I. Introduction

    a. The template is intended for use in **Office 2007**. This software is available on all computers throughout the Georgia State campus.

    b. Sample pages can be referenced in the Thesis and Dissertation Guide.

II. Formatting Tips and Template Issues

    a. Single space table and figure captions, also remove the space before or after the text. The result will be easily discernable captions and tables or figures.

    b. Word 2007 has very specific styles that can be applied to documents. The default style will change the size and font of headers when you add them to the table of contents. Also, the table and figure captions will be small and are likely to be blue. This is somewhat of a nuisance; however it is easily corrected by selecting all text and changing the font and size to the desired settings.

III. Preliminary Pages

    a. Abstract Page

        i. [Title]

            1. Type the title of your manuscript in ALL CAPS

            2. If the title is more than one line, be sure it is double spaced

        ii. [Author]

            1. Your name as it appears in Georgia State University records

        iii. [Committee Chair's Name]

            1. Your committee chair's name

            2. No title is necessary

        iv. [Abstract]

            1. Theses abstracts cannot exceed 150 words

           2. Dissertation abstracts cannot exceed 350 words

           3. Double space the abstract

       v. [Key words]

           1. Insert key words here

           2. Each word should be capitalized

  b. Title Page

       i. The "Title" and "Author" fields will be populated

       ii. [Thesis/Dissertation]

           1. Choose the appropriate type of manuscript

  c. Copyright Page

       i. [Full Legal Name]

           1. Insert your complete name as it would appear on a government issued

              document

  d. Approval Page

       i. The "Title" and "Author" fields will be populated

       ii. [First Name Last Name]

           1. Enter the names of your committee chair and committee members

           2. No titles are necessary

       iii. [Graduation Month and Year]

           1. Enter the month (May, August, or December) and year you will graduate

  e. Dedication

       i. Insert your text below the title

 f. Acknowledgments

       i. Insert your text below the title

g. Table of Contents and Section Headers

    i. The Table of Contents table is populated according to the text selected in the body of your manuscript. You do not have to manually number the sections; the program will do it for you.

    ii. How to add text to the Table of Contents and ensure consistently formatted headings:

        1. Highlight the text to be added; this will be a section title.

        2. In the tool bar go to Home, select the appropriate style in the tool bar (chapters are Level 1, Sections are Level 2, etc.)
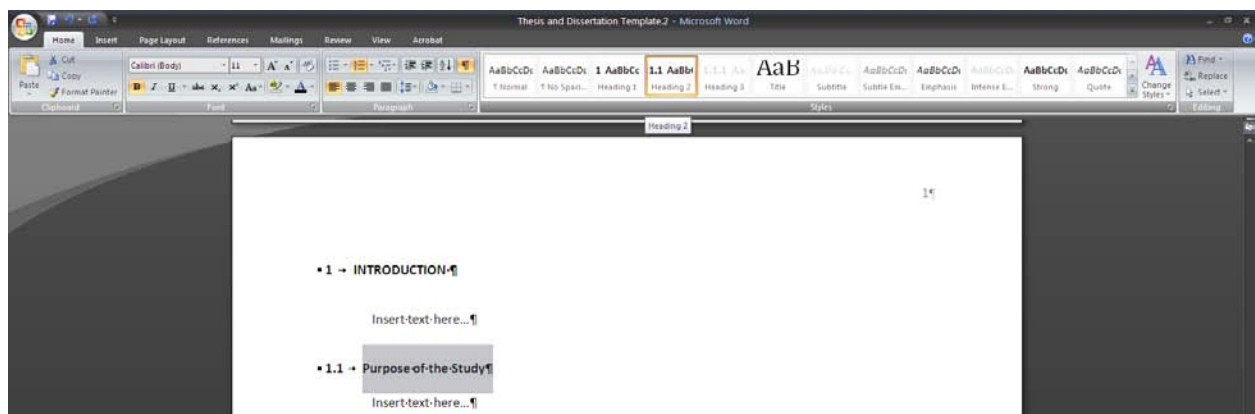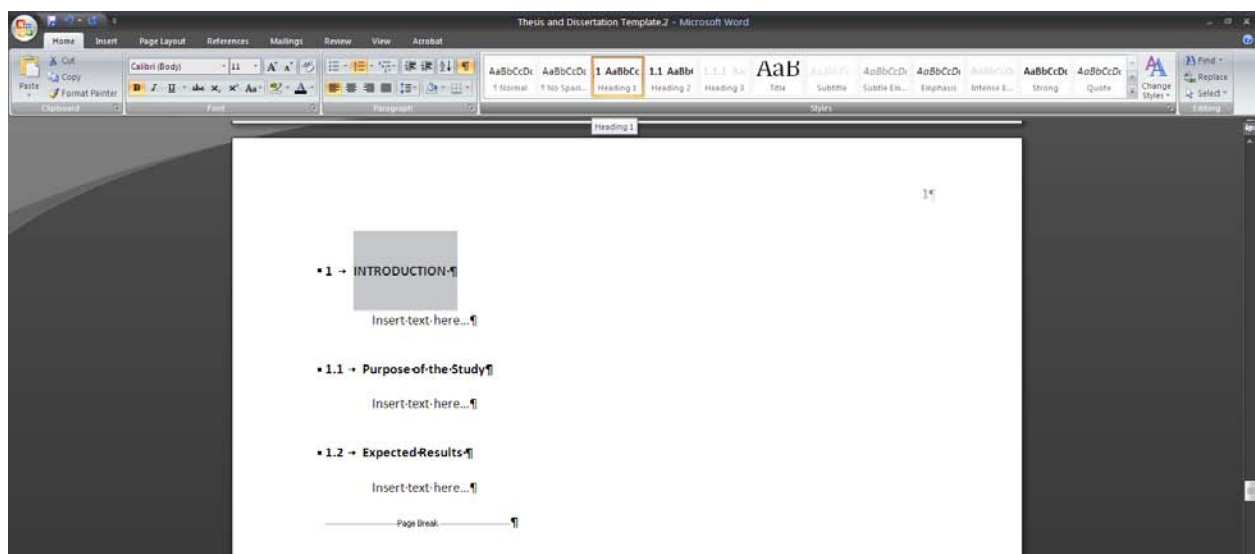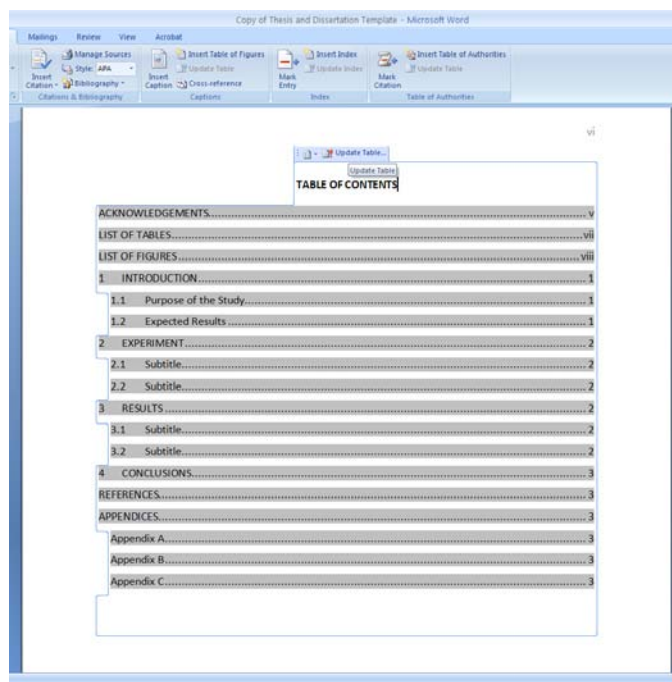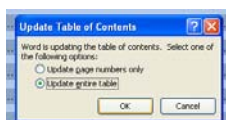
3. The heading styles can be modified as follows:
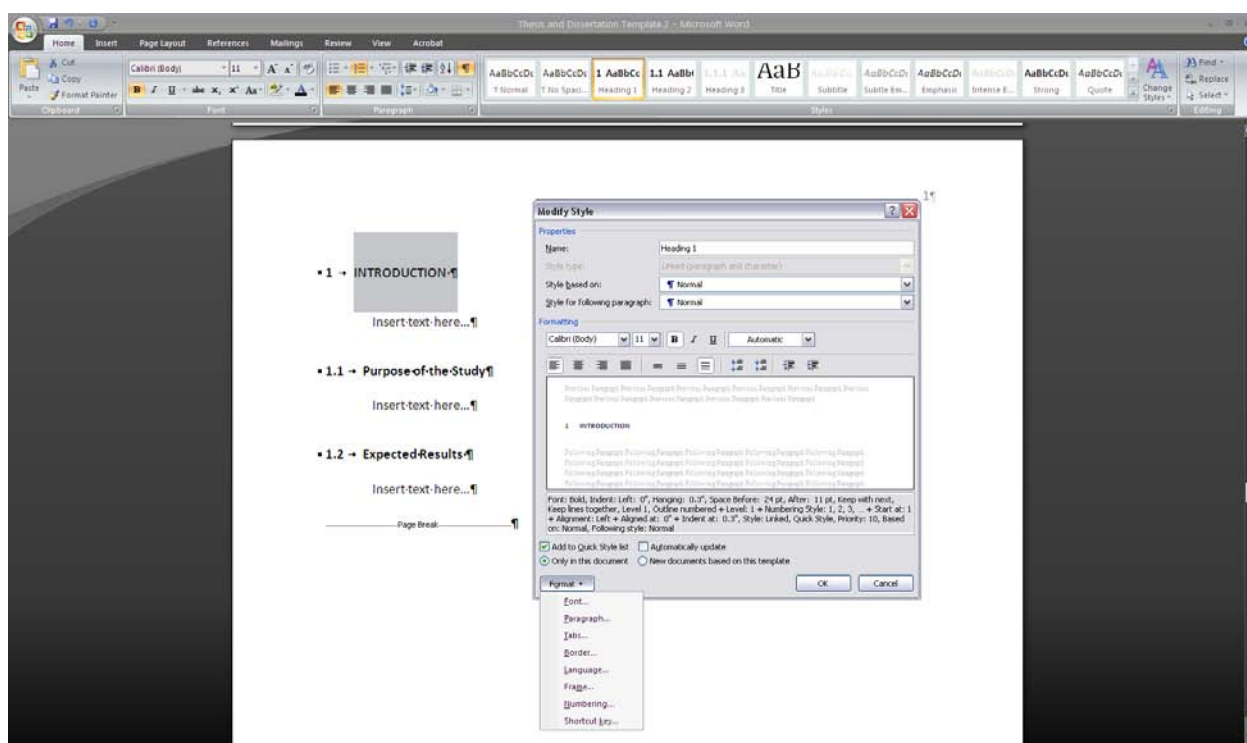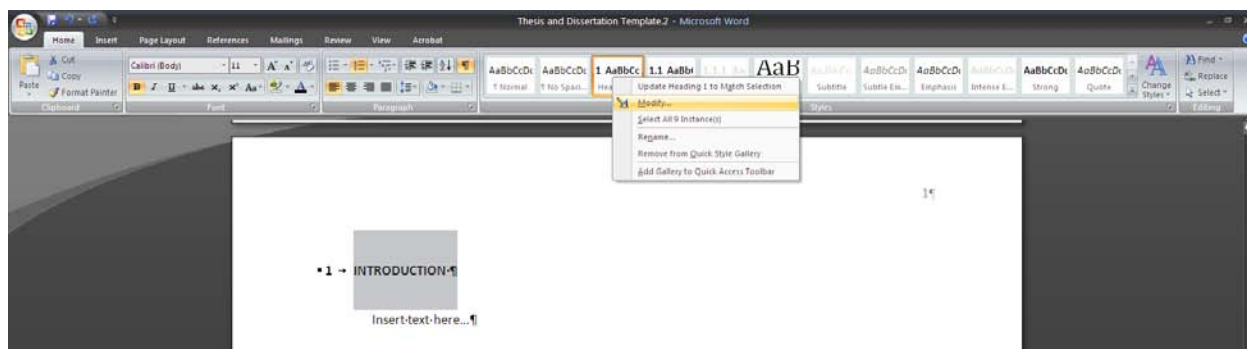
4. After you have assigned text to appear in the Table of Contents, you will update the table by clicking on the Table of Contents. This will highlight the entire table (see below), click update table.

> 5. A window will popup; select Update entire table and click OK.
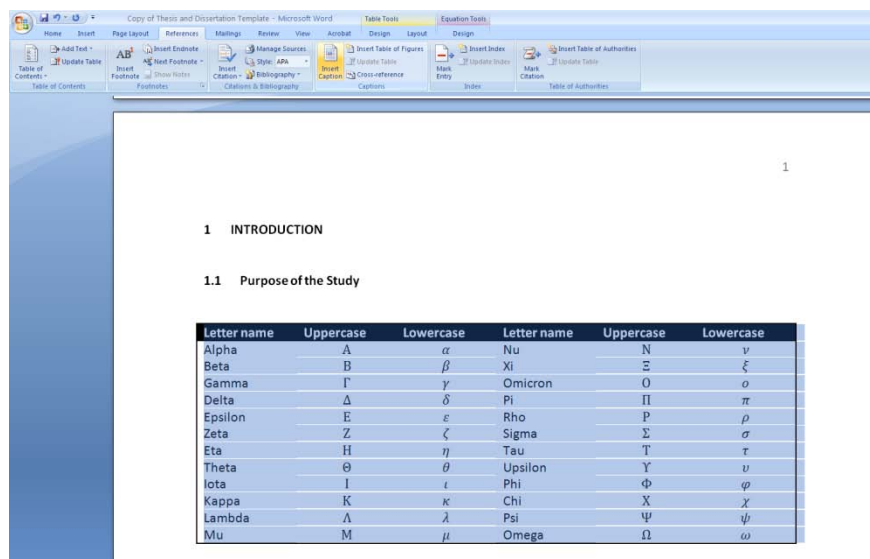

      iii. ***Be sure to update the Table of Contents before submitting your draft for review!***

h. List of Tables

      i. The List of Tables table is populated according to the tables selected in the body of your manuscript. You do not have to manually number the tables; the program will do it for you.

      ii. How to add tables to the List of Tables:

         1. Select the table.

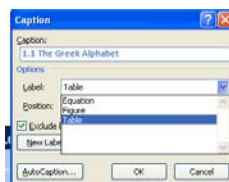   2. In the toolbar, go to References, the Insert Caption.

3. A window will popup with the appropriate number in the Caption field.

4. Add the title of the table to the caption field and select the Table option in the Label field (this will automatically put the title above the table), click OK.

5. After you have assigned captions to tables you will update the List of Tables table by right clicking anywhere in the list. This will highlight the entire list. Click update field, then update entire table then OK.
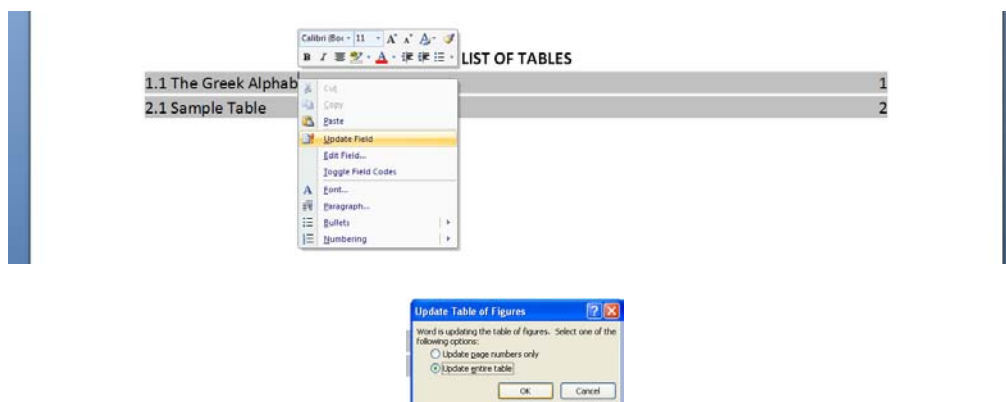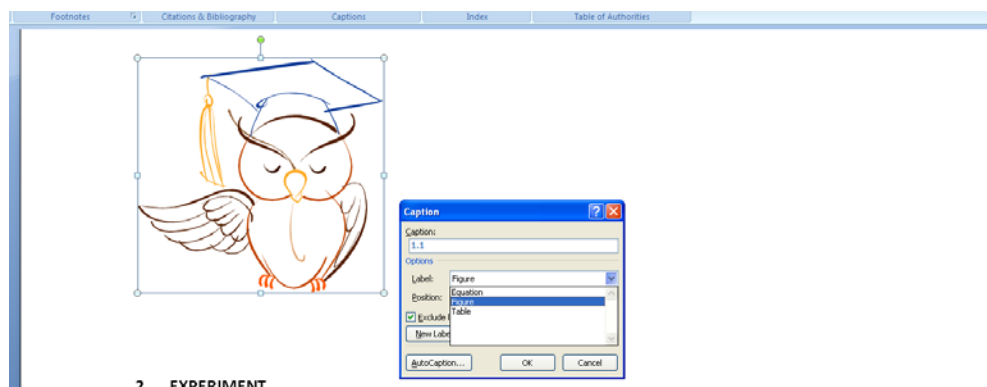
iii. ***Be sure to update the List of Tables before submitting your draft for review!***

i. List of Figures

    i. The List of Figures table is populated according to the figures selected in the body of your manuscript. You do not have to manually number the figures; the program will do it for you.

    ii. How to add figures to the List of Figures:

        1. The List of Figures is populated in the exact same manner as the List of Tables with one exception.

        2. In the caption window, you will select Figure. This will place the title below the figure.

iii. ***Be sure to update the List of Figures before submitting your draft for review!***

j. List of Abbreviations

            i.   Microsoft Word does not have a tool to format a list of abbreviations.

IV.   Useful tools:

      a.   Georgia State offers **eTraining** for various software programs, including Microsoft Word 2007. The on-line training courses are short and best of all are FREE. More information can be found here: http://www2.gsu.edu/~wwwwbt/index.html

      b.   Document properties can be entered in the following way:

            i.   Click the Office Button, go to Prepare then Properties
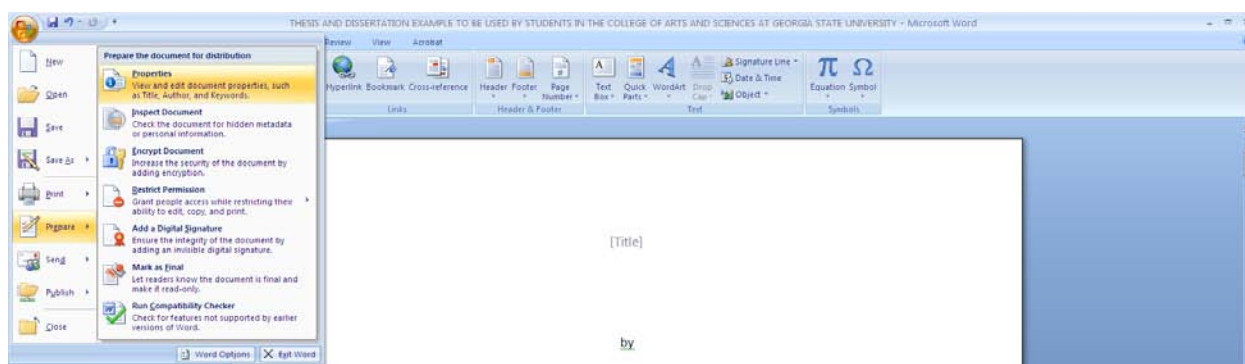
           ii.   Enter the appropriate text in the fields available.

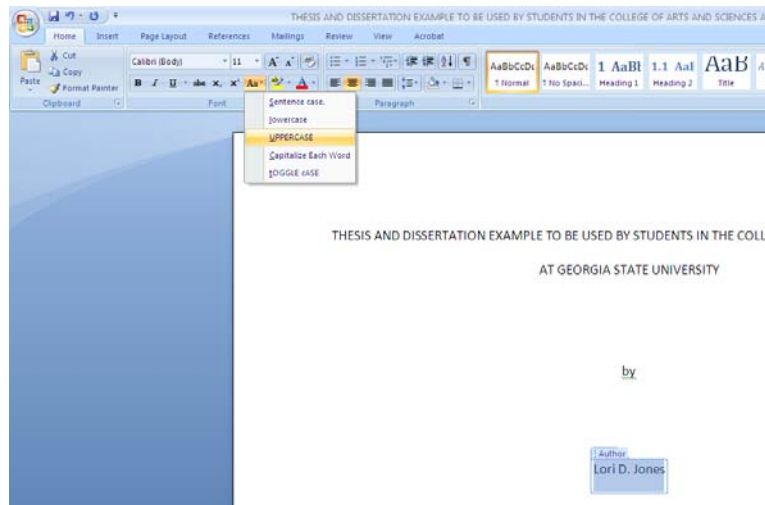   1.   Note: not all of the necessary fields are available.
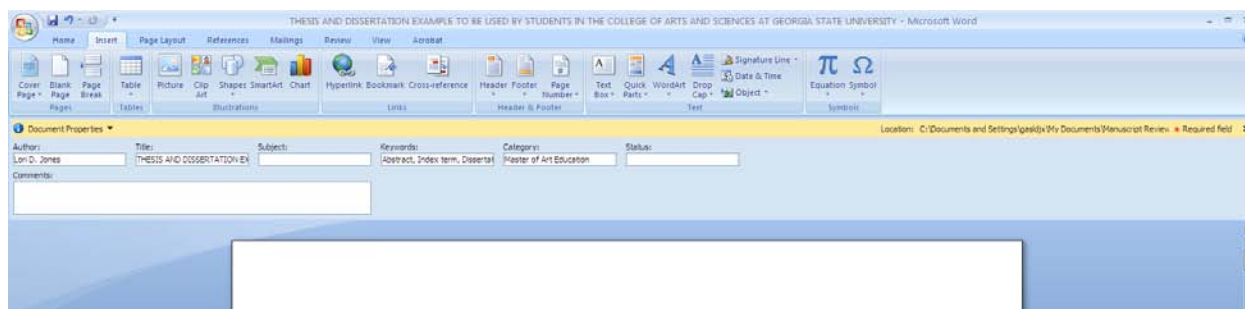
      c.   Capitalizing text to ALL CAPS or capitalizing each word can easily be done by selecting the text, going to the Home tab in the tool bar and clicking the Change Case button.

            i.   All caps:

ii. Capitalizing each word is useful for subheadings or other text: