Thesis Template Guide

Questions? library@whitman.edu

Introduction

For honors theses, certain structural elements are required, such as the title page, certificate of approval, table of contents, etc. You have the option to use a formatted thesis template which includes the required elements and is designed to facilitate proper formatting and pagination in Microsoft Word. Please consult with librarians if departmental guidelines differ from formatting requirements outlined on the formatting page. If you plan to make your thesis open access and make a bound copy available in the Allen Room, use of the template is highly recommended.

This document is intended to walk you through formatting and common issues people have. You are welcome to skip sections that are not relevant to you. The TOC at the beginning of the doc will take you to specific sections. If you've worked through this form and still have questions, you can submit and put any questions or comments in the form and a librarian will be in touch shortly.

For a detailed video explaining formatting, please consult our explainer here.

General

- Download the template (this link will prompt a download) when you open the document in Word, click "Enable Editing" in the yellow bar at the top. Please do not try and convert this document to a Google Doc as that platform does not have all of the formatting capabilities needed for the thesis, and the template will not fully convert.

- If you started out writing on another platform, you can insert your work into the template. Be sure to leave yourself enough time to clean up any formatting discrepancies (esp. with your tables and figures).
- Do less! Usually it is easier to keep the proper formatting the fewer changes you make **especially to the table of contents and page numbersettings.**
- Leave the margins as they are currently set in this document – 1.5 inches on the left, 1 inch on all other sides.
- Any instructional text in the template in [brackets] needs to be changed, and the brackets deleted before submission.
- Any instructional text in the templates in red and *(parentheses)* must be deleted before submission.

**Title Page and Certificate of Approval**

- The formatting of these two pages is NON-NEGOTIABLE, they must remain the way they are in the template.
- Make sure to fill:
  - On title page: the correct title, your name, your degree, the correct year
  - On Certificate of approval: your name, major, advisors name (where it's in brackets, not on the line), and date
- Make sure you delete any instructional text like (title) or any brackets

Table of Contents

- **It's best if you leave this to the very end, and don'ttry to manually edit this!**
- The TOC will be one of the first pages you see in the template but it should be the last thing you deal with.
- The TOC is linked to chapter and section titles based on formatting designated in the "Styles" section
  - Chapter titles should be "Heading 1" and section titles should be "Heading 2". Any changes this does to your font/formatting (making it single space for example) can be changed back to how you want it. The sections already in the template are formatted this way, so you can just type over the current titles like "[Chapter One]," but if you just insert your whole thesis into the template, you will need to change the style designations of the titles accordingly.
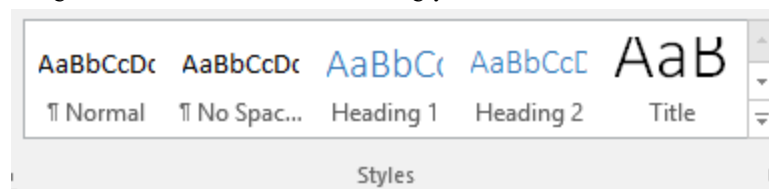
- - You can use these headings to then create your own TOC in Reference > Table of Contents if needed
- It is easiest to update the table at the very end once you have finished formatting everything else in your document.
  - Right click on the table and select "Update Field". Of the two options, select "Update Entire Field." This will update both the headings and the page numbers.
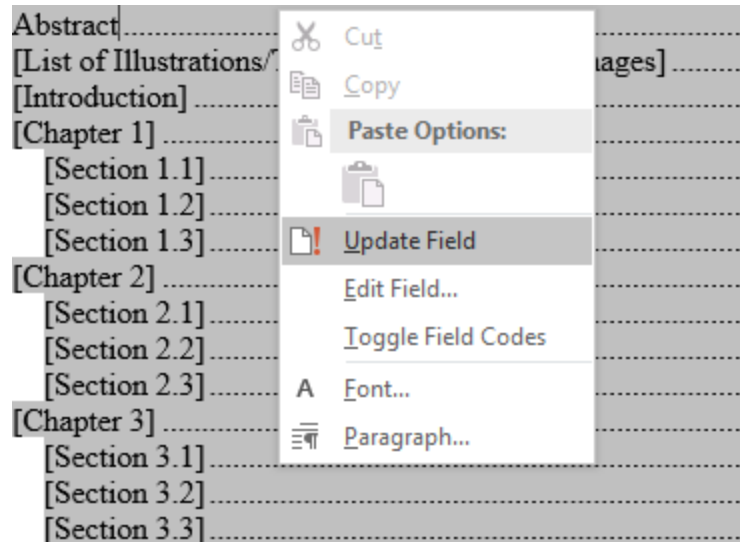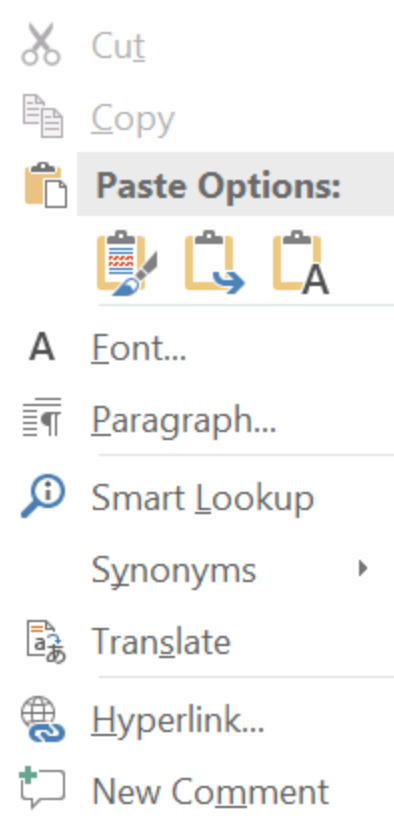
- Sometimes when you insert large chunks of text into the template it keeps formatting you don't necessarily see from whatever platform you are taking it from, so whole paragraphs or even pages of text show up in your TOC. Just make sure in the "Styles" section your main text is marked as "Normal" and headings are given their appropriate heading (Heading 1 for chapter titles or Heading 2 for subtitles). Any changes this does to your font/formatting (making it single space for example) can be changed back to how you want it.

List of Illustrations

- Either update the list of illustrations manually by editing the template, or create one by following these instructions.

Sections

- Work through the acknowledgements, abstract, introduction, etc. sections. Feel free to change the section names as needed). Leave any sections you don't need, the next section will show you how to delete them.
- The easiest way to move stuff into this doc is to copy it section by section, and when you go to paste text in the appropriate section, right click and select the clipboard with the A on it in the "Paste Options":

Cut

Copy

Paste Options:

A   Font...

Paragraph...

Smart Lookup

Synonyms   ▸

Translate

Hyperlink...

New Comment

- Feel free once it's in to format it as you'd like in terms of fonts, indents, spacing between sections, etc.). If you are inserting large swaths of text from Google Docs the fonts do not always stay the same and can look like random chunks are bold. To fix this in the template, highlight all of your text and choose your font of choice.
- Not all sections provided in the template are required. Only keep those that are relevant. For example, if you only have three chapters, you can delete chapters 4-6; or if you have no list of illustrations, you can delete that section.
- Manually delete a section by deleting the heading and all text associated with that section until the page is deleted. Sometimes there are issues with this bc of the template formatting, find instructions to fix this here.
- To insert a new section: go to Layout -> Page Setup (Far left of Ribbon), select Breaks -> Next Page
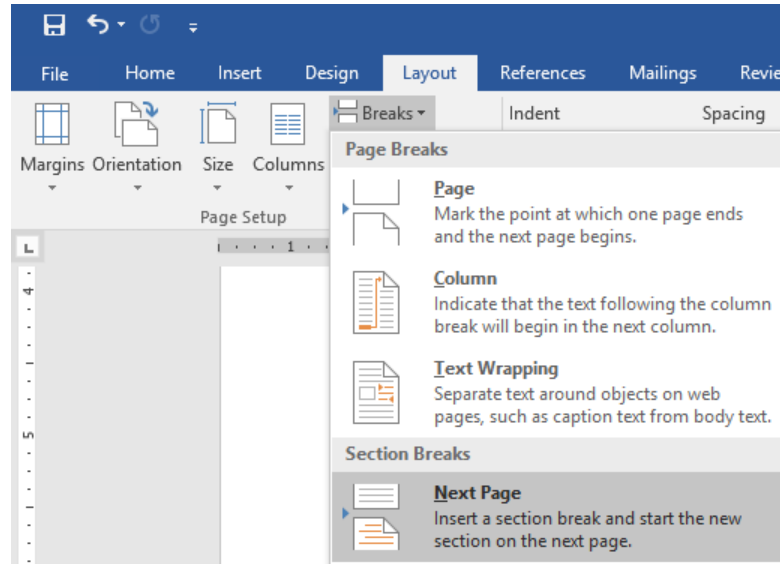
- Format the heading of the new section as "Heading 1" in the "Home" tab (sub-sections will be "Heading 2"). This ensures that sections are automatically linked to the Table of Contents when it is updated.
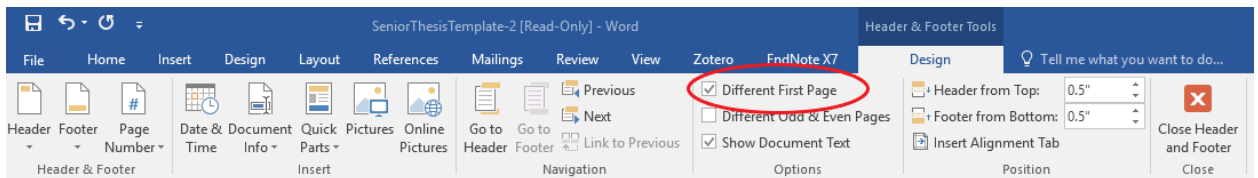
Page Numbers

When switching between platforms or versions of Word sometimes the page numbers do not remain the way they should be. Generally, everything up to the Introduction should be with lowercase Roman numerals (i, ii, iii...), with the title page not having a page number and the Certificate of Approval starting at "ii." Everything from the Introduction onwards should have Arabic numerals (1, 2, 3..), again with the first page of the Introduction having no page number and the second page starting with "2". If your page numbers get messed up or change, here are the steps to set them like the template. Your department may have different guidelines, which these instructions should help you accomplish.

1. Go to Insert > Header and Footer (near the middle of the ribbon) > Page Number > Format Page Numbers
2. Number format should be "i, ii, iii" and Page Numbering should be "Continue from Previous Section" and select "Ok"
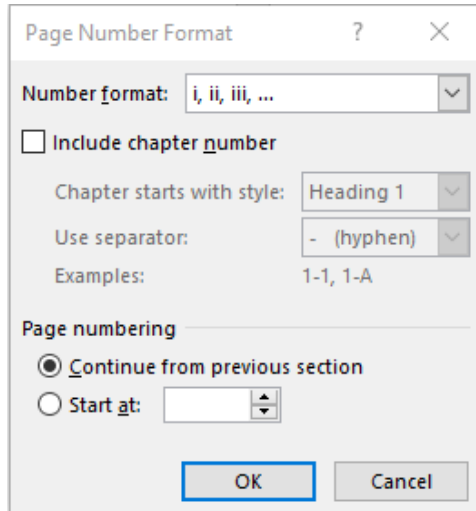
3. With your cursor on the 2nd page (Certificate of Approval page), stay on Insert and under Header and Footer click on Page Number > Bottom of Page > Plain Number 2.

4. This should open a Header & Footer Tools, Design tab on the ribbon, and "Different First Page" should be selected. If it's not, check it and the page number should go away:

5. If you are using the template, the section breaks should be set so that the Introduction is marked a "First page", so at this point there should be no page numbers after the page before the Introduction. Repeat steps 1-4, with the Page Number Format box as such:
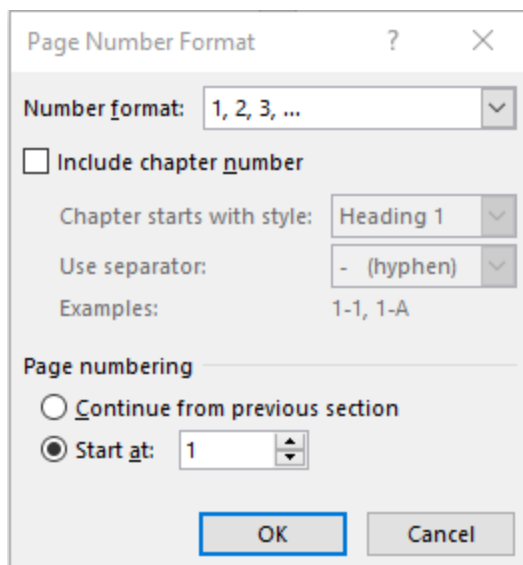
Note: The different parts are separated by section breaks, which are "hidden" in the formatting, but can be seen by turning on Paragraph Marks
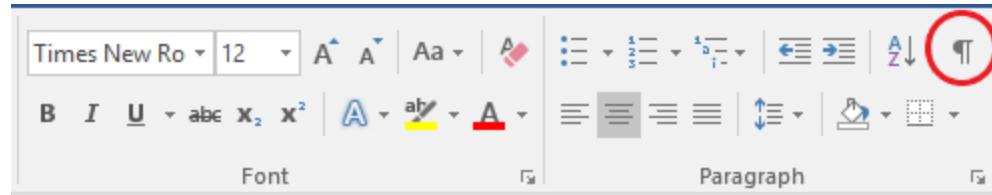
If the numbering for the Introduction starts at page 7 instead of 1, make sure you have the "Page numbering" section of the "Page Number Format" box set to "Start at: 1" and that there is a section break before the Introduction page (see below for instructions on Section Breaks)

Other common problems

- **Google Docs and fonts:** If you are inserting large swaths of text from Google Docs the fonts do not always stay the same and can look like random chunks are bold. To fix this in the template, highlight all of your text and choose your font of choice.
- **Removing blank pages (Section Breaks):** Section Breaks are an important part of formatting for keeping sections separate, but can be annoying because they appear "hidden". Often, if you are trying to delete a blank page and it won't go away what's keeping you from deleting it is a section break. This can easily be fixed by turning on Paragraph Marks:
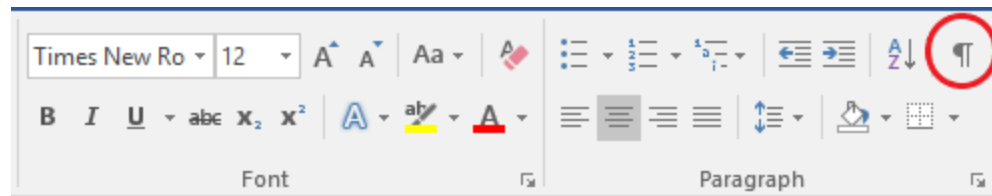

This will "reveal" Section Breaks:

¶⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯Section Break (Next Page)⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯

- ○ On a PC, put your cursor on the left side of it, and press **Delete** to remove it.
- ○ On a Mac, put your cursor in front of it and press Shift+Right Arrow and it will be highlighted and then press delete.

- **Changing footnotes/endnotes:** Word defaults to continuous numbering for footnotes and endnotes, but it is easy to change your settings so that they will start over with each chapter/section. Go to References ->Footnotes and click on the tiny arrow on the bottom of the box.
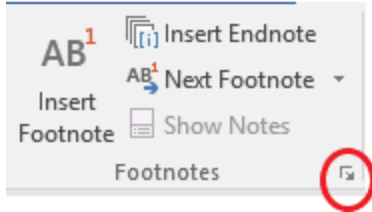
Then in the Footnote and Endnote box, change Numbering, under "Format" to "Restart each section" and make sure you **apply changes to the whole document**. If a chapter does not change, make sure there is a Section Break (see instructions above) at the end of the last chapter.
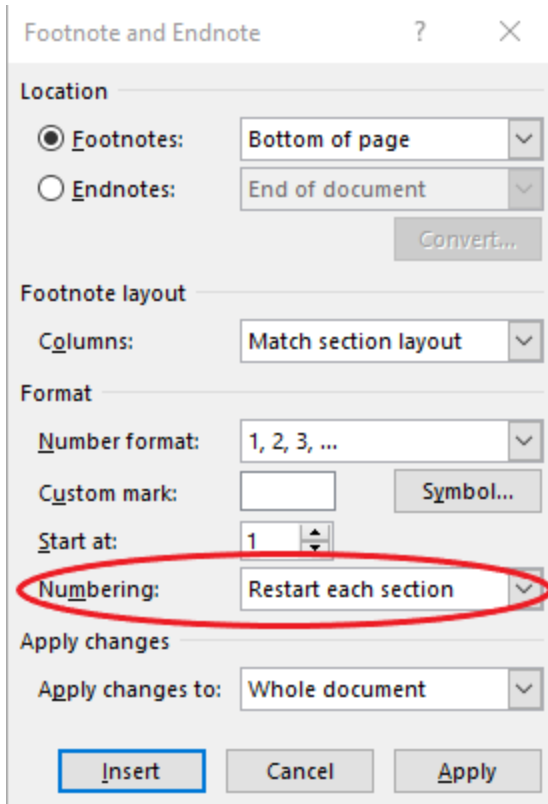
- **Margins:** While it is most important that your left hand margins are 1.5", it is also good to make sure your right margins are also consistent. Sometimes when moving between platforms and operating systems margins may change, so make sure everything is where it should be. If you have large tables in your paper, they can extend into your right margins but the left side **must stay at 1.5".** To check/fix your margins, highlight/select-all, and go to Layout -> Margins (far left side of ribbon). Select "Custom Margins" at the bottom and set your margins at 1.5" on the left at 1" on the Top, Bottom, and Right. It's always good to double check once you've done this to see if this has created any weird spacing or major gaps because of figures.

Margins

Top:	1"	Bottom:	1"
Left:	1.5	Right:	1"
Gutter:	0"	Gutter position:	Left