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How to use this document

This set of instructions is *only a reference to remind workshop participants* of all the features covered in the workshop. If any part of this document seems confusing, please go to <http://ittraining.gmu.edu/> and register for the next workshop or contact University Dissertation & Thesis Services at udts@gmu.edu.

How to use the template

Most people are used to opening a blank document, typing, and then formatting the document to suit their needs. Doing so is perfectly normal and expected, but doing so with this template will result in endless frustration. While the template does require some effort and a little getting used to (in that you will have to become accustomed to just typing and letting the template take care of the formatting), the rewards ultimately pay off. The template will automatically make your document 100% consistent, will conform to University standards, will do almost all of the



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formatting for you, and will automatically update things like the Table of Contents, the List of Figures, and other features that many people used to have to fix manually, over and over again.

Template Sections

We have split the template into four different sections and have named them in such a way so that they are easy to recognize. The four sections are as follows: **Blank** Section, **Roman Numerals** Section, **Abstract** Section, and **Arabic Numerals** Section. At the end of each section you will find a **Section Break**, a handy little tool that breaks the document into parts that have different formatting rules. A detailed explanation of what is required of you, as well as what goes into each section, make up the bulk of these instructions.

Blank Section

Since the first couple of pages of the document are not numbered, we have decided to name this section “Blank.” Only two pages go into this section: the **Signature Sheet** and the **Title Page**. **There is a section break at the bottom of the Title Page, which you must not delete, under any circumstances, lest you want to break the format of the entire document.**

Signature Sheet

The Signature Sheet will vary for each person due to different requirements for different colleges. A student in the College of Education and Human Development will have a completely different Signature Sheet from a student in the College of Science. The Signature Sheet contained in this template is just a general Signature Sheet, and should not be taken as the required Signature Sheet for ANY school/college/department. Please check thesis.gmu.edu/signaturesheets.html for the Signature Sheet that applies to your degree.

Title Page

Both the Signature Sheet and the Title Page contain text boxes for users to fill out. These boxes have been locked to prevent users from deleting them, thereby messing up the linked fields throughout the document. What you want to do is click inside the text boxes, and enter the information that pertains to you. You will notice as you scroll down from the Signature Page to the Title Page, any fields that are linked between those two pages will now display the same information.



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History of Accounting

HISTORY OF ACCOUNTING

A Thesis submitted in partial fulfillment of the requirements for the degree of Master of Science at George Mason University

by

by

Damian Gryphon
A Thesis

Damian Gryphon
Bachelor of Science
George Mason University, 2008

Submitted to the
Graduate Faculty
of
George Mason University
in Partial Fulfillment of
The Requirements for the Degree
of
Master of Science

Academic Discipline for Degree--DO NOT include concentration

Director: Ralph C. Baxter, Professor

Department of Academic Discipline for Degree--DO NOT include concentration

Committee:

_____ Dr. Ralph C. Baxter, Thesis Director
_____ Dr. Ghijklghijklghijkl Ghijklghijklghijkl,
Committee Member
_____ Dr. Mnoqpnmopqnmopq
Mnoqpnmopqnmopq, Committee

Fall Semester 2013
George Mason University
Fairfax, VA

Roman Numerals Section (i, ii, iii, iv...)

This section is named after the page numbering used in it. It is composed of a series of optional pages, as well as a number of lists and tables to ease navigation of your document. **There is a section break at the end of the List of Abbreviations or Symbols—it is very important that you do not delete this section break.**

Optional Pages

Within this section, you will find a number of optional pages (pages you are free to delete if you so desire), as well as pages you are free to delete if you don't need them. The optional pages are the **Copyright Page**, **Dedication Page**, and **Acknowledgments Page**. The pages you may delete if you do not need them include the **List of Tables**, **List of Figures**, **List of Equations**, and **List of Abbreviations or Symbols**. We recommend you do not delete these pages until the end, in case you change your mind about including any of these objects. **Remember that there is a section break at the end of the List of Abbreviations or Symbols; so if you decide to delete this page, make sure you do not delete that section break; instead, move it to the previous page.**

Table of Contents

Your **ToC**, **LoT**, **LoF**, and **LoE** will be updated manually by pressing **Ctrl + A** to highlight your entire document, and then **F9**, which is the **Update** command. This will prompt a dialog box asking if you want to update page numbering or the entire table. You want to select the **entire table** every time these dialog boxes are prompted. **Always remember that changes will not show up in any of these tables or lists until you update them.** These changes include captioning and use of the heading styles.



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List of Abbreviations or Symbols

Since this list is not automatic like the rest, Ctrl + 9, F9 will do nothing to update it. To enter a new item into your LoAoS, **go to the last existing entry**, press **Enter** to go to a new line, then **type the full term on the left**. Press the **Tab** key on your keyboard to jump over to the right. **Enter the abbreviation or symbol on the right side**, and repeat as needed. To get them all in alphabetical order, **highlight the list**, go to the **Home** tab, use the **Sort** feature, and click the **OK** button.

Euro.....	€
Her Majesty's Stationery Office.....	HMSO
Measuring Usability of Systems in Context.....	MUSiC
Pi.....	Π
Royal National Institute for the Blind.....	RNIB
United Kingdom.....	UK
Tau.....	

Abstract Section

Notice how everything in the first paragraph of the Abstract is using the stuff you typed into your Signature Sheet. Use the **Abstract Text** style for the text of the Abstract page. The Abstract has a page number, which will show in the Table of Contents, but the page number does not show on the Abstract page itself. The Abstract may run onto more than one page; because of the sections and formatting, the template will automatically adjust to this, and so you will not need to change anything for the formatting to be correct. There is also a **small drop-down menu at the top of the page**, from which you can select the title you will earn with the completion of this degree. Like all the other sections of this document, **the Abstract Section has a section break at the end of its last page**, so make sure you don't delete it.



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ABSTRACT

HISTORY OF ACCOUNTING

Damian Gryphon,

George Mason Un

Thesis Director:

Arabic Numerals Section (1,2,3,4...)

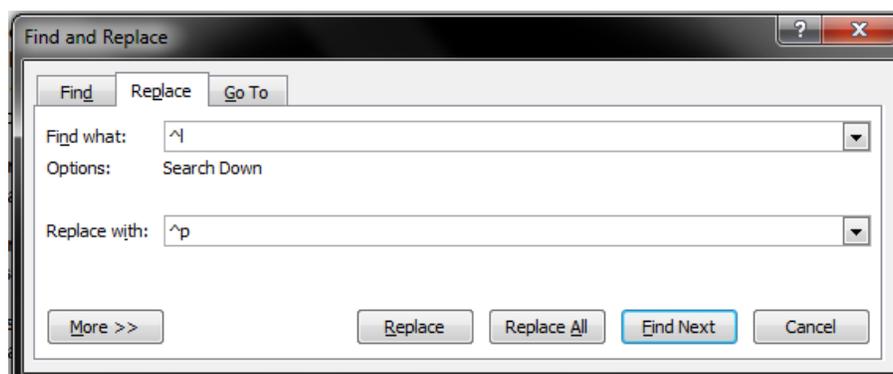
The Arabic Numerals Section will contain the bulk of your document. This section is devoted to most, if not all, of your writing: chapters, sections, subsections, Appendices, and References. If you have an existing document you want to paste into the template, you will have to follow a series of instructions. They are painful to follow, but once you are done, everything should fall into place. So do not despair, and stay with me.

Copying from an Existing Document

If you simply copied and pasted from an existing document into the template, you would get the formatting from the existing document that you do not want, as well as the text that you do want. Below are the steps to avoid that problem.

First, you want to create a backup copy of your existing document, so you can experiment with it, in case you do not get the whole process to work the first time. The key is to find any kind of formatting that might violate the rules we have set up for the template. To eliminate them, we are going to use the **Find and Replace** feature within Word.

Use **ctrl+h** to pull up the dialog box. Type **^l** in the **Find** text field and **^p** in the **Replace** text field. This will remove any instances of page breaks, and replace them with returns (The trick to get this to work correctly is to click on **Replace All** until you either get **0** changes or a **repeating number**)





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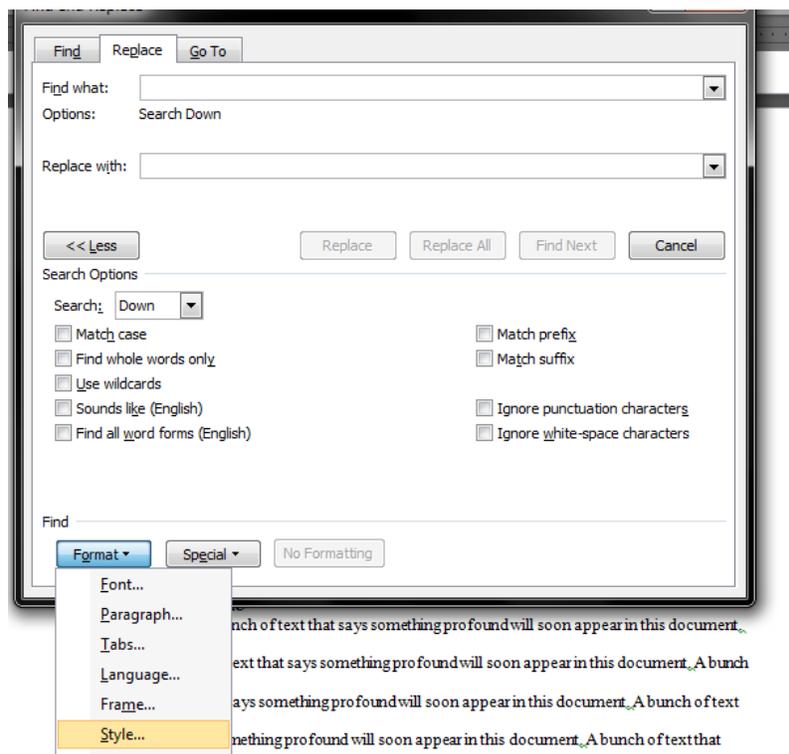


For the next one, you want to find **^t** and Replace with **[absolutely nothing]**, not even a blank space. This one will remove any tabs from the document.

For the next one, you want to find **^p^p** and Replace with **^p**. We use this one to get rid of any instances of double spacing, and replace them with single spacing.

Lastly, you will Find **[two spaces]** and Replace with **[one space]**. Doing so one will replace two spaces after words or periods, and replace them with just one space.

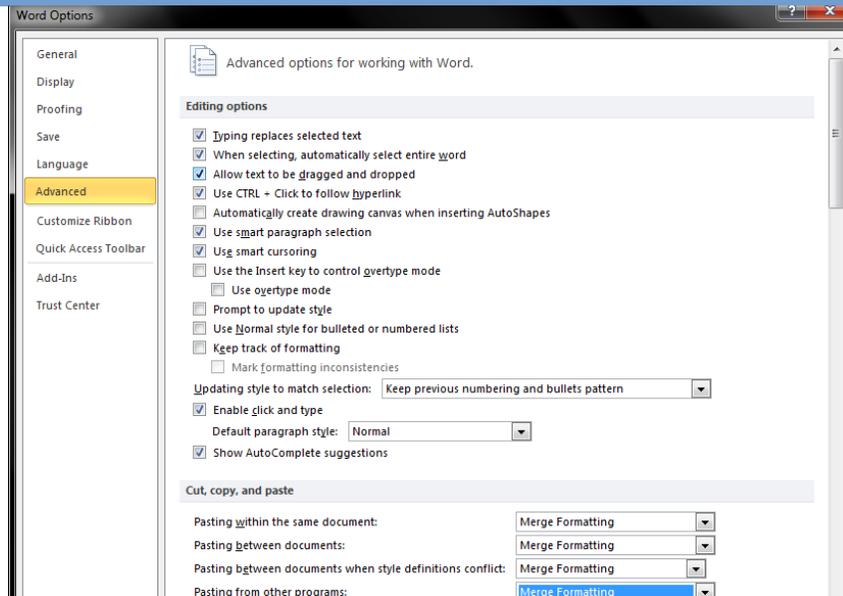
Now that we are done removing additional formatting, we have to change the style of our document so it fits the style used in the template. Use **ctrl+h** one last time, to Find **[absolutely nothing]**. Be wary because you might still have the empty spaces from the last search you performed. This is the part where it gets confusing. At the **bottom left** of the dialog box there is a **More** button, which you want to click on to pull up advanced features. Now you'll see a new section at the bottom left, which says **Replace** and has a drop-down menu under the **Format** button. From it, you want to select **Style...** and pick the **Normal** style from the Find Style dialog box. As for the Replace field box, you will do the same up to the Find Style Dialog box, but this time select the **Body Text** style. Doing this will change the style for your entire document from Normal to Body Text.



The last step is to go to the Word application options, to the **Advanced** tab, and to change all the **Cut, copy, and paste options** to **Merge Formatting**. Now you can copy and paste into the template.



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Styles

As you may have noticed from looking at the rest of the document, pretty much everything in it has a Style. Unless you are familiar with Styles, you will have absolutely no idea what I'm talking about. If you look in the **Home tab**, under the **Styles group** (which is found within the ribbon) you will see a series of boxes. By default, the Normal Style will be highlighted. The template contains a range of styles, from Body Text (which makes up the bulk of your document), to Headings (which will be your chapter, sections, and subsection titles), to Object (which will be applied to visuals). Knowing when to use which style is key to using this template successfully. But just because we've designed the Heading styles for you does not mean that they are final! You are free to format any of these styles in any way you want, so long as they are consistent and do not impair readability. . **To Format a Style, right-click on it from the Quick Style Gallery, and select Modify**; this will prompt the Modify Style dialog box. Any changes you make to a style will be reflected by any text that uses it.

To apply a style to a letter, word, sentence, or block of text, go to the line that contains it, and either select the style, or highlight the specific text and then select the style from the Quick Style Gallery

Chapters

Use the **Heading 1** style to format all your main headings (List of Tables, List of Figures, Abstract, chapter titles, Appendix titles, References, etc.) correctly. Use the **Heading 2** style for subheadings. Check with your publication manual (APA, MLA, Chicago, etc.) to make sure that your Headings 1 and 2 match whatever your publication manual requires. If you followed the instructions listed in the "Copying from an Existing Document" section, you will notice that all of your chapter headings have been turned into Body Text, so you will have to reassign them as chapter headings by using the appropriate heading style. Upon applying a heading style to text, that text will be added to the Table of Contents, but only once you update that field.



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Text

The Normal style is only used in the references section so that Zotero can format the citations.

Pressing Enter

When you press enter you will get a paragraph mark (^p). Most of the time, this is exactly what you want. This template uses manual line breaks (^l) in some places; please leave them as they are.

Tables, Figures, and Equations

Captioning the objects in your document does not have to be a chore. To make it easier for you, we've come up with a really simple system. We call this the "Three, Two, One method," and it goes as follows:

1. You want to press the Enter key three times; turning on Show/Hide should make this easier.
2. Apply the Buffer Style to the top and bottom lines.
3. Apply the Object Style to the middle line, and then insert the object into that line.

If you've done everything correctly, it should look something like this:

appear in this document. A bunch of text that says something profound will soon appear
in this document. A bunch of text that says something profound will soon appear in this
document. ¶
¶
¶
A bunch of text that says something profound (XE "profound") will soon appear
in this document (XE "document"). A bunch of text that says something profound will
soon appear in this document. A bunch of text that says something profound will soon

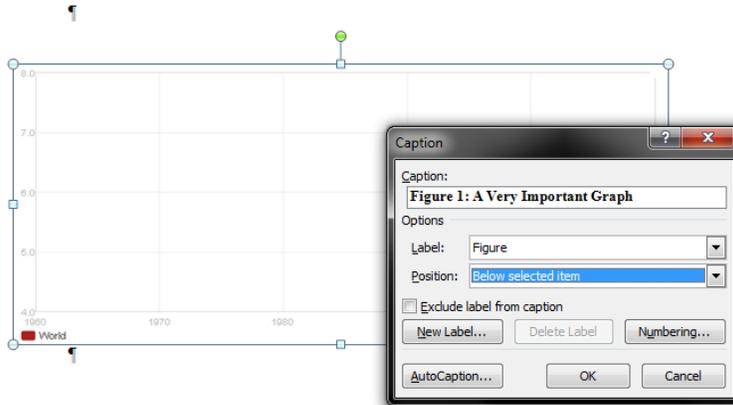
Once you insert an object into the document using this method, you can go ahead and caption it so it will appear in the appropriate list (Tables in List of Tables, Figures in List of Figures, and so on.) You can caption an object by selecting it, then going to the **References** tab and clicking on **Insert Caption** from the **Captions** group. You can also **right-click on the object** and select **Insert Caption** from the menu. This will prompt the Caption dialog box, where you will name the object, select what type it is (Table, Figure, Equation), and check the position of the caption relative to the object. To name the object, simply write in the text box at the top. Once you change the label type, it will automatically adjust the position of the caption to either above or below, please note that the position of the caption is the whole reason we used two buffer lines.



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A bunch of text that says something profound will soon appear in this document.



A bunch of text that says something profound will soon appear in this document.

In the case of Tables and Figures, if, instead of using a Word or Excel Table, you decide to include a picture of a Table, you will still need to use the Table label.

When referring to objects within your document, avoid the urge to type out “See Figure 1” or any such messages, since if you add another Figure before Figure 1, Word will automatically renumber them, and you’ll then have to renumber any references to that Figure within your text. To avoid this, you will use the Cross-Reference feature in Word. To use this feature, select in your document where you want to place the reference, go to the **References** tab, and click on **Cross-reference** from the **Captions** group. This will prompt the **Cross-reference dialog box**, from which you will **select the Reference Type** (If you do not see Table or Figure in the drop-down menu, scroll down to find them). **Select how you want the reference to be displayed** (As just the label, the whole caption, the page number, or a combination of them) and **click on the Insert button** at the bottom of the dialog box. These references will be automatically renumbered if you decide to add or move your objects.

