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Greeley, Colorado

The Graduate School

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A Dissertation Submitted in Partial Fulfillment
of the Requirements for the Degree of
Doctor of [Philosophy, Education, Arts, etc.]

[Your Full Name]

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[School]

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[Month and year, e.g., June 2016, your degree will be awarded]

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A Proposal for a Doctoral Dissertation

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Committee Member Name, Ph.D., Committee Member

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Date of Dissertation Defense

Accepted by the Graduate School

Linda L. Black, Ed.D.

Associate Provost and Dean
Graduate School and International Admissions

ABSTRACT

Last, First Middle. Your Dissertation Title Goes Here: The Words Are Capitalized. Published Doctor of Philosophy dissertation, University of Northern Colorado, 2016.

Abstract goes here. Paragraphs are indented…….

Keywords: KEYWORDS GO HERE IN ALL CAPS

ACKNOWLEDGEMENTS

Acknowledgements will go here…

TABLE OF CONTENTS

[Chapter I Introduction 1](#_Toc455145498)

[Introduction to Formatting 1](#_Toc455145499)

[A Note on Centering & The Left Margin 5](#_Toc455145500)

[Chapter II Literature Review 6](#_Toc455145501)

[Chapter III Methodology 7](#_Toc455145502)

[Chapter IV Results 8](#_Toc455145503)

[Chapter V Discussion 9](#_Toc455145504)

[References 10](#_Toc455145505)

[Appendix A: The First Appendix 11](#_Toc455145506)

List OF FIGURES

[Figure X. 3](#_Toc455145759)

List of Tables

[Table 1: Imagine a table here. 3](#_Toc455145801)

# Chapter IIntroduction

Your introduction will go here. I wish you the best in your writing! As a note, the styles and formatting contained in this document are specific to the University of Northern Colorado’s dissertation requirements. This means they differ from standard APA formatting in several ways. For example, level 1 (chapter) headings are in all caps and are set further down on a page. Also, the left margin is larger to accommodate binding the document.

## Introduction to Formatting

I made the above (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 at the top of the Microsoft Word toolbar. They are, as one might expect, in the “Styles” section of the toolbar. As you progress through the dissertation process, you might notice that some of the formatting needs to be changed. This might result from inadvertently changing the various styles that I have created. I may have also made minor errors in the styles. If you need to change a style, right click on the style’s name and select “Modify”. This will allow you to update all instances of that style at once. Look for the “Format” menu in the bottom left corner of the modify style window, which will allow you to change things like the font, paragraph settings, tabs, and anything else associated with the style. I STRONGLY discourage changing formatting in the document (i.e., without using the various styles), as you will end up with a hodgepodge of different styles, and you will likely have to hire a typist to get everything back in order. For those of you using Apple (Mac) computers, the styles menu will likely be much messier, as the Microsoft Office user interface is much less friendly. I encourage you to search the internet so that you can learn as much as you can about using styles to format documents.

### Paragraphs that Don’tRequire 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.

It also defaults 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. In other words, don’t try to format them yourself. Using the styles enables you to automatically update the table of contents, which can be done by right clicking on it and selecting “Update Field”. Using styles also enables you to correct any formatting errors in a style all at once, instead of changing one heading at a time.

### Figures and Tables

[imagine one of your future figures here]

Figure X. When you insert figures type “Figure #.” (the # represents a sequential number), followed by a descriptive caption. After you have written the caption select the “Figure #.” portion of the caption and apply the style called “Figure #”. Doing so will italicize the text while automatically adding the figure to your Table of Figures. You have to right click on the table of figures and select “Update Field” to see your new figure.

There is also a style called Table #, which can be used with tables, which need to be listed in a separate table from the table of figures.

Table 1: Imagine a table here.

### Block Quotes

There is also 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 beautifully justified paragraph, which is also indented on either side.

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.

### Chapter Headings

The final style that you might need to know about is “Chapter Heading”, which is used for, well, chapter headings. It will automatically add the chapter to your table of contents (remember to right click on your TOC and select “Update Field”) and also forces you to write in bold capital letters that are spaced two inches from the top of the page. To write a heading that spans two lines use a soft enter, so that it won’t create two entries in your table of contents (i.e., an entry called “CHAPTER I” and a second called “INTRODUCTION”). To create a soft enter simply hold shift while pressing enter. Ensure there are not errant spaces at the end of heading lines.

Also notice that the previous heading is split onto two lines in an inverted pyramid format. This is consistent with University of Northern Colorado dissertation formatting guidelines, which call for level two headings to be split onto multiple lines if they exceed two and one half inches. UNCO also requires that centered (level one or chapter) headings be split if the exceed four inches. Remember to use a soft enter to split headings, and delete the space between the words where you will insert the soft enter. Level three, four, five, etc. headings do not need to be split.

### No TOC Chapter Heading

This heading is used to format the chapter level heading for the acknowledgements, abstract, table of contents, and table of figures so that they will be visually identical to chapter headings, without being displayed in the table of contents.

### Breaks

Page and section breaks are used extensively in the formatting of this document. 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 “LAYOUT” in the Word toolbar. In the top right corner of the “Page Setup” portion of the panel 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. Next page breaks are used between chapters as well as between the copyright, abstract, acknowledgements, and other early sections of the paper. To see section and page breaks 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.

# Chapter IILiterature Review

Your literature review will go here.

# Chapter IIIMethodology

Here, your methods will soon live. Write. Just write.

# Chapter IVResults

Make sure to delete Chapter IV and V from your proposal, which consists of the first three chapters. Chapter IV and V are only included in the final dissertation.

# Chapter VDiscussion

You can change the titles of Chapter IV and V based on your research design.

# 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.

# Appendix A: The First Appendix

Appendix A goes here! The appendices need to show up in the table of contents, so make sure to use the Chapter Heading style. The body of the appendix must be on a separate page from the heading, so insert a page break after each of your appendix headings.