

Instructions for Using the Thesis and Dissertation Template

1. Text types in the Template document

- **Placeholder Text:** Delineated by <angle brackets>. Replace the <placeholder text> including the brackets, with your own text.
- **Sample Text:** Delineated by [square brackets]. [Sample text] is provided as information or examples. After studying it, delete the text and brackets from your document.
- **Free-standing text:** Free-standing text within the template should be left “as is” and should not be altered or deleted from the final document.

2. Standards to be followed when using styles:

The Table of Contents, Lists of tables, figures and illustrations have certain rules embedded to automatically generate these lists. For this to work, certain standards need to be followed:

1. Major Sections should use Heading1,H1 style (Use this heading ONLY if your paper consists of Sections instead of Chapters.)
 2. Chapter Names should use Heading2,H2 style
 3. Sections in chapters should use Heading3,H3 style
 4. Subsections under sections should use Heading4,H4 style
 5. Sections under subsections should use Heading5,H5 style
 6. Captions for tables should use Heading7,H7 style
 7. Captions for figures should use Heading8,H8 style
 8. Captions for illustrations should use Heading9,H9 style
 9. All paragraphs should use text,T style
- If all above standards are followed, the lists will be generated properly. In order to update any list, just highlight the list and press F9. This will update the list to reflect the current state of the document.
 - The table of contents that is generated automatically does not align to the 1-inch margin in the right. Make sure you drag it to the 1-inch margin after the table gets generated.
 - To add more committee members in the signature page, just add a new cell to the table that currently has room for 3 committee members. Note: The margins on the word document template are already set so that it becomes 1-inch

Italic fonts used in the Template are for Emphasis only. Do not mistake the Italics as part of the style associated with the designated Style.