# Using the Template to Format the Thesis/Dissertation

The template was created for APA Format and MLA 7 format. If you are using a different format, you will need to change the styles. See the Guide to Using Word Styles at the bottom of this document for information on how to do that.

Tips for using the template:

- Start using the template when you begin writing the thesis/dissertation.
- If you have begun your writing, copy and paste your text into the template using one of the following paste options:
  - **Match Destination Formatting** – This paste option is used if you are pasting Figures, Tables, different languages, or any formatted quotes to keep them in correct format.
  - **Text Only** – This paste option should be used if there is nothing formatted in your previous document.
  - We highly suggest copying one chapter at a time.
  - Once the chapter is pasted into the Template, highlight each header and click on the corresponding style to format
- Type directly over the text on the template. For example, one the first page, insert your title where it says "DOCUMENT TITLE". Since the template has this section in all caps, your title should be in all caps.
- DOCUMENT TITLE is on one line in the template. If your title uses more than one line, it should be formatted as an inverted pyramid, where the top line is longer than the line below it. This will require a manual return.
- Be sure to fill in all information requested, especially those sections marked with < >.
- The table of contents is automatically set. To update it, right click in the middle of the table of contents, select "Update field", and "Update entire field". The table of contents will have to be updated after any changes that are made.
- Table of contents relies on styles that have already been established for you. If you highlight text, you will see the style that was assigned to the text in the upper right hand corner. CHAPTER 1: TITLE OF CHAPTER is Heading 1 and will automatically be placed in the table of contents for you. (On the "Tables" and "Figures" pages, after entering the table/figure title, press Tab once and then enter the page number).
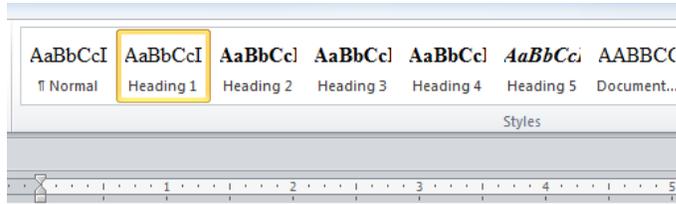
CHAPTER 1: TITLE OF THE CHAPTER

Paragraph text…

- If you need to make changes to the styles that are pre-set for some reason, see the guide for styles later in this document.
- Tables and figures must be manually entered and will not update like the table of contents.

Insert guides for using styles

Additional Formatting Information:

- Omit titles such as "Dr." on committee names on the committee page
- No "e" after the "g" in spelling of Acknowledgments on acknowledgments page and table of contents
- Tables in the appendices are numbered separately in the appendix in which they appear; i.e., Table A-1, A-2. These tables are not included in the Tables Listing.
- Delete any off-campus, personal phone numbers and/or personal email addresses.

Official Degree Titles:

Doctor of Philosophy
Doctor of Education
Master of Arts
Master of Science
Master of Fine Arts
Master of Music Education
Master of Business Administration

DEPARTMENT/SCHOOL LISTING:	
Department of Agriculture	School of Art
Department of Chemistry	School of Biological Sciences
Department of Communication Sciences and	School of Communication
Department of Criminal Justice Sciences	School of Information Technology

Department of Economics	School of Kinesiology and Recreation
Department of Educational Administration and	School of Music
Department of English	School of Social Work
Department of Family and Consumer Sciences	School of Teaching and Learning
Department of Geography-Geology	School of Theatre and Dance
Department of History	
Department of Languages, Literatures and	
Department of Mathematics	
Mennonite College of Nursing	
Department of Politics and Government	
Department of Psychology	
Department of Sociology and Anthropology	
Department of Special Education	
Department of Technology	

What Each Style is Used for in the Template

Style Name	Purpose	Word Designation	Linked to TOC
Normal	The base formatting for all other styles	Normal	No
Chapter Title	Title at the beginning of each chapter	Heading 1	Yes
Level 1 / First Level Heading	For headings within a chapter	Heading 2	Yes
Level 2 / Second Level Heading	For headings within a chapter	Heading 3	Yes
Level 3 / Third Level Heading	For headings within a chapter	Heading 4	Yes
Level 4 / Fourth Level Heading	For headings within a chapter	Heading 5	Yes
Chapter/Section Heading/Appendix Title	For headings of Sections and Chapters (CHAPTER I) and Appendix Titles (APPENDIX I)	Subtitle	No
Text of Chapter/Abstract/ Acknowledgements	Formats paragraphs with first line indented and double-spaced.	Body Text	No
Document Title	For the title of your thesis/dissertation on the appropriate Front Matter pages	Title	No

Guide to Using Word Styles

What is a style?

A style is pre-set formatting that designates aspects like font characteristics, paragraph alignment, and line   spacing. A style can be applied to all aspects of your document. Most commonly used for specific elements   such as titles, headings, table of contents, etc. Styles allow you, with one click, to apply this formatting easily   and quickly.

Why Styles are Important for Formatting Your Thesis/Dissertation

They allow you to have consistent formatting throughout the document without having to manually apply that   formatting for each instance.

Displaying the Styles Gallery

Display the Home Ribbon (Windows & Mac)

Expand the Gallery, using the Expand button

Apply a Style in Your Document

1. Highlight the text to be formatted
2. Display the Style Gallery
3. Select the desired style

   IMPORTANT
   Within the template, all of the included text has the appropriate style applied.

Modifying Headings in Styles

If you need to modify the Heading Styles to fit your department's formatting requirements (e.g. changing to MLA from APA), you can quickly and easily change the style.

1. Display the Style Gallery
2. Right Click over the Style that needs reformatting
3. Select Modify…
4. In the pop up dialog box, use the various buttons to adjust formatting
5. Use the Format button for more specific types of formatting
6. Click the OK button