

Dissertation Template Instructions

These instructions explain how to edit the dissertation template without accidentally changing the required formatting of page numbers. The Dissertation Template is provided for your convenience and set up according to The Graduate School's standards for margins, page numbering, and specific required elements of the dissertation.

Please note:

You remain responsible for ensuring that your dissertation meets all formatting requirements of The Graduate School and your field of study. For more information, see The Graduate School's formatting guidelines for the dissertation at http://www.grad.umn.edu/current_students/forms/gsl6.pdf.

Other than the instructions and Troubleshooting section included here, The Graduate School does not offer any technical assistance with the template.

Please also note:

Even if you are quite experienced in Word, please carefully follow the instructions that follow so that you do not accidentally delete any Section Breaks. The Section Breaks in the template ensure that your page numbering is correct.

The dissertation template is available in two separate Word document files:

- To have page numbers in the footer of your dissertation, download, save, and edit **dissertation_template_footer.doc**.

- To have page numbers in the header of your dissertation, download, save, and edit **dissertation_template_header.doc**.

Please note:

- The signature page is not included with the template and should be submitted to The Graduate School separately from the dissertation.
- The font used in the template is Times New Roman, a True Type font. When you complete your dissertation and are ready to submit it electronically, you will be asked to embed True Type fonts at a certain point in the process. Do not skip this step. It is not necessary and would be inconvenient, however, to embed True Type fonts before the electronic submission process.

How to Edit the Template

For your convenience, we suggest that you print out these instructions to work with the template.

1. Switch to **Print Layout**, **Page Layout**, or **Normal** view. To switch views, select the **View** menu and then choose **Print Layout**, **Page Layout**, or **Normal**. You will then be able to easily delete whole pages if necessary, and ensure that you do **not** accidentally delete Section Breaks.
2. With the template in Print Layout, Page Layout, or Normal View, delete any *optional* pages you do not want to include, being careful not to delete any Section Breaks.

Once you have deleted any of the *optional* pages that you do not want to include, you may work in any of the Word views that are comfortable to you. Always be sure that you do not delete the Section Breaks that were originally in the template:

..... Section Break (Next Page)

3. Replace information in curly braces {} with information particular to your dissertation. Delete any unnecessary text, including the curly braces.
4. *Optional: If required by your field's style guidelines*, you may
 - Change the position (left, right, center) of the page numbers in the header or footer
 - Add text to the header or footer.

Please note:

The page numbers in the template are preformatted to meet Graduate School requirements as follows: The title page and copyright page do not have page numbers; other pages that appear before the body of the dissertation are numbered with lowercase Roman numerals; and the remaining pages are numbered with Arabic numerals. Your dissertation will not be accepted if you change this numbering system. If you have problems, please see the Troubleshooting section at the end of this document or simply download the template and start again.

If you need to change the position of the page numbers within the header or footer or add text to the header or footer, select the **View** menu and then **Header and**

Footer. Click in the header or footer and edit as needed, remembering not to change the page number format.

You are now ready to incorporate your dissertation into the template.

Word Dissertation Template Checklist

This checklist is for your convenience and does not replace either the Graduate School's Formatting Guidelines for the Doctoral Dissertation or the graduation checklist included in your Graduation Packet.

- Instructional information in curly braces {} is replaced with information particular to this dissertation; any unnecessary text, including the curly braces, has been deleted.
- Nothing appears in the margins, on any page.
- The font is standard (for example, Times New Roman, Helvetica, Arial, Courier), in 10 point or larger; the manuscript is double or 1½ spaced; and the manuscript is single-sided and unbound.
- Margins for entire document: Left: 1.5 inch; Right, Top, and Bottom, 1 inch.
- Header and footer margins are 1 inch
- Title page and optional copyright page do not have page numbers.
- Page numbers on Acknowledgements, Dedication, Abstract (*optional*), Table of Contents, List of Tables (*optional*) and List of Figures (*optional*) pages are lowercase Roman numerals (i, ii, iii...)
- Page numbers in body of dissertation are numbered consecutively in Arabic numerals (1, 2, 3 ...), including appendices and bibliography.

If you are concerned about whether the formatting is correct, you may stop by the Graduate School's Student Services office to have it checked before you officially submit your dissertation.

Landscape Pages in the Dissertation Template, Page Numbers in the Header

The procedure for accommodating landscape-oriented pages in the dissertation involves many steps, but is not difficult once you're accustomed to it. The procedure would be the same with or without the template, which is actually just a simple Word document: the special formatting is a function of Word's logic, rather than any unusual properties of the template itself.

Key steps in the procedure, which will be elaborated below are 1) making sure that the headers and footers in the portrait-oriented and landscape-oriented sections will not be the same, which means turning off the "Same as Previous" or "Link to Previous" option in headers and footers in these sections; 2) formatting and inserting page numbers in the proper area of the landscape-oriented section and resuming normal page numbering in any portrait-oriented section that follows it; and 3) adjusting the margins of the landscape-oriented section. In addition, inserting landscape pages may have the effect of changing the sequence of page numbering in the body of the dissertation, so that must also be double-checked and adjusted if needed.



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Procedure:

This procedure is for dissertations with page numbers appearing in the header of the document. The order of steps is crucial, particularly when making changes in the headers and footers.

Tip: The Header and Footer toolbar will be important in the procedure, and includes buttons for moving back and forth between the header and footer, and from the header or footer in one section to the next section. As explained in the procedure below, you can view the Header and Footer toolbar by selecting the View menu and then Header and Footer.

1. Make sure that the landscape-oriented page is separated from the portrait-oriented page that precedes or follows it by a Section Break (Next Page). For example, the document might have pages in this sequence: portrait-oriented page, Section Break (Next Page), two landscape-oriented pages, Section Break (Next Page), portrait-oriented page.
2. After inserting the landscape-oriented page(s) along with the rest of the dissertation, check the header of the first page of the dissertation body. If it no longer starts on page 1, take the following steps:
 - a. Select the **View** menu and then **Header and Footer**.
 - b. Move your cursor to the header for the first page of the body of the dissertation. Use the Header/Footer toolbar to **turn off** the Same as Previous option.



- c. Click on the **Format Page Number** button on the **Header/Footer** toolbar. In the Format Page Number window, change the option for the **Page Numbering** to **Start at 1**. Make sure the number format is **1, 2, 3 ...** and **OK** any changes. The page numbers in the body of the dissertation now start with Arabic numeral 1. 
3. Take the following steps to turn off the Same As Previous option in the headers and footers of the landscape-oriented section and any portrait-oriented section that follows it.
 - a. Put the cursor in the **header** of the landscape-oriented section.
 - b. Use the Header/Footer toolbar to **turn off** the Same as Previous option. 
 - c. Move the cursor to the **footer** of the landscape-oriented section.
 - d. Use the Header/Footer toolbar to **turn off** the Same as Previous option.
 - e. Move the cursor to the **header** of the next portrait-oriented section.
 - f. Make sure the Same as Previous option is **turned off**, using the button in the Header/Footer toolbar if necessary to turn it off.
 - g. Put the cursor in the **footer** of this portrait-oriented section.
 - h. Use the Header/Footer toolbar to **turn off** the Same as Previous option.
4. Now set up the page numbering in the landscape-oriented section.
 - a. Move your cursor to the header of the landscape-oriented section. The Same as Previous option should be **off**. **Delete** the page number there.
5. Now take the following steps to format and add the page number to the footer of the landscape-oriented section.

a. Move the cursor to the footer of the landscape-oriented section. Make sure the Same as Previous option is turned **off**. From the **Format** menu, select **Tabs**.

b. In the Tabs window, click in the **Tab Stop Position** box, and type **9”**

In the **Alignment** section of the Tabs window, select **Right**. Click the **Set** button to set the tab stop. Three tab stops now appear in the Tab Stop position list: 3”, 6”, and 9”. **OK** your changes.

c. Press the **Tab** key on the keyboard as necessary to move the cursor to the right-hand margin of the landscape-oriented section’s footer.

d. Click on the **Format Page Number** button on the



Header/Footer toolbar.

e. In the Format Page Number window, make sure the number format is **1, 2, 3....** and that the option to **Continue from Previous Section** is turned **on**. **OK** any changes.

f. With your cursor at the right margin of the footer, click the **Insert Page Number** button. The landscape-oriented section now continues the page numbering, but the page numbers are in the footer at the right margin. You will adjust the margins for the landscape-oriented section in another step.




6. Now take the following steps to format and add the page number to the header of the next portrait-oriented section.




a. Click the **Format Page Number** button on the **Header/Footer** toolbar.

- b. In the Format Page Number window, make sure the number format is **1, 2, 3....**
and that the option to **Continue Numbering from Previous Section** is turned **on**. **OK** any changes.
7. Now adjust the margins for the landscape-oriented section only:
 - a. From the **View** menu, select **Normal**.
 - b. Click on the first page of the landscape-oriented section. Select the **File** menu, and then **Page Setup**.
 - In Windows, click the **Margins** tab.
 - In Macintosh: At the top of the Page Setup window, find the Settings options. Select **Microsoft Word** and then select **Margins**.
 - c. From the **Apply To:** list, make sure **This Section** is selected.
 - d. Change the margins as follows:
 - **Top: 1.5 inch**
 - **Bottom, Right, and Left margins: 1 inch.**
 - e. Make sure the **Footer** margin is **1 inch**. (In Windows, make this change on the **Layout** tab.)
 - f. **OK** your changes.



The document's page numbers should now be numbered consecutively and appear according to the Graduate School requirements. Repeat these steps as necessary for other landscape-oriented sections of the dissertation.

Troubleshooting

Problem	Reason	Solution
Page numbers appear on Title and copyright page	Section Break (New Page) deleted before Acknowledgements page.	<p><i>Easier solution:</i> Download new copy of the template and start again. Do not delete any Section Breaks.</p> <p><i>More complex solution:</i></p> <ol style="list-style-type: none"> 1. In the header or footer on the Title page, delete the page number. 2. If you have inserted a page break before the Acknowledgements page, delete that page break. 3. Put your cursor at the bottom of the last page (Title or Copyright page) before the Acknowledgements page. 4. From the Insert menu, select Break... and then Section Break (Next Page). 5. Select the View menu and then Header and Footer. Move your cursor to Header -Section 2- or Footer -Section 2-, and use the Header/Footer toolbar to turn off the Same as Previous option.  6. Click on the Format Page Number button on the Header/Footer toolbar.  7. In the Format Page Number window, make sure the number format is i, ii, iii... and OK any changes. Position your cursor where you want the page numbers to appear in the header/footer, and click the Insert Page Number button. From the Acknowledgements to the page just before the body of the dissertation, page numbers are now formatted in Roman numerals. 

Problem	Reason	Solution
<p>On Acknowledgements page and other pages before the body of the dissertation, page numbers are in Arabic numerals.</p>	<p>Section Break (New Page) deleted before body of dissertation page.</p>	<p><i>Easier solution:</i> Download new copy of the template and start again. Do not delete any Section Breaks.</p> <p><i>More complex solution:</i></p> <ol style="list-style-type: none"> 1. Put your cursor at the bottom of the last page before the body of the dissertation. 2. If you have inserted a page break just before the first page of the dissertation body, delete that page break. 3. From the Insert menu, select Break... and then Section Break (Next Page). 4. Select the View menu and then Header and Footer. Move your cursor to Header -Section 3- or Footer -Section 3-, and use the Header/Footer toolbar to turn off the Same as Previous option. The numbers in the body of your dissertation now begin with Arabic numeral 1.  5. Scroll up to and position your cursor in Header -Section 2- or Footer -Section 2-, on the Acknowledgements page.  6. Click on the Format Page Number button on the Header/Footer toolbar.  7. In the Format Page Number window, change the number format to i, ii, iii ... and OK your changes. From the Acknowledgement page to the page just before the body of the dissertation, page numbers are formatted in Roman numerals

Problem	Reason	Solution
<p>Margins in all or part of the document are not correct.</p>	<p>You may have either accidentally deleted a section break or changed the original margin settings in Word.</p>	<ol style="list-style-type: none"> 1. With the template file open in Word, select the File menu. 2. Select Page Setup. <ul style="list-style-type: none"> • In Windows, Click on the Margins tab. • In Macintosh: At the top of the Page Setup window, find the Settings options. Select Microsoft Word and then select Margins. 3. Adjust the margins as follows: <ul style="list-style-type: none"> • From the Apply To: list in the right side of the window, select Whole Document. • Make sure that the Header and Footer margins are set to 1 inch. • Please note that when you get the template, the Left margin is and should remain set at 1.5 inch; the Top, Bottom, and Right margins are and must remain set at 1 inch.

Problem	Reason	Solution
<p>Page numbers in the body of the dissertation are in Arabic numerals, but start at a higher number than 1.</p>	<p>This can happen when you paste text from another file into the body of the dissertation, usually if, in the process of pasting, you delete the last two paragraph marks in the template. The problem is that the body of the dissertation now continues the page numbering from the previous section, starting, for example, at page 7 instead of at page 1.</p>	<p>After pasting in the new material, take the following steps to make sure the page numbering in the body of the dissertation starts at Arabic numeral 1:</p> <ol style="list-style-type: none"> <li data-bbox="1058 467 1864 641"> <p>1. Select the View menu and then Header and Footer. Move your cursor to Header -Section 3- or Footer -Section 3. Make sure that the Same as Previous option on the Header/Footer toolbar is turned off </p> <li data-bbox="1058 649 1864 755"> <p>2. With your cursor in the Header/Footer of Section 3, click on the Format Page Number button on the Header/Footer toolbar. </p> <li data-bbox="1058 763 1898 893"> <p>3. In the Format Page Number window, make sure that the number format is 1, 2, 3 and that the page numbering starts at 1. OK any changes. The numbers in the body of your dissertation now begin with Arabic numeral 1.</p>