

Thesis and Dissertation Template

- User's Guide -

Version 1.1

Office of Graduate Studies

<http://www.njit.edu/graduatestudies/>

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PURPOSE AND SCOPE OF THE DOCUMENT

The purpose of this document is to provide instructions, guidelines and helpful hints for mastering the use of the thesis and dissertation template. The template was developed for Microsoft Word.

This document assumes that you have a copy of MS Office/Word installed on your machine and that you have a working knowledge of word. The *thesis_disseration_template*, a user's guide and sample documents can be found on the NJIT website; Office of Graduate Studies at: <http://www.njit.edu/graduatestudies/thesis.php>

USING THE TEMPLATE

Obtain the Thesis_Dissertation_Template

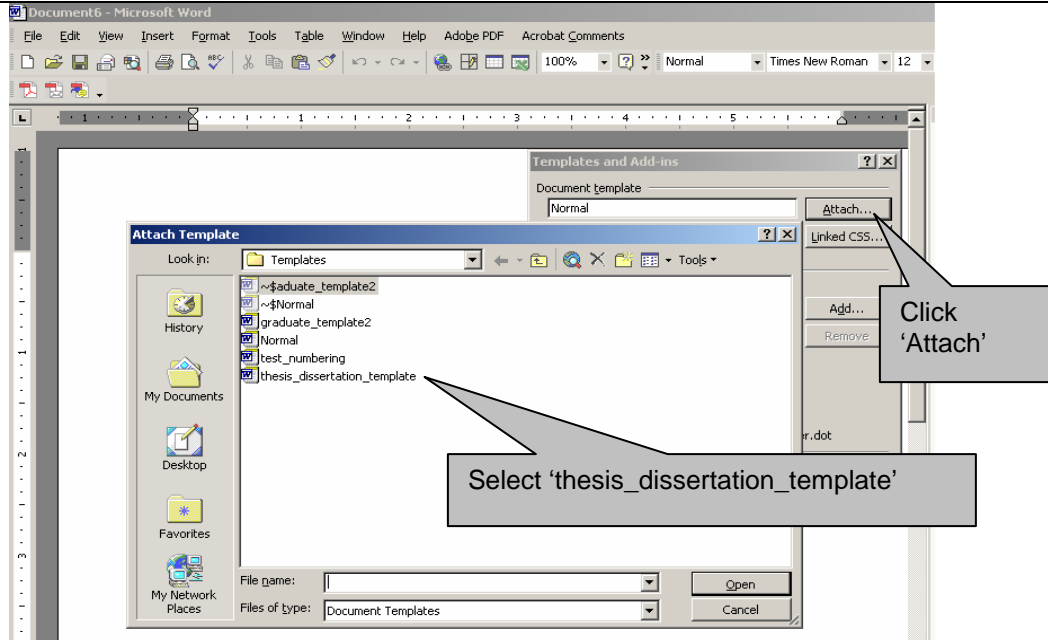
Before you can proceed, you must download the '*thesis_dissertation_template.dot*' from the Office of Graduate Studies (GSO) website (<http://www.njit.edu/graduatestudies/thesis.php>). It is recommended to store the template in the same folder as your *normal.dot* template. This is typically in your MS Office directory within the template folder. In 'Windows Explorer' you can search for *normal.dot* if you have a problem locating the directory.

The Graduate Studies website provides a copy of the template, a user's guide and sample pages of a thesis or a dissertation.

Launch Word and Attach Template

The very first step in creating your thesis or dissertation is to attach the "*thesis_dissertation_template.dot*" template. Once your document is linked to the template, navigation and maintaining your document according to the guidelines will be easy.

1. Open 'MS Word' from the 'Start' menu. Select 'File' and 'New' from the top menu bar. **Note:** If you already have started a document select 'File' and 'Open' instead.
2. When the document opens select 'Tools' and 'Templates and Add-Ins' to select the '*thesis_dissertation_template.dot*'. Click on Checkbox 'Automatically update document styles'.
3. Click the 'Attach' button in the pop-up dialog box.

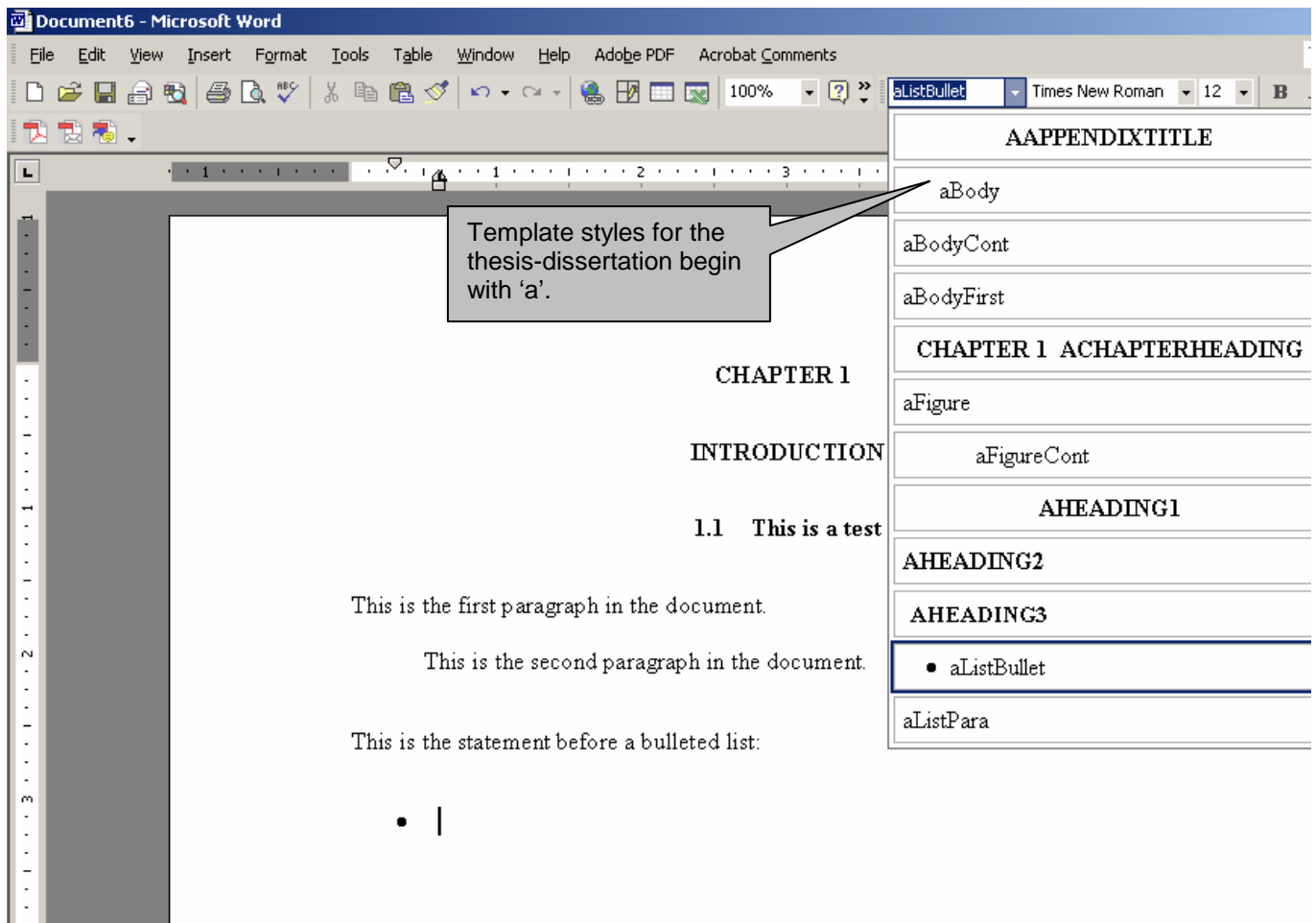


Settings for Word

Please verify the following settings before you begin working on your document:

1. Select 'View' and 'Toolbars' from the top menu bar.
2. Check that your 'Standard' and 'Formatting' toolbars are displayed at the top of your screen.

Note: The template uses predefined settings in accordance with the guidelines at NJIT. All settings begin with an 'a' for easy identification.



ORGANIZING YOUR DOCUMENT

Front Matter and Document Body

It is suggested that you divide your *thesis_dissertation* document into two separate documents:

- Document one would contain the front matter which includes: Abstract, Title, Copyright, Approval Page, Biographical Sketch, Dedication, Acknowledgment, Table of Contents, List of Tables, List of Figures, and List of Symbols.
- Document two would contain the body, figures, tables, references and appendices.
- The left margin should be 1.5 inches and the right margin 1 inch. That must be done manually using the 'Page Setup' Option in 'File' Menu.
- After each sentence, use 2 spaces before starting the next sentence.
- The font and size is Times New Roman 12 for the entire document with the exception of tables, figures and selected captions.

Note: The Table of Contents needs to be manually created as your very last step before printing. Word cannot produce the format that is required. You can automatically generate a table of contents to obtain page numbers for accuracy, but you will need to be retype the table of contents into the correct format.

FORMATTING INSTRUCTIONS

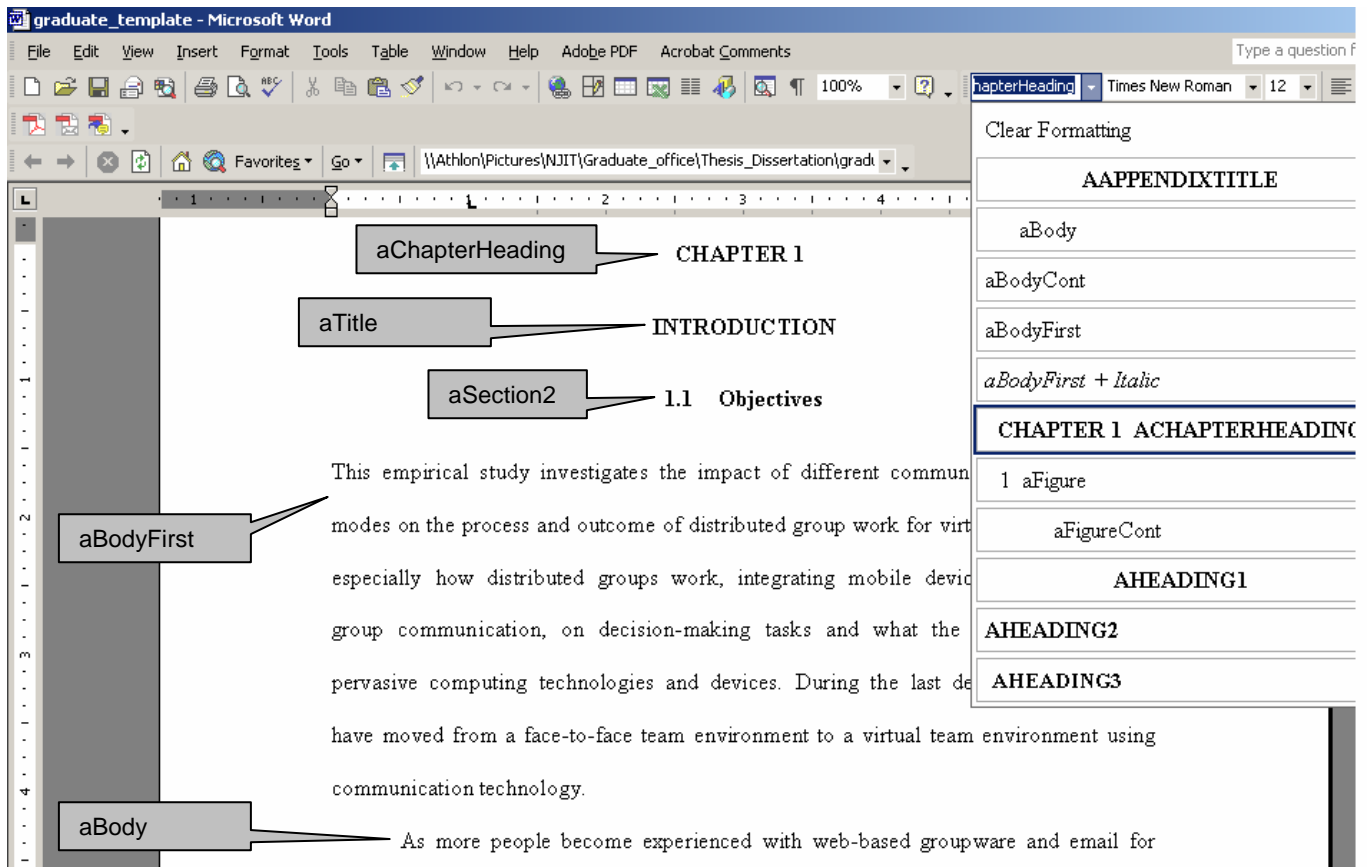
Chapter Pages

Each chapter must begin on a new page.

1. Position the cursor on the last line of the preceding new chapter. Select 'Insert', 'Break' from the top menu bar. Select 'Section Break Type', 'New Page'. (Shortcut: press Ctrl+Enter)
2. Select 'aChapterHeading' from the style menu item. The Chapter Number will appear and the cursor will be positioned after the number.
3. Press 'Enter' to begin a new line and the aTitle (chapter title) will automatically be selected.
4. Type the name of the chapter.
5. Press 'Enter' and the aSection2 heading style will automatically be selected.
6. Type the name of the section.

Note: If a chapter only has one section, there is no number (use style 'aNonNumberedSection').

7. Press the 'Enter' to begin a new line and the 'aBodyFirst' style will automatically be selected.
8. **Note:** Use 'aBody' for the remainder of paragraphs in a given section. The first paragraph aligns at the left margin and the remainder of paragraphs are indented.



Section Formatting Guidelines

1. Within a section, you can have sub-sections (aSection2) and sub-sub-sections (aSection3).
 - Note:** Place two spaces between the subsection number and the name of the subsection.
 - a. aSection2 has one decimal place (i.e., 3.1), bold centered to page

3.1 Media Characteristics

- b. aSection3 has two decimal places (i.e., 3.1.2), bold left justified to page

3.1.2 Media Synchrony

Chapter Pages (cont.)

- c. aSection4 has three decimal places (i.e., 3.1.2.1), left justified to page. A period needs to be added after the section title. Then the content begins on the same line as the title, after a tab, and is not bold.

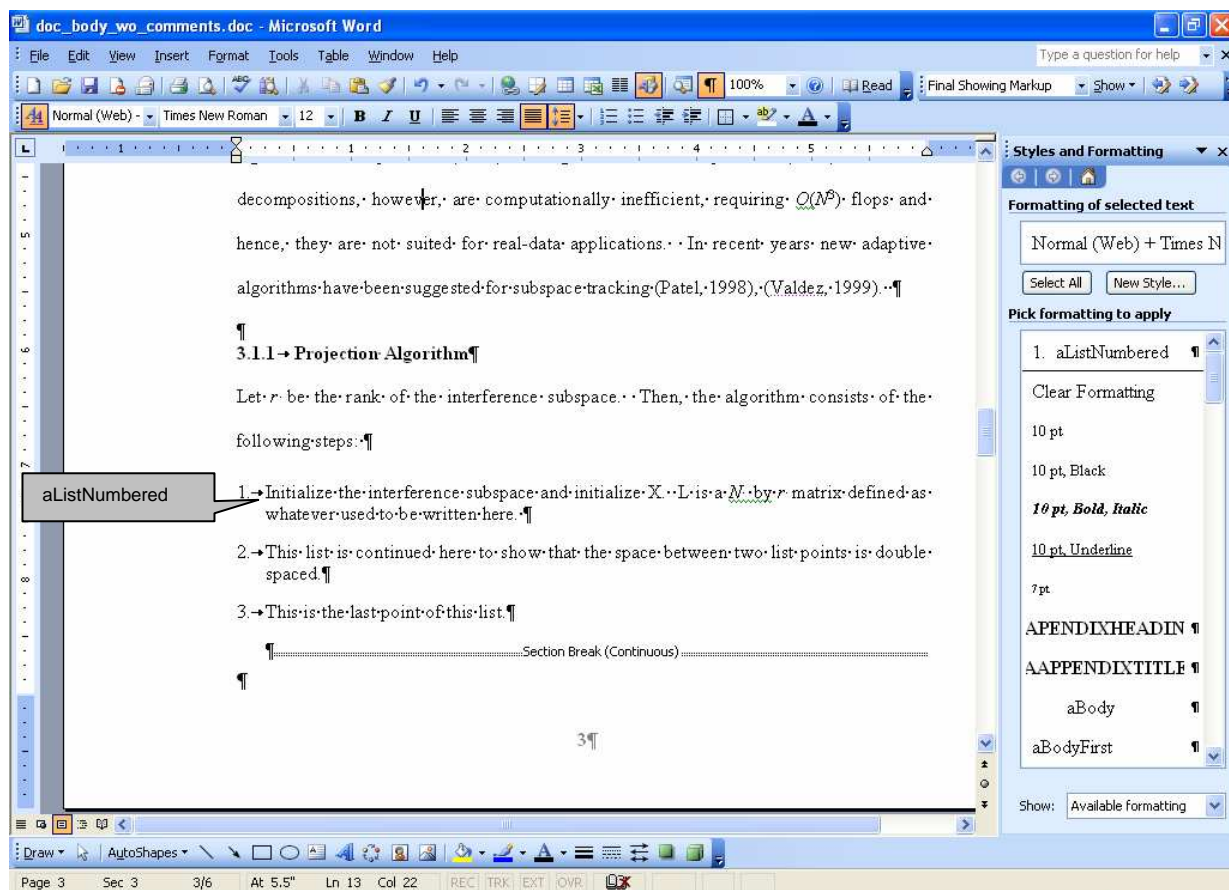
3.1.2.1 Immediacy of Feedback. Immediacy of Feedback is a first media capability explaining the extent to which media enables users to give rapid feedback on the communications they receive.

2. Within a section, sub-section or sub-sub-section, you can have:

- a. Tables and figures. They should be centered. The template for table and figure are left justified.

Note: If you need a second line, use the aTableCont or aFigureCont for the continuation.

- b. Bulleted lists (aListBullets).
c. Numbered lists (aListNumbered).



Appendices

1. Position the cursor on the last line of the preceding new chapter. Select 'Insert', 'Break' from the top menu bar. Select 'Section Break Type', 'New Page'.
2. Select aAppendixHeading. Type appendix letter (e.g., APPENDIX A) and hit enter. This will take you to the appendix title line. Type title of appendix and hit enter.
3. Insert text describing appendix.
4. Use aFigure or aTable to insert the descriptions for figures or titles for tables.

The screenshot shows a Microsoft Word document titled 'appendices.doc'. The document content is as follows:

APPENDIX E

PARAMETER SENSITIVITY ANALYSIS RESULTS

Parameter sensitivity analysis results for each receptor in both APG and YPG sites are provided in the following Tables.

Table E.1-Sensitivity Analysis, Terrestrial Animals, APG

Parameters	Definition	Lizards	Mallard
EC _{soil}	Contaminant concentration in soil/sediment	24.16	18.58
EC _{dw}	Contaminant concentration in drinking water supply	24.32	18.70
IR _f	Food ingestion rate	44.52	14.30
IR _{dw}	Water ingestion rate	0.00	46.89

The 'Styles and Formatting' pane on the right shows the 'AAPPENDIXHEADING' style selected. The document status bar at the bottom indicates 'Page 2', 'Sec 1', '2/2', 'At 1"', 'Ln 1', 'Col 1', 'REC TRK EXT OVR'.

References

Each discipline uses its own citation style. Therefore you have to make sure that you choose and follow the appropriate guidelines for your discipline. The following example uses a style similar to APA citations.

1. Position the cursor on the last line of the preceding appendix. Select 'Insert', 'Break' from the top menu bar. Select 'Section Break Type', 'New Page'.
2. Select aReferenceHeading and type REFERENCES
3. You may choose aReferenceAlpha to list your references without numbers (make sure that they are in alphabetical order) or aReferenceNumbered to number your list.

