[Document Title Goes Here]

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[Make sure to replace everything in [brackets] with the appropriate information.]

[Document Title Goes Here]

Your introduction will go here. I wish you the best in your writing! This template is based on the use of Microsoft Word styles.

# Introduction to Formatting

I made that (“Introduction to Formatting”) heading using the “Level 1 Heading” style. I hit enter when I was done writing it. After I pressed enter MS Word automatically selected the “Normal” style, which allowed me to start typing the automatically indented paragraph.

In the following subsections I will describe the various formatting options, which are set to be consistent with APA standards as well as the University of Norther Colorado Graduate School’s requirements (as of November, 2015). Styles can be applied by going to the “HOME” button in the Microsoft Word toolbar. They are, as one might expect, in the “Styles” section of the toolbar.

## Paragraphs that Don’t Require Indents

I made the above subheading with the “Level 2 Heading” style. After typing the heading, I hit enter and, once again, Word automatically selected the “Normal” style, this enabled me to start typing another automatically indented paragraph without having to apply any formatting.

If, for some reason I didn’t want an indent, I would apply the “Normal…” style, also known as the “Normal No Indent” style, by first selecting the text and second clicking on the name of the style. You can preview styles by selecting text and then hovering your mouse (without clicking) over the name of the style you would like to preview.

### This level three heading uses both upper and lowercase letters.

Level three headings also default back to the “Normal” style after hitting enter. Notice that the level three heading is indented and ends with a period. When using headings always make sure that you use the heading styles.

There is a style option for automatically formatting block quotes, which are over 40 words in length. It is, unsurprisingly, called “Block Quote”. I am using it right now to write this paragraph.

If my quotation is more than one paragraph, then the second paragraph is indented an additional half inch. I had to apply the “Block Quote” style to this second paragraph separately from the first, since the style automatically reverts to the “Normal” paragraph style after each blockquote.

When you hit enter at the end of block quotes Word will automatically start a new paragraph that is formatted using the “Normal” style. If the block quote happens to fall in the middle of a paragraph, simply select the text following the block quote and apply the “Normal no Indent” style.

## Breaks

Page and section breaks are used extensively in the formatting of complex documents. Most manuscripts or class assignments will not require section breaks. As you probably know page breaks start a new page. Section breaks let us do things like restart page numbers or change the format of headers and footers. Section breaks can be inserted by selecting “PAGE LAYOUT” in the Word toolbar. In the top right corner of the “Page Setup” box you will see a menu for “Breaks”. You will be using “Continuous” and “Next Page” breaks. Continuous breaks allow you to start a new section of formatting below the break. Next page breaks create a section break followed by a page break. To see section breaks, page breaks, and other formatting in your document click on “HOME” in the Word toolbar then click on the paragraph symbol (¶) in the top right corner of the “Paragraph” box. This will toggle hidden characters. Viewing hidden characters can be quite useful for figuring out why formatting in a document is misbehaving. It is helpful to make sure that breaks don’t occur on a new line. In other words, leave them at the end of the last line of text so that you don’t end up with blank pages.

## A Note on Centering & The Left Margin

If you need to center text, make sure that you are using the “Normal no Indent” style, as the normal style will indent the line in addition to centering it, which will actually make the text go to the right of center. The left margin is larger than normal, as per graduate school guidelines.

# References

An example reference using the “Reference” style. Using the references style will allow you to format references correctly, right down to the hanging indent! You do have to add your own *italics*, though.