Dissertation Template
Formatting Notes and Tips

1. Signature Page
   a. The title should be in all capitals, centered, in the shape of an inverted pyramid.
   b. The first signature line should be your advisor, with the rest of your exam committee following in alphabetical order.
2. Use styles to create headings with the correct margin. Learn how to make a heading that will give you a 2" top margin here: http://guides.lib.umich.edu/c.php?g=283073&p=1888268.
3. Title Page
   a. The date at the bottom should be the date your degree will officially be conferred. If you're not sure what this date is, check the university's academic calendar.
4. Page numbers don't start on Page 1, so you'll have to adjust settings to make sure they are counting starting with the Signature page, but don't show up until the Acknowledgments or Abstracts (as appropriate). Follow the instructions here: http://guides.lib.umich.edu/c.php?g=283073&p=1886008.
5. On the Abstract page, the "degree conferred" date should be the same as the date listed on the Title Page. The "dissertation completed" date should be the date you actually finished writing the dissertation.
6. You can create an automatic Table of Contents if you utilize styles throughout your paper. Instructions for creating the Table of Contents can be found here: http://guides.lib.umich.edu/c.php?g=283073&p=1886010.
   a. For this Table of Contents, I wanted to include Heading 2 and Heading 3 in the listings, but not Heading 1. You can't do this through the normal ToC dialogue box, because it always starts with Heading 1. You can work around this by editing the Field Code information and telling it to start at a different Heading if you want. See https://support.office.com/en-ca/article/Change-or-add-levels-in-a-table-of-contents-120615ee-d0a4-45d1-9f1b-84661502fcc1 for details.
7. If you use Captions for any images or tables, you can automatically create those lists as well. Learn about inserting captions here: http://guides.lib.umich.edu/c.php?g=283073&p=1888263 and creating a list here: http://guides.lib.umich.edu/c.php?g=283073&p=1886010.
8. When the main text begins, you'll have to switch from roman numerals to arabic for the page numbers. Use Sections to break up the page groupings for this to function properly: http://guides.lib.umich.edu/c.php?g=283073&p=1886008.