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 {Master} of Whatever

APPROVAL

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Committee Member

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Program Director

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Academic Dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

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# ABSTRACT

This Word 2007 document file provides several preset styles that you may use as they are and may modify. You can save this file with a new name and replace its text with your own. Doing so will give you a dissertation that follows consistent formatting that meets Western Seminary dissertation format requirements.

You must ensure that every figure and table is referred to somewhere in the thesis or dissertation before the table or figure appears. Tables consist of rows and columes; everything else, besides text, is a figure, including diagrams and graphics. You may also place tables and figures anywhere on a page in a position that avoids splitting a table or leaving excessive white space with no text in it.

Every section, chapter and title in a dissertation document must be separated from previous pages, not by a page break, but by a section break. Choose ribbon Page Layout > Breaks > Next Page. In this way, the title of the next section, chapter or appendix will appear as it must.

Chapter titles appear in two or three lines. The first line or lines are followed by a “soft return,” which you can insert by pressing Shift + Enter. In this way, the word “chapter” will not become separated from the next line in the Table of Contents.

# Chapter 1PARAGRAPH STYLES

Click on any paragraph or title in this document, and you can see the name of its style displayed by choosing on the ribbon Home > Styles > the little box symbol . For example, this paragraph’s style is called “Body” will appear in the Styles list as illustrated in Figure 1.



Figure . Word 2007 Styles List.

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 “.docx” as its extension. Replace the existing text with your own Delete the existing text anywhere in the document by selecting it and, then, pressing the Delete key. You may delete the Tables and Figures lists, if you do not need them, or copy them to other pages and change their text.

# Chapter 2CHAPTER 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 3BLOCK QUOTATIONS

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

## Block Quotation Rules

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]](#footnote-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]](#footnote-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.

# Chapter 4AUTOMATIC TABLE OF CONTENTS

Your Word 2007 program can generate automatically a table of contents for your entire document, and update itself when titles change or page numbers change. The TOC will build itself from the styles assigned to titles and subtitles. Therefore, it is imperative that you apply those styles consistently to titles and subtitles in your document.

In a clean section, choose ribbon References > Table of Contents > Insert Table of Contents. Untick Use huperlinks.... Click on the Options button, and a list of styles will appear. Enusre that a 1 appears beside styles that you want to appear at the top level of the TOC, a 2 and the next level, and so on. When you click on the OK buttons, a TOC will appear in your document. Nice!

When you want to update a TOC, click anywhere inside it and press the F9 key, then specify whether to update the text of the TOC or only its page. numbers. It will avoid a lot of grief, not to format the TOC further, until most or all changes have been made to your document that might affect titles or page numbers.

Lastly, you can edit the TOC in the same manner that you edit any other part of your document. See the sample TOC for some enhancements, such as inserted Chapter and Appendices rubrics.

**APPENDICES**

# Appendix AMAKING 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 ribbon Insert and click on the  icon. Specify two or more rows. You can change the row and column numbers later. 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. Every table must have a table caption above it. Insert a caption over a table by choosing ribbon References > Insert caption and choose Table. So doing will automatically number the caption. In this paper, the style assigned table captions is called Table Caption.

Table . 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 ribbon References > Inert Table of Figures and specify Caption Label: Tables.

# Appendix BINSERTING 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.
13. Assign to the caption style *Figure Caption*.

# Appendix CFIGURES AND CAPTIONS

Insert all the table captions under Figures in the dissertation frontal matter by choosing ribbon References > Insert caption and choose Figure. So doing will automatically number the figure. In this paper, the style assigned table captions is called Table Caption.. Refer to figures in preceding text by their number, as in “See Figure 1.”



Figure . MS Word 2007 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.

# WORKS CITED

Brinkerhoff, Robert O. *The Success Case Method: Find out quickly what’s working and what’s not*. San Francisco: Berrett-Koehler Publishers, 2003.

Currah, Galen. “DIS Dissertation Word 2007.” An unpublished manuscript. Portland OR, 2010.

*Thesis and Doctoral Dissertation Writing Standards and Recommendations*. Portland OR: Western Seminary, 2010.

1. Footnote test may be in a smaller type face. Footnotes are not indented and there are no emptly lines between them. The footnote style is calle *Footnote Text.* [↑](#footnote-ref-1)
2. Insert footnotes via menu Insert > Reference > Footnote > Insert. Nothing is easier. [↑](#footnote-ref-2)