<Your Title Here>

A Thesis

Presented to

The Division of <Your Division Here>

Reed College

In Partial Fulfillment

of the Requirements for the Degree

Bachelor of Arts

<Your Name Here>

<Graduation Month and Year Here>

Approved for the Division

(<Your Major Here. Keep the Parentheses!>)

<Your Advisor’s Name Here>

Acknowledgments

You may put your acknowledgments here. This section is optional. To remove this section, delete all the text on this page **AND** the section break. Not sure what we mean by a “section break”? Learn more at: <http://reed.edu/cis/help/thesis/word.html>

Preface

You may put your preface here. This section is optional. To remove this section, delete all the text on this page **AND** the section break. Not sure what we mean by a “section break”? Learn more at: <http://reed.edu/cis/help/thesis/word.html>

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List of Tables

Table 1: This is the **“Table Title,tt”** style and is used for the title of your table. This style will also appear in the List of Tables. 8

List of Figures

Figure 1: This is the “**Figure Title”** style and is used for the title of your figure. This text will also appear in the List of Figures. 8

Abstract

You may put your abstract here. This section is required on all but creative theses.

This is the August 2011 version of the Reed College Thesis Template. This document meets the thesis formatting requirements enforced by the Library and Registrar. These requirements are outlined in the Senior Handbook. Need a copy? Download it from the Registrar’s website: <http://www.reed.edu/registrar/resources.html>

Even though this document is formatted correctly, there are some basic principles for using it and maintaining correct format. Please read through this document for pointers and soon you’ll be on your way! If you get stuck and need help, come to the Help Desk on the first floor of the ETC.

You may put a dedication here. This section is optional. To remove this section, delete all the text on this page **AND** the section break. More info at: <http://reed.edu/cis/help/thesis/word.html>

# Introduction: How to Use this Template in 6 Easy Steps

<Placeholder: Paste your text here>

## Step 1: Start using this template now

Start using the thesis template as soon as possible, like **NOW**! It will take time to correctly format your thesis even when using this template. If you start using it early on, you’ll save yourself time and hassle in the end (not to mention the sanity of the staff in CUS!).

Already started to write your thesis in another Word document? No problem! Just start with the instructions in step 2 for copying and pasting your text into this template. If you haven’t started to write your thesis, read through this document first to learn how to use it. Then you’ll be ready to delete the text and sections you don’t need, and start adding your own writing while maintaining the correct format.

## Step 2: Copy and paste your text into this template

If your thesis or parts of it are already in another document, stop writing in it! You need to copy what you’ve written in the other document and paste it into this one. To do so correctly, follow these exact steps:

1. In your other document, select all the text and copy it.
2. Back in this document, place the cursor near the top of this page on the line that says “<Placeholder: Paste your text here>”. Then paste what you copied from the other document (keeping your cursor in the “Placeholder” line). **This step is important to maintain correct pagination!**
3. Proceed with “Step 3: Use styles for every bit of text…” below to apply proper styles to all the text you just pasted.
4. Delete any remaining thesis template instructions from your final version.

Note: Don’t forget to fill in your own information, like thesis title, advisor name, et cetera in the front matter. These are typically denoted with the following symbols:   
“<” and “>”. These symbols should not appear in the final version. Consult the Senior Handbook for official division and department names.

For additional information about copying and pasting into the template, visit: <http://reed.edu/cis/help/thesis/word.html>

## Step 3: Use “Styles” for every bit of text in your thesis

“Styles” are used to easily apply a set of formatting choices consistently throughout a document. This template has built-in styles for chapter headings, section headings, the main body text, quotes, and almost anything else you can imagine. Instead of having to apply the Times font, 16 pt, bold and centered characteristics for each chapter title in your thesis, you apply the “Heading 1” style to each chapter title and all of those characteristics will be set automatically. Don’t worry if you don’t like those particular settings for a chapter title; you can easily modify any style to meet your needs. Some styles are also used in this template to populate the entries in the Table of Contents, List of Figures and List of Tables.

**How to apply a style:**

1. On a Mac, make sure the Formatting Palette or Styles Toolbox is open in Word (Word 2008: View menu > Formatting Palette; Word 2011: View > Styles).
2. Place the cursor in the part of text in which you want to apply a style (styles are generally applied to an entire paragraph). For example, I’ll place the cursor in the “Introduction: …” title at the beginning of this chapter.
3. In the Styles section of the Formatting Palette or Toolbox, select the style you want. For this example, I’ll select the “Heading 1” style.
4. Voilà! The characteristics of that style are applied to the text in that paragraph.

Refer to the next chapter to see what styles are available to use in this template.

For additional information about styles, visit: <http://reed.edu/cis/help/thesis/word.html>

## Step 4: Insert section breaks between chapters

Because this template is formatted for double-sided printing, you need to insert an **odd section break at the end of each chapter**. This will ensure the next chapter falls on the right side (or odd page) of the document. Odd section breaks also occur at the end of each section in the front matter.

**How to insert an Odd Section Break:**

1. Section breaks are inserted as non-printing characters in Word. You can toggle these hidden components on and off with the Show/Hide icon in the Standard Toolbar (View menu > Toolbars > Standard). Make sure this button is selected: Show_Hide
2. Place the cursor at the end of the chapter.
3. Go to the Insert menu > Break > Section Break (Odd Page)
4. When the odd section break is inserted, you’ll see this:  
   Odd_section_break

You only need one odd section break at the end of each chapter. Multiple section breaks will create extra blank pages and thus affect your pagination.

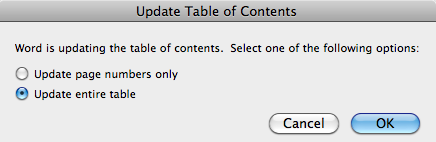
For additional information about Odd Section Breaks including how to remove extra section breaks, visit: <http://reed.edu/cis/help/thesis/word.html>

## Step 5: Don’t edit the Table of Contents directly

The Table of Contents will automatically populate based on the chapter titles, section titles and sub-section titles listed if the appropriate style has been applied to each title (see the next chapter to learn more about which heading styles in particular). Periodically, you will need to update the Table of Contents so it will populate this information.

**How to update the Table of Contents:**

1. Right-click (or control+click) on the gray shaded part of the Table of Contents and choose “Update Field”.
2. If prompted, select “Update entire table”.



The List of Figures and List of Tables are managed the same way as the Table of Contents; update them in the same manner mentioned above. Refer to the next chapter to learn what styles will populate the Table of Contents, List of Figures and List of Tables.

For additional information about styles, visit: <http://reed.edu/cis/help/thesis/word.html>

## Step 6: Fix Pagination

There are specific pagination rules you must follow, all of which are outlined in the Senior Handbook. Though this template is formatted with correct pagination, it is likely pagination will break as you use this document. Come to the Help Desk if you need assistance fixing pagination, or check our website for tips.

For additional information about fixing pagination, visit: <http://reed.edu/cis/help/thesis/word.html>

# What Styles to Use and Where

Below are examples and explanations of the most common styles built for the thesis template. Please keep in mind that Word also has lots of default styles that cannot be deleted. To avoid confusion from our styles over Word’s default ones, look for a comma in the name of our styles (e.g., “Heading1,h1”). More information about styles is on our website: <http://reed.edu/cis/help/thesis/word.html>

## Chapter titles, sections and sub-sections

# “Heading 1,h1” Style

The Heading 1 style is used for chapter titles and will appear in the Table of Contents. All heading styles are configured to stay with the text that immediately follows it. This means you will never see a heading that appears by itself at the end of a page. Heading styles also account for extra space immediately following it, so there’s no need to hit the Return key multiple times after a heading.

## “Heading 2,h2” Style

The Heading 2 style is used for section titles. It will also appear in the Table of Contents.

### “Heading 3,h3” Style

The Heading 3 style is used for sub-section titles and it too appears in the Table of Contents. For additional headings beyond Heading 3, use Heading 4 through Heading 9. Please keep in mind only Heading 1 through Heading 4 will appear in the Table of Contents.

#### “Heading 4,h4”

##### “Heading 5,h5”

###### “Heading 6,h6”

“Heading 7,h7”

“Heading 8,h8”

“Heading 9,h9”

## Main Text

This is the **“Body,b”** style and should be used for the main text of your thesis. The body style will automatically indent the first line of a paragraph so you don’t have to press the “tab” key at the beginning of each paragraph. If you copied and pasted your thesis from another document into this template, you will likely have an extra indentation after placing your text in the body style. Make sure to delete this or the first line of each body paragraph will be double-indented! For help spotting and removing extra indentations, visit our website: <http://reed.edu/cis/help/thesis/word.html>

## Quotes

This is the **“Quote,q”** style and is useful when you have a quote to display. The line spacing and margins for this style will set apart your text from the regular body style.

This is the **“After Quote,a”** style. The paragraph immediately following a quote should use the after quote style. This style does not indent the first line in the paragraph. Spacing is also adjusted accordingly so it is not necessary to have an extra blank line between the quote and after quote paragraphs.

## Figures

The image below is in the **“Figure,fig”** style. This style centers the image between the margins. There is a specific procedure for inserting images into the thesis template. For more information visit <http://reed.edu/cis/help/thesis/word.html>

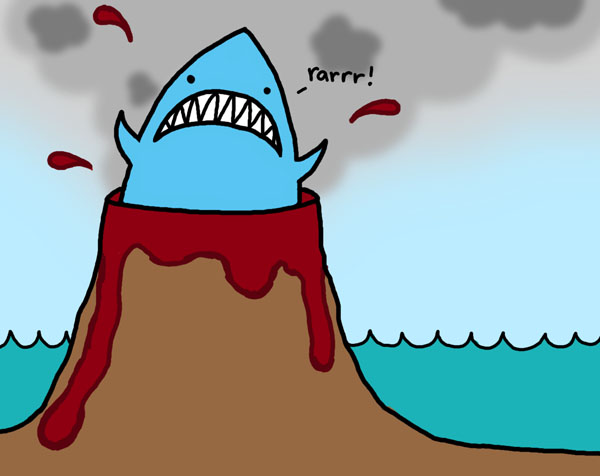


Figure 1: This is the “**Figure Title”** style and is used for the title of your figure. This text will also appear in the List of Figures.

This is the **“Figure Caption”** style. Simply put the caption of your figure in this style. This text will not appear in the List of Figures.

## Tables

There is no particular style for tables. Just insert your table and format it manually. However, there are styles you should use for the table title and table caption. An example is below.

|  |  |  |
| --- | --- | --- |
|  | **Column A** | **Column B** |
| **Row 1** | A1 | B1 |
| **Row 2** | A2 | B2 |

Table 1: This is the **“Table Title,tt”** style and is used for the title of your table. This style will also appear in the List of Tables.

This is the caption for this table. It is using the **“Table Caption,tc”** style. This text will not appear in the List of Figures.

## Bibliography

At the end of this template is the Bibliography section. Make sure to put the references you list there in the **“Bibliography,bib”** style. Here is an example of what the bibliography style looks like:

Goldman, Bernard. "The Development of the Lion-Griffin." *American Journal of Archaeology* 64.4 (1960): 319-28. Print.

# Additional Help

There are numerous ways to get additional help using this template:

1. We’ve documented some of the most common issues on our website:  
   <http://reed.edu/cis/help/thesis/word.html>
2. Dedicated thesis formatting sessions are held each semester by CUS. For the current semester’s schedule, check the CUS website:  
   <http://www.reed.edu/cis/help/thesis>
3. CUS staff and student workers are trained on how to use the thesis template. Stop by the Help Desk anytime it’s staffed (Sunday 5pm-midnight; Monday – Thursday 8:30am-midnight; Friday 8:30am-5pm). Help is also available by phone and email (503.777.7525 and cus@reed.edu).

# Appendix A: Title of Appendix Goes Here

Appendix text goes here. To remove this section, delete all the text on this page **AND** the section break. Not sure what we mean by a “section break”? Learn more at: <http://reed.edu/cis/help/thesis/word.html>

# Bibliography

References go here. Make sure this text is using the **“Bibliography,bib”** style which will automatically indent the second line as shown here.