Thesis and Dissertation Template Instructions

The Thesis and Dissertation Template is meant to assist you in creating a Thesis and Dissertation document that conforms to the formatting standards set forth in the University of Maryland, Baltimore County Thesis and Dissertation Style Guide.

The Template is pre-formatted, enabling you to either compose your Thesis document using it directly, or to copy and paste your text into it. It might be most helpful to print out these Instructions and refer to them as you complete the Template.

The Template assumes a working knowledge of MS Word. This includes basic knowledge of Document Sections and Section Breaks, Headers and Footers, Format Headings, and Auto-Generating Table of Contents. For background information on these concepts, you might find it profitable to consult the Word Help feature prior to using the Template.

At this point, the template is a test version; your input on ways to improve this document is welcome. Please send questions, comments, and concerns to Dr. Lisa Portis-Morgan at limorgan@umbc.edu.

Front Matter

Abstract Page

This is the opening page of your Thesis. Enter the information the Template asks for in the appropriate cell of the table. An example is shown below:

Title:	**THE NOTHING THAT IS: WALLACE STEVENS AND COGNITIVE POETICS**
	Jonathan W. Edwards, Ph.D., 2004
Directed By:	**Professor H.R. Wiley, Department of English**

Note that the Thesis title is in ALL CAPS. For the author's name, enter your name as it appears in University records; enter the degree you are receiving, and the year in which it is going to be awarded.

For your Thesis / Dissertation director, enter your Director's TITLE, FULL NAME, AND DEPARTMENT.

In the space below the table, enter the text of your Abstract. Remember that abstracts for Master's Theses must be no longer than 250 words, Ph.D. Dissertations no longer than 350.

The formatting for the Abstract page continues to the word "Break" at the bottom of the page. After the word "Break," a new page is forced for the Title Page of the document. Once you have entered the text of your Abstract, delete the template text ("Break") at the bottom of the page.

Approval Sheet/Signature Page

Fill out the approval sheet as described in the template, replacing the default information with your own.

Curriculum Vitae

Fill out the curriculum vitae as described in the template, replacing the default information with your own.

Title Page

Enter the Title of your Thesis, in ALL CAPS in the space provided. An example:

THE NOTHING THAT IS: WALLACE STEVENS AND COGNITIVE POETICS

In the second space, enter your Full Name as it appears in University records.

Jonathan W. Edwards.

The inverted triangle format and language is standard for all University of Maryland theses and dissertations. In the spaces provided, enter the COMPLETE DEGREE CITATION and YEAR YOU ARE RECEIVING YOUR DEGREE. Make sure you change the sentence to read either "Thesis submitted . . . ." or "Dissertation submitted . . . ." according to which type of document you are turning in.

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, Baltimore County, in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
2004

Copyright Page

In the spaces provided, enter your FULL NAME as it appears in University records and the YEAR in which you received your degree.

Preface / Foreword / Dedication / Acknowledgements / List of Tables, Figures and Illustrations.

These pages are optional.   If included, they are numbered starting with Roman Numeral ii.   You can either compose your text directly using the template or copy and paste externally-generated text into it. The page numbering for these pages is set to meet Graduate School requirements.   Simply delete the pages you do not require from this section.   Each of the above pages is labeled with Heading 1 text, and will appear as a primary textual division on your Table of Contents.

Table of Contents / Using Document Headings

Word includes the capability to use pre-formatted document Headings (hereafter referred to as "Headings"). These Headings serve both as a consistent means to label Chapter sections AND as a way to automatically generate a Table of Contents. MS Word generates Table of Contents entries based on the text Headings used within the body of the document.

Using Word's Headings feature is as easy as highlighting text and using a drop-down menu.   Word's Formatting Toolbar (a default toolbar, which contains Font Type and Size, Bold, Italic, and Underline, Justification, etc.) contains an auto-formatting feature that can be used to generate Headings. This drop-down menu is usually located on the top-left part of the Word window. The default setting is usually "Normal."   If you click on this drop-down menu, you will be presented with a number of formatting choices. You must use this drop-down Heading menu to auto-generate a Table of Contents.

Heading 1 is the largest (14 points), Heading 2 slightly smaller, Heading 3 and 4 still slightly different. Word generates the Table of Contents using Heading 1 text as a demarcation of a major division (usually a chapter) in the text, Heading 2 text as a marker of a chapter subdivision (such as 1.1, 1.2), and Heading 3 (1.1.1, 1.1.2, 1.1.3) a further subdivision.

Example:

This is unformatted "normal" text.: this is used in the body of your document. No table of contents entries will be generated for text using this format.

Heading 1:

This is Heading 1 formatted text. This is used in the Template to mark off chapters or major divisions of your text. The template pages for the following parts of your document—Preface or Foreword, Dedication, Acknowledgements, Table of Contents, List of Tables, Figures, and Abbreviations, and Body text Chapter Headings (1-6)—are pre-labeled with Heading 1 formatting. These indicate major text divisions on your Table of Contents.

Heading 2:   This is Heading 2 formatted text. The template uses this to mark off significant chapter subdivisions.   The template Chapter Sections (Section 1, Section 2) are pre-labeled with Heading 2 text. Sections of text labeled with Heading 2 text will be indented on the Table of Contents under text labeled with Heading 1.

Heading 3:   This is Heading 3 formatted text. The template uses this to mark off further subdivisions within chapter sections. The template Chapter Subsections (Subsection 1, Subsection 2) are pre-labeled with Heading 3 text. Sections of text labeled with Heading 3 text will be indented on the Table of Contents under the text labeled with Heading 2.

Table of Contents / Generating the Table of Contents

This page is automatically generated by MS Word, hyper-linked to the Heading formats used throughout the Main Body and Front matter text.   Text formatted using Heading 1 (usually used for Chapter Titles) will be imported into the table fully left-justified, signifying a major division within the text. Text sections labeled using Headings 2 and 3, will be nested as successive sub-sections below the Heading 1 text.

For example, if you use chapter headings and sub-section headings such as those below in the body of your text:

Chapter 1:   Introduction (Chapter Heading, Heading 1 format)
1.1   Rationale (Chapter Section Heading, Heading 2 format)
1.2   Literature Review (Chapter Section Heading, Heading 2 format)
        1.2.1   Foundational Theory (Chapter Subsection Heading, Heading 3 format)
        1.2.2   Early Work (Chapter Subsection Heading, Heading 3 format)
        1.2.3   Contemporary Studies (Chapter Subsection Heading, Heading 3 format)
1.3   Project Overview (Chapter Section Heading, Heading 2 format)

Chapter 2: Modernism and Cognition
2.1 Historical Problem
2.2 Ezra Pound
   2.2.1 The Cantos
   2.2.2 Pound and World War I
2.3 **H.D.**
2.4 **Modernism and Cognitive Theory**

Chapter 3: Stevens and the Resistance to Conceptual Integration
Chapter 4: Conclusion: Wallace Stevens and Blending Theory

Your Table of Contents, when automatically generated, will look something like the table below. Try making changes to some of the Chapter Headings and subdivisions above. Apply Heading 1 formatting to some text, Heading 2 to others. To update the Table of Contents below, right click the Table, select "update field," and "update entire table." Your changes will be reflected automatically on the Table.

Main Body Text / Chapters, Chapter Sections, and Chapter Subsections

The template comes complete with 6 chapter spaces for Thesis text. Feel free to either add (via copy and paste) or delete these pages and document headings as needed. You can either compose your chapters directly into the template, or insert pre-written text.

The Chapter headings are pre-formatted with Heading 1 text, Chapter Sections with Heading 2, and Subsections with Heading 3.   Replace the generic Chapter and section / subsection labels as needed with Chapter titles and section / subsection titles from your thesis text. Be sure to keep the formatting of each Chapter and Chapter Section / Chapter Subsection label, as your Table of Contents will be linked to these labels.

The pages for the Main Body text are numbered in Arabic numerals. The template is set up with these page numbers already inserted, numbered consecutively from Chapter 1.

Main Body Text / Document Sections, Footnotes and Endnotes

Each Chapter space is also contained within its own Document Section—this is a document division in MS Word that enables writers to use different page numbering schemes and formats, different headers and footers, and other features in different parts of their document.   This feature of MS word is what enables the first pages of the Thesis (Abstract, Title Page, Copyright) to show no page numbers, the Front Matter to be in independently numbered Roman Numerals, and the Main Body to restart page numbering in Arabic Numerals.

The Document Section feature of MS Word also impacts the placement of footnotes and endnotes within the text. When you insert a footnote or endnote, you can use the Options menu of the Footnote / Endnote interface to set where the notes appear—at the bottom of the page, the end of the document section, or at the end of the document. "End of Section" is the default placement for the notes using the Template, using this, the notes will appear at the end of each chapter. You can also elect to change the placement of endnotes to the end of the thesis document.

Back Matter

Glossary and Appendices

These pages are optional; feel free to compose directly into the spaces provided or insert any pre-written text. The Glossary and Appendices are pre-labeled with Heading 1 formatting, and will appear on the Table of Contents as major textual divisions.   If these pages are not needed, simply delete them.

Bibliography / References

This page is required for most Theses and Dissertations. Please feel free to compose directly into the spaces provided or insert any pre-written text. This page is labeled with Heading 1 text and will appear on the Table of Contents as a major textual division. If this is not needed, please delete.