

Title Centered with Upper- and Lower-Case Letters

Name

A Dissertation submitted to the Faculty of The Graduate Studies Program
of Missouri Baptist University in partial fulfillment of the
requirements for the degree of
Doctor of Education

Month, Year

Dissertation Title Page Formatting Instructions

1. Margins
 - a. 1" all sides
 - b. Running head/page number margins are 0.5 from the top.
2. Header: the "TITLE" goes in the header. To find the header, click on the "Insert" tab, and click on the "Page Number" menu. Select "Top of the Page" and "Plain Number 3." Change the font to Times New Roman and font size to 12.
3. Title: 5 single-spaced lines down from the first line on the page, centered, and written with the proper use of upper- and lower-case letters. If your title runs over one line, it changes to double-spaced.
4. Your name: 10 single-spaced lines down from the title, centered.
5. Dissertation statement: 13 single-spaced lines down from your name, centered. It is 4 lines and single-spaced.
6. Month, Year: 5 single-spaced lines from the last line of the dissertation statement. This is the month, year the oral defense is completed.