Off | TEMPLATE\_-\_Non-Numbered\_Headings\_2023.docx - Saved

File Home Insert Design Layout References Mailings Review View Help

Helps with case conversion

Times New Roma 12 A A Aa A - Clear formatting, if you have interference from previous settings.

Paragraph Paragraph Settings: Indents, Tabs, Line Spacing, Points Before/After

Styles Styles Click the arrow to open the Styles Pane

Editing

Keep the Table of Contents page heading as "Normal" so it won't get pulled in as an entry in the ToC.

**TABLE OF CONTENTS**

ABSTRACT.....

ACKNOWLEDGMENTS..... To Update the Table of Contents, turn off any review markup, then right click and choose "Update Field". Choose ENTIRE TABLE if you need to pull in headings or have fixed heading text; choose PAGE NUMBERS ONLY if you only need to correct page numbers.

DEDICATION..... iv

LIST OF TABLES..... v

LIST OF FIGURES.....

LIST OF ..... xi

LIST OF ABBREVIATION:.....

LIST OF SYMBOLS.....

LIST OF APPENDIX TABLES..... xii

LIST OF APPENDIX FIGURES..... xiii

MAJOR HEADING FOR INTRODUCTION OR FIRST CHAPTER USING STYLE "NDSU 1 MAJOR HEADING/CHAPTER TITLE"..... 1

    First Level Subheading Using Style "NDSU 2"..... 1

        Second Level Subheading in Style "NDSU 3"..... 2

            Indent subheadings according to level, with TOC styles

MAJOR HEADING IN "NDSU 1: MAJOR HEADING/CHAPTER TITLE" STYLE..... 4

    First Level Subheading in Style "NDSU 2"..... 4

REFERENCES..... 6

Styles

Clear All

2023 Fall template update

NDSU 1 MAJOR HEADING/CHAPTER TITLE

NDSU 2: 1st level subheading

NDSU 3: 2nd level subheading

NDSU 4: 3rd level subheading

NDSU 5: 4th level subheading

NDSU Appendix Figure title

NDSU Appendix Table title

NDSU Bullets --for bulleted lists

NDSU Citation --creates hanging indent for references

NDSU Figure --Will center your figure, remove indents

NDSU Figure Note --All "Note" styles are for single spaced notes under figures, tables, etc.

NDSU Figure title

NDSU List Entry Abbreviations,Symbols - List of Abbrev.

NDSU List of Tables Figures entry --Has Tabs and line spacing to help format List of Tables, etc.

NDSU Other Item Note

NDSU Other Item title

NDSU Paragraph Double Space 0.5 First Line

NDSU Table note

NDSU Table text

NDSU Table title

Normal

Heading 1,DO NOT USE

Heading 2,Do Not Use

Heading 3,Do not use

Heading 4,Don't Use

Heading 5,Don't use

TOC 1

TOC 2

TOC 3

Footer

Header

Use these title styles in order to pull the titles into the prefatory lists, like the LIST OF TABLES.

Headings and Subheadings Styles. The Table of Contents will pull in NDSU 1-3 when you tell the ToC to Update.

Format standard Paragraphs with first line indent, remove extra space between paragraphs.

Do not use these default heading styles.

These format your Table of Contents entries according to heading level.

# Quick Guide to Styles in the Auto-Numbered Headings Template

**STYLES**

Clear formatting, if you have interference from previous settings.

Paragraph Settings: Indents, Tabs, Line Spacing, Points Before/After. Click arrow to open dialog box.

Click the arrow to open the Styles Pane.

Keep the TABLE OF CONTENTS page heading as "Normal" so it won't get pulled in as an entry in the TOC

**TABLE OF CONTENTS**

ABSTRACT.....

ACKNOWLEDGMENTS.....

DEDICATION.....

LIST OF TABLES.....

LIST OF FIGURES.....

LIST OF SCHEMES.....

LIST OF ABBREVIATIONS.....

LIST OF SYMBOLS..... xi

LIST OF APPENDIX TABLES..... xii

LIST OF APPENDIX FIGURES..... xiii

1. MAJOR HEADING IN STYLE "NDSU 1: CHAPTER TITLE NUMBERED"..... 1

    1.1. First-Level Subheading in Style "NDSU 1.1: First subheading numbered"..... 1

        1.1.1. Second-Level Subheading in Style "NDSU 1.1.1: Second subheading numbered"..... 2

2. MAJOR HEADING FOR SECOND CHAPTER IN STYLE "NDSU 1: CHAPTER TITLE NUMBERED"..... 4

    2.1. First-Level Subheading in Style "NDSU 1.1: First subheading numbered"..... 4

REFERENCES..... 6

APPENDIX A. HEADING FOR APPENDIX USING "NDSU 0: MAJOR HEADING NOT NUMBERED" STYLE..... 7

**Styles**

- mxx-cnar
- NDSU 0: MAJOR HEADING NOT NUMBERED
- NDSU 1.1.1.1: Fourth subheading numbered
- NDSU 1.1.1.1: Third subheading numbered
- NDSU 1.1.1: Second subheading numbered
- NDSU 1.1: First subheading numbered
- NDSU 1: CHAPTER TITLE NUMBERED HEADING
- NDSU Appendix Figure title
- NDSU Appendix Table title
- NDSU Block quotation
- NDSU Bullets -- For bulleted lists
- NDSU Citation -- Creates hanging indent for references
- NDSU Figure-- Will center your figure, remove indents
- NDSU Figure Note -- All "Note" styles are for single spaced notes under figures, tables, etc.
- NDSU Figure title
- NDSU List Entry Abbreviations,Symbols--List of Abbrev.
- NDSU List of Tables Figures entry-- Tabs, line spacing to help format List of Tables, etc.
- NDSU Paragraph Dbl Space 0.5 First
- NDSU Schematic
- NDSU Schematic Note
- NDSU Schematic title
- NDSU Table note
- NDSU Table text
- NDSU Table title
- Normal
- Heading 1,Don't use this default heading
- Heading 2,don't use this default heading
- Heading 3,do not use this default heading
- Heading 4,don't use this one
- Heading 5,do not use this one
- TOC 1,for major heading entries
- TOC 2,for entries of 1st level subheadings
- TOC 3,for entries of 2nd level subheadings
- TOC 4

To Update the Table of Contents, turn off any review markup, then right click and choose "Update Field". Choose ENTIRE TABLE if you need to pull in headings or have fixed heading text; choose PAGE NUMBERS ONLY if you only need to correct page numbers.

Use these styles in order to pull table and figure titles into the appropriate prefatory list, like the LIST OF TABLES.

Format standard paragraphs with first line indent, remove extra space between paragraphs

Indent subheadings according to level, using TOC Styles