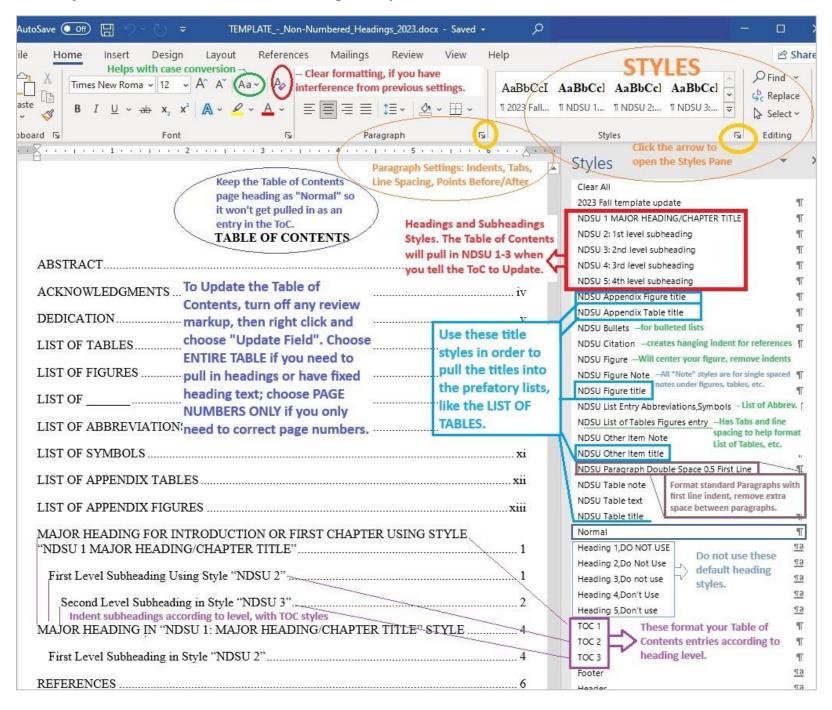
## A QUICK GUIDE TO THE NDSU DISQUISITION TEMPLATES (MICROSOFT WORD)

- 1. **The title page and approval page are forms.** Do not change the spacing or wording, just fill out the following fields:
  - a. Title page:
    - i. TITLE;
    - ii. document type (A Dissertation/A Thesis/A Paper);
    - iii. your name (must match campus records);
    - iv. NAME OF DEGREE (do not use department or programs in here, just the degree type, like MASTER OF SCIENCE, DOCTOR OF MUSICAL ARTS, etc.);
    - v. either your major department or major program, using the exact name;
    - vi. the option is only if you have a transcriptable option (ask your Academic Support Specialist if you're not sure);
    - vii. the month and year of your final defense (not projected graduation month).
  - b. Approval page:
    - i. TITLE (match your title page exactly);
    - ii. your name (match your title page);
    - iii. NAME OF DEGREE;
    - iv. your committee members' names;
    - v. Date that the approval form was signed by the department chair;
    - vi. name of the department/program chair.
- 2. There are some reminders and instructions typed into all other pages of the template—please read before typing over them.
- 3. Our Microsoft Word disquisition templates are built upon styles.
  - a. Most of our styles have been labeled with NDSU in order to differentiate them from default styles in Word.
  - b. You must use our formatting styles for:
    - i. **MAJOR HEADINGS and subheadings**—use the NDSU numbered headings according to heading level; the MAJOR and first two levels of subheadings will be pulled into the Table of Contents when you tell it to update;
    - ii. **Item Titles**, which includes table titles, figure titles, appendix table titles, appendix figure titles, to apply to the titles of all such items so that they can be pulled into the appropriate prefatory list (such as List of Tables, or Appendix List of Tables) when you tell them to update.
    - iii. Scheme titles (in the auto-numbered template) and "other titles" in the non-numbered template these have been created so you can use them for Scheme titles or redesignate them according to your needs. For example, if you want to have a List of Musical Examples, or List of Algorithms, or whatever non-paragraph items you want to label and create a directory for, you can simply convert the extra List of \_\_\_\_\_ to be what you need it to be, and use the corresponding Title style on their labels and titles in order to pull them into their prefatory list.
  - c. You can modify the styles if you desire, but you must still follow the formatting guidelines for font, font size, etc.

## **Quick Guide to Styles in the Non-Numbered Headings Template**



## **Quick Guide to Styles in the Auto-Numbered Headings Template**

