

{USE FILE/PROPERTIES TO SET DOCUMENT TITLE; ENTER USING TITLE  
CAPS}

by

Document Author Here  
A Dissertation  
Submitted to the  
Graduate Faculty  
of  
George Mason University  
In Partial Fulfillment of  
The Requirements for the Degree  
of  
Doctor of Philosophy  
Information Technology

Committee:

_____	Director
_____	
_____	
_____	Department Chairperson
_____	Program Director (Ph.D. Only)
_____	Dean/Director of College, School or Institute
Date: _____	Fall Semester 2009 George Mason University Fairfax, VA

*This template is dated 2009-07-18 and implements the GMU Fall 2007 format.  
Please replace this page with one appropriate to your department, or delete this  
signature sheet entirely and make it a separate page.*

{Use File/Properties to set Document Title; enter using Title Caps}

A dissertation submitted in partial fulfillment of the requirements for the degree of  
Doctor of Philosophy at George Mason University.

By

Document Author Here  
Bachelor of Science  
Some University, 1980

Director: Dr. Ima Director, Professor  
Information Technology & Engineering

Fall Semester 2009  
George Mason University  
Fairfax, VA

Copyright © 2009 Document Author Here  
{??? Place copyright statement here, if you have one. This page is optional.

See <http://creativecommons.org/> for how to insert a Creative Commons License.

See <http://www.gnu.org/licenses/fdl.html> for how to insert  
the GNU Free Documentation License (GFDL).

To restrict dissemination, say “All Rights Reserved”.

All trademarks, service marks, logos and company names  
mentioned in this work are the property of their respective owners.

## Dedication

This is dedicated to {???}. This page is optional.

## Acknowledgments

I would like to thank {???}. This page is optional.

# Table of Contents

	Page
List of Tables.....	vi
List of Figures.....	vii
List of Abbreviations and Symbols.....	viii
Abstract.....	ix
1 Introduction.....	1
2 Instructions and Examples.....	3
2.1 Set Document Title.....	4
2.2 Fill in Preliminary Material and CV.....	4
2.3 Most Common Paragraph Styles.....	4
2.4 Lists.....	7
2.5 Tables.....	8
2.6 Figures.....	10
2.7 Footnotes and Endnotes.....	11
2.8 Reference Materials.....	11
2.9 Non-breaking and special characters.....	13
2.10 Cross-References.....	13
2.11 Definition List.....	14
2.12 Printing and PDFs.....	15
2.13 Common Tailorings.....	15
2.13.1 Indenting.....	15
2.13.2 Fonts.....	16
2.13.3 Hypertext Links.....	19
2.13.4 Changing the Heading Format.....	20
3 OpenOffice.org Hints.....	21
4 Technical Details About This Format.....	23
Appendix A: An Example of a Numbered Appendix.....	27
A.1 Sample Subheading.....	28
A.1.1 Sample level-3 numbered appendix heading.....	28
A.1.2 Another level-3 numbered appendix heading.....	29
Appendix B: Samples for Margins.....	30
Bibliography.....	33

# List of Tables

	Page
Table	
Table 1: State Abbreviations.....	8
Table 2: Page Styles.....	25
Table 3: Top-level Heading Paragraph Styles.....	26

## List of Figures

Figure	Page
Figure 1: David A. Wheeler.....	10



## List of Abbreviations and Symbols

Abbreviation1???	A definition or description of abbreviation1, at least spelling it out and perhaps giving an explanation. Notice that the description stays in its own column.
Abbreviation2	Abbreviation2 description.

Note that this page is optional.

## Abstract

{USE FILE/PROPERTIES TO SET DOCUMENT TITLE; ENTER USING TITLE  
CAPS}

Document Author Here, M.A.

George Mason University, 2009

Thesis director: Dr. Ima Director

{??? Abstract text goes here. Per GMU guidelines, “The abstract consists of an essay-style summary of the thesis or dissertation, a statement of the experiment or problem, the procedure followed, the results, and the conclusion. The abstract of doctoral dissertation or projects should follow scrupulously the instructions given here since it will be published in Dissertation Abstracts without revision or editing... The maximum length for a dissertation abstract is 350 words. It should be a succinct account allowing readers to decide whether the full contents will aid their study. Diagrams or other illustrated materials and formulas or equations in the abstracts should be avoided if possible.”

This is additional text, to demonstrate what happens when the abstract takes more than one page. As required by the GMU formatting rules, all pages of the abstract do not display a page number.}

# 1 Introduction

This is an OpenDocument template that makes it *very easy* to create high-quality dissertations and theses for George Mason University (GMU), Fairfax, Virginia. In particular, formatting has been automated as much as possible, so you can concentrate on your content instead of the format. Unlike GMU's template for Word 2003, by using this template, your computer will automatically format your document correctly while you perform typical editing tasks (such as adding new headings, changing heading levels, and adding/removing/moving pages of text). You can automatically generate the table-of-contents and bibliography, too. This automation can save you a large amount of time when editing a dissertation or thesis, because these documents tend to be large and have complicated formatting requirements. This template was originally created by David A. Wheeler, and is released to the public domain, so *anyone* can use it to create academic works.

OpenDocument is a fully open standard for electronic documents (international standard ISO/IEC 26300:2006). OpenDocument is an *open* standard, which means that *anyone* can implement it. As a result, your documents are not “held hostage” by any supplier—instead, you can take advantage of competition between suppliers. It is implemented by many applications (including OpenOffice.org, Sun StarOffice, IBM Workplace, KDE

KOffice, AbiWord, and Google docs) on many platforms (including Microsoft Windows, Apple MacOS, GNU/Linux distributions, Sun Solaris, and the \*BSDs). Some of the best applications are free! What's more, OpenDocument includes many advanced capabilities that make it especially well-suited for creating theses and dissertations.

The following sections explain how to use this template to create your own documents. It uses the British (Logical) quoting convention, so quotes do not enclose punctuation unless it's part of the quote. You can use any quoting convention you like in your own dissertations and theses.

## 2 Instructions and Examples

To write a large document (such as dissertations and theses) efficiently, *use styles* as much as possible—particularly paragraph styles. By using styles your document’s format will be correct, consistent, and easy to change. While you edit, simply make sure that each paragraph has the correct paragraph style assigned to it, and the formatting will automatically be correct: page numbers will be placed correctly, the table-of-contents will be automatically generated, margins and page breaks will be correct, and so on. In most cases, the computer will correctly assign the paragraph style, too; you typically only need to set the paragraph style if you are creating a heading or list. If you want to change your document’s format, just modify the format of a particular paragraph style, and every paragraph with that style will automatically change. For example, if you want to change the format of paragraphs that are quotations, just edit the “Quotations” paragraph style.

The following sections describe how to use this template to create various common formats, and in particular describe the paragraph styles you should use for them. For specificity, this document will describe how to perform some actions in OpenOffice.org 2.3 on Microsoft Windows. Other programs and environments will be similar.

## 2.1 Set Document Title

To start, set the document title by editing the document's properties. This title is used to fill in various forms, generated PDF, etc. In OpenOffice.org, this requires a special command: choose File→Properties, and then fill in the Document Title value. Note: you *cannot* simply double-click on the title to set it. When you type it in, use title capitalization; the title will be automatically converted to all-uppercase where necessary. For example, on the front signature page, the title will be underlined and converted to all uppercase.

The title is used in various places. If you don't like how the lines break on the front page, modify the left and right margins of *just* that paragraph, and *do not* try to insert newlines in the middle of the title. That way, the title can look good at different font sizes.

## 2.2 Fill in Preliminary Material and CV

Fill in the various unknown values in the preliminary pages and the curriculum vitae. Double-click on the various gray fields, which will let you fill in field values. Field values will be reused wherever they are needed, which is handy. Enter the “dissertation or thesis” field in lowercase; it will be automatically converted to title case where necessary. To remove optional pages, just erase their text.

## 2.3 Most Common Paragraph Styles

Now you can start typing in text in the main body of the paper; just make sure that each paragraph's style is correct. In the main body of the document, *do not* type blank lines to

create vertical space between paragraphs, and don't use "tab" to insert indents. Instead, let the styles insert vertical and horizontal space as appropriate. That way, you can change formatting in a consistent way using a single command.

To enter a heading, set its paragraph style:

- **Heading 1:** This is the style of a new chapter; it automatically starts a new page with its correct format (e.g., page number centered at bottom, additional margin at the top). In OpenOffice.org, the shortcut control-1 sets the current paragraph to Heading 1.
- **Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, Heading 7:** Styles of subheadings. "Heading 2" will produce second-level headings, which by default will be numbered like "2.1". "Heading 3" will produce third-level headings, which by default are numbered like "2.1.1", and so on. In OpenOffice.org, control-2, control-3, and control-4 are shortcuts for headings 2 to 4.

You can change the numbering format of headings; section 2.13.4 explains how.

Other useful paragraph styles include:

- **Text body:** This is the usual text format, double-spaced. *Do not use "Default"* as the paragraph style for ordinary text. Using "Text body" for ordinary text makes it easy to change the format of ordinary text without interfering with other text (such as headers and footers).



- **Quotations:** A quotation. Its default is single-spaced and indented on both sides:

Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

- **Preformatted Text:** Monospace text to suggest a computer screen. Typically used for computer program listings or command line interactions:

This is an example of "Preformatted Text".

- **Todo:** Text describing something left to be done. It has a colored background to make it easy to spot. Note that OpenOffice.org's "Edit→Find" command can search for styles; to find work left to do, just search for the "Todo" style.

This is an example of the "Todo" style.

- **Equation:** Use this paragraph type for an equation that is on its own line. Don't use this for simple in-line expressions, like  $x^2$ . You'll then need to insert the equation itself (in OpenOffice.org 2.3, use Insert→Object→Formula). For example:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad \text{when } ax^2 + bx + c = 0, a \neq 0$$

- **Numbering 1 and List 1:** Numbered and unnumbered lists; see section 2.4.
- **Definition Term and Definition Description:** Definition list; see section 2.11.
- **Text body single spaced:** This is the usual text format, but single-spaced. You should try to use a more specific paragraph style instead when you can.

In OpenOffice.org, you can set the paragraph style using the selector at the top left.

## 2.4 Lists

You can use bullet (un-numbered) lists, numbered lists, or a mixture.

For numbered items use paragraph style “Numbering 1”. In OpenOffice.org, tab and shift-tab can change the depth of list items (after the first one). Here’s a numbered list:

1. Item 1.
  - a. Sub-item 1
    - (1) Sub-sub-item 1
      - (a) Sub-sub-sub-item 1. This is some long text, to show what happens when you go over a single line onto another line.
2. Item 2

If this isn’t the first numbered list in the document, you may need to right-click on the first new entry and select “Restart Numbering” (or its equivalent).

Similarly, use paragraph style “List 1” for un-numbered lists:

- Item 1.
  - Sub-item 1
    - Sub-sub-item 1
      - Sub-sub-sub-item 1. This is some long text, to show what happens when you go over a single line onto another line.
      - Sub-sub-sub-sub-item 1, though going this deep is likely to confuse your reader.
- Item 2

If you don't do anything, it's possible that the text introducing the list could be on one page while the first list item would begin the next page. In some cases that's fine (e.g., it's not really introductory text), while in others it's not. If you want to prevent this, you need to modify the text flow of the specific paragraph just before the list begins. In OpenOffice.org, right-click on the text just *before* the list, select the "Paragraph..."→"Text Flow" tab, and enable "keeps with next paragraph". That way, the introductory text will be on the same page as the first list item. You can also use "keeps with next paragraph" if you do not want a list to be broken between pages, by setting this value on all but the last item in the list.

I recommend that you do *not* press the "number" or "bullet" icons on-screen in most cases. They are intended for quick use in small documents, or when you want a special effect for one particular list. They work, but if you later decide to change the format, you will have to walk through and change each one. The paragraph styles set up vertical space correctly, and by using paragraph styles, you can change the style in one place and have the format change everywhere.

## 2.5 Tables

Tables can be used in two very different ways. The usual use of tables is for tabular data, e.g., like this table for states:

*Table 1: State Abbreviations*

Abbreviation	State Name
MD	Maryland
VA	Virginia

When you create a traditional table, be sure to note that you wish to create a heading if it has headings across the top. Table cells should normally use the paragraph style “Table Heading” for headings, and “Table Contents” for contents. In OpenOffice.org 2.3, add a caption by right-clicking in the table and selecting “Caption...” - make sure it's put *above* the table. The caption will have paragraph style “Table”, causing the caption to be automatically numbered correctly and automatically included in the list of tables. To get the right amount of space after a table, select Table→Table Properties, tab Table, and in option Spacing→Below enter 3 times the default font size (usually it's 12pt, so enter 36pt); that will be added to the “Text body” area, resulting in enough separation. You should probably also turn off “Keep with Next Paragraph”, or tables will start a new page when it's not necessary. You can use Table→AutoFit to make formats consistent; the sample table uses the “Basic” autofit format.

You can also use tables for special layouts, e.g., to have “lined up columns”. If you do that, generally you should not add a caption. Most theses and dissertations will not use such special layouts, other than *possibly* using them for a glossary of definitions.

## 2.6 Figures

Insert figures in a way similar to tables, then add a caption below. The caption's type should be "Figure" (not "Illustration"), so the automatically-generated table of figures will be correct. When you add a caption, you're actually adding a larger frame which contains two components, (1) the picture and (2) the caption. The larger frame's properties includes vertical space below the frame. Set the bottom vertical space to 36pt (approximately 0.50").



*Figure 1: David A. Wheeler*

There are lots of ways you can control the format of frames. By default, frames "follow text flow" (i.e., they keep themselves inside the area for normal text), and there's vertical space between the figure and its following text. You can modify the "Frame" style to change the defaults for all frames, or edit the format for a particular frame.

## 2.7 Footnotes and Endnotes

Footnotes and endnotes are easily inserted.<sup>1</sup> In OpenOffice.org, choose Insert→Footnote; you can then choose the type of footnote/endnote to add (bottom of page, endnote, numbered or not, and so on).<sup>2 3</sup> The defaults should be fine, but if you want to change them, the format of footnote area placement is controlled by the page styles “Default” and “ChapterFirstPage”, the format of individual footnotes is controlled by the paragraph style “Footnote”, the footnote anchor (the little numbers or symbols in the main text) has its format controlled by the character style “Footnote anchor”, and the footnote characters are controlled by the character style “Footnote Characters”. If you do not want the number/symbol in the footnote itself to be superscripted (like the footnote anchor is), modify “Footnote characters”. The “Footnote Characters” and “Footnote anchor” are only slightly smaller than the main text, so that they can be easily read; if you want to change their size, modify these character formats.

## 2.8 Reference Materials

Many OpenDocument applications have a built-in bibliography database function for handling reference material. As you do your research, just enter the reference material into the bibliography database (you may want to use the “Note” field to note important things about that reference). In OpenOffice.org 2.3, use Tools→Bibliography Database to add and revise your bibliography database.

---

<sup>1</sup>This is an example of a footnote. This is a really, really long footnote. Note that it’s so long that it wraps around the end of the right edge, and thus keeps going. Note that the lines after the first line of a footnote are not indented.

<sup>2</sup>This is another example of a footnote.

<sup>3</sup>Hopefully these footnote examples are clear.

When you are writing the material, you will need to cite material in your bibliography database. In OpenOffice.org 2.3, add a bibliography entry using Insert→Indexes and Tables→Bibliography Entry, which will insert citations. [WEB00] [HOR00] Works that are actually cited will be automatically listed in the bibliography, in the correct format. There are many different bibliography formats; find the one you need, and then configure it appropriately.

If you have failed to give “required” information in the bibliography database, the automatically-generated bibliography may include excess periods (“.”), indicating the fields you failed to fill in. If you simply cannot get that information, and do not want to enter “Unknown” in those fields, you can use substitute-and-replace to get rid of them. In OpenOffice.org 2.3, select the bibliography area, choose Edit→Find & Replace, choose “More Options”, enable “Current Selection Only” and “regular expressions”, and substitute “\.(\\.)+” with “.”, and then choose “Replace all”. That assumes you use period (“.”) as the separator between fields; if you use commas, use commas instead of period in these expressions.

Some citation systems can’t be completely handled automatically. Citing specific page numbers in your citations (such as using “[Brook98, 50]” for page 50 of Brook98) causes problems because the page number isn’t part of the overall citation. A convention for merging sets of references specially is also tricky (e.g., [Brook98; Wheeler07]). In these cases, disable the automatically-generated [...] brackets, so that you can enter the brackets “by hand” where you want them.

If you don't want to use an automatically-generated bibliography, you can do it by hand of course. In the Bibliography section, just set the paragraph style of the references to "Bibliography 1", and they will be formatted as a bibliography entry.

## **2.9 Non-breaking and special characters**

Normally OpenDocument text will break lines on spaces and dashes when necessary. If you have a space or dash that should *not* be broken on a line, insert a non-breaking version. In OpenOffice.org, insert a non-breaking space using control-space, and a non-breaking dash with Shift+Ctrl+minus. You can use Insert→Special Character to insert characters not on your keyboard. Normally dashes surrounded by spaces will be converted to typographically nicer dashes if another word and space follow it (you can disable this by going to Tools→AutoCorrect→Options and turning off "Replace Dashes").

## **2.10 Cross-References**

When referring to another part of the document, *always* use cross-references – don't just hard-code "section x" or "page x" as text, because as you modify the document that section or page number will change. Creating cross-references is trivial.

In OpenOffice.org 2.3, go to the place you will refer to, use Insert→Cross-Reference...→tab "References", select "Set Reference" - then give it some meaningful name. Then you can refer to it by using Insert→Cross-Reference...→tab "References", select "Insert Reference" - then select the kind of reference you would like. If you have



text just before the reference, you might want to use a non-breaking space (instead of a normal space) to separate them.

## 2.11 Definition List

Some documents use “definition lists” to define terms. Definition lists are so common that they are even built into document formats like HTML, LaTeX, and Docbook (Docbook calls them a variablelist). A definition list is simply a list of definitions, and each definition has two parts: a term (what’s being defined) and a description of the term.

Definition lists are very easy to use. To start, set the paragraph style to “Definition Term”, and enter your first term. Note that it’s automatically shown in bold. When you press Enter, the next paragraph will automatically have the paragraph style “Definition Description”, which is indented. Just type the definition and press Enter, and the next paragraph will have the “Definition Term” style. Thus, you automatically alternate back-and-forth between paragraph styles, which is very convenient. When you’re done, change the paragraph style to something else (usually Text body). Here’s an example:

### **Term 1**

Description of Term 1.

### **Term 2**

Description of Term 2.

The names of these paragraph styles are intentionally identical to the OpenDocument scientific template created by Matthias Ansorg, in case you want to transfer information from or to documents that use that template.

If you want to have terms and descriptions on the same line (in paired columns), use a two-column table with invisible borders (terms in column 1, definitions in column 2).

## **2.12 Printing and PDFs**

You can generate PDFs; OpenOffice.org even has PDF generation built in. Some OpenOffice.org configurations automatically insert excess blank pages; if you see this, turn off the “Print automatically inserted blank pages (PA)” option, as discussed in section 3. Before printing a PDF, be sure to disable page scaling. In Adobe Acrobat 8, this means choose File→Properties→Advanced→“Print Dialog Presets” and change “Page Scaling” to “Off” instead of “Default”.

## **2.13 Common Tailorings**

Some areas that are especially common to tailor are indenting, fonts, hypertext links, and the heading format. The next subsections will discuss each in turn.

### **2.13.1 Indenting**

*Do not* use a tab to indent a text paragraph. If you want to indent *all* ordinary paragraphs, simply modify the paragraph style “Text body” to do so.

If you want to indent *most* ordinary text paragraphs, but not others (e.g., not after a heading or table), modify the paragraph style “Text body” so that by default the next paragraph style is “Text body indent”, and then set “Text body indent” to whatever indent you want. This will make indentation essentially automatic; when you create a heading and press Enter, the next paragraph will be “Text body”, which isn’t indented—and when you press Enter in a Text body, the next paragraph will be “Text body indent”, which *is* indented. You can modify this as you desire by setting the appropriate paragraph style for certain paragraphs (e.g., paragraphs after a table).

This is an example of “Text body indent”. Note that its first line is indented, but the rest of the paragraph is not.

## **2.13.2 Fonts**

For many people, fonts are a highly personal choice. In addition, some fonts are very expensive and have very restrictive licensing. This template is designed to make it easy to change fonts to what you desire, while having reasonable defaults. The default fonts in the template should be perfect for many people; they were selected because they (1) produce high-quality, easily-read results, (2) are freely available, (3) have licenses that permit copying (though with some annoying restrictions), and (4) are widely available (in many cases you don’t have to do anything to install them). In particular, OpenOffice.org users on Microsoft Windows won’t have to install any fonts. If you don’t like those choices, it’s easy to change the font selections. The default fonts have uncontroversial

look, but are boring. Also, though individuals can copy them, Microsoft imposes redistribution restrictions that inhibit their redistribution or improvement.

If you want to change the font selections or size, you generally will only need to change the selections for three paragraph styles:

1. **Heading:** This controls the fonts used in all headings (Heading 1, Heading 2, etc.). In the U.S., a sans serif font is often used for headings, though this is certainly not a requirement. This template uses Microsoft Core Fonts' Arial. Other possibilities include the "Bitstream Vera Sans" font, a very good-looking sans serif font with a generous license that is automatically installed with OpenOffice.org and some other OpenDocument editors (though Windows seems to have trouble with correct margins on this font). Other reasonable choices would be Lucida Sans or Liberation Sans.
2. **Preformatted Text:** This controls the font used for monospace (computer) text. This template uses Courier, one of the most common fonts. A gorgeous alternative is "Bitstream Vera Sans Mono", but Windows seems to have margin problems with this font. Another reasonable choice is Liberation Mono.
3. **Default:** This controls all other fonts, including the "Text body" paragraph style, and would typically be a serif font. This template uses Microsoft Core Fonts' "Times New Roman", which is a *very* traditional font specifically designed for readability (both on screen and paper). This is a very common font, and it comes with Microsoft Windows. Non-Windows users may need to install this font (as part of Microsoft Core Fonts), if they want to use it, but it does not cost anything

to get. Some very good alternative fonts include Nimbus Roman No9 L, Bitstream Vera Serif (this is large; you may want a smaller size), and Century Schoolbook L.

In some cases, you may also want to modify the character style “Bullets”. Some people make bullets larger or smaller by changing the font size of just the bullets, but beware: changing the font size significantly will mean that the bullets will no longer line up vertically (they’ll appear slightly higher or lower than they should). It’s often best to use the same font for bullet symbols as for Text body, if you can.

If you just want to change the font size of only one particular heading (say “Heading 1”), change just that style instead. Changing the font size of “Text body” will change the main text’s font size without changing the font used for most other text (such as page numbers); you’ll need to modify the other paragraph styles if you want them to change as well.

The Bitstream Vera fonts are good-looking and available anywhere, but they only cover the basic Latin-1 character set, which covers English and many European languages. If you need a wider selection of characters, consider using the Deja Vu fonts instead; they are simply the Bitstream Vera fonts with additional characters added (such as Greek characters). The Deja Vu fonts have the same liberal license, and are free for use, but they don’t come installed automatically on as many systems. For most English dissertations these additional characters aren’t needed.

There are other fonts that are widely available under generous licenses. The “Liberation” fonts (Liberation Sans, Liberation Serif, and Liberation Mono) are metrically equivalent to key Microsoft fonts, but were developed by Ascender under contract with Red Hat. As a result, you can use the Liberation fonts on any system, and you can redistribute them as well. The Lucida and Luxi fonts (created by B&H) are widely used, high-quality fonts. URW created a number of fonts that are intentionally similar to the classic Adobe Type1 fonts in Postscript printers, including “Century Schoolbook L” (like Century Schoolbook), “Nimba Roman No9 L” (like Times), and so on. Most modern GNU/Linux systems come with these fonts pre-installed.

For more about fonts, see the following:

- <http://avi.alkalay.net/linux/docs/font-howto/Font.html> – an excellent place to start.
- <http://www.unifont.org/fontguide> – information on non-Latin characters
- <http://www.sabi.co.uk/Notes/linuxFonts.html> – information on licenses
- <http://www.press.redhat.com/2007/05/09/liberation-fonts/> - The “Liberation” fonts sponsored by Red Hat; <https://www.redhat.com/promo/fonts/> has more information.

### **2.13.3 Hypertext Links**

By default, hypertext links (including table of contents entries and automatically-detected URLs) display as dark blue text and are not underlined. On traditional black-and-white printouts they look essentially the same as normal text (though if you look carefully you can see a subtle difference). However, on computer screens, it’s easy to tell what is a

hypertext link. As a result, both your printouts and display will look nice. If you wish to change this, modify the character styles “Internet Link” and “Visited Internet Link”. In OpenOffice.org, to remove a link from some text: highlight it, right-click it, and select “Default Formatting”.

### **2.13.4 Changing the Heading Format**

This template puts numbers in front of headings, which is normal for technical writing but less common in other fields. You can change this just by changing the outline numbering. In OpenOffice.org, choose Tools→Outline Numbering, change the numbering as you like. The “before” and “after” separator are the text before and after the number; the template puts a space after the number, so that the table of contents looks good. You could set “Heading 1” so that “Chapter” is the “before” separator, and “. ” is the “after” separator, and as a result your top-level headings would show “Chapter 1. (Your text)”. You can also disable the numbers entirely and/or change their font for any level.

### 3 OpenOffice.org Hints

OpenDocument can be edited by many different programs. A particularly common editor is OpenOffice.org (<http://www.openoffice.org>), which is very good, costs nothing to get, and available for many different systems (including Microsoft Windows, Apple MacOS, GNU/Linux, and the \*BSDs). It's also "open source software"; such software can be changed and redistributed by anyone, which greatly reduces your risks of dependency on any particular supplier. If an organization stops supporting it, others can support it, and at any time you can change it in any way you need to. I highly recommend it. If you choose to use OpenOffice.org, here are some hints specific to it:

1. To regenerate automatically-generated contents, select Tools→Update→Update All. This will update the table of contents, lists of tables and figures, all cross-references, and even the bibliography if that's auto-generated. You can right-click on a specific item (e.g., the table of contents) and regenerate just that one.
2. OpenOffice.org is pretty stable, but don't take chances with *any* program. Select Tools→Options, Load/Save→General, and then turn on "Always create backup copy" and "Save AutoRecovery Information every..." with some value (say 10 minutes). Create new copies occasionally, and every once in a while send them far away. Try to ensure that if there's a fire you won't lose your work.



3. It's very helpful while you're editing to show characters that you can't normally see. Select Tools→Options, OpenOffice.org Writer→Formatting Aids, and then turn on all the "Display of" options (especially paragraph end, spaces, non-breaking spaces, tabs, and breaks).
4. Set the "autocorrect" values to your liking by going to Tools→AutoCorrect. I suggest going to "Custom Quotes" and turning them on for both single and double quotes. Other settings control automatic detection of URLs, capitalization corrections, and so on. Some people like "Word Completion", and others don't; if you don't like it, turn it off.
5. Some OpenOffice.org configurations automatically insert excess blank pages. If your printouts or PDFs have excess blank pages, turn off the "Print automatically inserted blank pages (PA)" option, available in OpenOffice.org 2.0.2 and later. You can get to this option via Tools→Options→OpenOffice.org Writer→Print, File→Print...→Options→Printer Options, and File →Export as PDF→PDF Options (depending on what you want). See the paper "OpenOffice.org Writer: Suppress Printing of Automatically Inserted Blank Pages" for more about this.

## 4 Technical Details About This Format

If you're just using this format, you don't need to know how it works. But if you're making major changes to it, you may need to know how it works. This format implements the GMU Fall 2007 format as described in "Format Review Worksheet: GMU Dissertations/Theses/Projects –Updated Fall 2007." If you are following different guidelines released you may need to make major changes. Note that at the beginning of the Fall 2007 semester the guidelines for formatting Mason theses and dissertations were modified: all page numbers were moved to 1" from the bottom and centered (previously many page numbers were at the top left), appendices now come before the references, and there is no longer extra space between footnotes.

This format's "Text body" paragraph type inserts vertical space *before* the paragraph, not afterwards. That way, when lists are introduced (using the "Numbering 1" or "List 1" formats), there's no excess vertical space between any introductory text and the list that follows. You want more vertical space *after* a list, not *before* it. Vertical space is ignored at the top of a page. "Text body" uses full justification, not left justification, so that the margins are clearly correct. Fonts were also selected so margins would be clear.

This format uses several different page styles. All of the page styles with headers or footers include some separator space between headers/footers and the main text area, even though that's technically not required, so that the screen display clearly separates header/footer from the main text. The main page styles are:

- **Default:** Normal pages in the main text body; the main text starts 1.25" down. This is done by having a top margin of 0.5" between the page and heading, having the heading be 0.5" tall, and then having a 0.25" separator space between the heading and main text. By default the heading is blank.
- **ChapterFirstPage:** First page of a chapter in the main text body. Text begins 2" from the top; a page number is centered at the bottom. There's a 0.5" margin at the bottom, the footer itself is 0.17" tall, and a 0.58" margin between the footer and the bottom of the main text. The default next page is "Default".
- **DefaultWithHeading:** Currently this is just like "ChapterFirstPage", but it's a different page type for those cases where there are differences between chapter first pages and other pages with headings. Like Default, but the main text starts 2" down. This is done by having a top margin of 0.5" between the page and heading, having the heading be 1.3" tall, and then having a 0.2" space between the heading and main text. Used by Bibliography and CV. The default next page is "Default".
- **NoPageNumber:** Displays no page number, and main text starts 2" down. Internally this uses lowercase Roman numerals; that's *required* to make the table of contents accurate, because the abstract page uses NoPageNumber, and that

hidden page number is inserted into the table of contents. Used by the front pages and the abstract. NoPageNumberContinued continues with no page numbers.

- PreliminaryPage: Displays page number in lowercase Roman numerals at bottom center. Text begins 2” down. Used by all other new subsections in the preliminary section. Default next page is PreliminaryPageContinued.
- PreliminaryPageContinued: Displays page number in lowercase Roman numerals at the bottom center. Text begins 1.25” down. Preliminary text that runs more than a page (e.g., table of contents or abstract) uses this format. This sample doesn’t display this format, because even the table of contents isn’t long enough; it appears only when needed.

*Table 2: Page Styles*

<b>Page Style</b>	<b>Text Begins</b>	<b>Page Number</b>	<b>Page Number Location</b>	<b>Next Page Style</b>
Default	1.25”	Arabic (1, 2, ...)	Bottom Center (was Top Right)	Default (again)
ChapterFirstPage	2”	Arabic	Bottom Center	Default
DefaultWithHeading	2”	Arabic	Bottom Center (was Top Right)	Default
NoPageNumber	2”	Roman (i, ii, ...)	(None)	NoPageNumberContinued (alternative: PreliminaryPageContinued)
NoPageNumberContinued	1.25”	Roman	(None)	NoPageNumberContinued
PreliminaryPage	2”	Roman	Bottom Center (was Top Right)	PreliminaryPageContinued
PreliminaryPageContinued	1.25”	Roman	Bottom Center (was Top Right)	PreliminaryPageContinued (again)

“Heading 1” automatically inserts a page break, and starts a new page with the page style ChapterFirstPage. This makes entering normal text fast and easy. Other uses of top-level headings must have different paragraph styles or override the paragraph style. In particular, the very first Heading 1 in the normal text has to override the paragraph style to reset the page number to 1.

Table 3: Top-level Heading Paragraph Styles

<b>Paragraph Style</b>	<b>Starts Page Style</b>	<b>In Table of Contents?</b>	<b>Numbering</b>
Heading 1	ChapterFirstPage	Yes	Outline
Heading 1 not in TOC	DefaultWithHeading	No	None
Heading 1 Title Page	NoPageNumber	No	None
Preliminary Heading	PreliminaryPage	No	None

Originally the “Footnote” paragraph style had Indents with “Before text” of 0.2”, and “First line” of -0.2”, so that it would automatically outdent (it also had extra “below paragraph” spacing to separate the footnotes). However, this doesn’t produce exactly the right effect on multi-line footnotes. So this version has “before text” and “first line” indents of 0”, and instead sets a tab stop at 0.2” so that multi-line footnotes are formatted perfectly. If your footnotes never get beyond one line of text, you could modify the format to automatically outdent – and that way you wouldn’t have to press “tab” to begin a footnote. But that is a hard assumption to guarantee, and this way works perfectly as the document grows.

## Appendix A: An Example of a Numbered Appendix

Appendix headings are just normal headings (“Heading 1”, “Heading 2”, and so on). If you have multiple appendices, they are traditionally lettered “A”, “B”, and so on, with subheadings of “A.1”, “A.1.1”, “A.1.2”, and so on. To do this, use headings as usual, but edit the paragraph format of each appendix heading so that its “numbering style” is “Appendix Heading Numbering”. They will then be automatically renumbered as needed. Don’t modify the paragraph *style* (e.g. “Heading 2”) of these paragraphs (don’t select “Edit Paragraph Style”), or you’ll change *all* “Heading 2”s to use appendix numbering – which isn’t what you want. To do this in OpenOffice.org 2.3, right click on each appendix heading, select “Paragraph...” → “Numbering” tab → “Numbering Style” and make it “Appendix Heading Numbering”.

George Mason’s format has an odd special case: The topmost headings for an appendix are *not* treated as chapter-level headings for the purpose of page margins. To handle this special case, on each appendix’s “Heading 1”, modify its paragraph format to start a “Default” page style instead. In OpenOffice.org 2.3, go to “Paragraph...” → “Text Flow” tab and change the inserted “Page Style” to “Default” instead of ChapterFirstPage. Again, don’t modify the paragraph style of heading 1 (don’t select “Edit Paragraph Style”), or all heading 1’s will start a “Default” page (which isn’t what you want). The result will be that Appendix top-level headings will begin closer to the top of the page than ordinary chapter headings.

If you have only one appendix, do as above, then delete (with backspace) the numbering from Heading 1, and enter whatever title you prefer (e.g., “Appendix”). That way, appendix subheadings will be numbered correctly (A.1, A.1.1, etc.).

There has been some confusion about the order of appendices compared to the bibliography. The GMU “Thesis, Dissertation, or Project Guide 2003-2004” page 5 discusses appendices first, and *then* discusses reference materials (the bibliography), implying that appendices come before the bibliography. On 2007-04-09 the university dissertation and thesis coordinator ruled that appendices come *after* the bibliography, *not* before. But this didn’t stay, possibly because appendices can have references too; the Fall 2007 format places appendices *before* the bibliography, so this template does as well.

Oh, and a brief technical note: It’s *possible* to create a separate paragraph style for appendix levels, and correctly generate a table-of-contents, but the table of contents won’t have hyperlinks to the appendix sections automatically generated. So, set the numbering style instead as described above; it produces a nicer result.

## **A.1 Sample Subheading**

Notice that the above is a subheading.

### **A.1.1 Sample level-3 numbered appendix heading**

The above is an ordinary “Heading 3”, but with a different paragraph numbering assigned.

### **A.1.2 Another level-3 numbered appendix heading**

Hopefully this is now clear.









## **Bibliography**

## Bibliography

[Test2001] Test, Ima. 2001. “An example of a hand-entered bibliography entry, intentionally made ridiculously long so you can see what it looks like in case you choose to not use a bibliography database”.

HOR00: Horst, Ben, The Tiny Guide to OpenOffice.org, 2005

WEB00: Weber, Jean Hollis, Taming OpenOffice.org Writer 1.1, 2003

## Curriculum Vitae

Put your CV here; here's an example:

Mary C. Smith was born on August 30, 1966, in Fairfax, Virginia, and is an American citizen. She graduated from Fairfax High School, Fairfax, Virginia, in 1983. She received her Bachelor of Arts from George Mason University in 1987. She was employed as a teacher in Fairfax County for two years and received her Master of Arts in English from George Mason University in 1987.

David A. Wheeler created this template. To contact him, visit his website at <http://www.dwheeler.com>.