CHAPTER 1

CHAPTER TITLE

CHAPTER 1 is the One Inch Spacer style, which moves the title of the chapter down from the top of the page 1 inch and ensures the correct capitalization. Use this style for each chapter and section number. The Chapter Titlestyle positions your chapter title in the correct position.

# First-Level Subheading

The first-level subheading uses the formatting style, Heading 1. It centers, single line spaces and advances the text after it by one line. Heading 1B style can be used in place of the Heading 1 style. It formats using underlining instead of boldfacing. First-level subheadings must have the first letters of principal words capitalized. You must capitalize the first-level subheadings yourself. First-level subheadings must not have more than a single blank line before or after the heading.

# Another First-Level Subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

## Second-Level Subheading

The second-level subheading uses the formatting style, Heading 2. It will "flush-left," boldface and single space the text and advances the text after it by one line. Heading 2B style can be used in place of the Heading 2 style. It formats using underlining instead of boldfacing. Use Heading 2B style if you used Heading 1B style for the first-level subheading. The first letters of principal words must be capitalized.

## Another Second-Level Subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

### Third-level subheading

The third-level subheading uses the formatting style, Heading 3. It will "flush-left," boldface and single space the text, and advances the text after it by one line. Heading 3B style can be used in place of the Heading 3 style. It formats using underlining instead of boldfacing. Use Heading 3B style if you used Heading 1B and 2B styles for the first and second-level subheadings. Only the first letter of the first word and proper nouns are capitalized. Third-level subheadings must not have more than one single-spaced blank line before or after the heading.

### Another third-level subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

**Paragraph heading**. First line of text follows the period on the same line as the heading. Paragraph headings are indented, boldfaced (or underlined, if you used underlining for the first, second and third-level), and followed by periods; only the first letter of the first word and proper nouns are capitalized. Paragraph headings are not listed in the table of contents. (This paragraph uses Body Text style.)

Here are a few special points to keep in mind when reviewing your thesis or dissertation:

• Heading levels must be used in the order listed above (the only exception would be if you use only three levels throughout and you elect to use paragraph-style headings instead of third-level headings). Levels must be ordered consistently from chapter to chapter. (This paragraph uses the bulleted list style.)

• Do not underline or bold the chapter number or the chapter title.

• Either use boldface, or underline all subheadings (with solid underlining rather than broken underlining) but do not mix bold subheadings with underlined subheadings. (If you use our styles, this is done automatically.)

• Do not leave more than a single-spaced blank line before or after any heading. (This template only uses one space before or after the chapter titles and subheadings.)

• A section or chapter cannot be divided into only one part. If a section is to have subheadings, there must be at least two headings at any……

CHAPTER 2

INTRODUCTION

The sample dissertation is not designed to replace the *Guide for Preparing Theses and Dissertations* given out by the Graduate School. It is to be used as a supplement. The directions and instructions found in the *Guide* overrule all information in this sample dissertation.

This sample dissertation attempts to use all of the styles and formatting instructions dictated by the *Guide*. You will notice throughout this sample dissertation bracketed statements and graphic boxes. These graphic boxes and bracketed statements are notes used to point out certain formatting aspects and methods of using the dissertation.

# What Is a Sample Thesis and Dissertation?

For discussion purposes, we refer to this document as a sample dissertation; however, it can be used for creating your thesis or dissertation.[[1]](#footnote-1) [This block quote uses the Block Quote style.]

The sample dissertation is a collection of individual files created with MS Word. Each file represents a section of the sample dissertation. For example, the file named title contains the title page of the dissertation and the file named abstract contains the pages of the abstract. The sample dissertation files can be viewed and edited independently or as a whole in the file called the Master Document or Master.doc. Table 1 shows a list of all of the files provided in the sample dissertation.

The Master Document is a file that merges all of the files together into one document. The Master Document is a file named Master.doc.[[2]](#footnote-2) When the Master Document is opened, MS Word automatically gathers the contents of each file for editing. When the Master Document is closed, all changes are copied back to their respective files.

The sample dissertation is organized into this manner for the following reasons:

• It enables you to work with sections of your dissertation independently and together.

• Pages of the sample dissertation can be numbered consecutively and still remain in separate documents.

• It also enables you to cross-reference information in separate documents.

• All headings and subheadings can be gathered to build tables and lists.

• It is easier to store a set of small files on diskette than to store one large file that is increasing in size.

# How to Use the Master Document

The Master Document is used to organize the files of your dissertation. There are several files that you will not use. They are provided in case you need them. You can use the Master Document to delete and add files. The following subsections discuss how to use the Master Document. The chart below lists the files included in the template and their function. For example, the abstract-performance option is used when you exercise the performance option offered by some departments.

Table 2-1. List of files that make up the Master Document\*

|  |  |
| --- | --- |
| File Name | This file contains: |
| title | Title page |
| permission | Permission to copy page |
| abstract | Abstract page |
| acknowledgment | Acknowledgment page |
| dedicate | Dedication page |
| contents | Table of contents page |
| tables | List of tables page |
| figures | List of figures page |
| Chapter1 | Chapter 1 - headings and sub-headings |
| Chapter2 | Chapter 2 - Introduction |
| Chapter3 | Chapter 3 - Styles |
| Chapter4 | Chapter 4 - How to Use the Tables and Lists |
| Chapter5 | Chapter 5 - Using Papers in a Dissertation or Thesis |
| Chapter6 | Chapter 6 - How to Copy and Paste Info. From Other Files |
| Append\_a | Appendix A |
| Ref | Reference pages |
| Bio | Biographical sketch |

\*This is the first example of a table. The cells of the table use the Normal style. The caption of the table uses the Caption: Table style. The Caption: Table style separates the table from the text before by a space of three lines. Tables should be followed by one blank line using the Normal Style. Table formatting is discussed in detail in the Guide for Preparing Theses and Dissertations.

## How to Unlock/Lock Files

Word uses a locking mechanism to protect the various parts of your dissertation from accidental change. You must understand two concepts about the locking mechanism:

* The Master Document can be locked. This means that changes will not be saved in the Master Document if the title bar states “Master (Read only).” If the title bar states “Master (Read only),” you must first unlock the master before making any changes.
* The individual files found inside the Master Document can be locked. This means that changes in these files will not be saved if the subdocument is locked.

## How to Unlock the Master Document

When you open the Master Document for the first time, if the title bar states “Master (Read only),” follow these steps before making any changes to the Master Document:

• Click the View menu and click the Outline option. Now you are viewing the Master Document as separate and distinct pieces. Subdocuments (files) are enclosed by gray-blue lines or borders. The areas not enclosed by the gray borders belong to the Master Document. A new toolbar will appear. It is called the Outlining toolbar.

• Move the cursor into an area belonging to the Master Document and press the Unlock/Lock button on the Outlining toolbar. It looks like a padlock. Areas between two subdocuments (files) belong to the Master Document. Once you have unlocked the Master Document, the title bar of the window should just say Master. The words “read-only” will be gone.

## How to Unlock a Subdocument (File)

If you are using Word in Office 98, you can unlock the Master Document by selecting the Outline option under the View menu and then selecting the Expand Documents button on the Outlining toolbar.

If a lock symbol appears in the top left corner of any enclosed area next to the subdocument (file) symbol, this means the file is locked and cannot be altered. To unlock the area (file), place the cursor anywhere within the enclosed area and press the Unlock/Lock button on the Outlining toolbar.

Figure 2-1. Here is a figure[[3]](#footnote-3)

## How to Make Changes Directly to a Subdocument (File)

Each file can be opened independently using MS Word; however, you can open individual files within the Master Document by double clicking on the small box in the corner of every enclosed area.

This box when double-clicked will open the subdocument (file) that is within. If you look in the Window menu after double-clicking a subdocument (file) symbol, you will see that the Master Document and the subdocument are open. The subdocument will be locked in the Master Document for as long as you have the individual subdocument (file) opened.

Many people prefer to make changes directly to the subdocument rather than having the Master Document save the information back to the subdocument when the Master Document is closed. Make sure the subdocument is unlocked before you double-click on a subdocument box. Information can be entered directly into the Master Document without opening a subdocument. When the Master Document is closed, the information will be saved back to the subdocument you altered.

## How to Add and Delete Subdocuments (Files)

You will notice five buttons on the Outlining toolbar that contain the page symbols. Move your cursor to each of these buttons, and MS Word will tell you their purpose.

### To add a subdocument (file)

1. Select the Outline view.
2. Move the cursor to the area where the new subdocument is to appear. It should be between two existing subdocuments. (Do not place the cursor inside an enclosed area. This will put one document in with another and may cause problems later.)
3. Select the Insert Subdocument button on the Outlining toolbar. Find the file you want to add and select it.
4. If you are asked, “Would you like to rename the style in the subdocument?” answer: No to ALL.

This will incorporate the new file (subdocument) into the Master Document.

### To delete an existing subdocument (file)

1. Select the Outline view.

2. Click once (and only once) on the subdocument (file) box in the top left-hand corner of the enclosed subdocument (file) you want to delete.

3. Once the subdocument is highlighted, select the Remove Subdocument button on the Outlining toolbar. This will remove the link between the subdocument and the Master Document. The Master will no longer know about the subdocument.

4. Press the Cut button to remove the text left behind.

5. Press the Delete key once to remove the extra End of Section.

More information about working with the Outline view can be found in the Help menus. Search the Help Index for Master Documents, and choose “working with.”

### How to create new files

Seven chapters are included in the dissertation templates. You may need more. Open any of the chapter files (except Chapter 1) without using the Master Document. Once it is open, select the File menu and then Save As. In the file name field, enter the name of the file. I suggest chapter8 and chapter9. Close the file and then incorporate it into the Master Document.

If you need more than one appendix, open the appendix type you want. Once the appendix is open, select the File menu and then Save As. In the file name field, enter the name of the file. I suggest appendb and appendc.

CHAPTER 3

STYLES

This chapter discusses what a style is, how it is applied, and how it should be used to create your thesis or dissertation.

# What Is a Style?

Styles define the appearance of various text elements of your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats or both in one simple operation. When you want to change the formatting of all the text of a particular element at once, you just change the style that's applied to that element. Styles make formatting your document easier. Additionally, they serve as building blocks for outlines and tables of contents.[[4]](#footnote-4)

At CIRCA we created a group of general purpose styles to help you format your document and give your thesis or dissertation a continuity of appearance. Styles cannot do everything but they can be used for general formatting purposes. Each style created by CIRCA is listed in Table 3-2.

Alternative styles for first-level, second-level, and third-level subheadings are included in Table 3-2. They are denoted by the letter "B" at the end of the style name. You should decide on which set of subheading styles you prefer**.** Mixing the subheading styles is not permissible.

Table 3-1. List of styles used throughout the Master Document

|  |  |  |
| --- | --- | --- |
| Styles | Apply to | What you must do after the style is applied |
| Body Text | Paragraphs | Nothing |
| Block Text | Quotes | Nothing |
| Body Text No Indent | Paragraphs where indenting is not permitted | Nothing |
| One Inch Spacer | This style is applied to the first line of any Chapter or Section | Nothing |
| CHAPTER TITLE | Chapter and Section titles | Capitalize all letters. |
| Heading 1 | First-Level Subheadings | Capitalize first letters of principal words |
| Heading 2 | Second-Level Subheadings | Capitalize first letters of principal words |
| Heading 3 | Third-level subheadings | Capitalize the first letters of first word and all proper nouns |
| Heading 1B | First-Level Subheadings | Capitalize first letters of principal words |
| Heading 2B | Second-Level Subheadings | Capitalize first letters of principal words |
| Heading 3B | Third-level subheadings | Capitalize the first letters of first word and all proper nouns |
| Normal | Used inside tables and on single spaced text | Nothing |
| Caption: Table | Table captions | Nothing |
| Caption: Figure | Figure captions | Nothing |

The One Inch Spacer style is used for numbering chapters. The paragraph heading style was not included. The paragraph style is the bolding or underlining of the first words of a paragraph. Most paragraphs should use the Body Text style for formatting.

# How Do You Apply a Style?

The styles used in this document are called paragraph styles. Paragraph styles are used to format the entire text within a paragraph. Styles can be applied manually or automatically. To apply a style manually, follow these instructions:

• Place the cursor into the text you want to format.

• Click the Format menu and then the Style option.

• Double-click the style in the Styles list. The text is now formatted by the specifications of the style. If, at any time, the text should appear wrong, simply reapply the style.

An alternative way of selecting the style is to use the Formatting toolbar:

• Place the cursor into the text you want to format.

• Click the Down-Arrow next to the Style field on the Format toolbar and select a Style from the drop-down list.

If the Formatting toolbar is not present, click the View menu and then the Toolbars option. In the Toolbars list, check Formatting and click the OK button. The Formatting toolbar should appear at the top of your screen.

Figure 3-1. How styles appear in the table of contents

Figure 3-2. What styles are being used

CHAPTER 4

HOW TO USE THE TABLES AND LISTS

The Table of Contents is located in the contents file. The List of Tables is located in the tables file. The List of Figures is located in the figures file. DO NOT change these files unless you are certain of what you are doing.

Each Table of Contents and List of Tables/Figures was created by using the Index and Tables tool found in the Insert menu. The Table of Contents is designed to automatically collect all text using the heading styles for section titles, chapter titles, and subheadings. The List of Tables is designed to automatically collect all text using the Caption Table style. The List of Figures is designed to automatically collect all text using the Caption Figure style. Tables of contents and lists of tables/figures can be designed to gather text based on field codes. However, we do not discuss that option in our dissertation.

If you do not use our styles for creating tables of contents or lists you will need to investigate creating your own table of contents and lists.

To update the table of contents or lists using the styles that we provided, you must be inside the Master Document. Once you open the Master Document, make sure the Master Document is expanded and unlocked. This will allow the program to update all page numbers and files. In any view (Normal, Print Layout, Outline), scroll to the table of contents or list you want to update.

# For Windows

Place the cursor in the table of contents or list and update the field by pressing the Right Mouse Button. A drop-down dialog box will appear. Select Update Field. Another drop-down dialog box will appear. Choose between Update Entire Table or Update Page Numbers only. A new table of contents will be generated.

The table of contents and lists of tables and figures are treated by Word as if they were single objects. Make sure to generate your table of contents last, because any manual changes are lost at each full table update. You can update page numbers only without any loss of changes. After you generate the final table of contents, then make it conform to the Guide.

# For Macintosh Users

Place the cursor in the table of contents or list and update the field by pressing the F9 key. A drop-down dialog box will appear. Select Update Entire Table and press the OK button. A new table of contents and lists will be generated.

If you need to update only the page numbers, repeat the steps mentioned in the paragraph before but instead of selecting Update Entire Table, select Update Page Numbers Only. This will update the numbers of the table of contents and lists without replacing text.

The table of contents and lists of tables and figures are treated by Word as if they were single objects. If you update a table of contents or list, you will discover that the entire table of contents and all lists will be updated, not just one entry. If minor changes are required to a table of contents or list after it has been created, then remember that these changes will need to be made every time the table of contents or list is recreated.

CHAPTER 5

USING PAPERS IN A DISSERTATION OR THESIS

Students, generally those in scientific fields, who plan publication of the results of their research as journal articles based on individual chapters or sections of the dissertation, very often prepare the manuscript with this idea in mind.

The Graduate School stresses the fact that, before graduation, the dissertation or thesis is your primary objective, and publication is secondary. When submitting the thesis or dissertation to the Graduate School, you must follow the Graduate School’s *Guide for Preparing Theses and Dissertations* for margins, headings, pagination, specified paper stock, and overall preparation and presentation.

However, the Graduate School does encourage students to use the scholarly journal in which they have published, or hope to publish, as a guide for discipline-specific usage. A printed journal article may serve you as a graphic guide for writing style, use of abbreviations and numbers, and reference system. For all other aspects of formatting, follow the Graduate School’s *Guide for Preparing Theses and Dissertations*.

# Acceptable Usage

If each chapter or section is complete within itself in that it treats one aspect of the several included in the total study, a general introductory chapter precedes the main body of work, with a final chapter giving total results, conclusions, and/or recommendations for further research.

The items listed below are required for all UF theses and dissertations:

• A common Table of Contents covering the entire study.

• An abstract of the complete study preceding page 1 of the main text.

• A common bibliography, list of references, or literature-cited section at the end of the text.

• All pages must be numbered in sequence--from page 1 through the biographical sketch.

# 

# Unacceptable Usage

The following practices are not acceptable for UF theses and dissertations:

• Omission of sufficient material to tie all components together to form a completely unified whole, e.g., omission of the general introductory chapter or the conclusion chapter.

• Scientific references, bibliography, or literature-cited section at the end of each chapter.

• All-cap subheadings required by journals for rapid content identification on double-column pages.

• Beginning first-level subheadings on separate pages.

• Use of an abstract at the beginning of each chapter.

• Chapters paged individually, with 1 appearing on each new chapter or section page.

• Use of double-spacing within references and any other use obviously based on journal specifications for printing requirements not suitable for a unified dissertation or thesis presentation. For example, tables and figures cannot be grouped at the end of the thesis or dissertation. They must be integrated into the text as they are discussed or grouped at the end of the chapter in which they are first referenced.

• Inclusion of co-authored papers, except those portions and materials contributed by the student.

Material produced by co-authors should be so noted and cited appropriately. It is the supervisory committee's responsibility to insure that the dissertation or thesis reflects a sufficient level of original and scholarly work by the student.

CHAPTER 6

HOW TO COPY AND PASTE INFORMATION FROM OTHER FILES

Every MS Word document uses styles to format information. To help prevent the unnecessary copying of different styles into your dissertation, follow these rules of thumb when copying information:

• If you are pasting text into a dissertation document, use the Paste Special option and the Unformatted text option. Then apply the styles of the sample dissertation to reformat the text.

• When you cut, make sure you do not remove the section break at the beginning or the end of the chapter or file.

• If you are pasting graphics and tables, then use the normal Paste option.

• Never overwrite a style with a new definition unless you are sure of the repercussions.

• Never redefine a style with a new definition unless you are sure of the repercussions.

* You can always reapply a style.

1. Wording needs to be changed in the abstract and title page to reflect that you are writing a thesis. [↑](#footnote-ref-1)
2. The filename master was chosen for mnemonic purposes; however, this file can be named anything. [This is the example of a footnote. All footnotes should be typed single-spaced with double spacing between entries, 3 lines below the text and separated from it by a 2-inch line. If a long footnote is continued on the next page, it should break in the middle of the sentence. A 6-inch line should separate the text and the footnotes on the next page. Every footnote must begin on the page that carries the superscript indicator. Footnote numbering should restart with each new chapter.] [↑](#footnote-ref-2)
3. This caption uses the Caption: Figure style. The Caption: Figure style spaces the caption two lines from the following paragraph. The picture uses the Normal style. [↑](#footnote-ref-3)
4. Microsoft Word 98, Help text, Microsoft Corporation [↑](#footnote-ref-4)