

# Grad School Dissertation Template Quick-Start

## 1. Beginner Tips

- Download the Word template from the Grad School website and keep it in your working folder. Open it from the browser, or double-click the file icon to create a new file based on the template — this becomes your actual working file.
- The formatting view (¶) on the Home tab reveals Section Breaks, Page Breaks, Paragraph Breaks, Spaces, and Line Wraps.
- Do not delete any of the section breaks in the front matter; they are crucial to the abstract header and Roman numeral pagination leading up to the start of the main text.
- View → Show → Navigation Pane allows you to see a hotlinked outline of your document that automatically builds as you apply Heading-level styles.
- A Line Wrap (SHIFT + ENTER) is useful for numbered/lettered chapter and appendix titles, table titles, and wrapping table of contents entries that run into their page number.

## 3. Table of Contents Source Styles

The template's pre-started table of contents is built to recognize specific styles by default.

- Chapter Title (on TOC, not numbered)
- Heading 1 — numbered chapter titles
- Heading 2 (etc.) — chapter subheads
- Appendix heading 1 — lettered appendix titles
- Appendix heading 2 (etc.) — appendix subheads

Note that the style **Chapter Title (no TOC)** is used only for the dissertation, abstract, and table of contents titles, since they *should not be included* in the table of contents.

**Chapter Title, Heading 1, and Appendix Heading 1** styles add an all-capitals font "mask" over the title as typed. **Word will import the original capitalization as typed** before you applied the style.

## 2. The Styles Pane

Explore the Show Preview and Options settings at the bottom to customize how your Styles Pane displays.

Most styles in the template are based on the **Normal** paragraph style. If you don't like the default Calibri font, **Modify** this style first, then use the Show Preview button at the bottom of the pane to identify any styles that didn't automatically pick up the font change.

- A ¶ or ¶a symbol to the right of the style name indicates a *paragraph-level style*. You can simply click inside a paragraph, then click this style to affect spacing, font, size, tabs, indents, alignment, text decoration, numbering, etc.
- A plain a character indicates that it's a *character-level style*; you must highlight the text you want to affect, and the style will only affect font-level settings (color, italics, bold, underline, internal font spacing, etc.).

If you Modify a style and want that change to persist, check the "New documents based on this template" to save your update back to the source template.

## 4. Update the Table of Contents

Navigate to the pre-set Contents list and right-click on any entry in the table; the whole list highlights in gray to indicate it's a Word-generated field. Select "Update Field" from the pop-up menu.

- Update page numbers: no changes to the chapter titles or subheadings
- Update entire table: added, removed, or corrected any of the titles

The generated list will import exactly what you typed when you applied the style. For example:

- Typed: INTROduction
- Apply Heading 1: CHAPTER 1: INTRODUCTION
- Imported result: Chapter 1: INTROduction

Correct typos and capitalization errors at the source in the text, re-apply the appropriate style, then tell the Contents page to update the entire table to import the changes.

## 5. Figures and Tables

Figures and tables should be inserted following the end of the paragraph in which they are first mentioned. Do not wrap text around, above, or below figures/tables.

Any figure or table set that requires 2/3 of a page or more should have the page to itself. Special oversized figure/table rules apply to items that are too large to fit entirely on one page with their caption or title.

Place your cursor on a paragraph line and insert the image. Apply the “Figure – keep with caption” style to the figure to center it, and force it to attach to its caption.

Figure captions go below the figure; table titles go above the table. Place your cursor at the start of the caption or title, then use the References → Insert Caption to have Word keep track of figure and table numbers. These basic labels should be pre-set to the Chapter + Order style of numbering (Figure 1.1, Table 5.2, etc.).

- Apply the “Figure caption” style to figure captions.
- Apply the “Table Title” style to primary table titles.

## 7. Order of Elements

Begin each section at the top of a new page.

1. Title page (required; no p. #)
2. Copyright (optional; no p. #)
3. Abstract (required; no p. #)
4. Dedication (optional; p. ii if included)
5. Contents (required; p. ii if no dedication)
6. Figures (required if 5 or more figures)
7. Tables (required if 5 or more tables)
8. Preface (optional)
9. Acknowledgments (optional)
10. Abbreviations (optional)
11. Main Chapters (p. 1; Introduction → Conclusion)
12. Appendix A<sup>1</sup>
13. Bibliography/References<sup>2</sup>

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<sup>1</sup> Note: in some disciplines, the order of the appendices and references chapter may be switched.

<sup>2</sup> Students may choose to present references as a top-level subheading (i.e., Heading 2) at the end of each chapter rather than collecting them in a single chapter at the end.

## 6. Update the List of Figures/List of Tables

Navigate to the pre-set Figures or Tables list, and right-click on any entry in the table; you’ll see the whole list highlight in gray. Like the Contents, this means Word is generating the field, and you can tell the program to update just the page numbers, or re-import the entire table.

These tables are built to update based on use of the styles in #5; these styles should be applied throughout the text, from Introduction through Appendices.

If your list isn’t including figures or tables in the appendices, it’s looking for a label instead of the text style and needs to be reset.

- Right-click on the appropriate list, and choose “Edit Field” and then “Table of Contents”.
- Set the Label option to “None” and instead, assign the appropriate style (“Figure Caption” or “Table Title”) via the Options button.

**Troubleshooting:** If you see an “ERROR NO BOOKMARK” appear where the page number should be, re-apply the correct style at the source, then update the table.

## 8. Formatting and Submission Resources

For process overviews, the formatting guide, sample file, the Word template, and formal submission checklists, see:

<http://graduateschool.nd.edu/dissertations>

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