Information Technologies
University of Delaware

Microsoft Word UDThesis Styles
For Dissertations, Education Leadership Portfolio (ELP), Master Theses, and Senior Theses

Introduction

The UDThesis Styles are Word files designed to provide standard formatting for dissertations, education leadership portfolio, and theses according to the University of Delaware, Graduate College's *Thesis and Dissertation Manual*.

UDThesis Styles also provide standard formatting for Honors Senior Thesis with Distinction and Senior Thesis with Distinction according to the Board of Senior Thesis Readers and Undergraduate Research Program's *Senior Thesis Handbook*.

UDThesis Styles provide the correct spacing and margins for your document and help you format title and approval pages. The title and approval pages include the correct wording for those pages. You will need to make the appropriate changes for information such as title, author and advisers. All of the standard Word commands are available in your dissertation, education leadership portfolio or thesis file(s) while you are using these specialized formats.

Although this document does not require that you know how to use Word styles, it does assume that you are familiar with using Word.

Additional resources

- *Thesis and Dissertation Manual*, Steps to Graduation—available for downloading from the Graduate College web site.
- *Senior Thesis Handbook*, Overview of Program—available for downloading from the Undergraduate Research Program Web site.
- For graduate students, email questions about formatting to the Graduate College.
- For undergraduate students, email questions about formatting to the Undergraduate Research Program.
- If you have specific problems defined by the Graduate College or Undergraduate Research Program related to these styles, submit a help request, send email or call the Information Technologies Support Center at 302-831-6000.

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Definitions

Styles	A collection of formatting specifications (e.g., bolding, underlining, centering) that can be applied to text and paragraphs. For example, any paragraph that uses the UDThesis style called ***Chapter*** will start 2 inches from the top of a new page and be centered and bolded.
Base Style File	A file in which the document format has been set to conform to the rules of the Graduate College for dissertations, education leadership portfolio, and theses; and the Board of Senior Thesis Readers and Undergraduate Research Program for Honors Senior Thesis with Distinction and Senior Thesis with Distinction. The styles associated with a base file contain all the formatting for the various parts of the text, such as quotations and headings. You will use a base file to create your document.

Preparation

Getting Word ready

Before you begin to write your document, it is very important to change the following settings on your version of Word to avoid conflicts with the default Office settings.

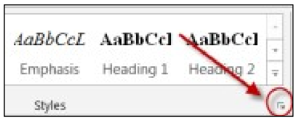
Windows Word

1. To preserve the formatting of your document when it is opened on another computer:
   a. Click the **File** tab then click **Options**.
   b. Click **Customize Ribbon**.
   c. In the Customize Ribbon box, check the **Developer check box** and then click **OK**. (This add the Developer tab to your ribbon)
   d. In the Ribbon, click the **Developer** tab.
      - In the Templates group, click **Document Template**.
      - Verify that "**Automatically update document styles"** is *unchecked*.

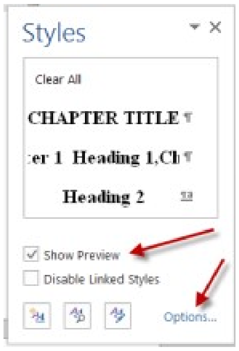
2. To keep the original styles from being redefined if you add additional formatting:
   a. Click the **File** tab then click **Options**.
   b. Click **Advanced**.
   c. Under **Editing** Options:
      - If Checked*, Uncheck* **Prompt to update style**.
      - If Checked*, Uncheck* **Keep track of formatting**.
      - **C**lick **OK**.

3. To display the styles as they are formatted and exclude any incidental formatting from the Styles pane:

a. Click the **Home** tab.
   - In the Styles group, click the **Styles Dialog Box launcher** (arrow at the lower right corner of the group).
     The Styles pane will open. It may be floating or pinned to the left or right of the Word window.

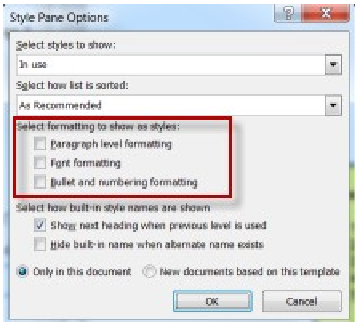


- If floating, the Styles pane can be “pinned” in place if you click on the top, and drag it off the page. It will resize and lock in the left (or right) of the Word window.


Styles
Clear All
CHAPTER TITLE
er 1 Heading 1,Ch
Heading 2
☑ Show Preview
☐ Disable Linked Styles
Options...

b. Put a checkmark in **Show Preview**.

c. Click **Options** on the Styles pane and the Style Pane Options window will open.


Style Pane Options

Select styles to show: In use

Select how list is sorted: As Recommended

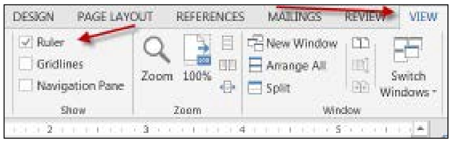
Select formatting to show as styles:
☐ Paragraph level formatting
☐ Font formatting
☐ Bullet and numbering formatting

Select how built-in style names are shown
☑ Show next heading when previous level is used
☐ Hide built-in name when alternate name exists

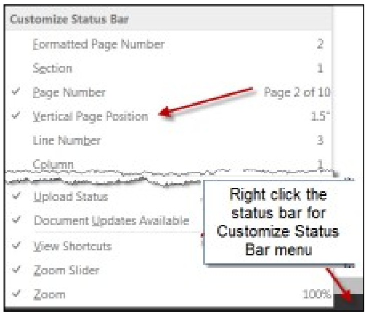
● Only in this document ○ New documents based on this template

d. In the dialog box, under “**Select formatting to show as styles:**”
if any boxes have checkmarks, *uncheck* all the boxes. Click **OK**.

4. Show the horizontal & vertical ruler:
   a. Click the **View** tab.
   b. In the **Show** group, put a checkmark in the **Ruler** box.

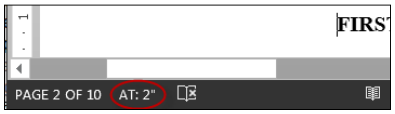

DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
Zoom
New Window
Arrange All
Split
Switch Windows
Window

5. Show the vertical position of the cursor:
   a. Right-click **Status bar**
   b. Click **Vertical Page Position** to display vertical page position in the status bar.

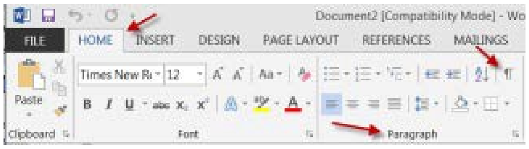

Customize Status Bar
Formatted Page Number 2
Section 1
✓ Page Number Page 2 of 10
✓ Vertical Page Position 1.5"
Line Number 3
Column 1
✓ Upload Status
✓ Document Updates Available
✓ View Shortcuts
✓ Zoom Slider
✓ Zoom 100%

Right click the status bar for Customize Status Bar menu

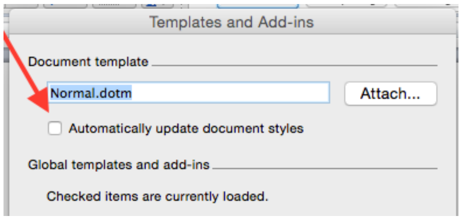
   c. In the lower left, the position of the cursor is displayed in inches.


FIRS
PAGE 2 OF 10
AT: 2"

6. Display paragraph marks and other hidden formatting symbols:
   a. Click the **Home** tab.
   b. In the **Paragraph** group, click the ¶ icon.


Document2 [Compatibility Mode] - Wo
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
Paste
Times New Ro
12
Clipboard
Font
Paragraph

Mac Word

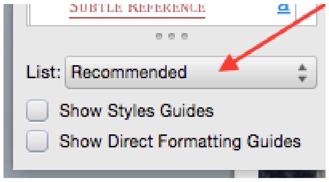

Templates and Add-ins
Document template
Attach...
Global templates and add-ins
Checked items are currently loaded.

Normal.dotm

☐ Automatically update document styles

1. To preserve the formatting of your document when it is opened on another computer:
   - **a.** From the **Menu Bar**, click **Tools**.
   - **b.** Click **Templates and Add-Ins**.
   - **c.** If checked, *uncheck* **Automatically update document styles**.

2. To keep the original styles from being redefined if you add additional formatting:
   - **a.** From the **Menu Bar**, click **Word**, select **Preferences**.
   - **b.** In the **Authoring and Proofing Tools**, click **Edit**.
   - **c.** If checked, *uncheck* **Keep track of formatting**.


SUBTLE REFERENCE

List: Recommended

☐ Show Styles Guides

☐ Show Direct Formatting Guides

3. To display the styles as they are formatted and exclude any incidental formatting from the Styles pane:
   - **a.** From the **Menu Bar**, click **View**, click **Styles**. (the styles panel opens)
   - **b.** In the Styles panel, for **List**, select **Recommended**.

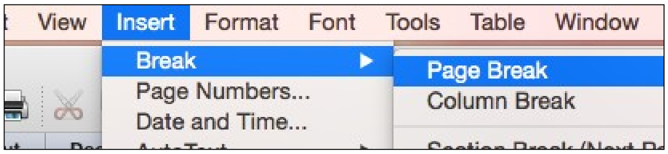
4. Show the horizontal & vertical ruler
   - **a.** From the **Menu Bar**, click **View**, click **Ruler**
   - **b.** The horizontal and vertical rulers are displayed.

5. Display paragraph marks and other hidden formatting symbols
   - **a.** From the **Standard Toolbar**, click ¶ command

Page breaks

Styles for main sections such as chapter or appendix titles will automatically place the paragraph on a new page. To force text to a new page in other instances, insert a page break

- **Windows:** CTRL + ENTER;
  OR click the **Page Layout** tab, in the **Page Setup** group, click **Breaks,** select **Page**
- **Mac:** Hold down the Control + Options and press Enter
  OR from the **Menu Bar**, click **Insert**, click **Break**, click **Page Break**.


View
Insert
Format
Font
Tools
Table
Window
Break
Page Numbers...
Date and Time...
Page Break
Column Break

WARNING: Pressing ENTER multiple times to force text to a new page may not give the intended results when a PDF version of your document is created.

Base style files

To obtain a copy of the UDThesis base style file for your specific degree, click the link below for the file that matches the type of document you are preparing:

Document	Unnumbered headings in chapters	Numbered headings in chapters (e.g., 1.1, 1.2, etc.)
Senior Thesis: Degree with Distinction	SeniorThesisDistinction-unnumbered.docx	SeniorThesisDistinction-numbered.docx
Senior Thesis: Honors Degree with Distinction	SeniorThesisHonors-unnumbered.docx	SeniorThesisHonors-numbered.docx
Master's Thesis	Thesis-unnumbered.docx	Thesis-numbered.docx
Doctoral Dissertation	Dissertation-unnumbered.docx	Dissertation-numbered.docx
Education Leadership Portfolio (ELP)	ELP.docx	

Note: If you have already written your document or chapters of it, see the Appendix of this document for instructions on how to use the UDThesis styles.

Document organization

When you open the UDThesis Style File, you will have:

The preliminary (front matter) page material of your document:

- Title Page
- Approval Page(s)
- Acknowledgments Page
- Table of Contents
- List of Tables
- List of Figures
- Abstract

  If you have any other sections, such as "Nomenclature" or "Dedication," you can copy the page break, title and following paragraph from an existing section, paste it in the appropriate place and change the text.

The body of your document:

- Chapters

The back matter of your document:

- References
- Appendices

Title and Approval pages

On the first two pages of your document, replace the placeholder text with appropriate information (e.g., Author, Degree, Thesis Director's Name). To keep the proper spacing on these pages, do not delete any of the paragraph marks (¶).

Working with styles

In MS Word, each time you press ENTER, you end one paragraph and start a new paragraph. If there are certain settings that you use frequently for different parts of a document, you can define styles for each of those parts and apply the styles to the appropriate paragraphs. This is what we've done in the UDThesis Layouts–defined styles for different components of a senior thesis.

- The line and paragraph spacing are controlled by the definition of the styles.
- After you apply a style to a paragraph, when you press ENTER, the following paragraph may automatically have a different style applied.
- To view the formatting that a style will apply, move the mouse over the style name to see the style definition. (Move the mouse over the paragraph marker for Word.)
- When you select text in your document, the name of the style currently applied to that paragraph is outlined in the style pane.
- To apply a style before typing text, click the style name and then type your text. That style will be applied until you press ENTER, when the same or a different style may be applied according to the tables below.
- To change the style after you have typed the text, position the cursor in the paragraph or select the text and click the style name to be applied.
- When applying the same style to several consecutive paragraphs, you can highlight from any position in the first paragraph to any position in the last paragraph and then click the style name to be applied.

Section styles

Style Name	When to Use	What You Do	Style Following
The following styles will automatically add a page break:			
Chapter 1 Heading 1, Chapter	When you want to begin a new chapter	The next chapter number will appear.	CHAPTER TITLE
Appendix A Appendix	When you want to begin a new appendix and there is more than one	The next appendix letter will appear.	APPENDIX TITLE
Appendix Appendix - one	When you want to begin a new appendix and there is only one	The word "Appendix" will appear.	APPENDIX TITLE - one
MAJOR SECTION	When you want to begin an unnumbered section (e.g., Abstract, Bibliography)	Type the title in all capital letters.	Paragraph
MAJOR SECTION - no ToC entry	When you want to begin an unnumbered section with no entry in the Table of Contents (e.g., Dedication, Epilogue)	Type the title in all capital letters.	Paragraph
MAJOR SECTION - within chapter	When you want to begin an unnumbered section within a chapter (e.g., Endnotes at the end of a chapter)	Type the title in all capital letters.	Paragraph
The following styles are automatically applied on the paragraph after the above styles:			
CHAPTER TITLE	For a chapter	Type the title in all capital letters.	Paragraph
APPENDIX TITLE	For an appendix	Type the title in all capital letters.	Paragraph
APPENDIX TITLE - one	When there is only one appendix	Type the title in all capital letters.	Paragraph

Heading styles

Unnumbered heading scheme for the main body and appendices

Style Name	When to Use	What You Do	Style Following
Heading 2	For a section heading level 1	Type the heading title.	Paragraph
Heading 3	For a section heading level 2	Type the heading title.	Paragraph
Heading 4	For a section heading level 3	Type the heading title.	Paragraph
Heading 5	For a section heading level 4	Type the heading title.	Paragraph

Numbered (decimal system) headings for the main body

Style Name	When to Use	What You Do	Style Following
1.1 Heading 2	For a heading with two digits	Type the heading title.	Paragraph
1.1.1 Heading 3	For a heading with three digits	Type the heading title.	Paragraph
1.1.1.1 Heading 4	For a heading with four digits	Type the heading title.	Paragraph
1.1.1.1.1 Heading 5	For a heading with five digits	Type the heading title.	Paragraph

Numbered (decimal system) headings within appendices

Style Name	When to Use	What You Do	Style Following
A.1 App - Heading 2	For a heading with two digits	Type the heading title.	Paragraph
A.1.1 App - Heading 3	For a heading with three digits	Type the heading title.	Paragraph
A.1.1.1 App - Heading 4	For a heading with four digits	Type the heading title.	Paragraph
A.1.1.1.1 App - Heading 5	For a heading with five digits	Type the heading title.	Paragraph

Numbered (decimal system) headings within appendices when there is only one appendix

Style Name	When to Use	What You Do	Style Following
A.1 AppONE - Heading 2	For a heading with two digits	Type the heading title.	Paragraph
A.1.1 AppONE - Heading 3	For a heading with three digits	Type the heading title.	Paragraph
A.1.1.1 AppONE - Heading 4	For a heading with four digits	Type the heading title.	Paragraph
A.1.1.1.1 AppONE - Heading 5	For a heading with five digits	Type the heading title.	Paragraph

Notes

- If the title will be longer than one line, do not press ENTER. Continue typing and allow the style to automatically wrap with the appropriate line spacing.
- If you want to break a title at a certain place, press SHIFT-ENTER.

General displayed text styles

Style Name	When to Use	What You Do	Style Following
Paragraph	For paragraph text	Type the paragraph text.	Paragraph
Paragraph Continued	After a section of displayed text in the middle of a paragraph	Type the rest of the paragraph text.	Paragraph
Quotation*	To offset a quotation of 3 or more lines	Type the quoted text; do not use quotation marks (“ ”).	Paragraph Continued
List Format – numbered*	To offset an enumerated list	Type the text of the item.	List Format - numbered
List Format – bulleted*	To offset a bulleted list	Type the text of the item.	List Format - bulleted
Equation*	To offset an equation or formula	Press TAB, type the equation (or copy it from the Equation Editor), press TAB, type the number of the equation.	Paragraph Continued
Verse*	To offset lines of a verse or poem	Type the verse, separating each line by pressing ENTER.	Verse
Normal	To leave an extra blank line after displayed text that ends a paragraph	Press ENTER and reset the style of the following paragraph to Paragraph.	Normal

***Notes**

- **Inserting text between paragraphs:** To insert a heading or quotation between two existing paragraphs, position the cursor at the end of the first paragraph and press ENTER to start a new paragraph. Click to apply the appropriate style to the new text, and then type the text you want to insert.

- **Combining paragraphs:** If you delete the paragraph ¶ mark between two paragraphs, the resulting paragraph will assume the style of the previous paragraph. Be aware that you may need to reset the style of the resulting paragraph.

- **Paragraphs after displayed text**: The styles for displayed text (quotations, equations, itemized lists, or verses) automatically leave one blank line after the text and set the style to *Paragraph Continued* so that you can continue with the paragraph.

  If you are starting a new paragraph after displayed text, you must leave one extra blank line. To do this, change the new paragraph after the displayed text to the *Normal* style and press ENTER, then select the Paragraph style. If you just press the ENTER key without switching styles, you will leave too much space.

- **Using several numbered lists**: When you use the *List Format - numbered* style for more than one list of enumerated items, the numbering may continue from the previous list. To reset the numbering properly in the new list, right-click in the list and select **Restart at 1**.

Table Styles

Unnumbered heading scheme

Style Name	When to Use	What You Do	Style Following
Table 1: Table - caption	To insert a table caption for a table that is smaller than a full page	Type the table caption.	Table content
The following style is automatically applied on the paragraph after the above style:			
Table content	To insert a table	Type the table contents or insert a table.	Normal
Table continued	To split a long table across pages	See note below.	Table content

Numbered (decimal system) heading scheme

Style Name	When to Use	What You Do	Style Following
Table - caption	To insert a table caption for a table that is smaller than a full page	Type the number of the table followed by a colon, press TAB, type the caption.	Table content
The following style is automatically applied on the paragraph after the above style:			
Table content	To insert a table	Type the table contents or insert a table.	Normal
Table continued	To split a long table across pages	See note below.	Table content

Notes

- **Spacing after a partial-page table:**
    - Make sure there are at least two blank paragraphs (two single ¶s) after the table content. Depending on the content, this may require pressing ENTER twice.
    - Press ENTER again and apply the appropriate style for the new paragraph or heading.

- **Breaking a table across pages:** Split the table (**Table Tools** tab > **Layout** ribbon > **Merge** group > **Split Table** command). Apply the *Table continued* style to the paragraph between the parts of the table and type “Table *x* continued.”

- **To insert a full-page table:**
    - Apply the *Table - caption* style and add the caption.
    - Right-click in the table caption and select **Paragraph**.
    - Click the **Line and Page Breaks** tab.
    - Check **Page break before** and click **OK**.
    - On the paragraph after the table, use either *Paragraph - new page* or P*aragraph Continued - new page*.
    - If you are adding a heading or any other style after the full-page table, apply the style, then right-click on that paragraph and use the above procedure to add a page break before the heading.

Figure Styles

Unnumbered heading scheme

Style Name	When to Use	What You Do	Style Following
Figure - image	To insert a figure that is smaller than a full page	Paste the image.	Figure caption
The following style is automatically applied on the paragraph after the above style:			
Figure caption	To insert a figure caption	Type the figure caption.	Paragraph

Numbered (decimal system) headings for use with tables

Style Name	When to Use	What You Do	Style Following
Figure - image	To insert a figure that is smaller than a full page	Paste the image.	Figure caption
The following style is automatically applied on the paragraph after the above style:			
Figure caption	To insert a figure caption	Type the number of the figure followed by a colon, press TAB, type the caption.	Paragraph

Notes

- **To insert a full-page figure:**
    - Apply the *Image* style and add the picture.
    - Right-click between the ¶ and the image and select **Paragraph**.
    - Click the **Line and Page Breaks** tab.
    - Check **Page break before** and click **OK**.

- On the paragraph after the figure caption, use either *Paragraph - new page* or P*aragraph Continued - new page*.
- If you are adding a heading or any other style after the full-page table, apply the style, then right-click that paragraph and use the above procedure to add a page break before the heading.

Endnotes

To create a separate page for endnotes at the end of the each chapter:

1. Press ENTER to start a new paragraph and apply the *MAJOR SECTION - within chapter* style.
2. Type a title in capital letters, such as ENDNOTES.
3. Insert a section break:
   Windows Word: **Page Layout** tab > Page Setup group > **Breaks** > Section Breaks - **Continuous**.
   Mac Word: **Insert** menu > **Break** > **Section Break (Continuous)**.
4. Delete the extra blank paragraph.

To set endnote numbering to restart for each chapter:
Windows Word: **References** tab > Footnotes group > **Dialog Box launcher** (arrow at the right corner of the group).
Mac Word: **Insert** menu > **Footnote…**

1. In the Location section, select **Endnotes** and choose End of section from the menu.
2. In the Format section, set **Numbering** to Restart at each section and click Apply.

Bibliographic or reference styles

Style Name	When to Use	What You Do	Style Following
Bib Entry	To format a bibliographic or reference item	Type the text of the item, including any formatting such as bolding, underlining, or italics.	Bib Entry
Bib Entry - numbered	To format a numbered bibliographic or reference item	Type the text of the item, including any formatting such as bolding, underlining, or italics.	Bib Entry - numbered

Numbering bibliography items or references

The UDThesis Styles do not provide for automatic referencing. Although you can sort and number a list of references, there will be no connection between the numbers in the list and numbers you use in your text. If you add an item to the reference list and renumber the list, you must manually change the associated numbers in the text.

Creating the Table of Contents, List of Tables, and List of Figures

You can generate a new Table of Contents**,** List of Tables, and List of Figures at any time, but it is best to wait until the entire document is complete before formatting these tables.

* Each time you insert a new Table of Contents, you erase the previous one, including any extra formatting and corrections.

To generate a list:

Move to the beginning of the document to the page with Table of Contents, List of Tables or List of Figures.

1. Right-click the paragraph just below the title to reveal the drop-down menu.
2. Click **Update Field**.
3. Click **Update entire table**.

To complete the Table of Contents:

You will need to format and add spacing to finalize the Table of Contents. You should wait to do this until the document is finished because each time you update the Table of Contents, all of the extra formatting and spacing will be removed.

1. Add a blank paragraph after Abstract, apply the *Normal* style, press ENTER and type the word “Chapter”.
2. Add a blank paragraph after the last entry before the appendices and apply the *Normal* style, press ENTER and type the word “Appendix”.

If you have added extra text to the caption of a figure or table (e.g., a description or source), you may want to delete that text from the List of Figures or List of Tables.

Mac Word:

For the List of Tables and List of Figures, an extra tab may be inserted when these tables are generated. To reset the tab stops in each of the lists:

1. Highlight the entire list.
2. Right-click and select **Paragraph**.
3. Click **Tabs**.
4. Click **Clear All**.
5. In the Tab stop position box, type 5.8.
6. Select Alignment: **Right**.
7. Select Leader: 2…….
8. Click **OK**.

Appendix: Working with existing files

If you have already started creating a document file, you can use the UDThesis Styles by copying your text as unformatted text into a base style file and applying the appropriate styles to the text.

Windows Word:

1. Open your existing document file in Word.
2. From the **Home** tab, in the **Editing** group, click **Select** then click **Select All**.
3. From the **Home** tab, in the **Clipboard** group, choose **Copy**.
4. Close the existing document file.
5. Open the appropriate base style file.
6. Click where you want to place the copied text.
7. From the **Home tab**, in the **Clipboard** group, click the **Paste** down-arrow, and click **Merge Formatting:**
8. See the notes below.

Mac Word:

1. Open your existing document file in Word.
2. From the **Edit** menu, choose **Select All**.
3. From the **Edit** menu, choose **Copy**.
4. Close the existing document file.
5. Open the appropriate base style file.
6. Click where you want to place the copied text.
7. From the **Edit** menu drop-down box, click **Paste and Match Formatting**.
8. See the notes below.

Notes

- Your text will most likely require editing before you apply the styles. Remove extra paragraph (¶) or tab (→) marks before applying the styles. Check to make sure that your text is arranged as follows:
    - Paragraphs (including titles and headings) should end with *only one* paragraph symbol (¶), which appears when you press the ENTER key.
    - Delete any tabs (→) at the beginning of paragraphs. The *Paragraph* style will indent automatically.
- Once you have deleted the extra paragraph and tab marks, you can begin to apply styles. You can set the same style for several paragraphs in a row by highlighting all of the paragraphs, then selecting the style from the Style Box or Style Task Pane.
- Even if the text appears to be formatted correctly, it is best to reapply the styles. This is especially true if you have pasted text from a document that used earlier versions of the styles.