TITLE IS CENTERED AND WRITTEN IN ALL CAPS: TITLES THAT EXTEND BEYOND ONE LINE ARE DOUBLE SPACED

A Dissertation/Thesis/Paper

Submitted to the Graduate Faculty

of the

North Dakota State University

of Agriculture and Applied Science

By

Student’s full name or preferred name from Campus Connection

In Partial Fulfillment of the Requirements

for the Degree of

NAME OF DEGREE

Major Department/Program:

Department/Program Name

Option: Name of degree option, if applicable

Month and year of final defense

Fargo, North Dakota

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ABSTRACT

This page is required as page “iii” of the disquisition. Use the “NDSU Paragraph Double Space 0.5 First Line” style for the paragraph text. Abstracts for doctoral dissertations must use 350 words or less. Abstracts for master’s papers or master’s theses must use 150 words or less. Note: This abstract will be used in your publication entry in the online repository.

ACKNOWLEDGMENTS

Acknowledgments text should be placed here. In this section you can acknowledge or thank those who assisted or supported you in your disquisition, and you can acknowledge any external funders that may have supported your project with grant funding. Use the “NDSU Paragraph Double Space 0.5 First Line” style for the paragraph text. This page is optional—delete if not using.

DEDICATION

This section dedicates the disquisition to a few significant people.

The text must be double spaced and aligned center to the page with no paragraph indents. This page is optional—delete this page if you are not using it.

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2. Title of Table in “NDSU Table title” Style from the Styles pane. 4

NOTE TO USER: To populate the List of Tables with titles and to update with changes, right click on the entries, choose “Update Field” then choose to update the page numbers only or update the entire table if you made changes to or added new table titles. When you update the whole table you will have to reformat the list to manually remove the label word “Table” from each entry, and realign the entries. Use the style “List of Tables Figures entry” to help with formatting and Tab settings to align entries. DELETE THIS NOTE WHEN DONE.

LIST OF FIGURES

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1. Title of Figure in “NDSU Figure title” Style. 3

2. Title of the figure. 5

NOTE TO USER: To populate the List of Figures with titles and to update with changes, right click on the entries, choose “Update Field” then choose to update the page numbers only or update the entire table if you made changes to or added new table titles. When you update the whole table you will have to reformat the list to manually remove the label word “Figure” from each entry, and align the title column. Use the style “List of Tables Figures entry” to help with the formatting and Tab settings to align entries. DELETE THIS NOTE WHEN DONE.

LIST OF \_\_\_\_\_\_\_

Item Page

1. Title of example is formatted in “NDSU Other Item title”. You can use this style to make the list of items that you need and update the entries in the extra “LIST OF \_\_\_\_” after the LIST OF FIGURES in the prefatory section. 3

NOTE TO USER: If you have non-text items other than tables or figures in your disquisition, you may need to label them and list them in a prefatory directory like this one. Examples include musical examples, schematics, code examples, algorithms, equations… You can relabel the title and column header of this page to suit your needs and populate it with the item titles formatted with the style “NDSU Other Item title”. DELETE THIS NOTE WHEN DONE.

LIST OF ABBREVIATIONS

Abbreviation Explanation of the Abbreviation.

Directions This page has been formatted with an automatic dot leader and our required alignment. Press “Enter” after the previous definition to start a new entry. After typing the abbreviation, press “Tab” once to get the Dot Leader up to the definition column. There is also a Style for these list entries: “List Entry Abbreviations, Symbols”.

ETD Electronic Thesis or Dissertation

LIST OF SYMBOLS

Symbol Explanation of Symbol. If the symbol text runs longer than one line, the subsequent lines are aligned with the first word in the entry.

Directions After entering the Symbol, press Tab to get an automatic dot leader to the definition column. After typing the definition, press Enter to start a new line for a new symbol.

X Definition

Y Definition

LIST OF APPENDIX TABLES

Table Page

[A1. Title of Appendix Table in “NDSU Appendix Table title” Style from the Styles pane. Appendix tables should include the letter of the appendix in its number (if you have only one appendix, then use the default letter “A” in the number). 7](#_Toc148027234)

[B1. Resources and More Information for Disquisition Writers 8](#_Toc148027235)

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Figure Page

[A1. Bison art created in a beta version of Adobe Firefly, a generative AI app. Title of Appendix Figure in “NDSU Appendix Figure title” Style. 7](#_Toc148027268)

MAJOR HEADING FOR INTRODUCTION OR FIRST CHAPTER USING STYLE “NDSU 1 MAJOR HEADING/CHAPTER TITLE”

Use our NDSU Styles to simplify your formatting. If you are pasting in text from another source, we recommend using Ctrl+Alt+V to Paste Special – Unformatted Text, which will remove other formatting code that may be acting on that text. Then apply the appropriate formatting from the Styles Pane.

For paragraph text, use the style “NDSU Paragraph Double Space 0.5 First Line.”

* For bulleted list items
* Use the “NDSU Bullets” style from the styles pane

Use Styles to auto-populate Table of Contents and Lists of Tables/Figures/etc. For headings, use the styles marked NDSU: NDSU 1, NDSU 2, NDSU 3, NDSU 4, and NDSU 5. You can make modifications to the styles if necessary—refer to our user guide (“How to Use NDSU Disquisition Templates” on our Disquisition Formatting Guidelines web page) and our Formatting Tutorial videos on the GPS Academy YouTube channel for more information about formatting with Styles, modifying Styles to fit your style manual’s guidance, and using and adjusting this template.

Note that the Styles NDSU 1, NDSU 2, NDSU 3, NDSU 4, NDSU Table title, NDSU Figure title, NDSU Other Item title, NDSU Appendix Table title, and NDSU Appendix Figure title should be used for the appropriate items in order for automated updates to the prefatory lists.

First Level Subheading Using Style “NDSU 2”

An example table is below. Your tables and table titles can look different from the example—follow the style of your discipline and stay within our guidelines. Keep a consistent look to all of your tables. We recommend a clean and simple style. Do not extend into the 1” page margins.

**Table 1.** Title of Table in “NDSU Table title” Style, same font and font size as the paragraph text, single spaced. If you choose to bold the “Table #.” And “Figure #.” labels, then be sure to remove the bolding in the List of Tables/Figures when you update the entries. Also remove the “Table” and “Figure” word from in front of each number in the List of Tables/Figures and fix any alignment issues after the update.

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Note: This style (Table note) is used for any table notes.

Second Level Subheading in Style “NDSU 3”

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Third level subheading in style NDSU 4

A sample figure is below. Use the “NDSU Figure” style to center your figures. For inserting figures, we recommend that you do not anchor them and do not wrap text around them; instead in line with text and center them. Follow your discipline’s style guide for figure title format—it may differ from our template’s examples.

Also make sure that table and figure titles are on the same page as table or figure itself. If a table or figure can fit on the same page as its title and notes, do not split them across two pages. If you must carry something across multiple pages, follow our guidelines for “Continued” table and figure titles.



**Figure 1.** Title of Figure in “NDSU Figure title” Style.

Note: This style (Figure note) is used for any notes related to a figure. (If you use a table, figure, or non-text item that is not your original design, you must cite the original source of the item and obtain any necessary permissions according to copyright. Refer to the style manual of your discipline for more information about citations of non-text items.)

Fourth-level subheading in style “NDSU 5”

Below is a musical example. Things like schematics, musical examples, and some other non-text items should be labeled and titled and entered in an appropriate list in the prefatory section. (There are some exceptions—when in doubt, follow the conventions of your discipline and consider the needs of your reader.)



**Musical Example 1.** Title of example is formatted in “NDSU Other Item title”. You can use this style to make the list of items that you need and update the entries in the extra “LIST OF \_\_\_\_” after the LIST OF FIGURES in the prefatory section.

Note: This style (NDSU Other Item Note) is for notes related to the other item.

MAJOR HEADING IN “NDSU 1: MAJOR HEADING/CHAPTER TITLE” STYLE[[1]](#footnote-1)

If you turn on the Paragraph symbol ¶ on the Home tab to view the document formatting, you will see that there is a Page Break at the end of Chapter 1. Inserting a page break at the end of a chapter helps ensure that the next chapter’s (or REFERENCES or APPENDIX) major heading will appear at the top of a new page. Warning: Do not use section breaks unless you are inserting landscape pages, because using section breaks instead of page breaks can cause you extra formatting headaches.

First Level Subheading in Style “NDSU 2”

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**Table 2.** Title of Table in “NDSU Table title” Style from the Styles pane.

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Note: This style (NDSU Table note) is used for any table notes.

If you use equations in your text, they should be centered in order to stand out from the paragraph text. If you number the equations, they must be numbered consecutively throughout the document (1, 2, 3, and so on) or consecutively within each chapter (1.1, 1.2, 2.1., 2.2., and so on), and the numbers must be flush against the right margin. You can set Tabs to format these, such as a 3.0” Centered Tab and a 6.48 Right Tab.

(1)

(2)

More details on tab settings for equations can be found in our “How to Use NDSU’s Disquisition Templates” documents on our [formatting guidelines web page](https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/disquisition_formatting).



**Figure 2.** Title of the figure.

If you are using a figure title without figure notes, make sure there is a single line of space (12 points of space) between the figure title and other content below (text, subheading, other non-text item, etc.).

REFERENCES

Citation example using the “NDSU Citation” style. This style is double spaced with a hanging indent, but you can use a format that fits your disciplinary conventions.

Follow your discipline’s style guide for reference list formatting guidance and modify our style as needed.

Use only one citation style. For example, do not mix APA and AMA citation styles in your document. Consistency is important.

Note: Remember to proofread all entries carefully. Be sure to double-check automatically generated citations for accuracy and completeness, paying special attention to capitalization, punctuation, author names, font style, consistency in how you list journal titles (full vs. abbreviated), and accordance with the citation style manual you are using.

Citation citation citation citation citation citation citation citation citation citation citation citation citation citation

APPENDIX A. HEADING FOR APPENDIX USING “NDSU 1” STYLE

Please read our appendix format guidelines thoroughly, as they contain specific instructions pertaining to how your appendix material should be presented.

Note that if you have only one appendix, then remove the letter A from the major heading, but keep using the letter A in any table and figure numbers to denote that they are *appendix* tables and figures.

**Table A1.** Title of Appendix Table in “NDSU Appendix Table title” Style from the Styles pane. Appendix tables should include the letter of the appendix in its number (if you have only one appendix, then use the default letter “A” in the number).

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| Row 1 | “Table text” style |  |  |
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Note: This style (NDSU Table note) is used for any table notes.



**Figure A1.** Bison art created in a beta version of Adobe Firefly, a generative AI app. Title of Appendix Figure in “NDSU Appendix Figure title” Style.

Note: This style (NDSU Figure note) is used for any figure notes. Remember that the value of academic accountability must guide the use of AI tools, and you must cite any AI-generated work.

APPENDIX B. HEADING FOR SECOND APPENDIX USING STYLE “NDSU 1”

**Table B1.** Resources and More Information for Disquisition Writers

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| **NDSU Website** | **For more information about:** |
| **Graduate School Current Students** | Graduate School policy, deadlines, forms, graduation |
| * [*https://www.ndsu.edu/gradschool/current\_students*](https://www.ndsu.edu/gradschool/current_students) | |
| **Graduate School Dissertations, Theses, and Papers** | Disquisition policies, formatting guidelines, templates, a guide to using the templates, submission procedures, publication and delayed release information |
| * [*https://www.ndsu.edu/gradschool/current\_students/graduation/papers\_theses\_dissertations*](https://www.ndsu.edu/gradschool/current_students/graduation/papers_theses_dissertations) | |
| **Center for Writers** | Writing consultations, writing workshops, disquisition boot camps, writing resources on site and online |
| * [*www.ndsu.edu/cfwriters/*](http://www.ndsu.edu/cfwriters/) | |
| **Learning and Applied Innovation Center (LAIC)** | Thesis formatting workshops. Help with our template. Help with using Microsoft Word and other software applications. Walk-in consulting service in Quentin Burdick Building 150C, or schedule an in-person or virtual appointment with their thesis formatting specialist. Note: The LAIC does not consult on guidelines nor conduct reviews of your formatting. See them for technical help carrying out formatting functions. |
| * [*https://www.ndsu.edu/it/help/laic/*](https://www.ndsu.edu/it/help/laic/) | |
| **Formatting Tutorial Videos** | Hosted on the GPS Academy YouTube Channel. “Navigating the Review Process” workshop recording and “Word Crash Course” videos on In-Paragraph Formatting; Styles; Section Breaks and Page Numbers; Table of Contents; Tables and Figures; Landscape Pages and More about Tables; Template Overview. |
| * [*https://youtube.com/playlist?list=PLWKsN3lW50IexOpLRkNjh2HDuVKp3XjFH&si=Cksb4ZlFK3X1uCCh*](https://youtube.com/playlist?list=PLWKsN3lW50IexOpLRkNjh2HDuVKp3XjFH&si=Cksb4ZlFK3X1uCCh) | |

1. If your chapter is using or reproducing content you previously published or that has (or would have) co-authors listed in the publication, then you must include a footnote to the chapter title with the appropriate acknowledgments: follow the publisher’s instructions to cite the previous publication; follow the Graduate School’s guidelines for the mandatory footnote describing your role in the co-authorship, even if you are the primary author. Details and an example are on [our General Requirements web page](https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/general_requirements) under “Copyright”. To insert a footnote, go to the References tab in the Word ribbon and click “Insert Footnote”—do not place it in the footer. [↑](#footnote-ref-1)