Formatting Sequence for a Dissertation or Thesis
(Steps were created using Microsoft Word 2016)

Getting Started

1. Modify the Normal and Heading Styles (Heading 1, 2, 3, etc.)
   - Click on the Home tab and go to the Styles section of the ribbon. You can also click on the Styles button located in the lower right corner of the Styles section.
   - Right click on the Normal style or a Heading style (Heading 1, Heading 2, etc.) and choose Modify.
   - Make the necessary changes to the style and click on the OK button.

2. Type out the title page information.

3. Click on Layout, Margins, Custom Margins. Click on the Margins tab, (Top = 1”, Left = 1.5”, Right = 1”, Bottom = 1”). Apply to whole document and click OK.

4. Insert a Next Page Section Break at end of the title page: Layout, Breaks, Section Breaks, Next Page

5. Add placeholders or write the Thesis Approval Page, Abstract, Dedication, Acknowledgements, Preface, Table of Contents, List of Illustrations, Tables, and Abbreviations and Notations pages. Stop at List of Abbreviations and Notations page.

6. Insert Next Page Section Break at end of List of Abbreviations and Notations page: Layout, Breaks, Section Breaks, Next Page.

7. Write the remaining chapters of your document.

   For each CHAPTER HEADING press <SHIFT> <ENTER> for a soft carriage return. Type the name of the chapter. Press <ENTER> to add an additional blank line and type the remaining text for the chapter.

8. Complete the Abstract, Dedication, Acknowledgements, Preface, and List of Illustrations, Tables, and Abbreviations and Notations.
Applying Heading Styles and Generating the Table of Contents

9. Apply the Heading Styles.

10. Generate your Table of Contents.

Page Numbers

11. Double-click in the Footer area of the Thesis Approval Page. Turn the Link to Previous option OFF. Insert a page number at Bottom of Page, center.

12. Right click on the page number, choose Format Page Numbers. Select page Roman numeral page numbers. Select Continue from Previous section and click OK.

Note: You may have to double-click on the page numbers for the Abstract, Dedication, Acknowledgements, Preface, Table of Contents, List of Illustrations, Tables, and Abbreviations and Notations pages and repeat this process.

13. Close the Header / Footer when you are finished changing the pages to Roman Numerals.

14. Go to the first page of CHAPTER 1.

15. Double-click in the Footer area of CHAPTER 1, turn off Link to Previous. Right click on the page number, choose Format Page Number. Select Arabic numbering (1,2,3), Start at 1. Click OK.

16. Regenerate the Table of Contents.

Keyboard Shortcuts

Page break: <CTRL> <ENTER>

Soft Carriage Return: <SHIFT> <ENTER>