

**DISSERTATION TITLE FAR FROM TOP OF PAGE WITH
SECOND LINE, IN UPPER CASE TYPE,
IN A “V” SHAPE**

**A Dissertation {Thesis}
Presented to the Faculty of
Western Seminary
Portland, Oregon**

**In Partial Fulfillment of
the Requirements for the Degree of
Doctor {Master} of Whatever**

**By
First N. Lastnames
Month, Year**

First N. Lastnames

Doctor of Missiology

APPROVAL

Committee Chair

Date

Committee Member

Date

Program Director

Date

Academic Dean

Date

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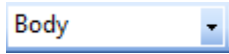
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ABSTRACT

This template file provides many preset styles that you may use as they are and may modify. Click on any paragraph or title in this document, and you can see the name of its style displayed in the Style box at the upper left of the tool bars. For example, this paragraphs style is called *Body* which you can see above as . See a complete list of available styles in menu > Format > Styles and formatting...

To employ this template with your dissertation, open this file in MS Word and save it as a document file with a new name and “.doc” as its extension. Delete the text and throughout the document by pressing Shift+Control+End, then the Delete key. Save the document again. Replace text in this frontal matter with your own. You may split the Tables and Figures into two separate pages, and you may delete the Tables and Figures lists, if you do not need them.

Alternatively, save this document as a template with a .dot ending in place of its .doc ending. Save it into your word processors Templates folder, if you know how to do so. If not, ask me.

This template file was created in Microsoft Word version 2003. If you have an earlier version, some features may be a little different. If you have version 2007, then good luck! For 2007 uses Generation X images instead of textual menus, and I have not yet figured out where to find Word’s many features in 2007.

Chapter 1

CHAPTER AND SECTION TITLES

Every chapter starts with an introductory paragraph that is at least two lines long. It separates the chapter title from the first sectional title. Notice that the lines in the chapter title are split by your pressing Shift+Enter twice, not Enter alone. The chapter title takes style *Heading 1*.

First Section Title

Every chapter will have two or more sections. Every section starts with an introductory paragraph that is at least two lines long. It separates the section title from the first subsection title, if there is any. Notice that lines in the section title are split by your pressing Shift+Enter, not Enter alone. The section title takes style *Heading 2*.

First Subsection Title

If a section has subsections, then there must be two or more subsections. The subsection title takes style *Heading 3*.

First subsubsection title

If a subsection has subsubsections, then there must be two or more subsubsections. The chapter title takes style *Heading 4*.

Every chapter ends with a section break. Choose menu Insert > Break > Next page.

Chapter 2

BLOCK QUOTATIONS

Please, employ the available styles to format the following kinds of academic paper conventions.

Block Quotations

Block quotations should have their first line indented, if the original indented its first line. Otherwise, not.

This is a block quotation of material that had an indented first line in the original from which it is quoted. Its style is called *Block quote with indent*. Block quotations are preferred to in-line quotations, if the quotation consists of three or more lines of text.¹

If you do not know whether the original was indented, then use either the indented or the unindented block quotation style in a consistent manner. Notice that the following paragraph is not indented.

This is a block quotation of material that had did not have an indented first line in the original from which it is quoted. Its style is called *Block quote*. Block quotation are preferred to in-line quotations, if the quotation consists of three or more lines of text.²

This is a new paragraph that has an indented first line. Its style is called *Body*.

Sentences in your dissertation should have only one typed space between them, not two.

That is to say, press the spacer bar only once following the end of a sentence, not twice.

¹ Footnote test may be in a smaller type face. Footnotes are not indented and there are no empty lines between them. The footnote style is calle *Footnote Text*.

² Insert footnotes via menu Insert > Reference > Footnote > Insert. Nothing is easier.

Chapter 3

WORD TEMPLATES

This document contains pre-defined “styles” and can be saved as a template having the “.dot” extension instead of the document extension, “.doc.” To make this template available via menu File > New, copy it or save it into your Templates folder (see the following sections). Several templates are available to you when you choose menu File > New. Most new documents begin the Normal.dot template.

Creating New Templates

You can create a new template. Open any new or existing document. Sets its parameters and insert content that you want to appear in a new document. Save the file with the “.dot” extension instead of the “.doc” extension. Save it into the Templates folder. When you choose menu File > Save as... and choose .dot from the Save as type list, Word will usually save the file into your Templates folder. If you see that the template is not going into the Templates folder, then see the following section.

Where is the Templates folder?

To see where your Templates are hidden, choose menu Tools > Options > File locations > User templates. To better see the whole path, click on Modify and on the Look in list. Under Windows Vista, your templates are stored at C:\{YourUserName}\Appdata\Roaming\Microsoft\Templates.

Appendix A

MAKING TABLES


Whenever you want to put material into rows and column, create a table. Never use the Tab and Spacer keys to push text on a page. Choose menu Table > Insert > Table and specify a number of columns. Or click on the  icon. Specify two or more rows. You can change the row and column numbers later. Every table must have a caption above it. Insert a caption over a table by choosing menu Insert > Reference > Caption > Label: Table. So doing will automatically number the caption. In this paper, the style assigned table captions is called *Table Caption*.


Table 1. Sample Table Caption

	Column 1	Column 2	Column 3
Row 1			
Row 2			
Row 3			

Insert all the table captions under Tables in the dissertation frontal matter. Choose menu Insert > Reference > Index and tables... > List of Figures > Caption label: Table. To add rows to a table, click in the bottom row, last column and press the tab key. Learn to modify tables with the Tables and Borders icons.

Appendix B

INSERTING GRAPHICS

The  drawing tool in Microsoft Word causes problems. If you use it to make drawings, then do this afterwards:

1. Select the entire drawing.
2. Copy it by pressing Control+C.
3. Start the Paint program.
4. Paste the drawing into Paint by pressing Control+V.
5. Edit the drawing in Paint, if you wish.
6. Select the entire image by pressing Control+A or any part of it with the selection tool.
7. Copy the selection by pressing Control+C.
8. Return to the Word Document.
9. Paste the image into Word by pressing Control+V.
10. Remove the original drawing, if any of it remains. (Click on it and press Delete.)
11. Assign the Image style to the image.
12. Insert a caption under the image by choosing menu Insert > Reference > Caption >
Lable: Figure 1. Some Appropriate Caption
13. Assign to the caption style *Figure Caption*.

Appendix C

FIGURES AND CAPTIONS

Insert all the table captions under Figures in the dissertation frontal matter. Choose menu Insert > Reference > Index and tables... > List of Figures > Caption label: Figure. You must ensure that every Table and every Figure is referred to somewhere in the thesis or dissertation before the Figure appears. Refer to figures by their number, as in “See Figure 1.”

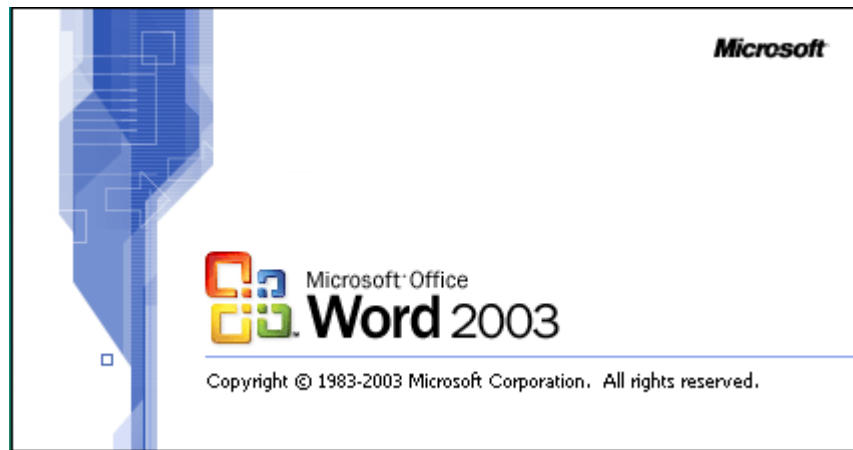


Figure 1. MS Word 2003 Splash Screen

You may insert an image file into your document by choosing menu Insert > Picture > From file and choose the file. You may copy an image from one document into another using Copy and Paste.

Ensure that the image you paste is already approximately the size that you want it to have in your document. If you paste in a big image and then shrink it, it will retain its original data, making your document too big. If you paste in a little image and then stretch it, it will look grainy. It would be better to insert a big picture into Paint, reduce its size there, then copy it and paste it into Word.

Notice that this page has single spaced paragraph lines. Appendices do not have to conform to the writing standards of the chapters.