Instructions for using the honors thesis template

Full instructions and thesis guidelines can be found here: https://library.whitman.edu/honors-thesis/

- 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 italics and *(parentheses)* must be deleted before submission.

- 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.

- As you write your thesis, to update the headings that you insert (for example, chapter titles) and page numbers in the Table of Contents:

  o 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.

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

- If you wish to copy and paste text from another Word document, first make sure that the headings, section breaks, footnotes, and endnotes are properly formatted. Headings should be in the "Heading 1" or "Heading 2" style so that the Table of Contents is accurately updated.

- To insert a new section: Create a section break at the end of the section prior to the new section that you want to create (do this under the "Page Layout" tab – select Breaks, then 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.

- Take note of page numbers when printing individual pages – the number at the bottom of the page will often not match the page number in the document.

- Questions?
  - Email a Librarian: https://library.whitman.edu/contact-a-librarian/
  - Contact or visit the WCTS Helpdesk: 509-527-4976 or helpdesk@whitman.edu