



### Word Template Instructions

The Rensselaer thesis and dissertation template <<INSERT LINK HERE>>, available for download, conforms to the requirements of the Office of Graduate Education. It includes styles for chapter and section headings (with automatic numbering), as well as regulation margins, page number placement, automatic formatting of title pages, and Table of Contents compilation.

The following instructions will take you through the use of the Word template, section-by-section, for all of the necessary components of a properly formatted thesis or dissertation. For more information on the specific requirements for formatting, please see the [Preparation Manual for Theses and Dissertations](#).

#### Title Page:

Title: Times New Roman, 20pt., Bold, CAPS  
Author: Times New Roman, 16pt., regular.  
All other text: Times New Roman, 12pt., regular  
Spacing: varied  
Alignment: Centered

Replace all red text with information specific to your thesis or dissertation. Please maintain the font sizes; for submission all text should be changed to black. Please do not alter the size, shape, or position of the Rensselaer seal in any way.

Masters students should replace the fourth committee member line with a blank line to preserve the positioning of the bottom text.

#### Copyright Page:

All text: Times New Roman, 12pt., regular  
Spacing: varied  
Alignment: centered

Replace all red text with appropriate information for your copyright. Students choose not to copyright their work and do not include a copyright page should delete this page completely. The Table of Contents should then begin on page ii.

#### Table of Contents:

Heading: Times New Roman, 16pt., bold, CAPS  
Heading alignment: centered  
Entries: Times New Roman, 12pt.  
Entry alignment: justified  
Spacing: double

The Table of Contents is formatted to include 4 levels of sections and subsections. To include text as a section heading in your Table of Contents you should highlight the appropriate text and section number within the body of your click on the “REFERENCES” tab on the Word tool bar and then “Add Text” under the “Table of Contents” section. Under the “Add Text” dropdown menu select the appropriate level for that highlighted heading.

To update your Table of Contents to show all of your section headings, click on the Table of Contents text. This should reveal a small grey box in the upper left corner of the table. Click “Update Table” and select the

appropriate option. Please note that when you choose “Update entire table” you may have to fix the font of the text in the Table of Contents so that it appears as intended. “Update entire table” must be used to ensure all sections and subsections are included.

### **List of Tables:**

Heading: Times New Roman, 16pt., bold, CAPS

Entries: Times New Roman, 12pt.

Spacing: Single, added space between entries

Alignment: justified with a .2 right indent (this will ensure that the text of the caption does not run into the page number column)

The List of Tables can be updated to include your table captions by selecting the existing caption text and right clicking. Select “Update Field” and you will be given the same options as updating the Table of Contents (see above). Again, choosing “Update entire table” may require you to fix the formatting and appearance of the List of Tables text. REMEMBER: The List of Tables must include the entire caption for every table, including those in the Appendix.

### **List of Figures:**

Heading: Times New Roman, 16pt., bold, CAPS

Entries: Times New Roman, 12pt.

Spacing: Single, added space between entries

Alignment: justified with a .2 right indent (this will ensure that the text of the caption does not run into the page number column)

The List of Figure can be updated to include your figure captions by selecting the existing caption text and right clicking. Select “Update Field” and you will be given the same options as updating the Table of Contents (see above). Again, choosing “Update entire table” may require you to fix the formatting and appearance of the List of Figures text. REMEMBER: The List of Figures must include the entire caption for every figure, including those in the Appendix.

### **Acknowledgement:**

Heading: Times New Roman, 16pt., bold, CAPS

Heading alignment: centered

Text: Times New Roman, 12pt.

Text alignment: left

Spacing: double

This section is optional. Delete this page if you do not wish to include acknowledgements.

### **Abstract:**

Heading: Times New Roman, 16pt., bold, CAPS

Heading alignment: centered

Text: Times New Roman, 12pt.

Text alignment: left

Spacing: double

### **Body:**

Heading (Chapter Title): Times New Roman, 16pt., bold, CAPS, centered

Level 2 Headings: Times New Roman, 14pt., bold, left aligned, .25 indent

Level 3 Heading: Times New Roman, 12pt., bold, left aligned, .5 indent

Level 4 Heading: Times New Roman, 12pt., italic, left aligned, .75 indent

Text: Times New Roman, 12pt.  
Spacing: Double  
Alignment: Justified

### **Table Captions:**

Text: Times New Roman, 10pt., bold  
Delimiter: Colon (:)  
Spacing: Single  
Alignment: Centered

To insert a table caption that can be automatically populated in the List of Table, go to the “REFERENCES” tab in the Word tool bar and click on “Insert Caption” under that “Captions” section. Under “Options” select “Table” and type the desired caption text into the “Caption” field. Be sure to include a delimiter! If the “table” option does not exist, create one by selecting the “New Label” button and entering “Table” into the “New Label” Field. Then click the “Numbering” button and select your desired specification from the options. You can then use that label to create the caption.

### **Figure Caption:**

Text: Times New Roman, 10pt., bold  
Delimiter: Colon (:)  
Spacing: Single  
Alignment: Centered

To insert a figure caption that can be automatically populated in the List of Figures, go to the “REFERENCES” tab in the Word tool bar and click on “Insert Caption” under that “Captions” section. Under “Options” select “Table” and type the desired caption text into the “Caption” field. Be sure to include a delimiter! If the “table” option does not exist, create one by selecting the “New Label” button and entering “Table” into the “New Label” Field. Then click the “Numbering” button and select your desired specification from the options. You can then use that label to create the caption.

### **Equations:**

Please see the “Formatting Equations in Word Documents” file for more information on the various methods of including equations in your Word document.

If the Microsoft Word 2010 equation editor does not meet your needs, you might consider [MathType](#) from Design Science. This program integrates with Word by extending the capabilities of Word’s equation editor and providing an additional MathType menu. However, if your thesis is heavy on mathematics, you may want to consider using LaTeX instead of Word to create your thesis.

### **Footnotes and Attributions:**

Create a footnote by clicking on the “References” tab and selecting “Insert Footnote.” Type the text of your footnote in the space provided at the bottom of the page.<sup>1</sup> Please note that students who are using a citation style that requires superscript numbers for in-text citations should not use footnotes in their document. Footnotes should be continuously numbered throughout your document; continuous numbering is the default setting. The exception is attributions.

Attributions should not be numbered, but should appear in the same portion of the page that a footnote would. Including attributions can be tricky with Word. Some students choose to include attributions by defining a

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<sup>1</sup> Footnote: Make sure that the font of your footnotes is the same style as the rest of your text; it may be a smaller size.

different footnote marker than their actual footnotes and simply changing the color of the letter or symbol to white to blend with the background of the page. ♦ Defining a new symbol for your attributions will not throw off the consecutive numbering of your actual footnotes. To do this select the “References” tab and click on the small arrow in the lower right corner of the “Footnotes” section. Then, in the field labeled “Custom Mark,” type in or select the mark or symbol you would like to use for your attributions before hitting “Insert.”

### **References:**

Heading: Times New Roman, 16pt., bold, CAPS  
Heading Alignment: centered  
Entries: Times New Roman, 12pt.  
Entry Alignment: Left  
Spacing: Single, added space between entries

### **Appendices:**

Heading: Times New Roman, 16pt., bold, CAPS  
Heading Alignment: centered  
Text: Times New Roman, 12pt.  
Text Alignment: Left  
Spacing: double

This section is optional. Delete this page if you do not wish to include appendices. “Appendix” should be used if you only include one section. All headings and subsection headings should be formatted consistently with those in the Body of your manuscript.

### **Saving Your File:**

All files must be uploaded to ProQuest in PDF format. Your PDF files must have all fonts embedded, be text searchable, and must not be encrypted. The resolution should be at least 600 dpi. Both Master’s and Ph.D. candidates will need to submit two PDF files.

1. Click on the File tab, then click on Save as.
2. In the Save as window, select PDF (\*.pdf) from the Save as type drop-down menu. Click Save.

### *Checking the PDF Files*

You should check your PDF files to make sure that everything has converted properly. To do so, open the PDF file in Acrobat Reader or Acrobat and page through to visually make sure it looks right. To more formally check your fonts, follow these steps:

1. Select File > Properties....
2. In the Document Properties window, click on the Fonts tab. Verify that all fonts are either Type 1 or TrueType (TT) fonts.
3. You should see Embedded or Embedded Subset for all fonts (with the possible exception of Times New Roman, Arial/Helvetica and Courier).
4. Click OK to close the Document Properties window.

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♦ Here is an example of a symbol used to place an attribution in the footnote section. Note that the symbol has been made red for purposed of the example only; in your official document, this should be white.

5. From the Advanced menu, click on Use Local Fonts to turn this option off (the check mark should disappear).
6. Select Edit > Preferences....
7. In the Preferences window, click on Page Display. November 2010 13
8. Click on Use Local Fonts to turn this option off (the check mark should disappear). Click on OK.
9. Page through your PDF file to visually inspect each page as it would appear on another computer without the same fonts as yours.

Another option is to use Adobe Acrobat Pro (not the free Adobe Acrobat Reader) to convert your Word 2010 document to PDF. Mobile Computing Program laptops come with Acrobat Pro pre-installed. Acrobat Pro is available from the Rensselaer Campus Computer Store at a low educational price. Acrobat Pro is also installed on the Sage 4510 desktop computers and on the computers in the VCC north lobby with the Sage 4510 image.

Finally, print a copy of your file (as described below) and verify that everything prints as expected.