CHAPTER 2

INTRODUCTION

The sample dissertation is not designed to replace the *Guide for Preparing Theses and Dissertations* given out by the Graduate School. It is to be used as a supplement. The directions and instructions found in the *Guide* overrule all information in this sample dissertation.

This sample dissertation attempts to use all of the styles and formatting instructions dictated by the *Guide*. You will notice throughout this sample dissertation bracketed statements and graphic boxes. These graphic boxes and bracketed statements are notes used to point out certain formatting aspects and methods of using the

dissertation.

# What Is a Sample Thesis and Dissertation?

For discussion purposes, we refer to this document as a sample dissertation; however, it can be used for creating your thesis or dissertation.[[1]](#footnote-1) [This block quote uses the Block Quote style.]

The sample dissertation is a collection of individual files created with MS Word. Each file represents a section of the sample dissertation. For example, the file named title contains the title page of the dissertation and the file named abstract contains the pages of the abstract. The sample dissertation files can be viewed and edited independently or as a whole in the file called the Master Document or Master.doc. Table 1 shows a list of all of the files provided in the sample dissertation.

The Master Document is a file that merges all of the files together into one document. The Master Document is a file named Master.doc.[[2]](#footnote-2) When the Master Document is opened, MS Word automatically gathers the contents of each file for editing. When the Master Document is closed, all changes are copied back to their respective files.

The sample dissertation is organized into this manner for the following reasons:

• It enables you to work with sections of your dissertation independently and together.

• Pages of the sample dissertation can be numbered consecutively and still remain in separate documents.

• It also enables you to cross-reference information in separate documents.

• All headings and subheadings can be gathered to build tables and lists.

• It is easier to store a set of small files on diskette than to store one large file that is increasing in size.

# How to Use the Master Document

The Master Document is used to organize the files of your dissertation. There are several files that you will not use. They are provided in case you need them. You can use the Master Document to delete and add files. The following subsections discuss how to use the Master Document. The chart below lists the files included in the template and their function. For example, the abstract-performance option is used when you exercise the performance option offered by some departments.

Table 2‑1

|  |  |
| --- | --- |
| File Name | This file contains: |
| title | Title page |
| permission | Permission to copy page |
| abstract | Abstract page |
| acknowledgment | Acknowledgment page |
| dedicate | Dedication page |
| contents | Table of contents page |
| tables | List of tables page |
| figures | List of figures page |
| Chapter1 | Chapter 1 - headings and sub-headings |
| Chapter2 | Chapter 2 - Introduction |
| Chapter3 | Chapter 3 - Styles |
| Chapter4 | Chapter 4 - How to Use the Tables and Lists |
| Chapter5 | Chapter 5 - Using Papers in a Dissertation or Thesis |
| Chapter6 | Chapter 6 - How to Copy and Paste Info. From Other Files |
| Append\_a | Appendix A |
| Ref | Reference pages |
| Bio | Biographical sketch |

\*This is the first example of a table. The cells of the table use the Normal style. The caption of the table uses the Caption: Table style. The Caption: Table style separates the table from the text before by a space of three lines. Tables should be followed by one blank line using the Normal Style. Table formatting is discussed in detail in the Guide for Preparing Theses and Dissertations.

## How to Unlock/Lock Files

Word uses a locking mechanism to protect the various parts of your dissertation from accidental change. You must understand two concepts about the locking mechanism:

* The Master Document can be locked. This means that changes will not be saved in the Master Document if the title bar states “Master (Read only).” If the title bar states “Master (Read only),” you must first unlock the master before making any changes.
* The individual files found inside the Master Document can be locked. This means that changes in these files will not be saved if the subdocument is locked.

## How to Unlock the Master Document

When you open the Master Document for the first time, if the title bar states “Master (Read only),” follow these steps before making any changes to the Master Document:

• Click the View menu and click the Outline option. Now you are viewing the Master Document as separate and distinct pieces. Subdocuments (files) are enclosed by gray-blue lines or borders. The areas not enclosed by the gray borders belong to the Master Document. A new toolbar will appear. It is called the Outlining toolbar.

• Move the cursor into an area belonging to the Master Document and press the Unlock/Lock button on the Outlining toolbar. It looks like a padlock. Areas between two subdocuments (files) belong to the Master Document. Once you have unlocked the Master Document, the title bar of the window should just say Master. The words “read-only” will be gone.

## How to Unlock a Subdocument (File)

If you are using Word in Office 98, you can unlock the Master Document by selecting the Outline option under the View menu and then selecting the Expand Documents button on the Outlining toolbar.

If a lock symbol appears in the top left corner of any enclosed area next to the subdocument (file) symbol, this means the file is locked and cannot be altered. To unlock the area (file), place the cursor anywhere within the enclosed area and press the Unlock/Lock button on the Outlining toolbar.

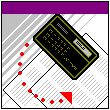


Figure 2‑1: Test

## How to Make Changes Directly to a Subdocument (File)

Each file can be opened independently using MS Word; however, you can open individual files within the Master Document by double clicking on the small box in the corner of every enclosed area.

This box when double-clicked will open the subdocument (file) that is within. If you look in the Window menu after double-clicking a subdocument (file) symbol, you will see that the Master Document and the subdocument are open. The subdocument will be locked in the Master Document for as long as you have the individual subdocument (file) opened.

Many people prefer to make changes directly to the subdocument rather than having the Master Document save the information back to the subdocument when the Master Document is closed. Make sure the subdocument is unlocked before you double-click on a subdocument box. Information can be entered directly into the Master Document without opening a subdocument. When the Master Document is closed, the information will be saved back to the subdocument you altered.

## How to Add and Delete Subdocuments (Files)

You will notice five buttons on the Outlining toolbar that contain the page symbols. Move your cursor to each of these buttons, and MS Word will tell you their purpose.

### To add a subdocument (file)

1. Select the Outline view.
2. Move the cursor to the area where the new subdocument is to appear. It should be between two existing subdocuments. (Do not place the cursor inside an enclosed area. This will put one document in with another and may cause problems later.)
3. Select the Insert Subdocument button on the Outlining toolbar. Find the file you want to add and select it.
4. If you are asked, “Would you like to rename the style in the subdocument?” answer: No to ALL.

This will incorporate the new file (subdocument) into the Master Document.

### To delete an existing subdocument (file)

1. Select the Outline view.

2. Click once (and only once) on the subdocument (file) box in the top left-hand corner of the enclosed subdocument (file) you want to delete.

3. Once the subdocument is highlighted, select the Remove Subdocument button on the Outlining toolbar. This will remove the link between the subdocument and the Master Document. The Master will no longer know about the subdocument.

4. Press the Cut button to remove the text left behind.

5. Press the Delete key once to remove the extra End of Section.

More information about working with the Outline view can be found in the Help menus. Search the Help Index for Master Documents, and choose “working with.”

### How to create new files

Seven chapters are included in the dissertation templates. You may need more. Open any of the chapter files (except Chapter 1) without using the Master Document. Once it is open, select the File menu and then Save As. In the file name field, enter the name of the file. I suggest chapter8 and chapter9. Close the file and then incorporate it into the Master Document.

If you need more than one appendix, open the appendix type you want. Once the appendix is open, select the File menu and then Save As. In the file name field, enter the name of the file. I suggest appendb and appendc.

1. Wording needs to be changed in the abstract and title page to reflect that you are writing a thesis. [↑](#footnote-ref-1)
2. The filename master was chosen for mnemonic purposes; however, this file can be named anything. [This is the example of a footnote. All footnotes should be typed single-spaced with double spacing between entries, 3 lines below the text and separated from it by a 2-inch line. If a long footnote is continued on the next page, it should break in the middle of the sentence. A 6-inch line should separate the text and the footnotes on the next page. Every footnote must begin on the page that carries the superscript indicator. Footnote numbering should restart with each new chapter.] [↑](#footnote-ref-2)