

Running head: CAPITAL LETTERS (TIMES NEW ROMAN, 12 FONT)

Title Centered with Upper and Lower Case Letters

Name

A Proposal submitted to the IRB of Missouri Baptist University  
in partial fulfillment of the requirements for the degree of  
Doctor of Education

Month, Year

### Proposal Title Page Formatting Instructions

1. Margins for a proposal title page should be 1" on the top, bottom, left, and right sides of the document. Word's default settings may be different so check the margin settings by clicking on the "Page Layout" tab. The first section of the "Page Layout" tab is labeled "Page Setup." Click on the small arrow in the bottom right hand corner of that section to see what your current page setup looks like. If the margins are not set to 1" on all sides, please make these changes then continue with your dissertation title page.
  - a. The margins for the running head/page number will be 0.5 from the top.
2. Header:
  - A) The "Running Head: TITLE" goes in the header section of the document, not the first line on the top of a blank page. To find the header, either a) double-click on the top of the page to open the header/footer tool bar; or b) click on "Insert," and click on the "Page Number" menu to insert the proper type of header for the dissertation. Select "Top of the Page" and "Plain Number 3." Remember to change the font to Times New Roman and font size to 12.
  - B) Page numbers all need to be right justified in the Header. When adjusting the Header, remember to check double (and triple) digit page numbers. Because they take up more spaces, you may need to adjust the header to accommodate pages 10-99. If you have over 100 pages, check those pages too.
3. The title is 4 single-spaced lines down from the first line on the page. It is to be centered on the page and written with the proper use of upper and lower case letters. If your title runs over one line, it is to be double-spaced.
4. Your name is 10 single-spaced lines down from the title and is to be centered.
5. The proposal statement is 11 single-spaced lines down from your name and is to be centered. It takes up 3 lines.
6. The Month, Year is 11 single-spaced lines from the last line of the dissertation statement. The Month, Year is to not be in boldface type. It is to match the rest of the dissertation title page and is to be centered. This is the month/year you are submitting your proposal.