

Formatting Guide for Theses and Dissertations

This guide is intended for use with MS Word 2010.

What the template can do

With the thesis and dissertation template provided on the Graduate Studies Office website you can quickly format your thesis or dissertation the correct way. Chapter headings, titles and sections need certain font style and spacing. The styles in the template automatically fulfill most of the formatting requirements for thesis and dissertations. There are only a few things left to do manually which are explained in the second chapter of this guide.

The very first step is to download the thesis and dissertation template from the website. The .dot file can be found on <http://www.njit.edu/graduatestudies/thesis.php>.

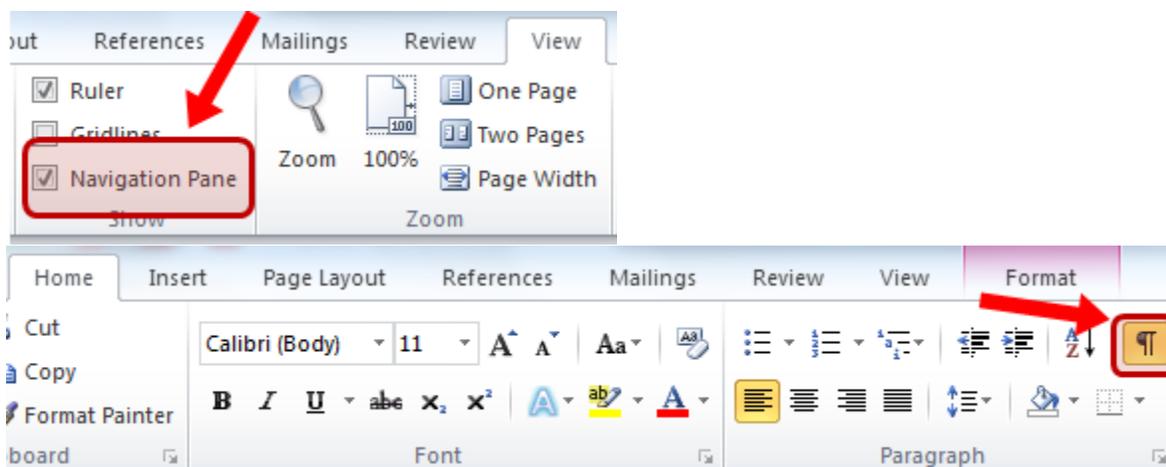
There are two situations for which you can use the template:

- D. You have not started writing the thesis or dissertation yet and want to use the template from the beginning to format headings, titles, sections, and lists for your thesis or dissertation.
- E. You have started writing your thesis or dissertation already and want to use the template afterwards to take care of the formatting.

It is a lot easier if you use the template from the beginning but you can also benefit from it after you started writing up your thesis.

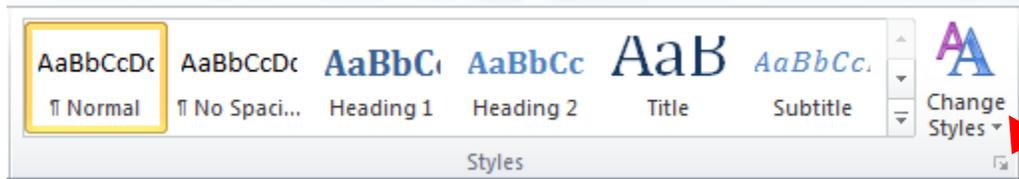


Useful tools within MS Word are the “*Navigation Pane*” and “*Show paragraph marks and hidden formatting symbols*”. It helps you to keep track of chapters, sections and subsections as well as the formatting.



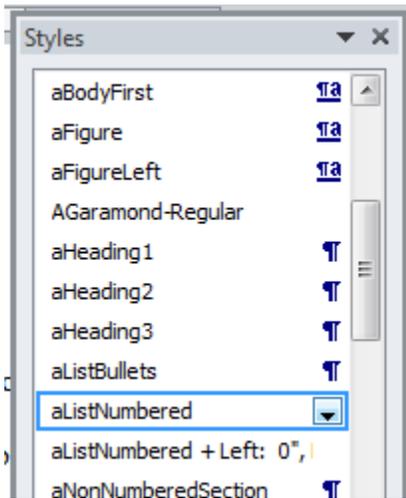
Situation I: You have not started your document and want to use the template from the beginning to format headings, titles, sections, and lists.

- A. Open the .dot file which you downloaded from the website. Expand your list of styles to see the predefined styles of the template. You will see a sample text which is formatted according to prescribed university format.



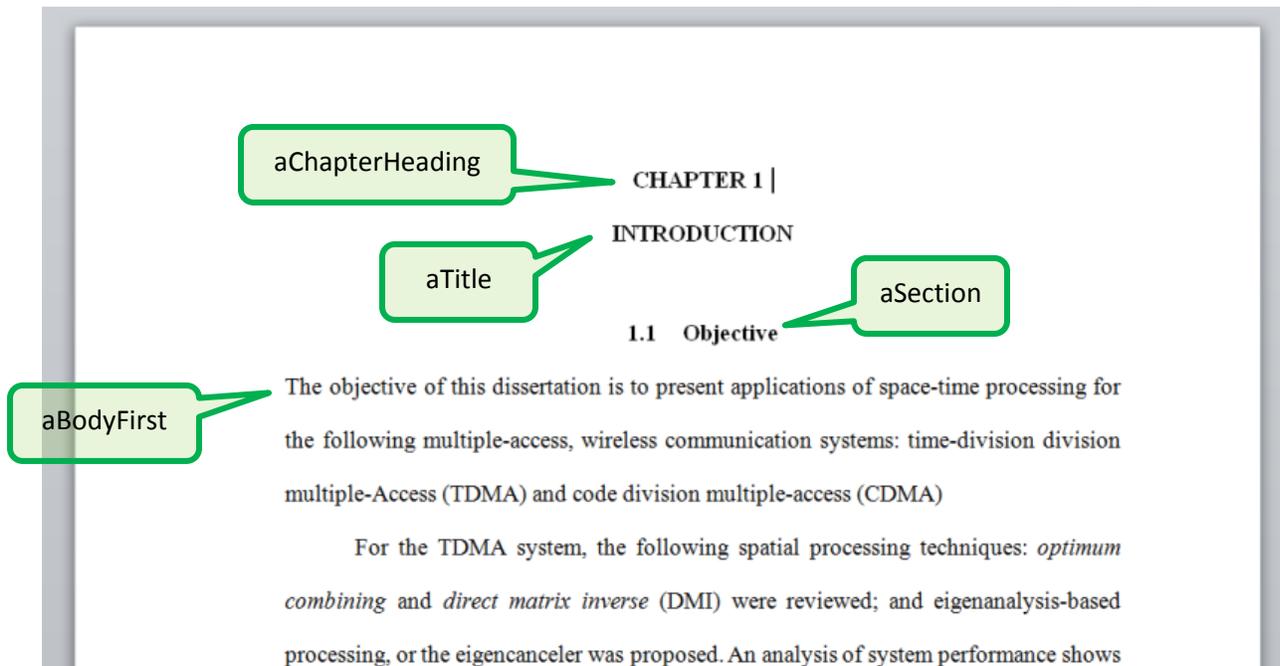
Click here to expand

Now you see a full list of styles available from the template:



In this list you can see the styles you need for your thesis or dissertation starting with the letter 'a'.

To understand the basic structure of a thesis or dissertation, look at the following example:



A thesis or dissertation generally consists of chapters (*aChapterHeading*) with titles (*aTitle*) which are divided into sections (*aSection*).

- B. After reviewing the sample you downloaded, it is recommended that you delete the entire sample text and start from scratch. Save the newly started document as a *.doc* or *.docx* file. Every time you open this file you will automatically have the styles from the template available.

C. Getting started with the template styles:

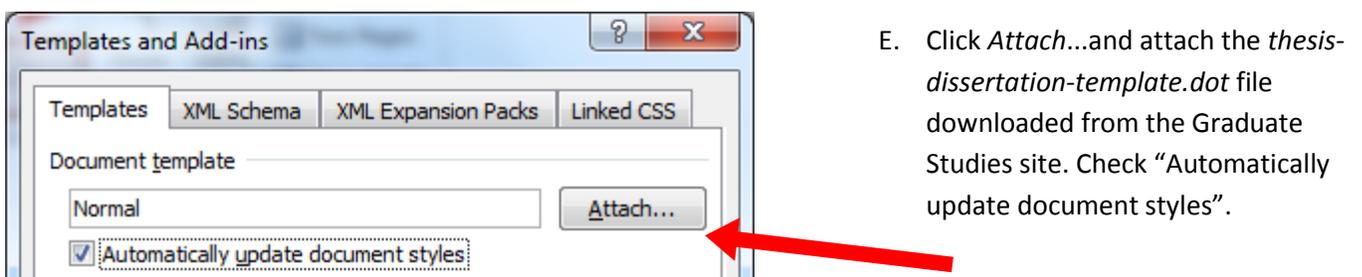
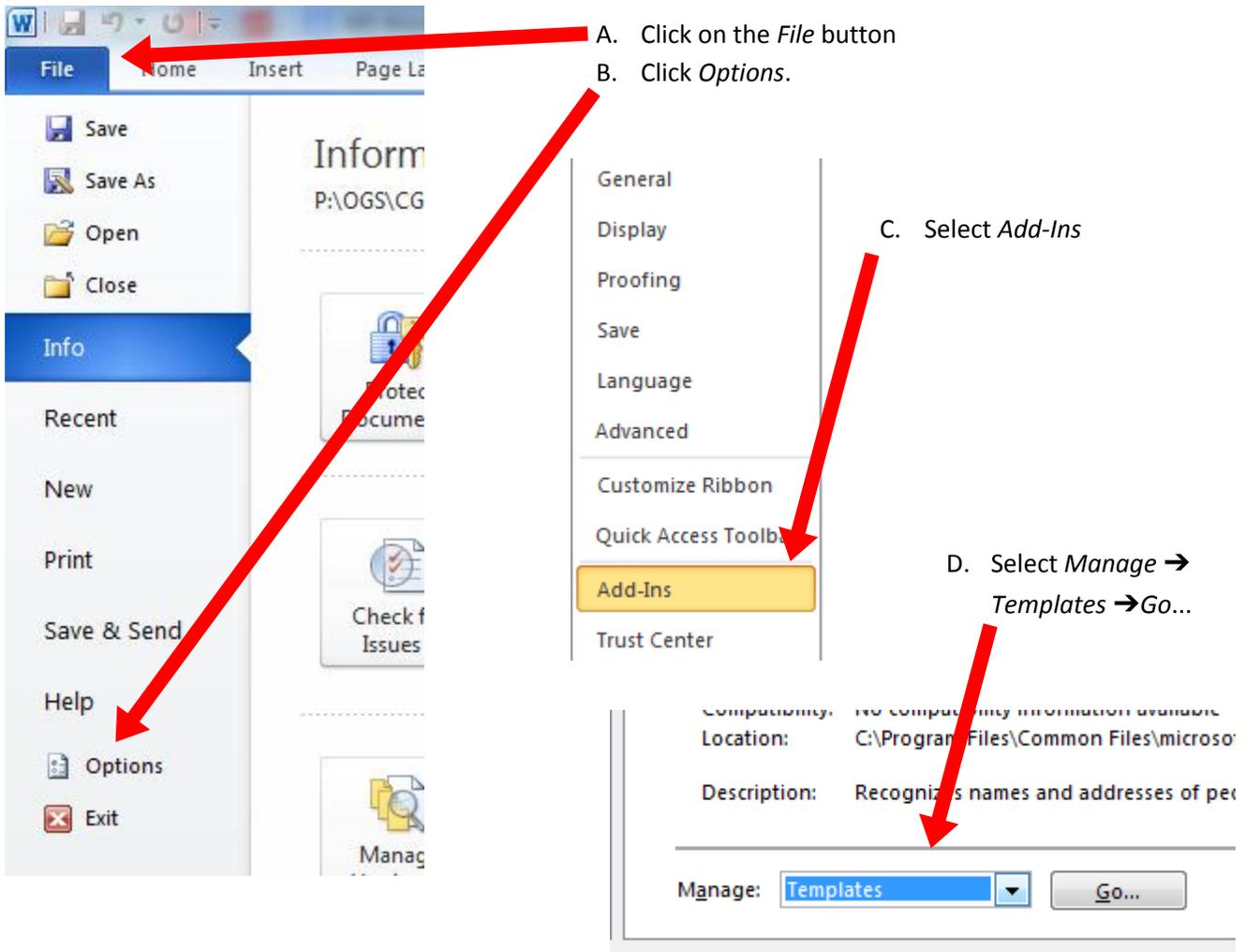
- Step 1** Place the cursor where you want to start with Chapter 1 and click on the style *aChapterHeading*. Immediately **CHAPTER 1** will appear on this line.
- Step 2** Insert two blank spaces and press ENTER. The style in the next line will automatically be *aTitle*.
- Step 3** Type the title of the chapter and press ENTER again. The style in the next line will automatically be *aSection*. The template will take care of the numbering and the correct spacing between the title and the section.
- Step 4** Type the heading of this section and press ENTER. The style in the next line will automatically be *aBodyFirst*. The difference between *aBodyFirst* and *aBody* is because the first paragraph of each chapter needs to be justified to the left. All the following paragraphs will be *aBody* with a ½ inch indentation on the first line

→ Jump to [III. How to continue](#)

Situation II: You started writing your thesis or dissertation already and want to use the template afterwards to take care of the formatting.

If your thesis or dissertation isn't too long yet, it is recommended that you start a new document and follow the steps explained in situation 1. Then you need to copy and paste, chapter by chapter, your already written thesis or dissertation into the new document which works with the template.

If you decide to work with your old document you need to attach the template to it:



Now you have to go through your whole document and do the following:

1. set the cursor in an empty line at the beginning of each chapter and click *aChapterHeading*; insert two blank spaces after the automatically generated text **CHAPTER 1**
2. set the cursor to the existing title and highlight it, then click on *aTitle*
3. set the cursor to the section heading and highlight it and then click on *aSection*
4. set the cursor to the first paragraph of the section and highlight it and then click on *aBodyFirst*
5. set the cursor to the remaining paragraphs of the section and highlight it and then click on *aBody*
6. set the cursor to the subsection headings and highlight it and then click on *aSubsection*
7. set the cursor to the lists (numbered or bulleted) and highlight it and then click on *aListNumbered* or *aListBullet*

III: How to continue (both situations)

- When you want to **start a new section**, click on *aSection* in the Style panel on the right. Type the heading of this section and press ENTER.
- When you want to **insert a subsection** (level-3 heading, e.g., 1.2.1), click on *aSubSection* in the Style panel on the right. Type the heading of this section and press ENTER.
- When you want to **start a new chapter**, click on *aChapterHeading* in the Style panel on the right. The new chapter will automatically start on a new page. Continue with [Step 2](#) from here.
- When you want to **insert a numbered list**, click on *aListNumbered* in the Style panel on the right. The numbered list will have single line spacing between lines of a point in the list and double line spacing between two different points in the list. Do the same for a bulleted list (style *aListBullet*)



IV: Appendix

When you reach the end of your last chapter, you can select *aAppendixHeading* to start an appendix. To start a new appendix click on *aAppendixHeading*. It will be automatically lettered as 'Appendix A', 'Appendix B', 'Appendix C', etc. if you have several appendices. If you have a single appendix then type Appendix, highlight it and then select the style *aAppendixHeading* and then remove the automatically generated Appendix A and center the Appendix. After entering two blank spaces (as for each chapter heading) you press ENTER and enter your appendix title (automatic style *aAppendixTitle*). After pressing ENTER, you can insert the text, tables or figures belonging in this appendix.

V: References

Use the style *aTitle* for the Reference Heading and *aReference* for your references. EndNote software is used for organizing references. If you use EndNote to organize your references you can import the references to EndNote and select the specific style and insert the references in to the word document by a single click. You can download the EndNote software from <http://ist.njit.edu/software/download.php>.

Example:

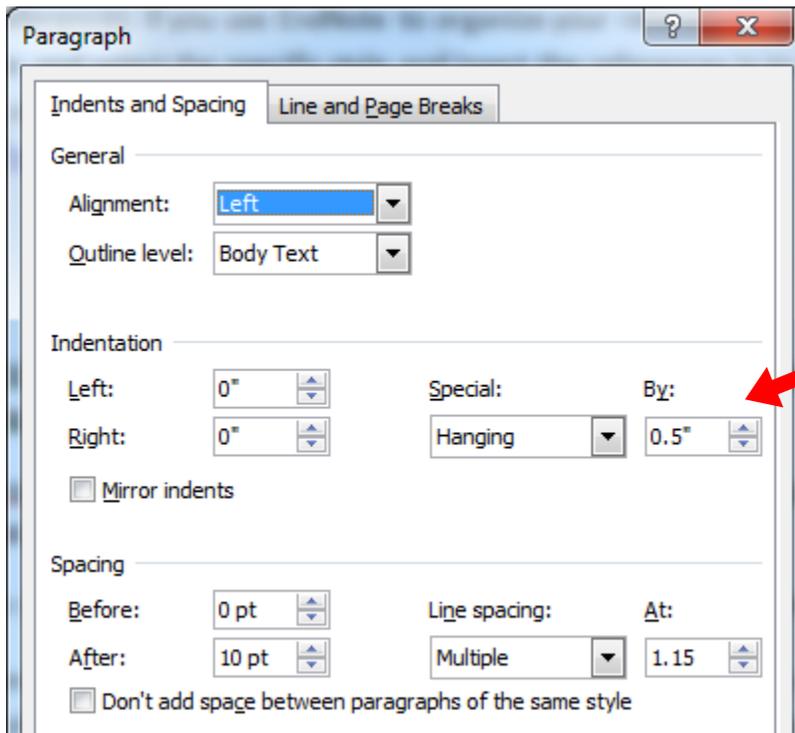
REFERENCES

Bork, B.E., Cook, T.M., & Rosencrance, J.C. (1996). Work-related musculoskeletal disorders among physical therapists. *Physical Therapy*, 76, 827-835.

Chaffin, D. & Andersson, G.B.J, & Marrtin, B.J. (1993). *Occupational Biomechanics*(3rded.).New York: John Wiley and Sons, Inc. (pp.182-252).

Note: This is only one style of writing references; there are many other possible styles.

After writing the references, highlight the text, and right click on the mouse. You can see a drop down list where you can click Paragraph and then a Paragraph tab appears on the screen as shown below.



Set Special to *Hanging*, with the default value of 0.5".

What the template can't do

In both situations there are things you still need to format manually which are explained in the following section:

1. Tables.

You need to manually format table title, so that the label (e.g., Table 5.6) is bold and the title is not bold:

Table 5.6 Diffusion Coefficients and Molecular Diameters of Non-electrolytes

Bold Two spaces No periods in Table Titles

Table Titles appear in the header above

Molecular Weight g/g-mol	Diffusivity in Solution cm ² /s*10 ⁵	Molecular Diameter cm*10 ⁸
10	2.20	2.9
100	0.70	6.2
1,000	0.25	13.2
10,000	0.11	28.5
100,000	0.05	62.0

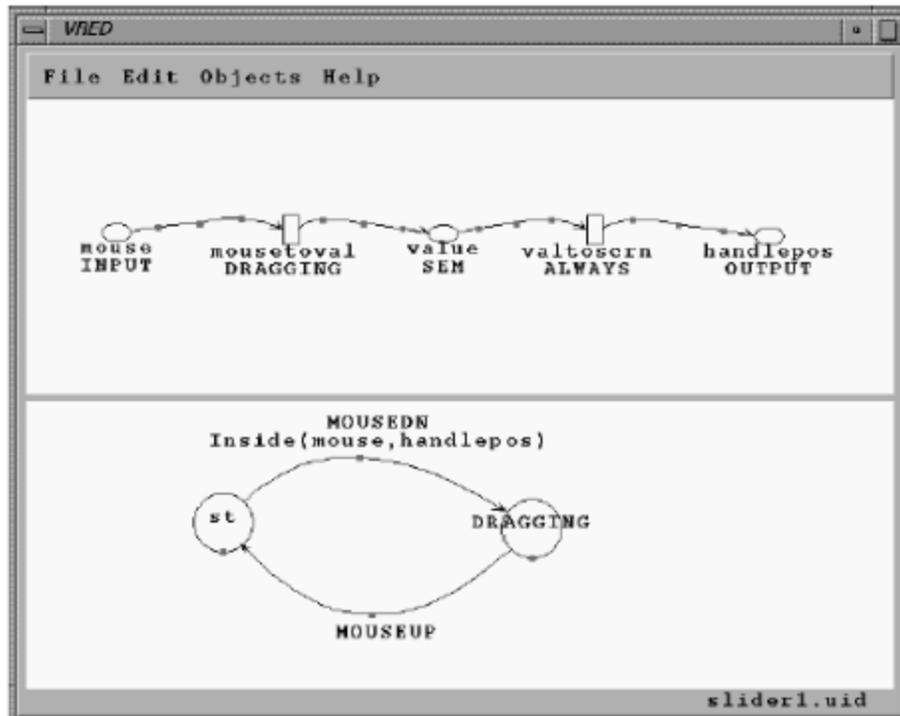
Source: [1]

Source can be written in different formats based on the discipline or program.

2. Figures

You need to manually format figure descriptions so that the caption is bold and the title is not bold:

Figure descriptions appear in the caption underneath.



2 Spaces

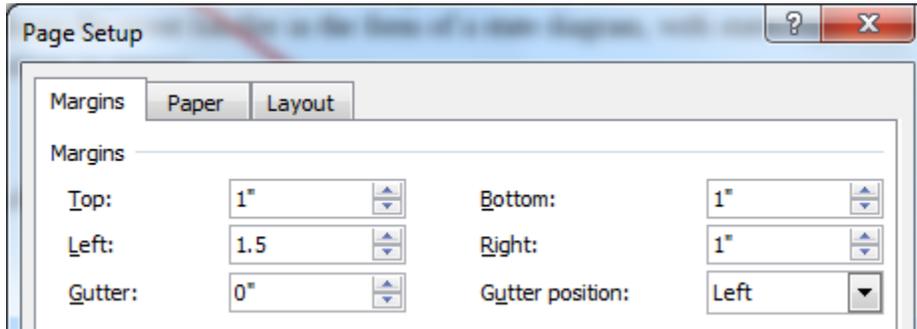
Figure 5.1 Specification of a simple slider, running in the VRED editor, to illustrate our graphical notation. The upper half of the screen shows the continuous portion of the specification, using ovals to represent variables, rectangles for links, and arrows for data flows. The lower portion shows the event handler in the form of a state diagram, with states represented as circles and transitions as arrows.

All figures have periods

Source: Robert J. K. Jacob, Leonidas Deligiannidis, and Stephen Morrison (1999).

3. Page layout

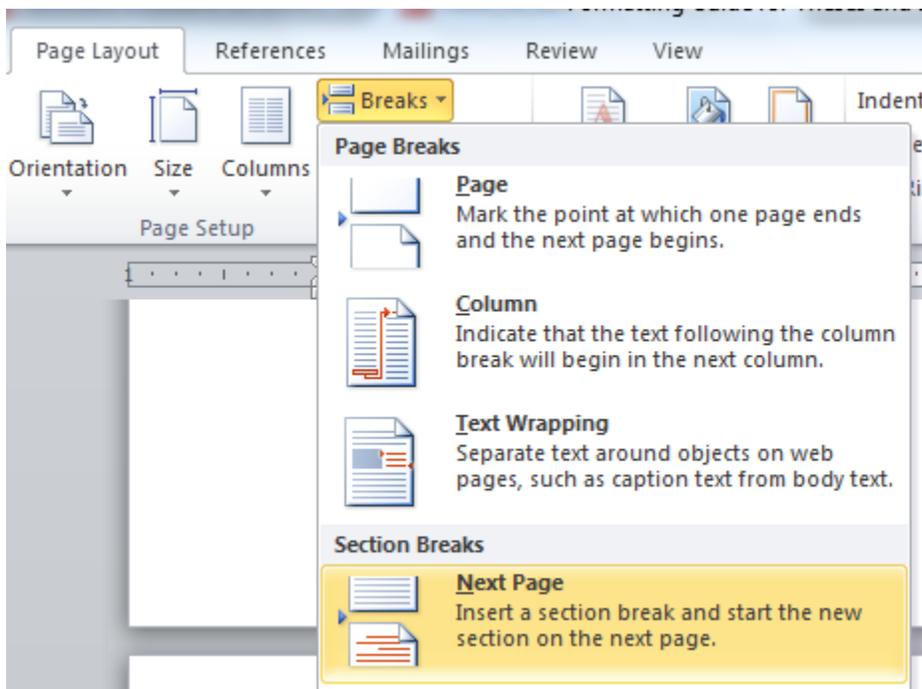
Set the left margins of your document in the tab 'Page Layout' to 1.5" and leave all the others at 1".



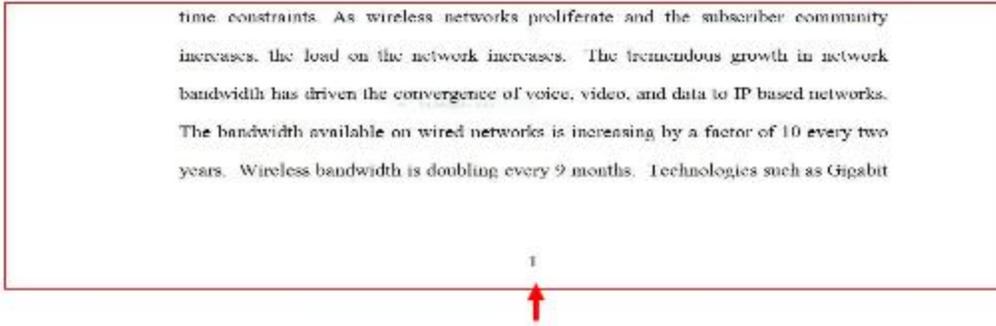
4. Page numbering

Page numbering is a bit time-consuming and therefore should be only done once AT THE VERY END.

When you are done with your thesis or dissertation you need to insert section breaks at the end of each chapter and at the end of the first page of each chapter. The reason for this is that page numbers are always located at the bottom of the page centered at the first page of each chapter and at the top of the page right justified on all other pages. To manage this you need section breaks.

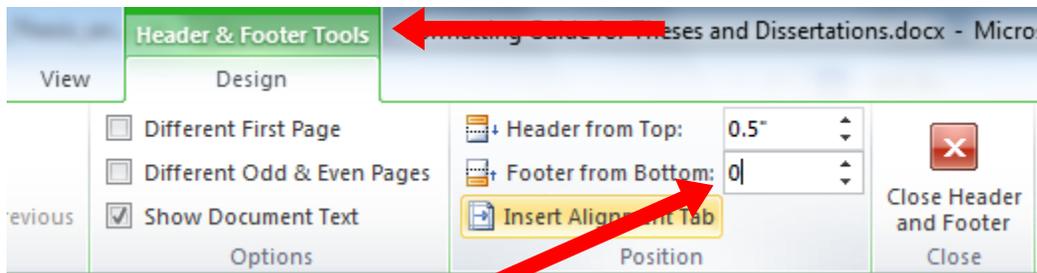


Place the cursor at the position where you need a section break and select *Page Layout* → *Breaks* → *Section Break: New Page*



In order to place the page numbers at the end of the page like the above one follow the below steps:

1. Select the insert tab on the toolbar, and then select Footer option. Scroll down and then select Edit Footer you will see the header and footer tools options as shown below.



2. Set Footer from Bottom value to 0.0
3. Highlight the number in the footer and make it bold.

A detailed guide on page numbering can be found on the Graduate Studies Office website.