CHAPTER ONE

A TEMPLATE FOR THESIS AND DISSERTATION CHAPTERS

This template meets the requirements of the Graduate School’s Thesis and Dissertation Formatting Manual. Note how the page numbers respect margin requirements by appearing exactly 1 inch from the edge of the page. The 1.5 inch left margin and 1 inch right and bottom margins will be the same throughout your chapter; the top margin, as you can see, is 2 inches on only the first page, after which it will be 1 inch. Moreover, formatting in this template has been locked in order to prevent these settings from being disrupted.

**The Template**

While it is preferable to type directly into this template, you may also choose to paste text you have already written. I do not recommend trying to paste in tables and figures, as I have not made allowances for landscaped pages in this template, and I’m not sure it will work. Moreover, pasting in tables would require you to “merge formatting,” which can mean that the page numbers and margins from the source document can be carried over to this one and wreck your very nice formatting. Probably best to just to use this for text-only chapters. And if you do paste in text, you should select “text only,” which should leave the template’s format untouched. Doing so will, however, remove the formatting you have placed in your text, including the centering/bolding of subheadings.

This template can only accommodate footnotes if it is unlocked. It’s rather inconvenient, I know, but it’s the best I could do with Word. Sorry. Here’s what I recommend: unlock it to add a footnote, then LOCK IT AGAIN RIGHT AWAY. Do not pass go, do not collect $200. The more you do while the file is unlocked, the greater the chance of something going wrong. To unlock: under the Review tab, select “Restrict Editing.” Click “Stop Protection” in the Restriction toolbar. **The password is: formathelp**. To lock the file again, select “Start Enforcing Protection.”

Remember, footnotes can be set in a size 2 points smaller than the rest of your text, but they must be set in the same typeface. Also, like your Bibliography/Reference List, footnotes will be single spaced within the notes but double spaced between the notes.

**Other Considerations**

In order to use this template for chapters other than the first, you *will* have to unlock it to revise the page numbers to be accurate. You may also unlock it to change the font of the page numbers to match your text or to switch to roman numerals for use in your front matter (Acknowledgments, Abstract, etc). As with footnotes, I recommend unlocking only to make necessary adjustments, then locking again immediately.

You’ll also note that this template is two pages long; it must be longer than one page in order to preserve the section break between pages one and two. For this reason, you should *add* at least two pages of text to the document *before* removing this template text.