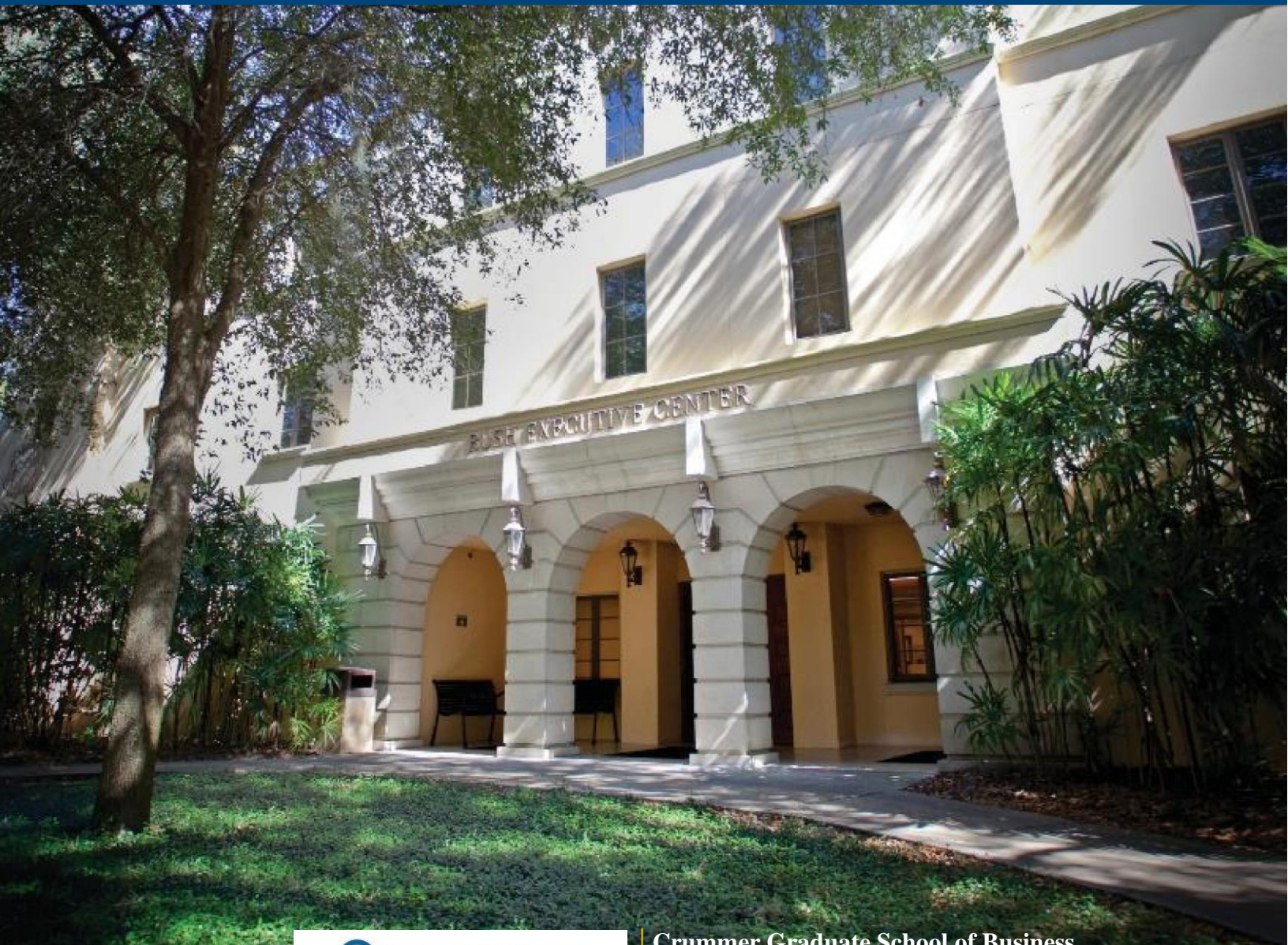


CRUMMER GRADUATE SCHOOL OF BUSINESS

Microsoft Word Manual for Dissertations



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This guide was created to help students ensure proper formatting of their dissertations and should be used in concert with the Crummer EDBA Dissertation Guide 2022 v2.2 and the Crummer EDBA Dissertation Template 2022 v2.2. This guide will provide step-by-step instructions for Microsoft Word operations that are necessary for the correct formatting of the dissertation.

For additional help you can contact the Writing Coach Christopher Posey (cposey@rollins.edu or 407-670-9283).

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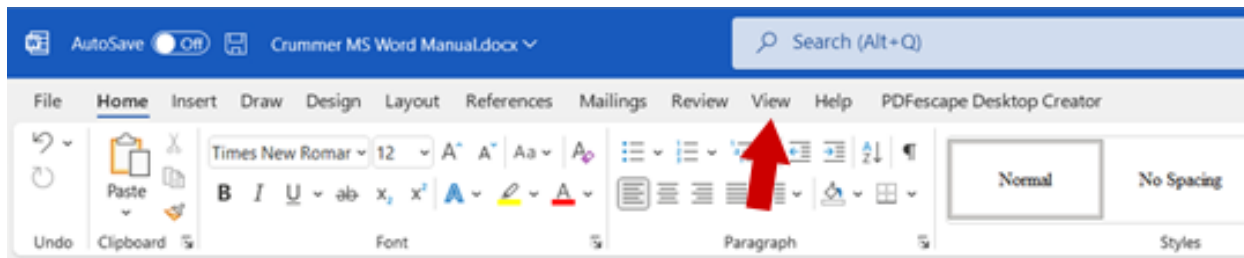
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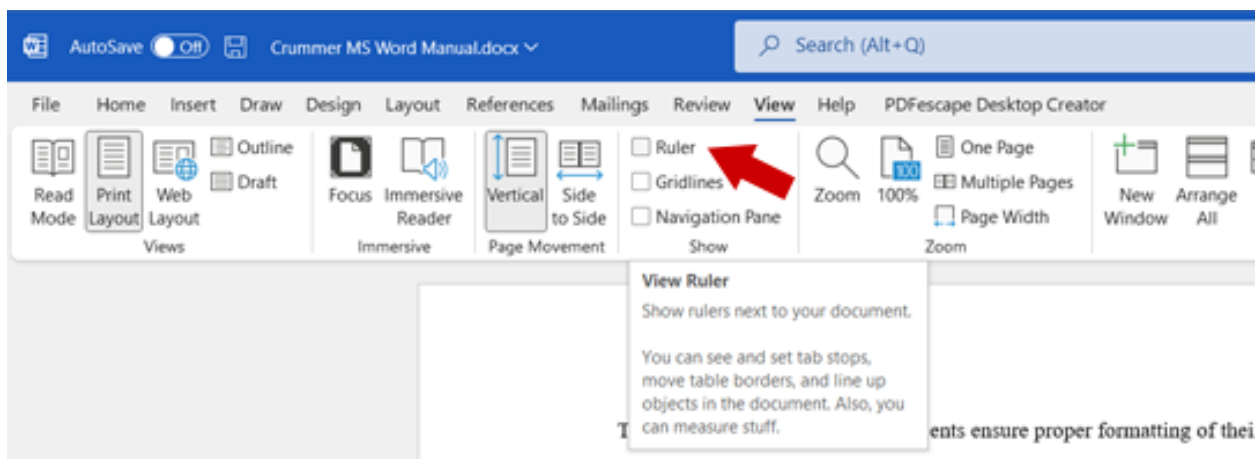
Chapter 1: The Ruler

Several operations and standards required in the composition of the dissertation will rely on precise placement of tabs, correct positioning of indents, and centering of text. These all require seeing the Ruler Feature in Word. To access the **Ruler**:

Step 1. **Click** on the **View** Tab of the Toolbar



Step 2. **Check** the checkbox in front of **Ruler**



This will add Rulers to your viewing pane on both the top and left side.

The **Ruler** shows **Indent Markers** (Triangular & Rectangular) for both right and left margins.

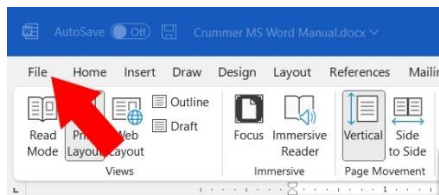


For explanations on using Indent Markers see below; different sections of the dissertation require different indent styles (e.g., standard or hanging indents), and some elements require special indents at unusual positions (e.g., List of Tables, List of Figures, and hypotheses).

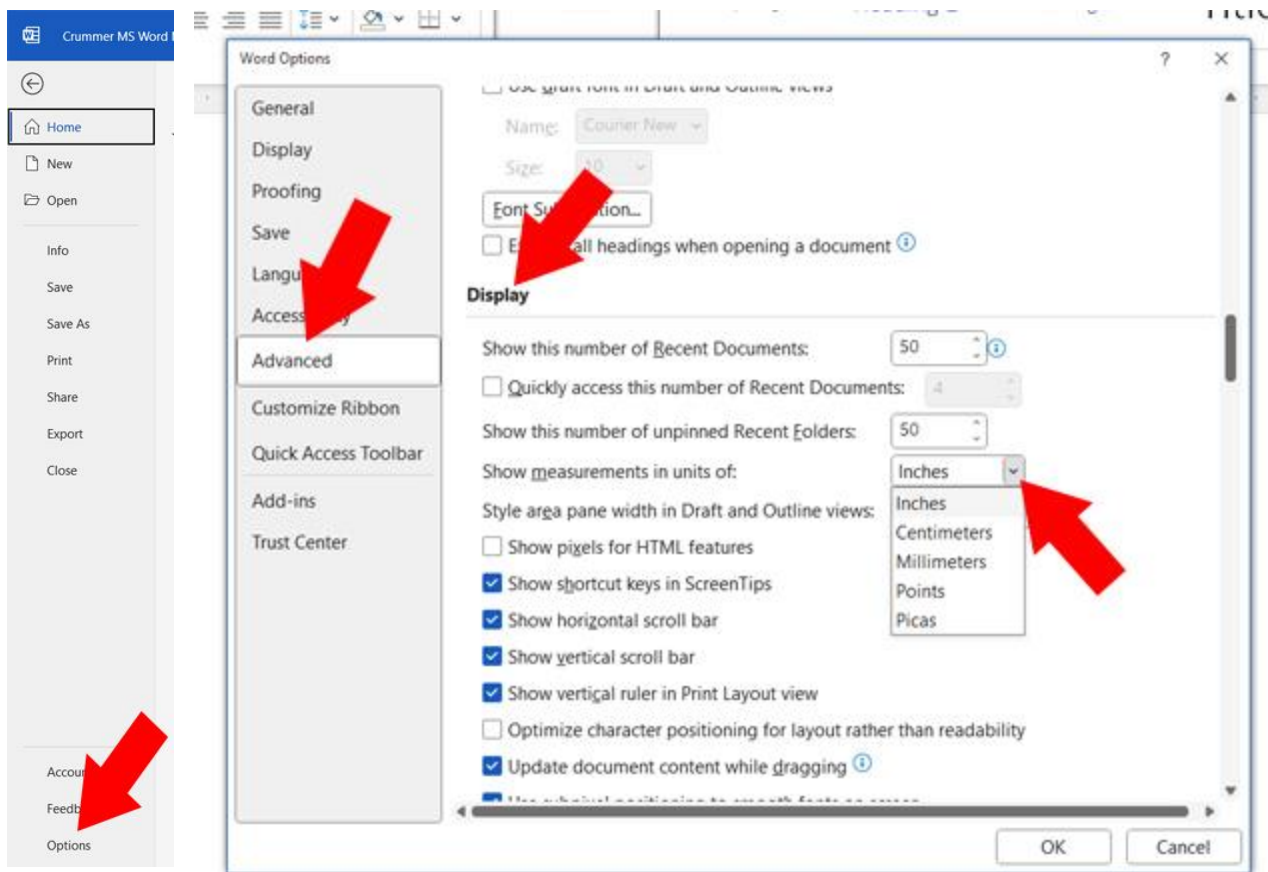
Chapter 2: Changing Measurement Systems

Not all students may have US settings set up on their personal computers, meaning that their paper size and settings, like the use of inches in margins, may not be applied at the start of the program. To assist with changing these settings you can follow the instructions below.

Step 1. **Click** on the **File** Menu



Steps 2-5. **Choose Options** at the bottom of the sidebar menu, then **Choose Advanced** on the Word Options popup menu, **Scroll** down to the **Display** section, and from the drop down menu at “Show measurements in units of” **Choose Inches**.



Chapter 3: Adding Tabs

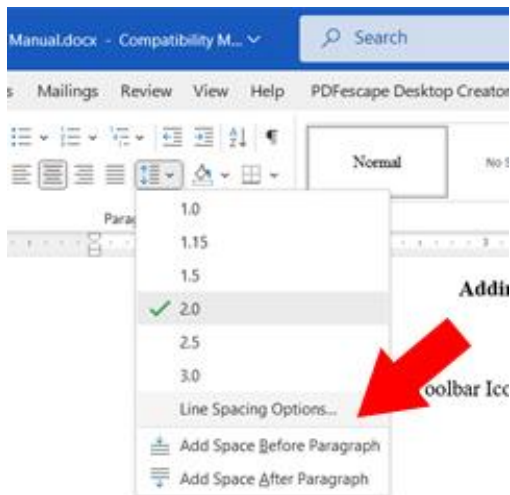
There are three variations of tab settings in your document, these include those for Table of Contents, equations, and Lists of Tables and Figures.

Table of Contents

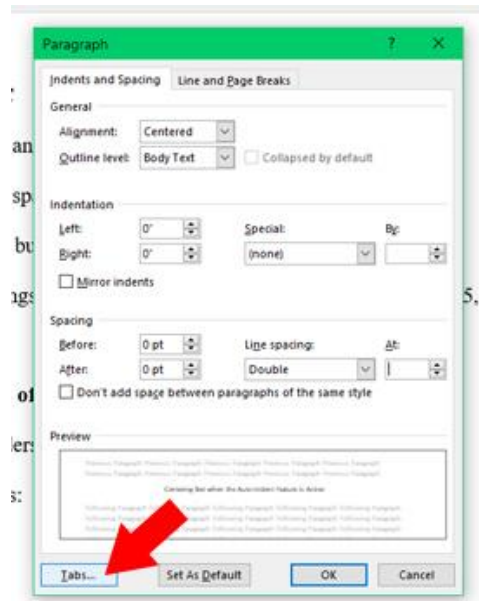
The Table of Contents will list all your Chapter headers, as well as your subheadings down to Level 3 Headers. These headers have page numbers preceded by a string of dots between the last letter of the title and the number aligned to the right margin. It is impossible to correctly align page numbers along the right margin using a line of periods after a header as the letters and numbers in Word are all different widths (e.g., “Weights and Values” made up of 16 letters and 2 spaces fits in a smaller amount of space than “Invested in Stocks”). Using periods only leads to crooked numbering. Instead, use a right aligned tab, set with a dotted line leader.

To set up the necessary tabs you just need to follow the steps below, repeating Step 4 for each individual tab.

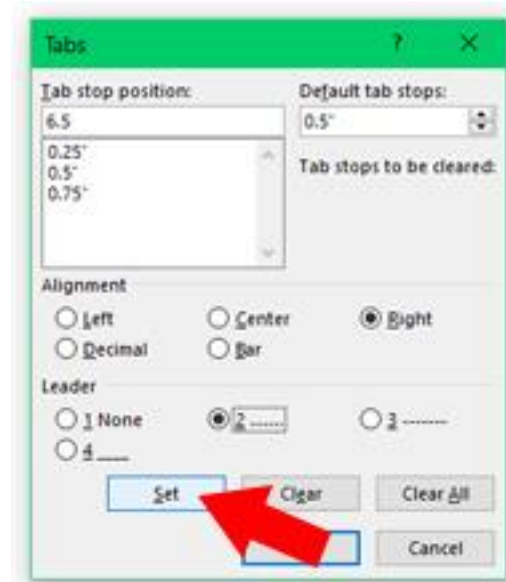
Step 1. From the Line Spacing dropdown menu **Click Line Spacing Options**



Step 2. In the **Paragraph** Popup Box **Click** the **Tabs** button.



Steps 3-6. Enter the Tab Measurement in the **Tab stop position** field. **Choose** Alignment setting. Define Leader, if applicable. **Click Set**.



Settings for the necessary tabs are as follows: 0.25, Left alignment, Leader 1 None; 0.5, Left alignment, Leader 1 None; 0.75, Left alignment, Leader 1 None; and 6.5, Right alignment, Leader 2.....

If you have incorrect tabs, you can **Click** on them in the list and **Click** the **Clear** button.

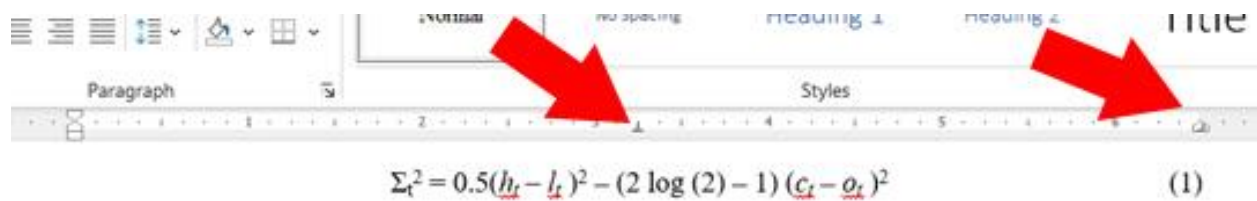
Tabbing for Equations

In some dissertations the use of mathematical equations is required and APA requires that they are formatted a specific way, with the equation centered in a separate line and numbered.

The number is in parentheses at the right margin. See an example below.

$$\Sigma_t^2 = 0.5(h_t - l_t)^2 - (2 \log(2) - 1)(c_t - o_t)^2 \quad (1)$$

To do this set the following tabs: 3.25, Center alignment, Leader 1 none; 6.5, Right alignment, Leader 2.....



Lists of Tables and Figures

The List of Tables and List of Figures are configured differently, and each has different tab setting for the header row and the actual list of tables and figures, so as they look like this:

Table	Page
1. Title of Your Table	12
2. The Title of the Next Table.....	13

The header row needs a tab at 6.5, with right alignment, but the Leader 1 none, while the actual list requires a tab at 6.44, Right alignment, Leader 2..... as its setting.

Additionally, the lefthand margin needs to be modified for a hanging indent. This is accomplished as shown below (for further information on changing Indents see the next chapter).

Steps 1 & 2 **Click** and **Drag** the downward triangular **Indent Mark** to between the 2nd and 3rd notches. **Click** and **Drag** the upward triangular **Indent Mark** to the half-inch notch (the middle between the left margin and 1 on the Ruler).



Tables

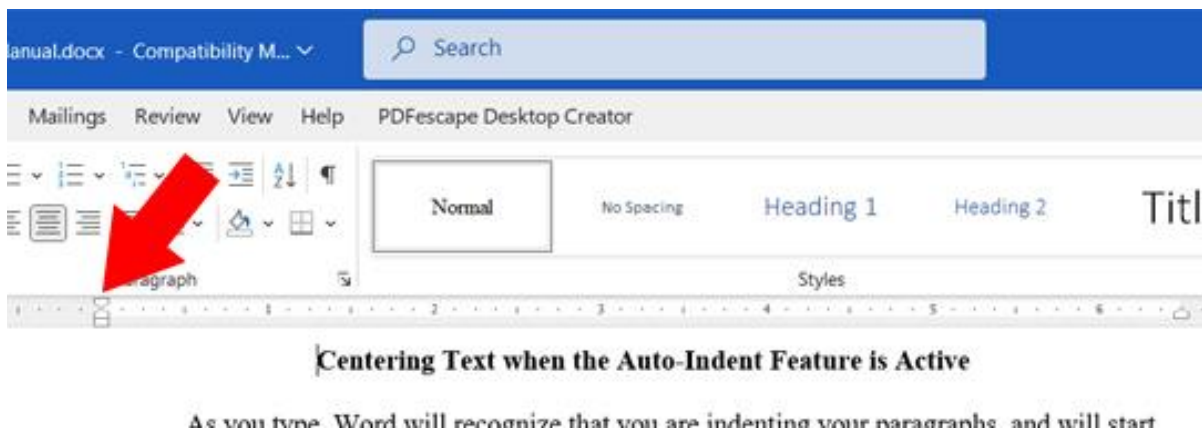
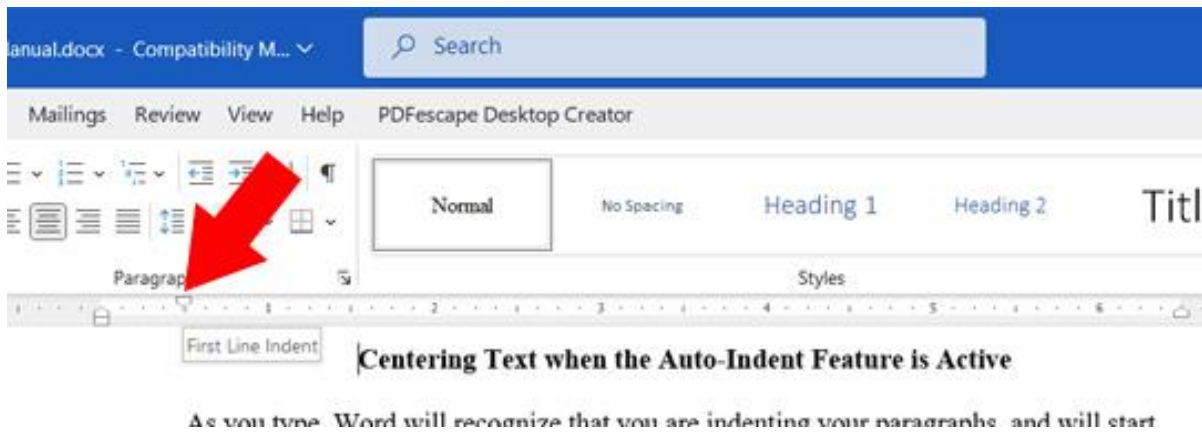
1. Title of Your Table
2. The Title of the Next T

Chapter 4: Using Indent Marks

Centering Text when the Auto-Indent Feature is Active

As you type, Word will recognize that you are indenting your paragraphs, and will start to Auto-Indent them for you (when you hit Enter, the cursor will drop to the next line, but sit at the .5-inch indent rather than flush with the left margin). This feature is very helpful, except in one aspect. When you wish to add a new centered chapter header (a quick way to do that is to have your cursor on the line you are centering and hold Ctrl and press E), Word will center the text using the right margin and the indent position, instead of the left margin. This means that your title will be off center. To fix this:

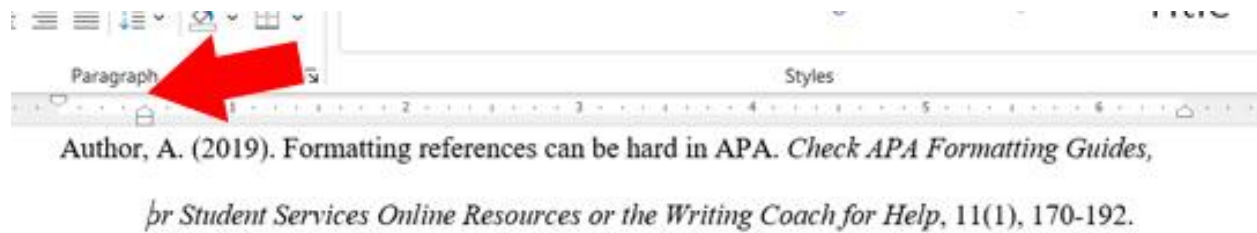
Step 1. **Click** and **Drag** the downward triangular **Indent mark** to align with the upward triangular and rectangular Indent markers at the left margin (it should snap into place).



Hanging Indents in References

The reference section of your dissertation requires the entries to start at the left margin with all runover text being indented half an inch so that the author's names stand out to a reader. This is accomplished with a hanging indent.

Step 1 **Click** and **Drag** the upward triangular **Indent Mark** to the half-inch notch.

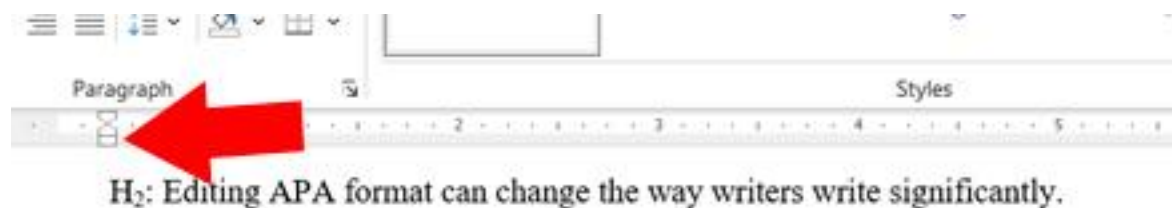


Be sure to click **ONLY** the upward triangular Indent Mark as including the rectangular Indent Mark will cause both triangular Indent Marks to move as a unit.

Indenting Hypotheses

To draw attention to hypotheses stated in a dissertation, use a modified indentation set at a uniform quarter inch.

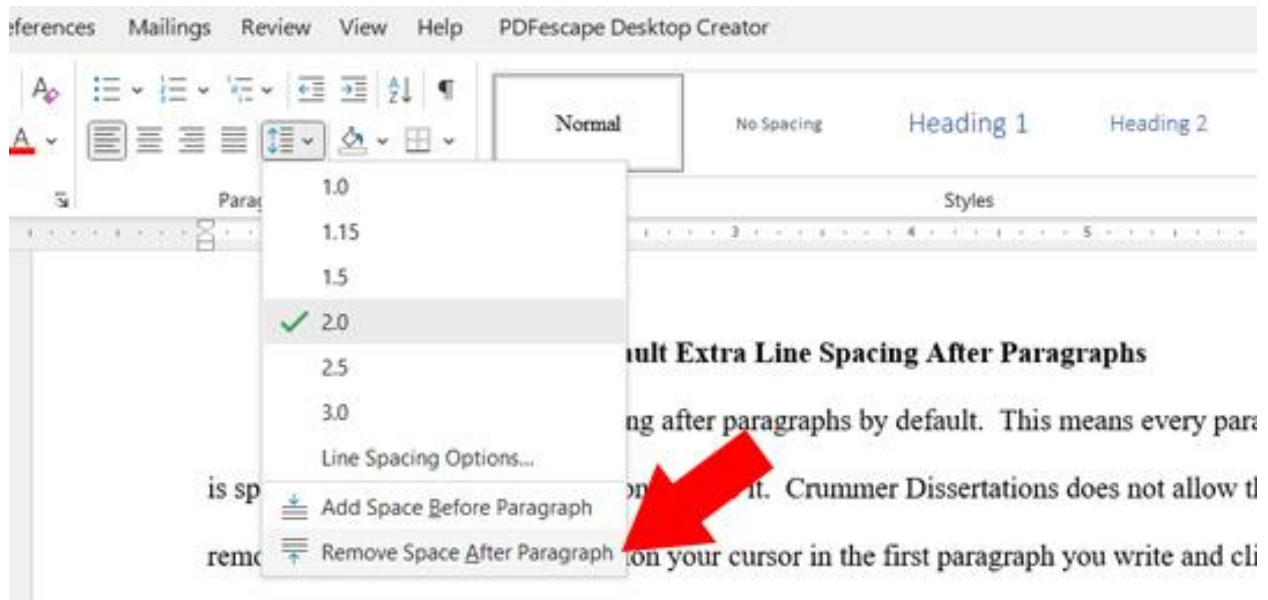
Step 1 **Click** and **Drag** the rectangular **Indent Mark** to move all three markers to the quarter inch position.



Chapter 5: Turning Off Default Extra Line Spacing After Paragraphs

Word added extra line spacing after paragraphs by default. This means every paragraph is spaced half a line extra from the one above it. Crummer Dissertations does not allow this. To remove it, you simply need to position your cursor in the first paragraph you write and:

Step 1. **Click** the **down arrow** on the Line and Paragraph Spacing icon on the toolbar and **Click** on Remove Space After Paragraph.

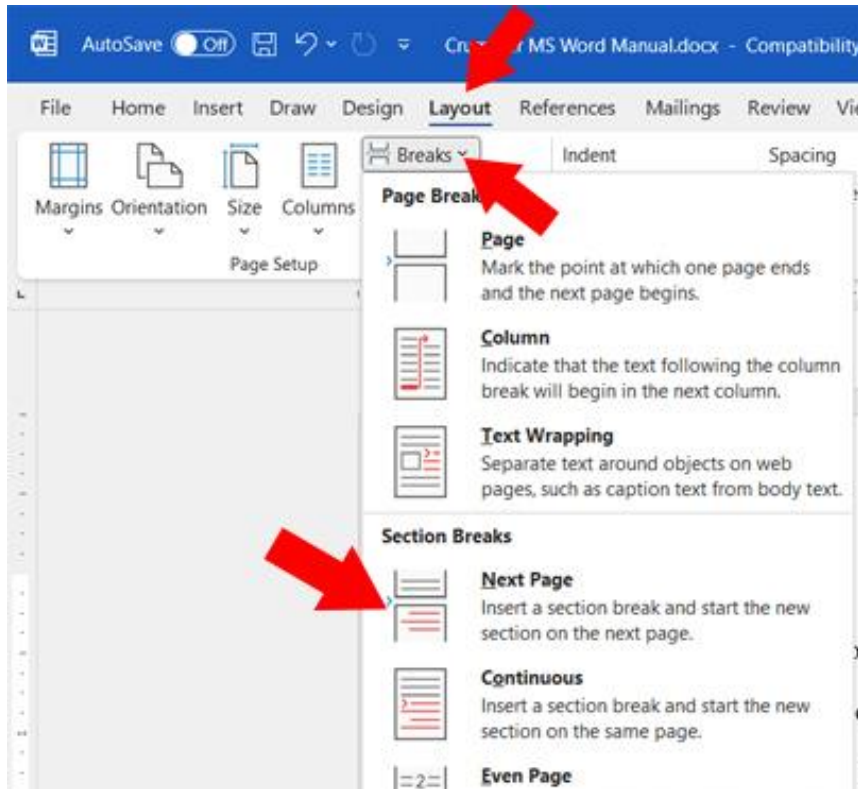


If you find other paragraphs in your document have extra spacing before (or after) paragraph breaks you can use the above method to remove them.

Chapter 6: Page Orientation for Extra-Wide Tables and Figures

When you insert a table or figure into your dissertation that is too wide for the margins, change the orientation of the page(s) it occupies to maintain 12pt font size. To accomplish this, position your cursor at the top of your table or figure and follow these steps.

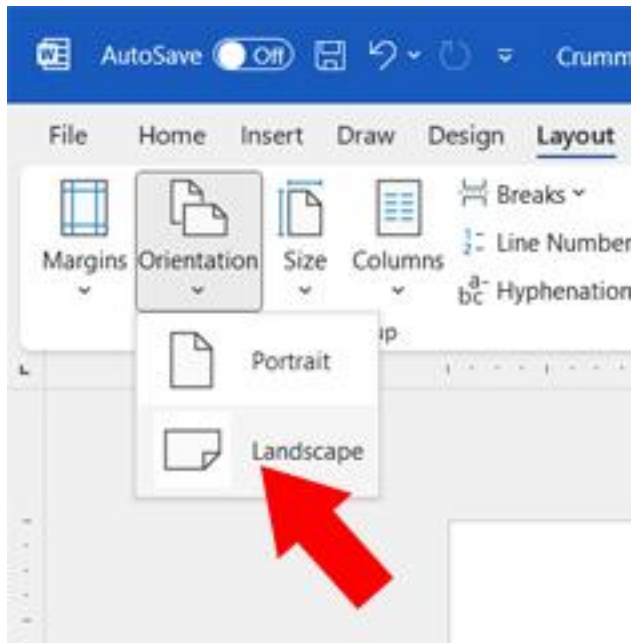
Steps 1-3 From the **Layout** menu, **Click Breaks**, and **Choose Next Page** from the **Section Breaks** portion of the dropdown menu.



Then reposition your cursor to the bottom of your table or figure and repeat the steps above (Layout – Breaks – Next Page).

This effectively separates the page(s) the table resides in from the rest of the document settings, so things like numbering and orientation can be altered without changing them globally. To complete the orientation, move your cursor any place within your table or figure page(s) and then follow the remaining steps.

Steps 3 & 5 Still in the Layout Menu, **Click** the down arrow under the **Orientation** icon and **Click** on **Landscape** from the choices listed.



You will need to amend the page numbering of the document to ensure consistency. See page 12 of the Adjusting Page Numbering chapter for details (below).

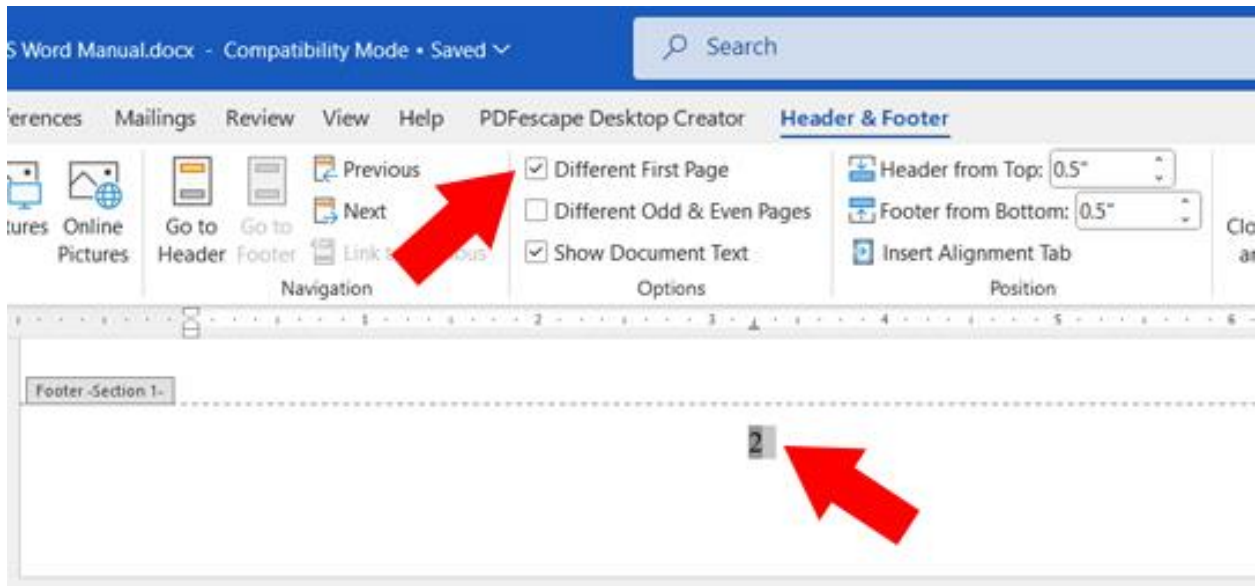
Chapter 7: Adjusting Page Numbering

Your dissertation employs two different numbering schemes. The first is roman numerals that number the initial pages of the paper (from the cover page through your list of figures). The second is Arabic numbers for the body of the paper (Chapter 1 through your appendices). To ensure correct numbering, and proper format, follow the steps in this section.

No Page Number on Cover Page

You will note that the cover page of your dissertation doesn't have a number in the bottom margin like all the rest of the pages. But it does, it's just hidden. To ensure that this is the case with your dissertation, follow these steps:

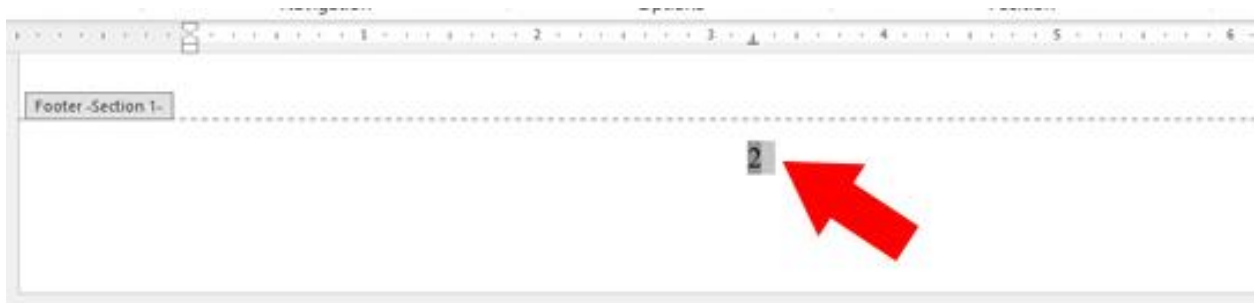
Steps 1-3 **Double Click** on the page number at the bottom of the page to open the **Footer**. **Highlight** the number. In the **Header & Footer** menu, **Click** the **Different First Page** checkbox.



Fixing Out of Sync Page Numbering

Using Section Breaks will interrupt page numbering, and you will often have to rectify this manually. Follow the steps below to get your page numbering back in order once you have changed the orientation of your pages.

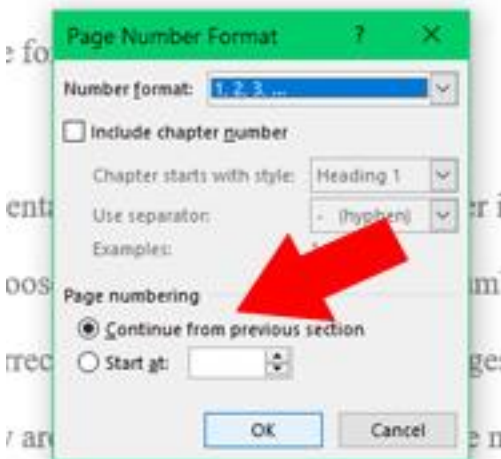
Steps 1 & 2 As above, **Double Click** the first incorrect page number. **Highlight** it once the Footer opens.



Steps 3 & 4 **Right Click** on the highlighted number. **Click Format Page Numbers** from the popup menu



Step 4 **Click Continue from previous section** and **OK**



Keyboard Shortcuts

This chapter provides a few keyboard shortcuts to make your writing exercise a bit smoother. They are very helpful when you are working very hard, as they allow you to skip moving your mouse all the way up to the toolbar, finding the right menu, locating the correct icon before returning to the text.

Copy and Paste

To copy text, a table, figure, or image, just highlight it with your mouse, and then hold down the **Control (Ctrl)** key and press **C**. This will copy it on your clipboard, allowing you to move your cursor to the new location you want the copy placed. Then just hold down **Ctrl** and press **V**.

Cut and Paste

This works the same way, except instead of copying the selection it deletes it, removing it from the original location and allowing you to move it to a new one. Hold **Ctrl** and press **X**, then just paste the selection where you want with the above-mentioned **Ctrl + V**.

Center/Uncenter

To center or left align a selection, simply place your cursor in or on the item or text and hold down **Ctrl** and press **E**; if the item or text is centered it will move it to left alignment, and vice versa.

Bold and Italics

To make text **Bold**, you need only hold **Ctrl** and press **B**; likewise, to make text *Italic* hold **Ctrl** and press **I**.

Find Text

If you want to search for a specific word or phrase in your document, you can just by highlighting the word or phrase and holding **Ctrl** and press **F**, this opens the Navigation sidebar, which will display the results, showing you every instance where that word or phrase appear in the file. By clicking on any of the results you can go to each one.

Replacing Text

If you have a word or phrase across every instance in your document you can quickly bring up the Find and replace popup window by highlighting the word or phrase and holding **Ctrl** press **H**.