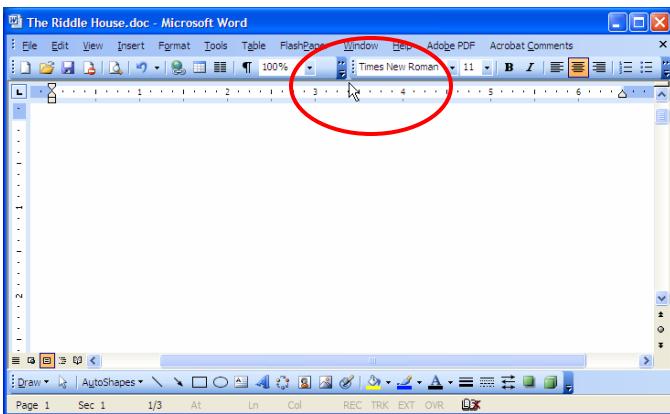


How to Format Your Thesis or Dissertation

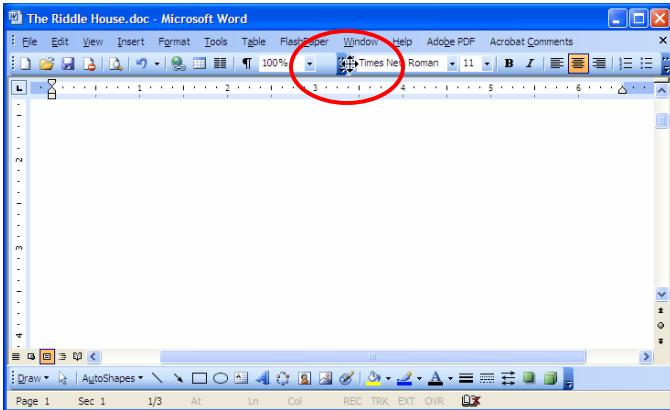
How to view the formatting marks in your document	2
How to reset your toolbars.....	3
How to set the margins	4
How to double space your document	7
How to add a first line indent	9
How to add a hanging indent.....	11
How to add footnotes.....	12
How to add endnotes.....	15
How to add section breaks	17
How to add/modify page numbers	18
Front Matter (Table of Contents, Table of Figures, Abstract, etc.)	18
Thesis Body, References and Appendices.....	23
How to hide the Page Number on the Back Flyleaf.....	26

How to view the formatting marks in your document

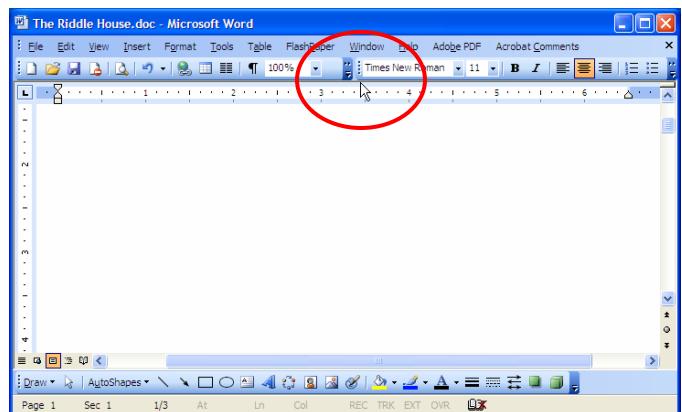
1. Open your document.
2. There are three default toolbars that are visible in Word.
 - Menu Toolbar
 - Standard Toolbar
 - Formatting Toolbar
3. You may see others but these are the three you will deal with the most.
4. The first thing you should do is move each toolbar to its own line. The default installation puts the Standard and Formatting toolbars on the same line.
5. To separate the toolbars where each one is by itself. Place your cursor on the separation mark between the two bars.



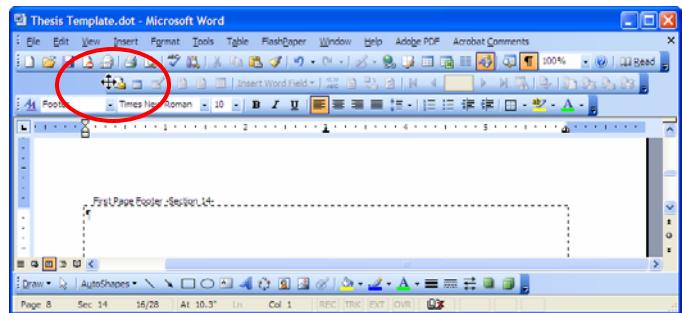
6. You should see your cursor change from an arrow to a cross with arrows at each end.



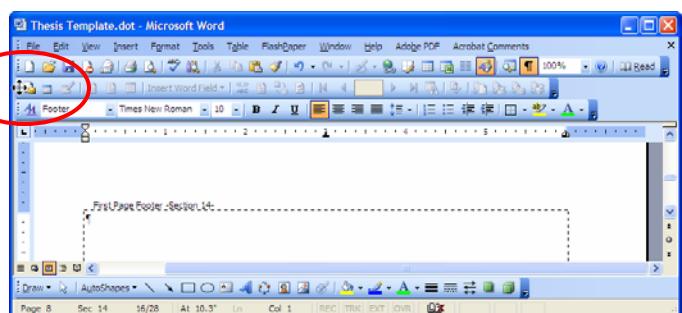
7. Place this cursor over the end with four vertical dots.



8. Hold down your mouse button. (Left mouse button for Windows users.)
9. Pull the Formatting Toolbar down slightly until it is on a line all by itself.
10. Release the mouse button when the toolbar is where you want it.

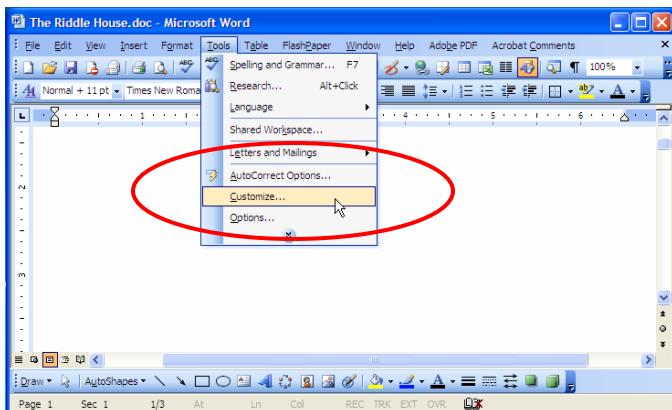


11. If you are like me, you may want to make sure it is left justified.
12. Again place your cursor over the end of the toolbar with four vertical dots.
13. Hold down your mouse button and drag your toolbar to the left.

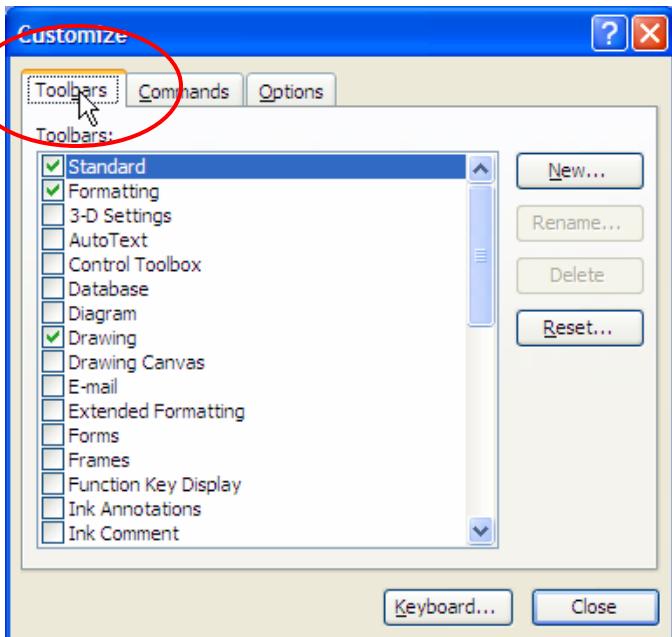


How to Reset your Toolbars

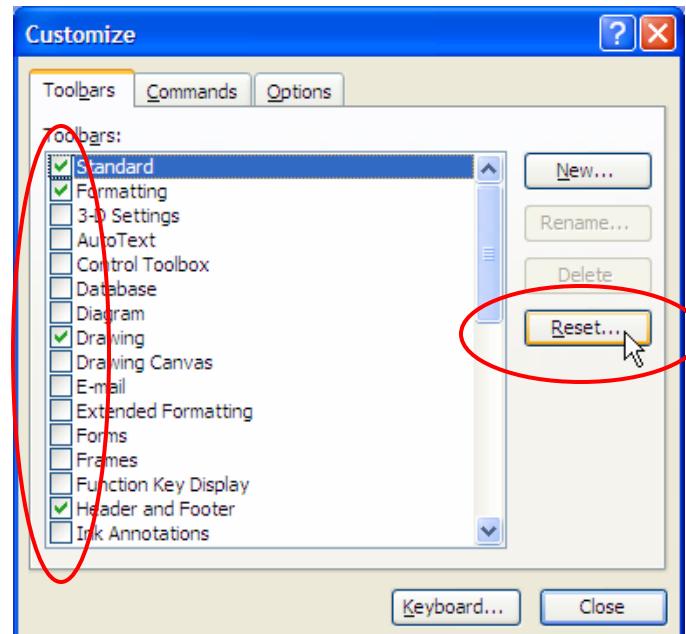
1. Under the Tools menu, select **Customize**.



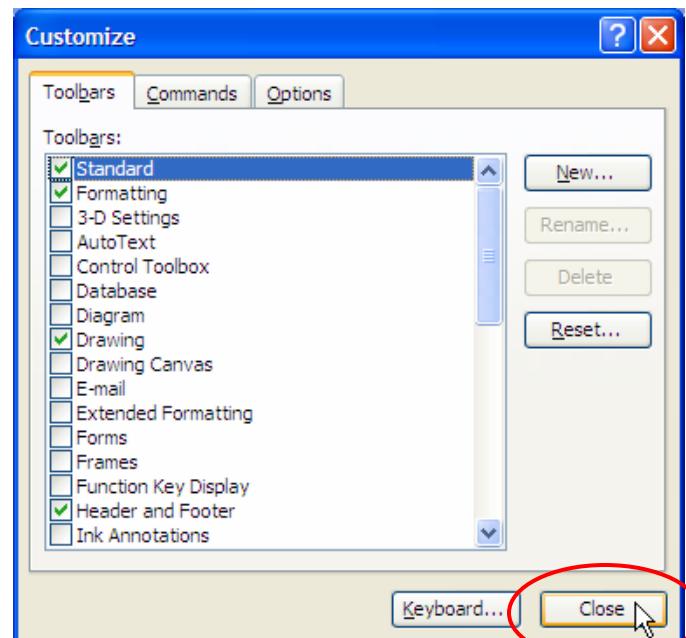
2. Select the **Toolbars** tab.



3. Every toolbar that is showing will have a check mark in the box next to the name of that toolbar.
4. Every toolbar that is checked will get reset when the **Reset** button is pressed.

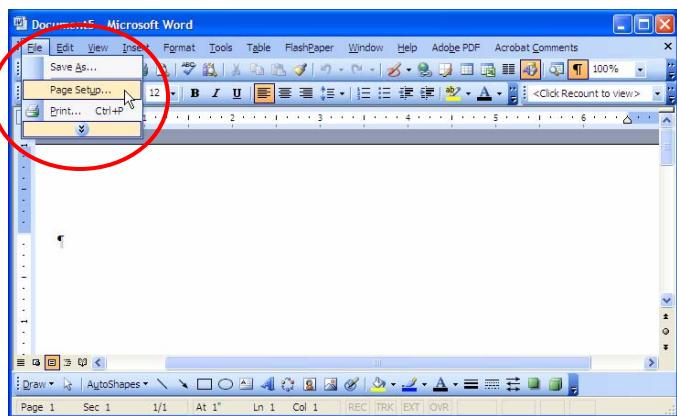


5. You may want to uncheck certain toolbars that you do not want reset. If you have added your own buttons to a toolbar and you do not want to lose them, be sure to uncheck that toolbar prior to clicking on the **Reset** button.
6. When finished, click once on the **Close** button.

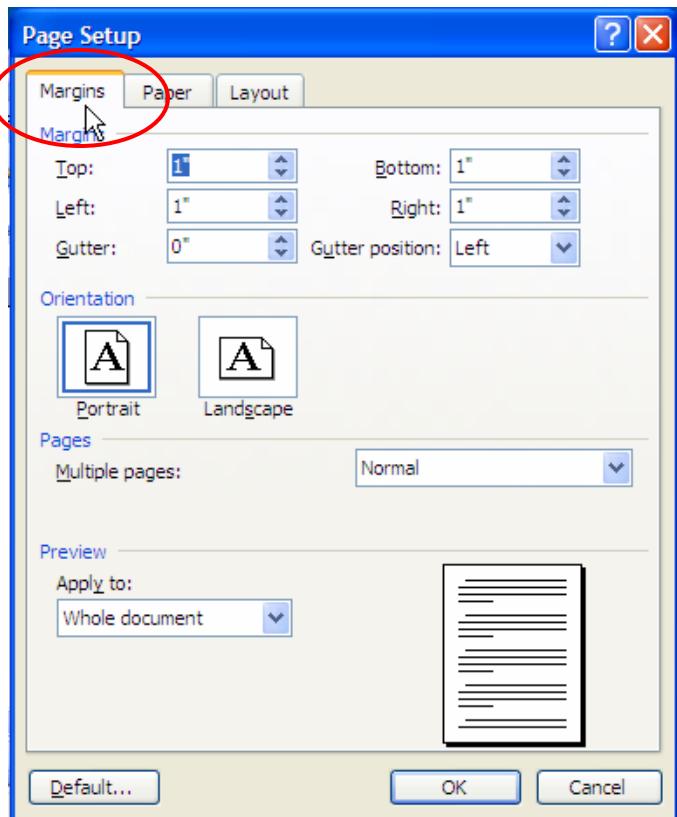


How to set the margins

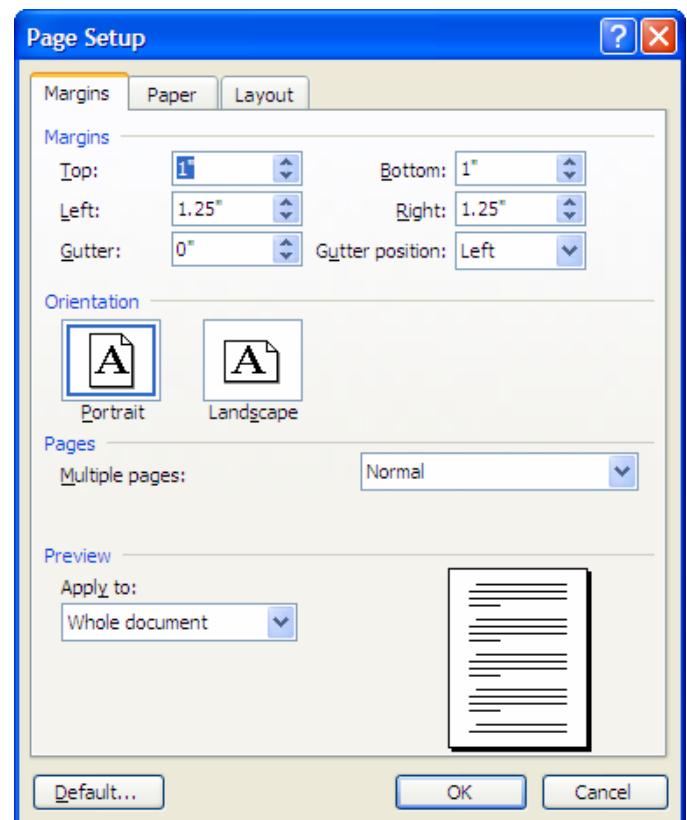
- Under the file menu, select **Page Setup**.



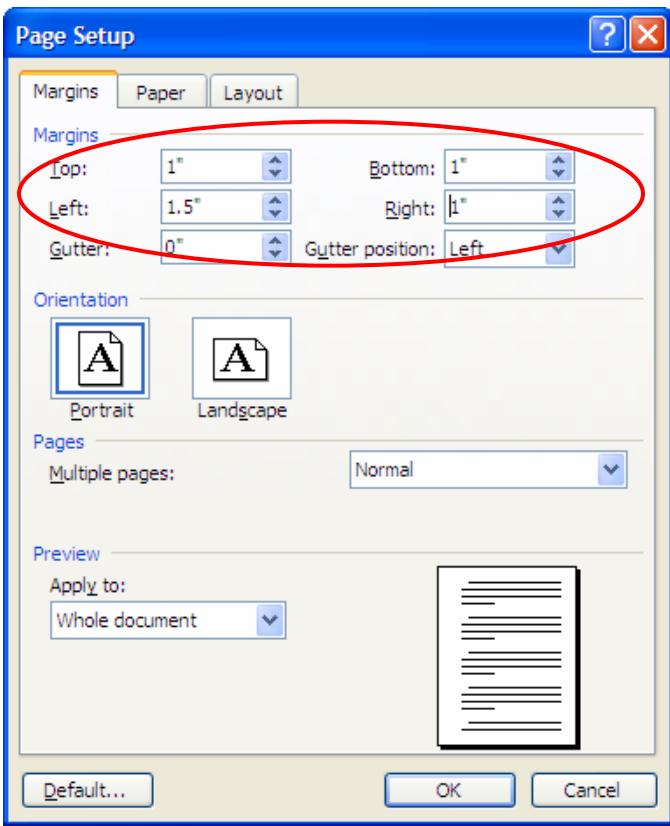
- Select the **Margins** tab.



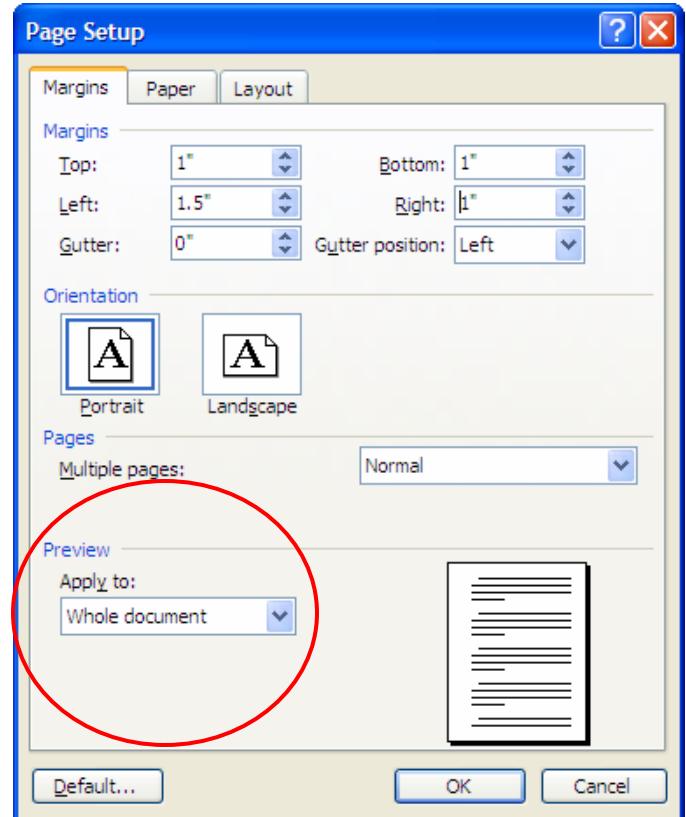
- In the margins section at the top is the four margins; top, bottom, left, and right, that you may need to change. Below is what Page Setup may look like with a default installation of Microsoft Word.



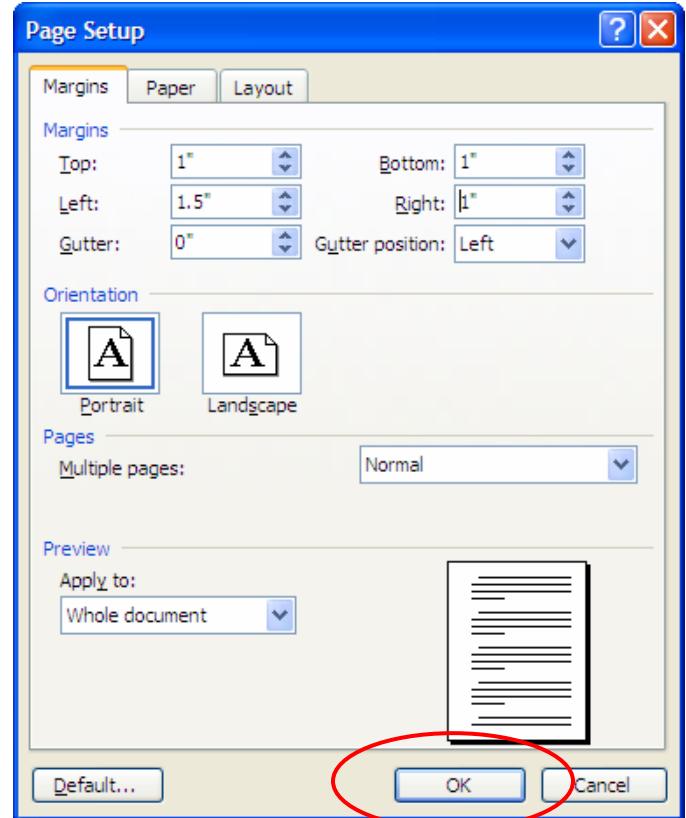
4. The margins for a WCU thesis should look like the image below. Use the small up and down arrows to the right of Top, Bottom, Left, and Right to change your margin values.



5. At the bottom of the Margins tab, under the Preview section, select **Whole Document** from the drop down menu.

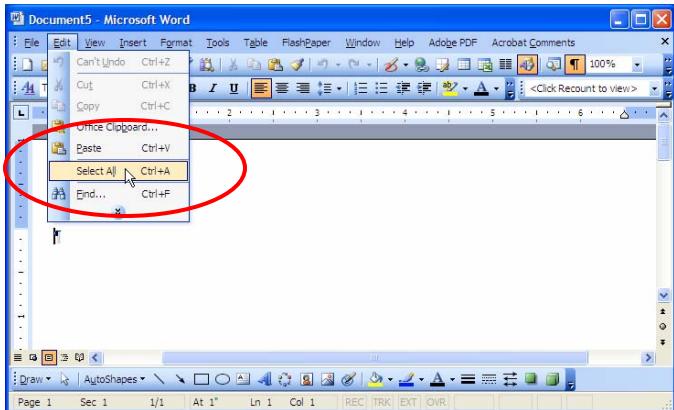


6. Click once on the **OK** button to accept the changes.

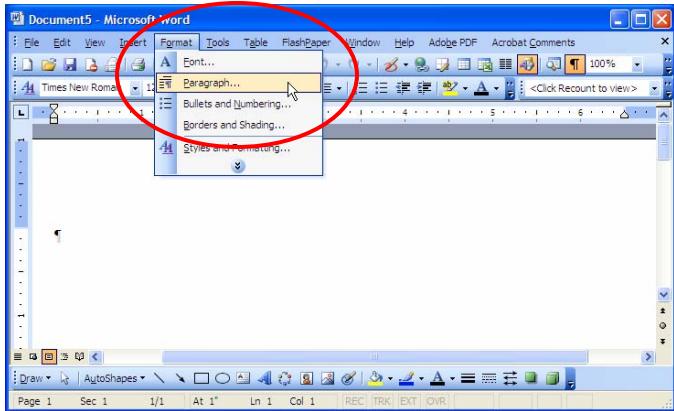


How to double space your document

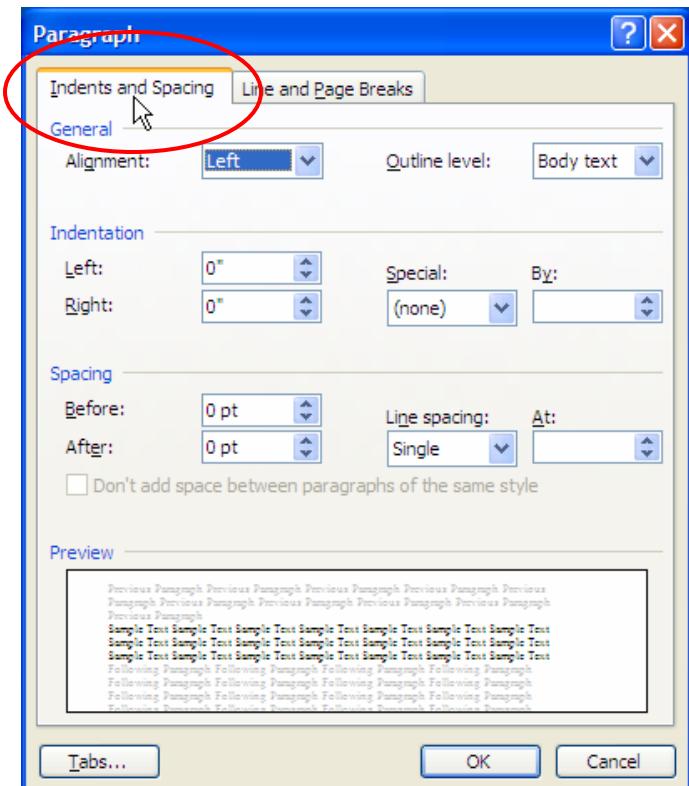
1. If you are just starting your document, please proceed to step 3.
2. If your document is already typed, choose **Select All** from the Edit menu.



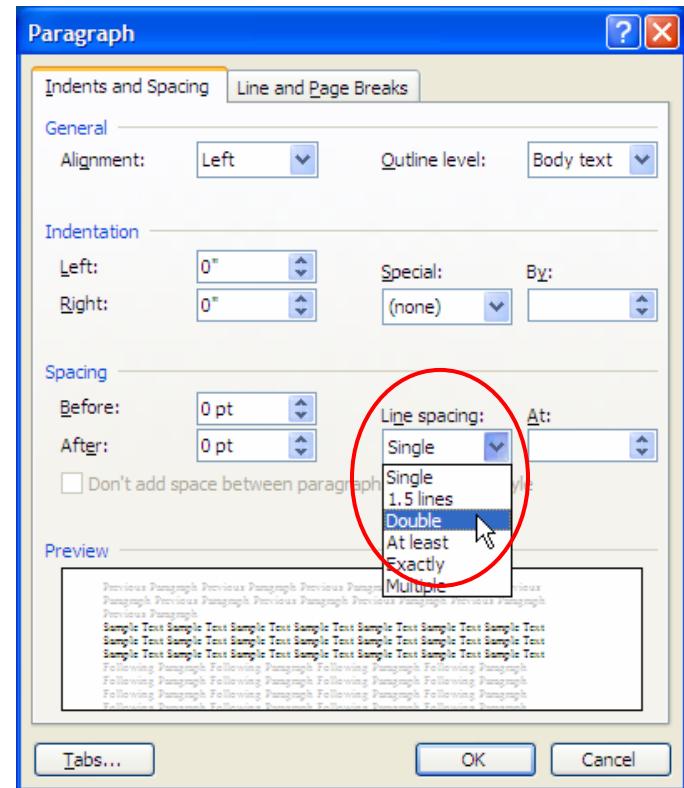
3. Under the Format menu, select **Paragraph**.



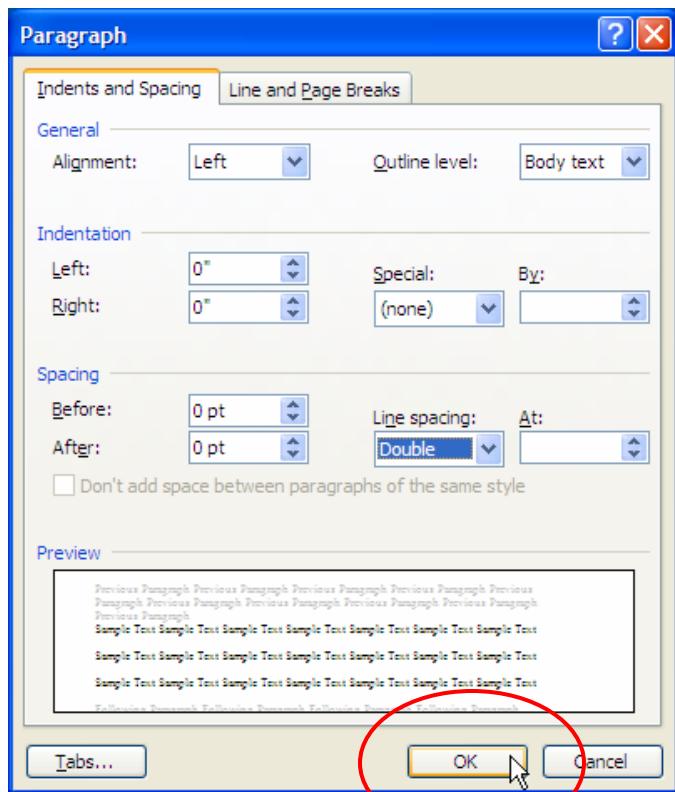
4. Select the **Indents and Spacing** tab.



5. Under the Spacing section, locate the **Line spacing:** drop down box.
6. Select **Double** from the Line spacing: drop down box.

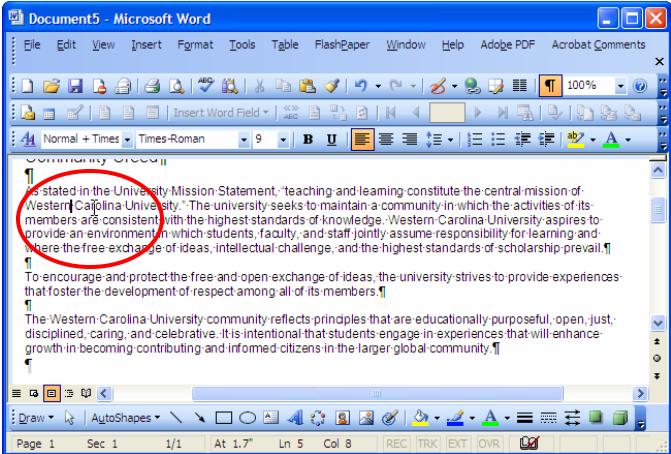


7. Click once on the **OK** button.

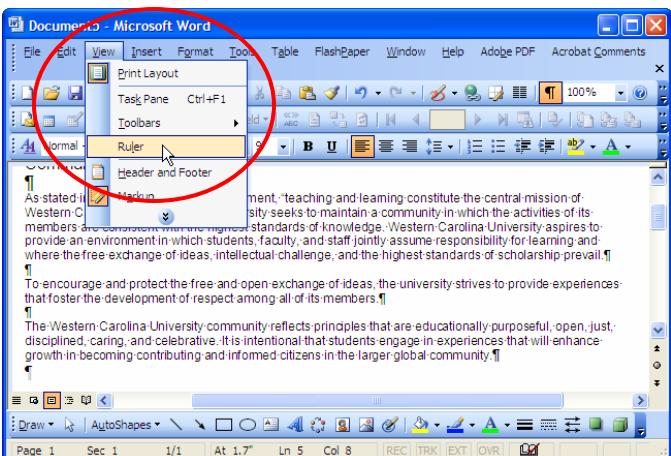


How to add First Line Indents

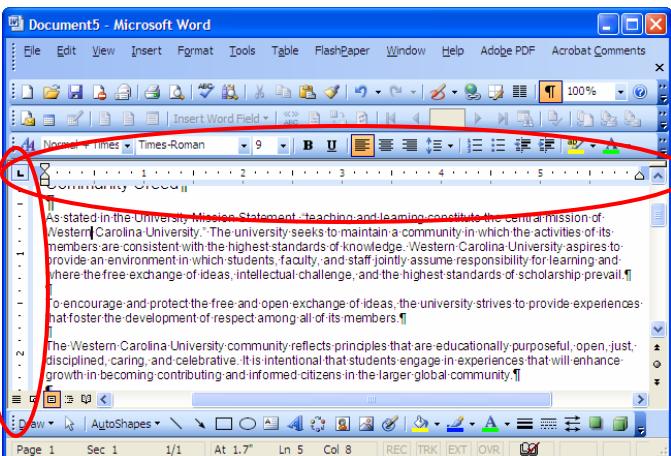
1. Open your document if it is not already open.
2. Click once in the paragraph you want to apply the first line indent to.



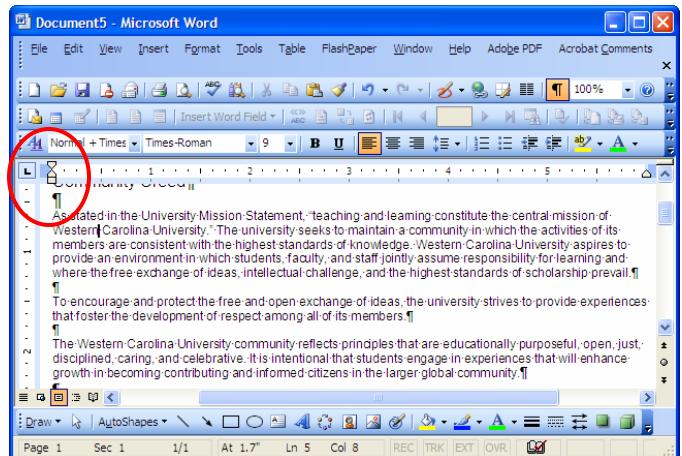
3. If you do not see the Horizontal Ruler, under the View menu, select **Ruler**.



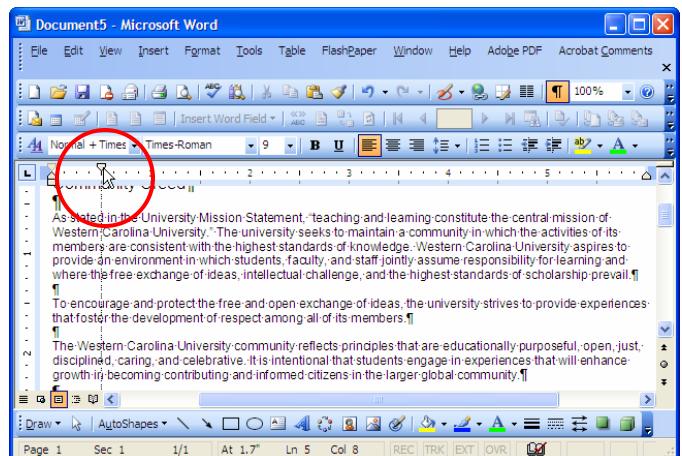
4. You should now see the ruler on the top and left of your document.



5. The ruler has three parts to it. Since it looks like an hour glass I will refer to the parts of the "hour glass".

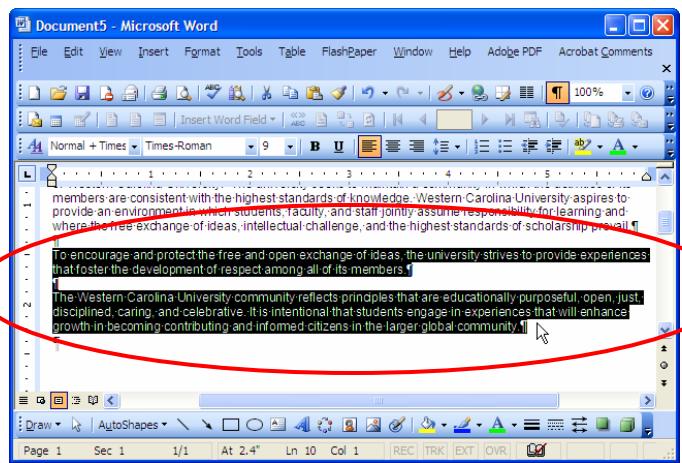


6. Select the top of the "hour glass" drag it to the half inch mark location on the ruler.

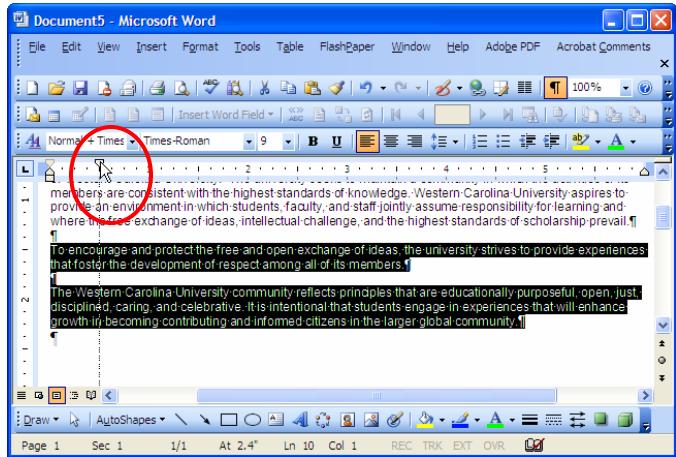


To apply a First line indent to several paragraphs...

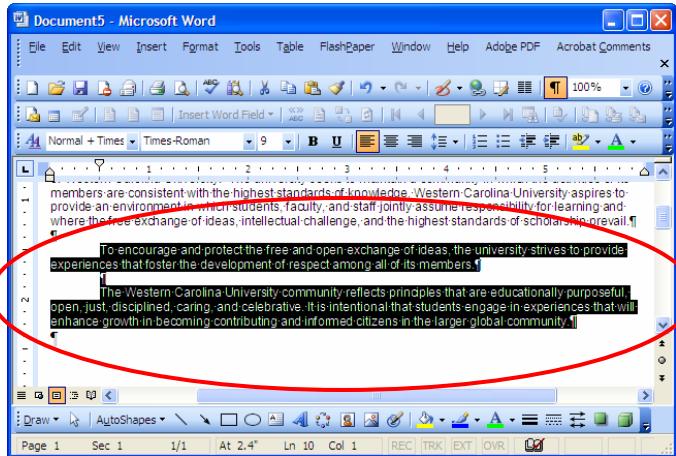
1. Select the paragraphs you need to apply the first line indent.



2. Drag the top part of the “hour glass” to the half inch mark.

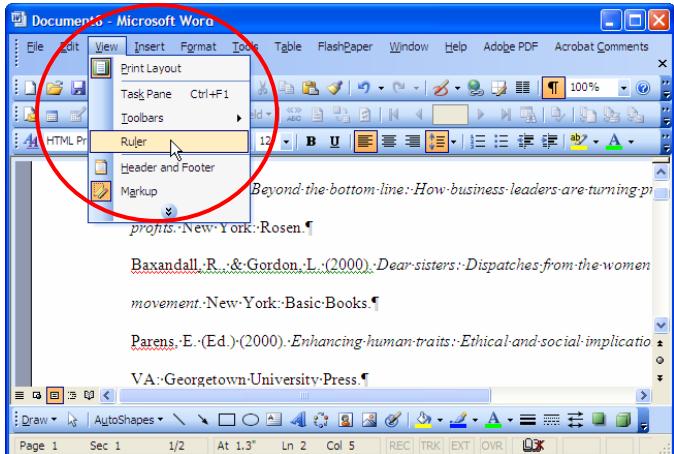


3. Your paragraphs should now look like the image below only double spaced.

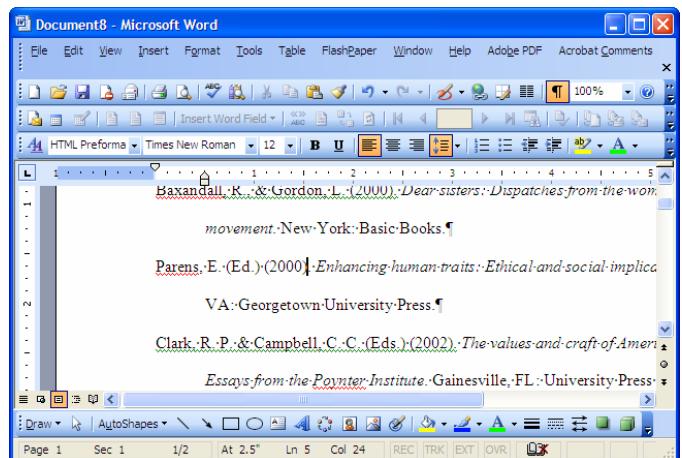


How to add a Hanging Indent

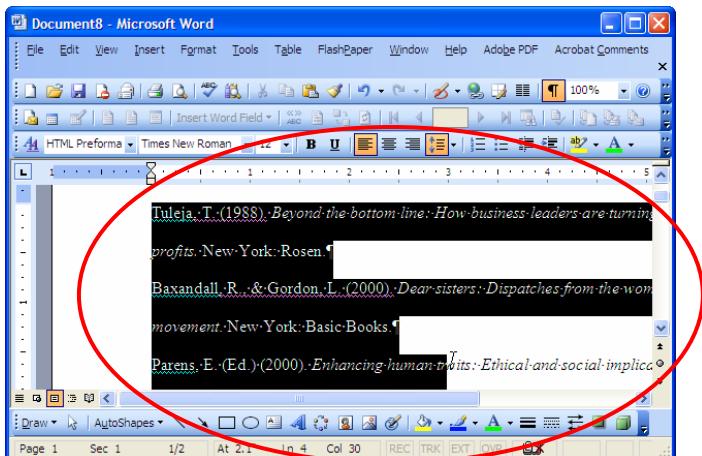
1. Open your document if it is not already open.
2. If you do not see the Horizontal Ruler, under the View menu, select **Ruler**.



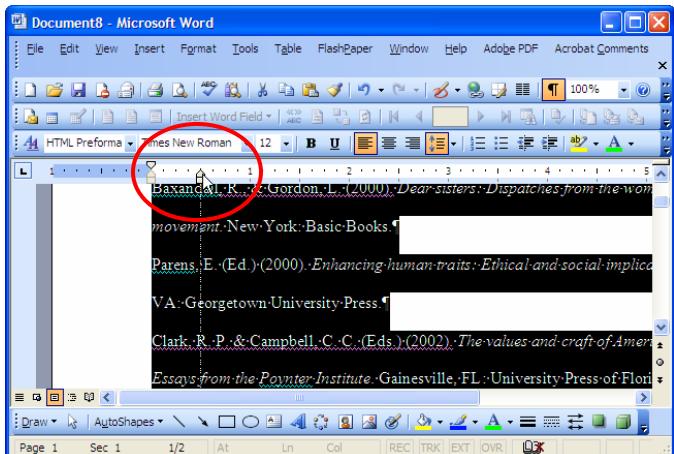
5. Your hanging indent should look like the following image.



3. Select the text of all the references that need to be formatted with a hanging indent.



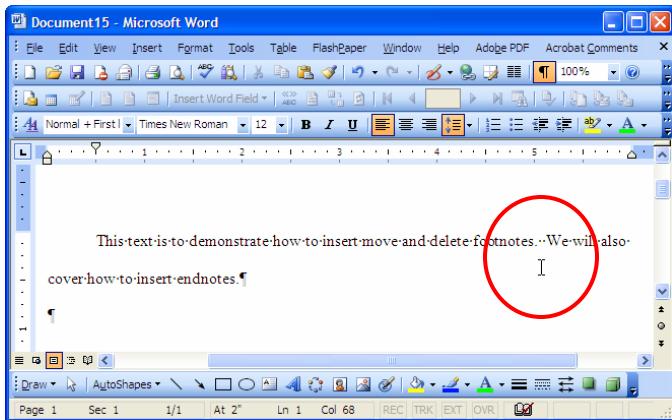
4. Select the bottom triangle of the "hour glass" and drag and drop it on the half inch mark.



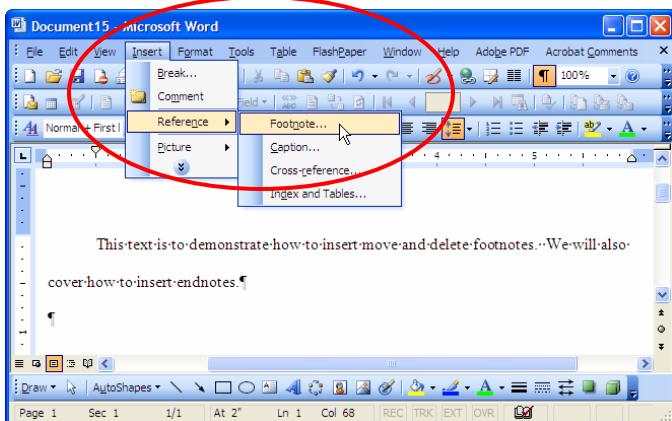
How to Add Footnotes

The difference between footnotes and endnotes is where they end up in your document. Footnotes will be at the end of the page that contains the reference. Endnotes are a separate page at the end of the document.

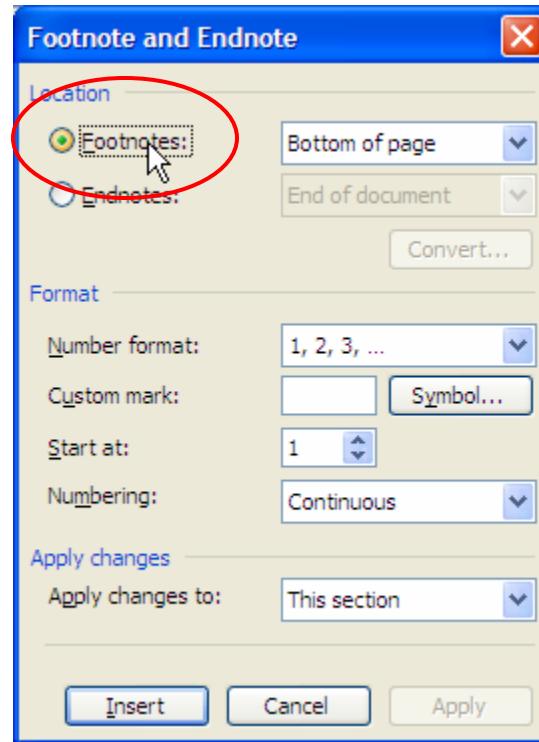
1. Place your cursor where you want the reference mark to appear.



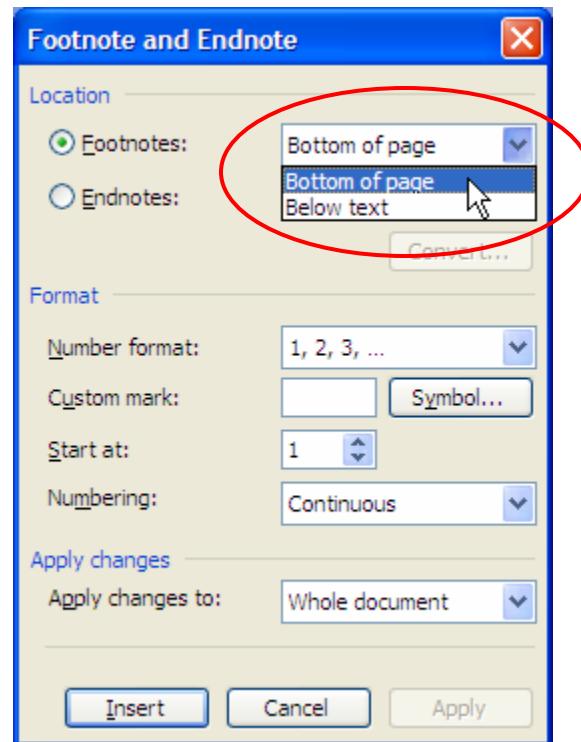
2. Under the Insert menu, select **Reference** then **Footnote**.



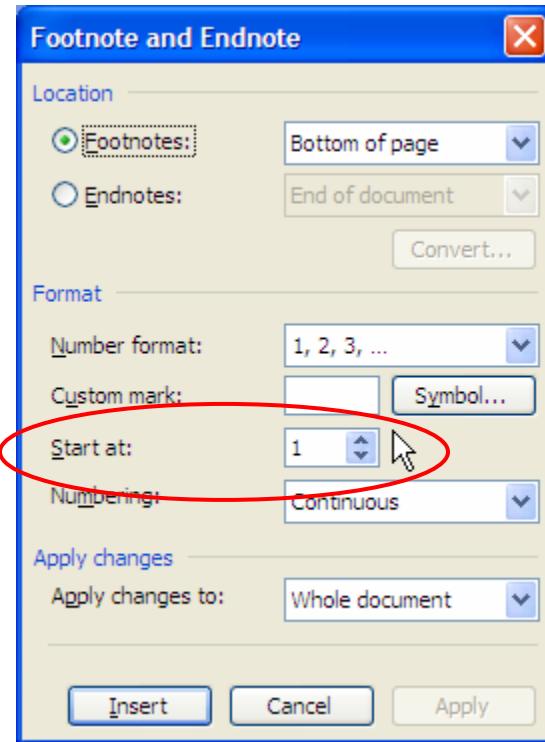
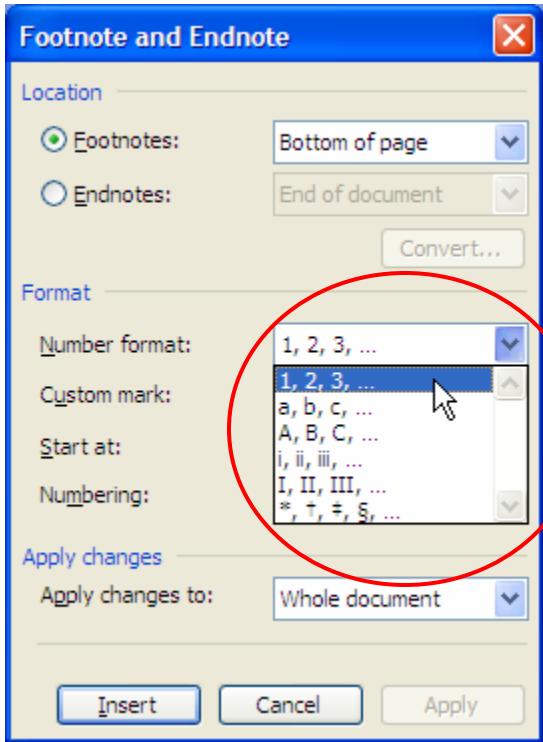
3. Select the radio button next to **Footnotes**.



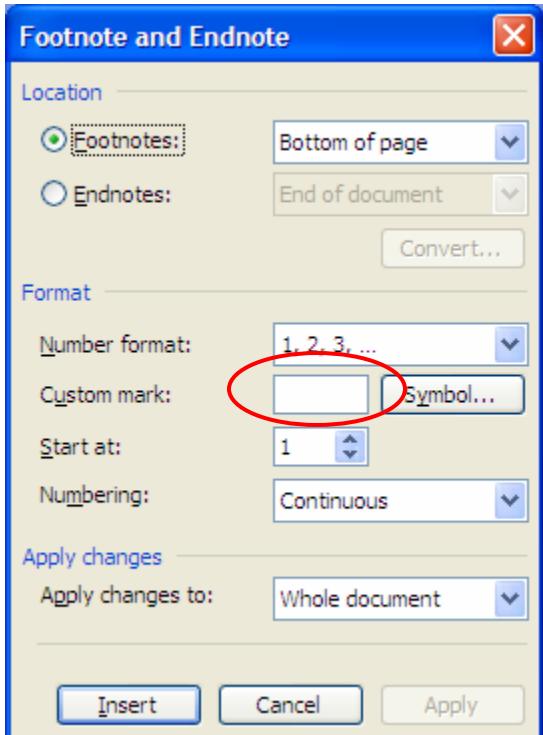
4. From the drop down menu, select **Bottom of page**.



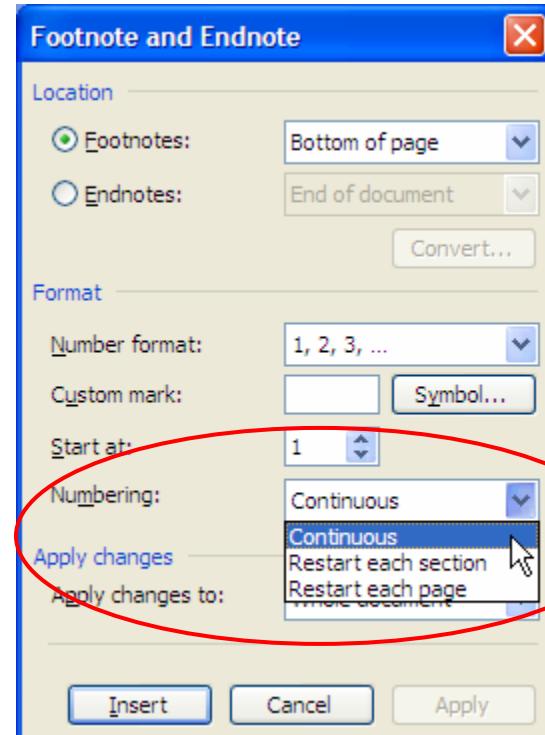
5. The Number format: should be **1, 2, 3, ...** from the drop down menu



6. The Custom mark: should be blank

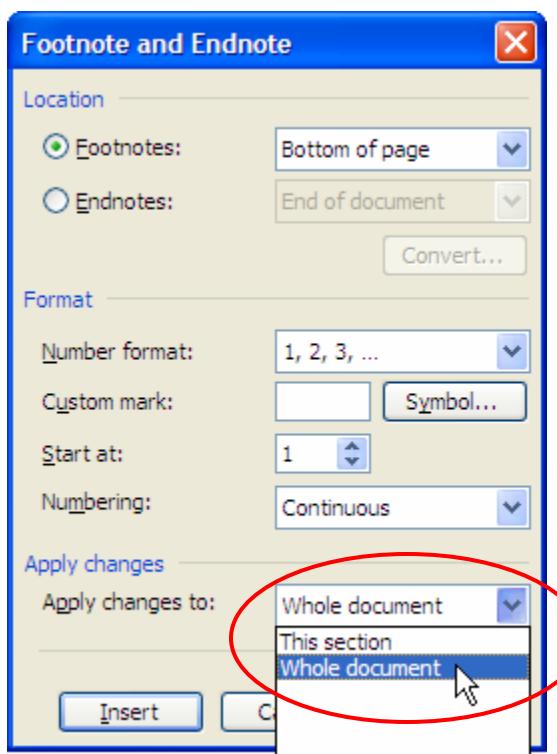


8. Numbering: should be **Continuous** from the drop down menu.

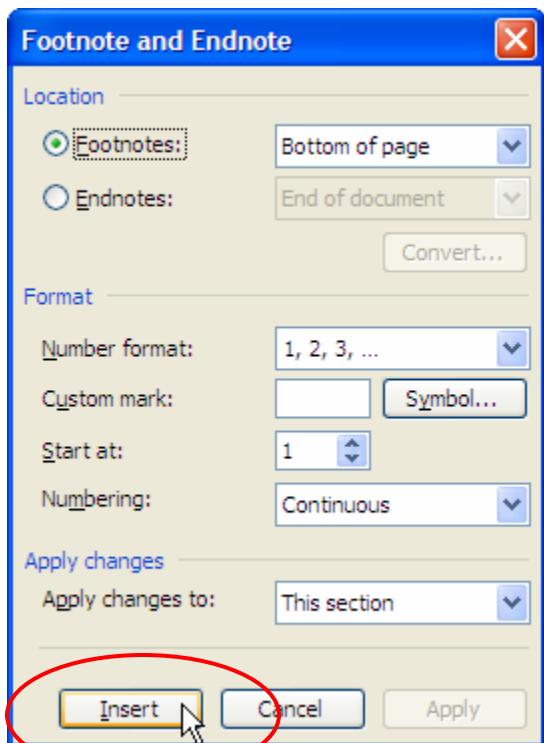


7. Start at: should be the number **one (1)**.

9. If you make any changes to how the footnotes are setup in your document, you will need to Apply changes to: The **whole document** from the drop down menu.

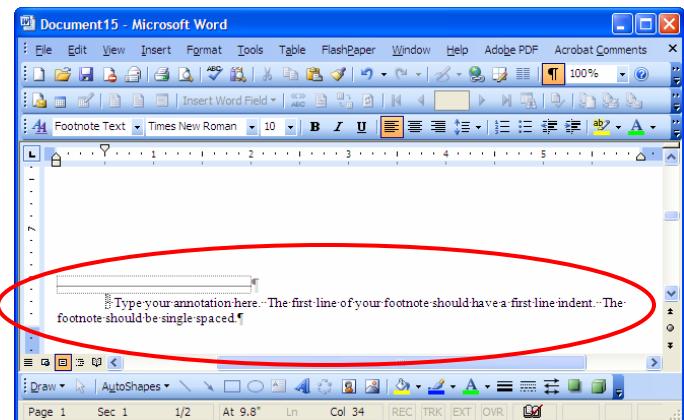


10. Click on the **Insert** button to add the footnote to your document.

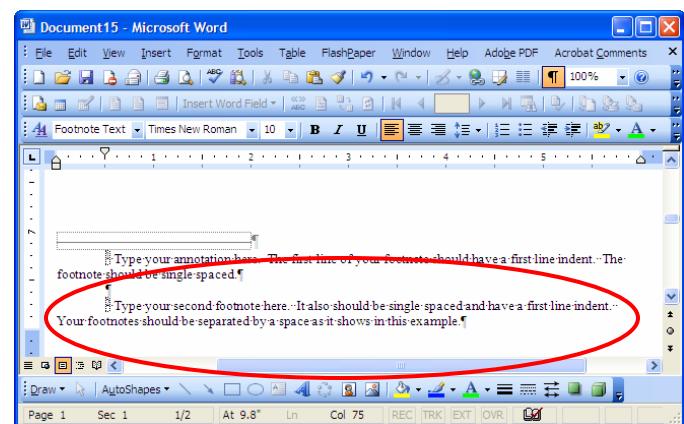


11. You should now see your cursor blinking at the number of the footnote.

12. You should also see a two inch line above your first footnote on the page.
13. Type in your footnote.



14. You need to apply a first line indent to each of your footnotes.
15. If you have more than one footnote on a page, the footnotes themselves should be single spaced.
16. There should be a space between the footnotes as show in the image below.

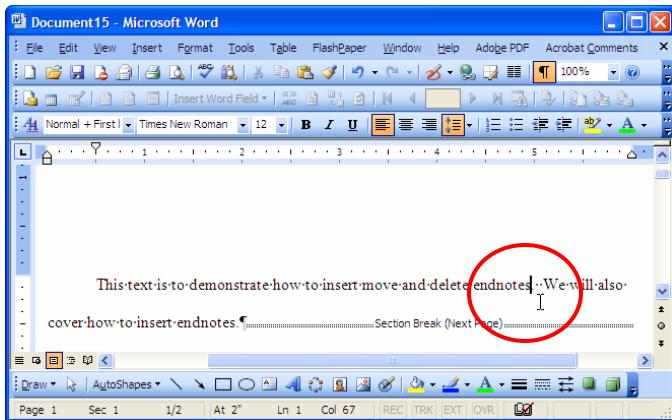


NOTE: To delete a footnote, remove the reference number from the body of your document not the actual footnote. The numbering will be updated automatically using this method.

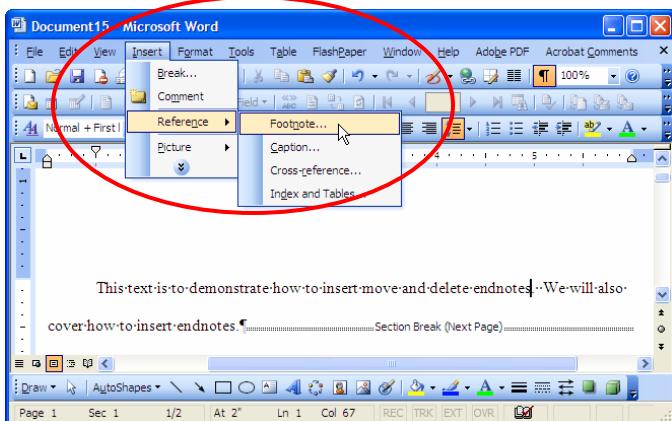
How to add Endnotes

The difference between footnotes and endnotes is where they end up in your document. Footnotes will be at the end of the page that contains the reference. Endnotes are a separate page at the end of the document.

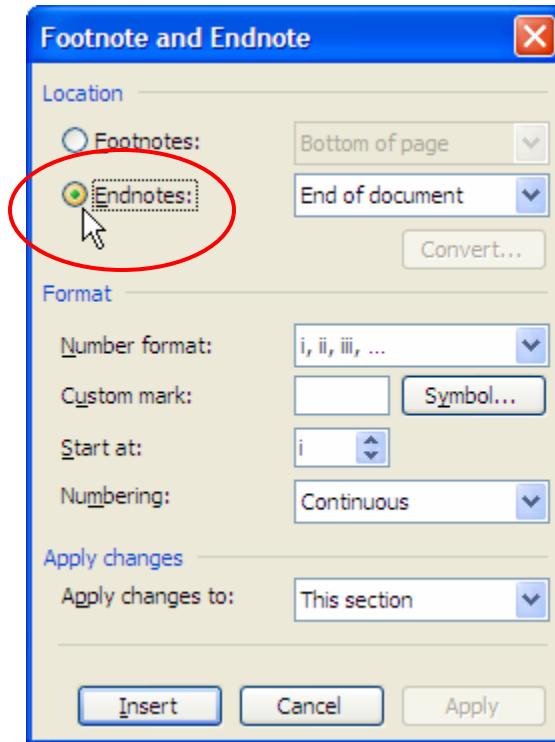
1. Place your cursor where you want the reference mark to appear.



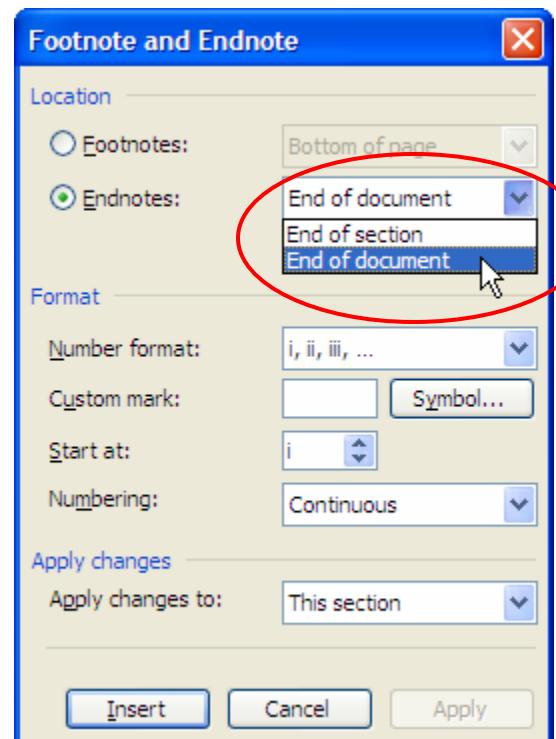
2. Under the Insert menu, select **Reference** and then **Footnote**.



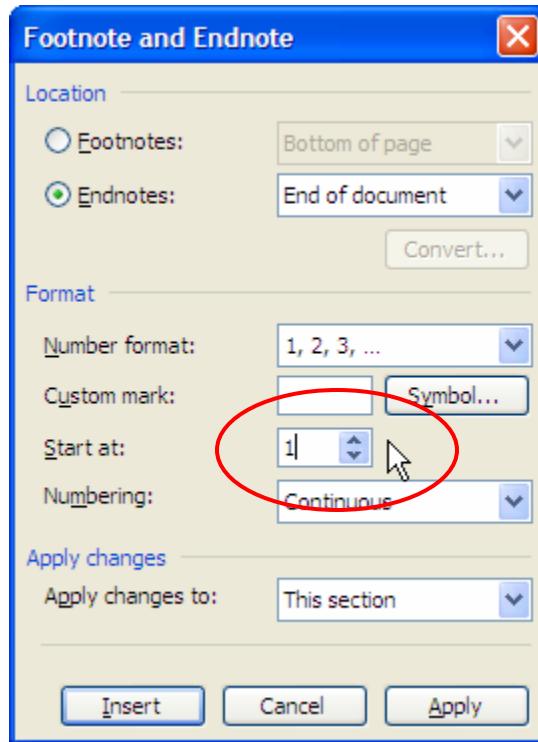
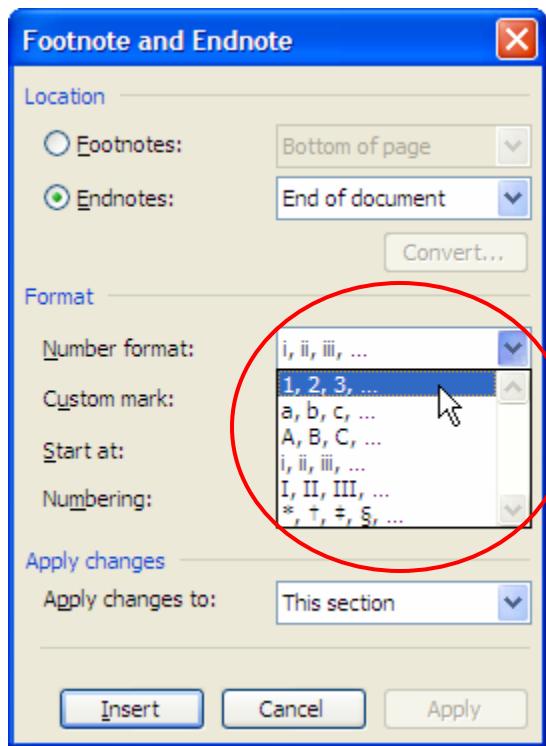
3. Select the radio button next to **Endnote**.



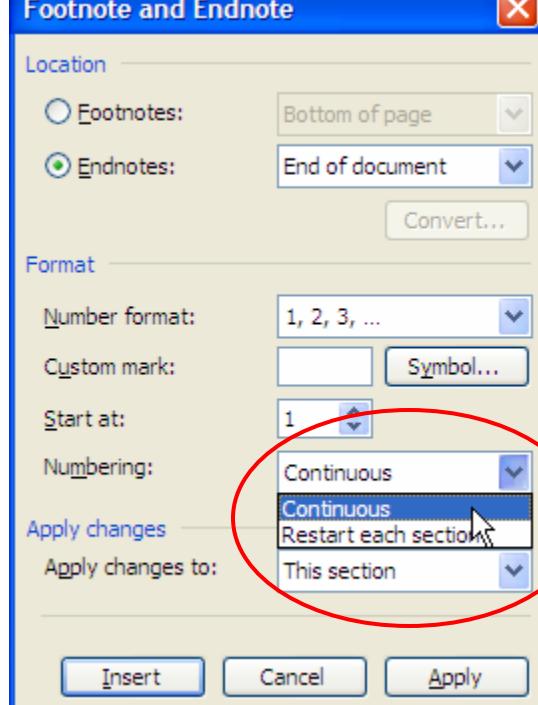
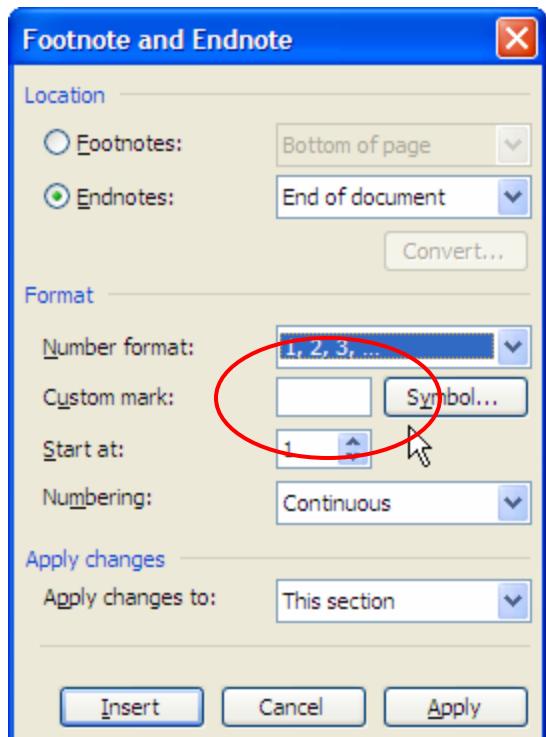
4. Select **End of document** from the Endnotes drop down list.



5. Select Roman Numerals as your Number format:

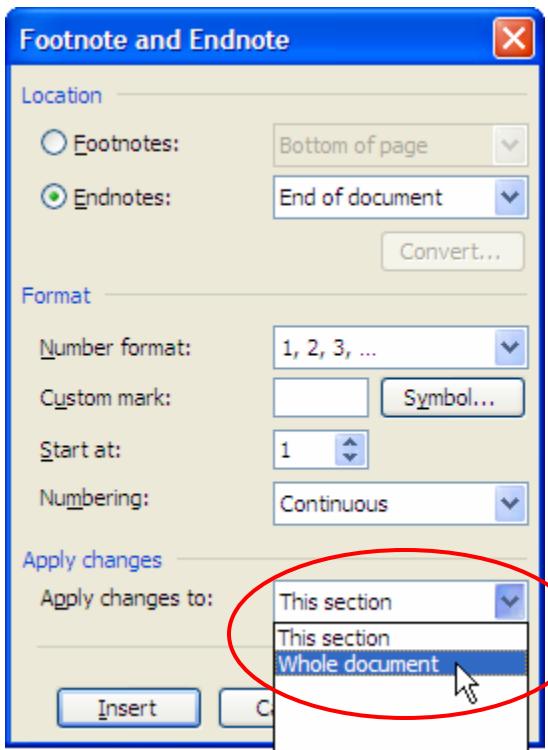


6. Leave the Custom mark: box blank.

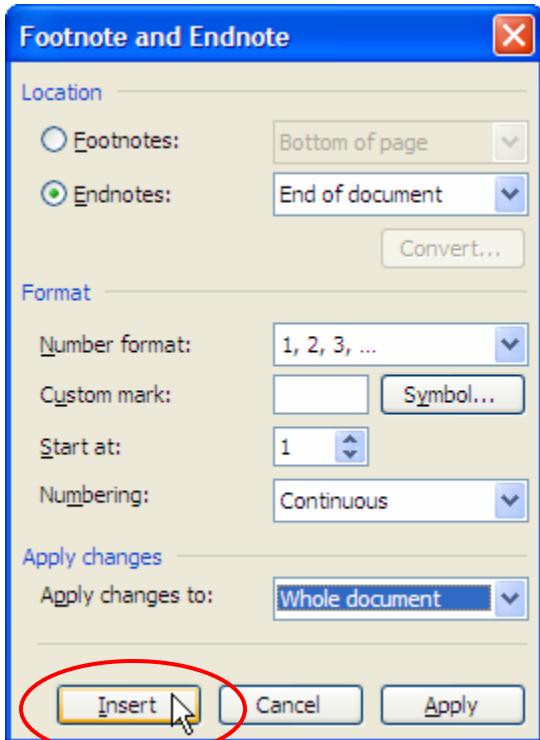


7. Start your numbering at **one (1)**.

9. If you are changing the format of your endnotes, you will most likely need to change the formatting for the whole document. Select The **Whole document** from the Apply changes to: drop down list.

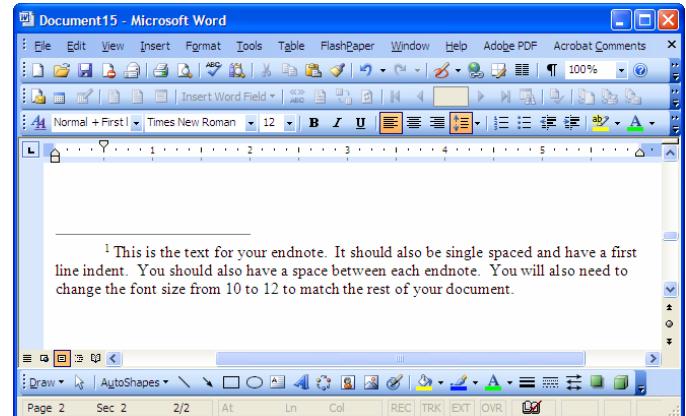


10. Click once on the **Insert** button.



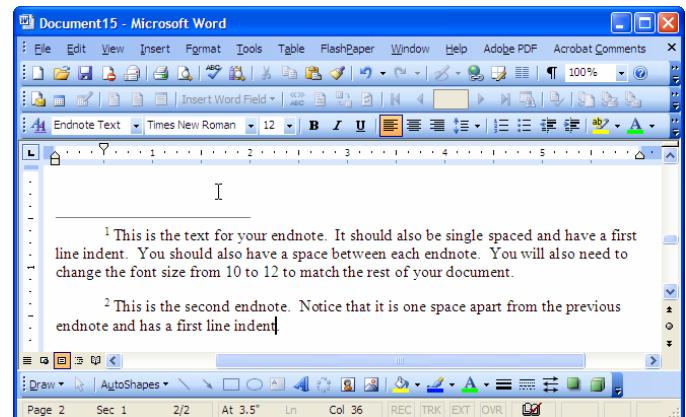
11. Your endnotes will be on a page at the end of your document.

12. Type the text for your endnote.



13. Endnotes should have the following formatting:

- Single spaced.
- First line indent.
- Space between each endnote.

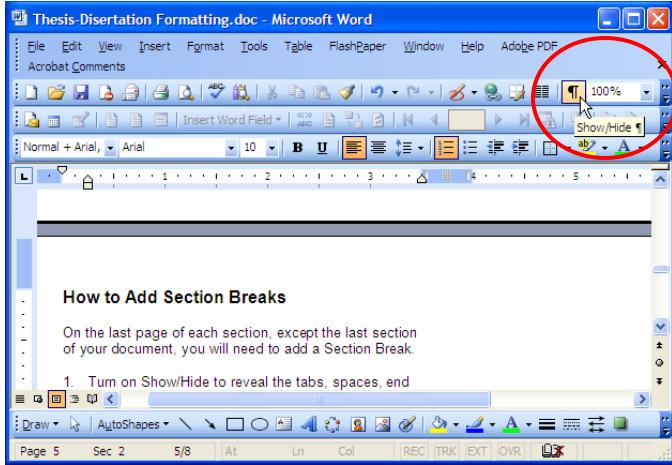


NOTE: To delete an endnote, remove the reference number from the body of your document not the actual endnote. The numbering will be updated automatically using this method.

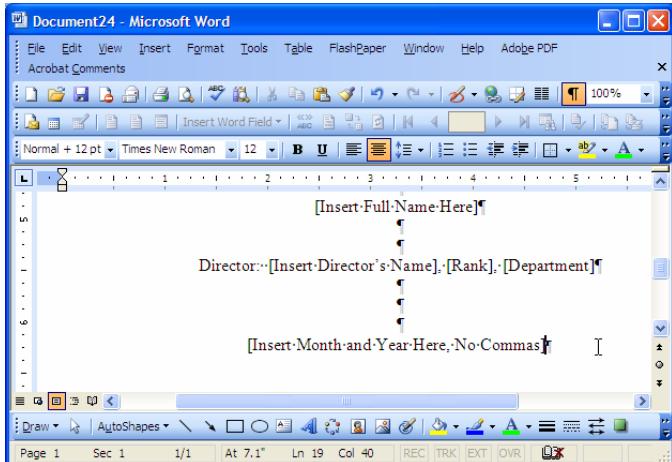
How to Add Section Breaks

On the last page of each section, except the last section of your document, you will need to add a Section Break.

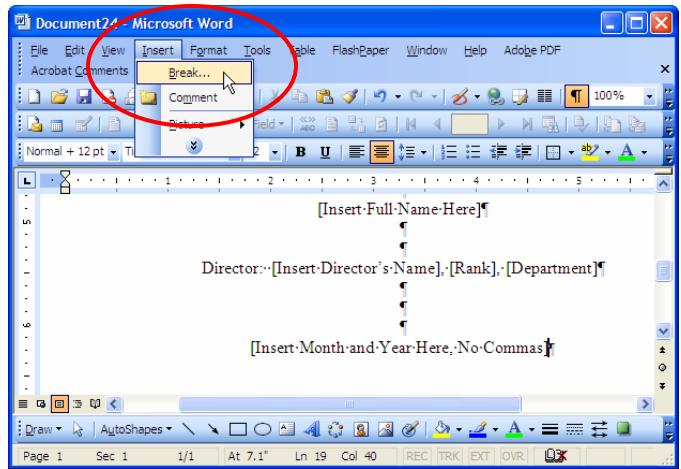
1. Turn on **Show/Hide** to reveal the tabs, spaces, end of paragraph markers, and page/section breaks.



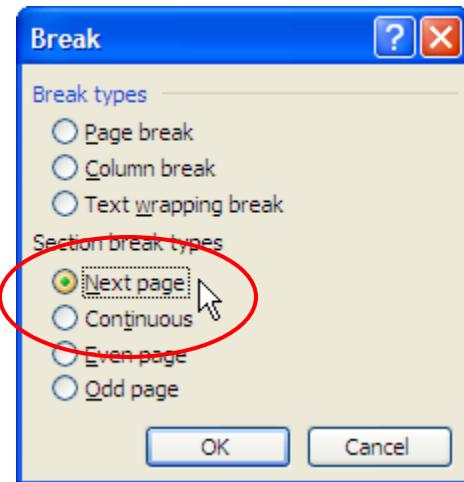
2. Start at the beginning of your document and navigate to the last page of the first section. This will probably be your Title Page which is usually only one page.
3. At the end of your text on the last page of the section, click once so that you can see your cursor blinking on the page.



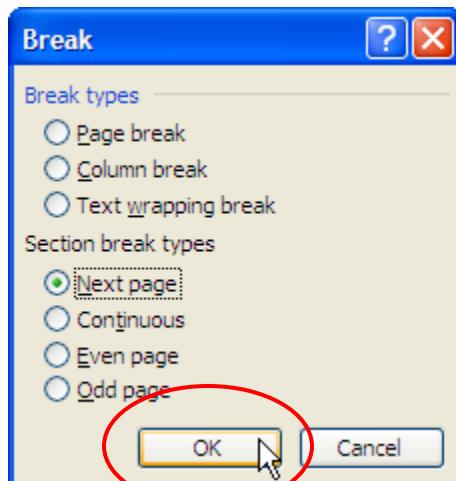
4. Under the Insert menu, select **Break**.



5. Under the Section Break Types, select the radio button next to **Next Page**.



6. Click once on the **OK** button.



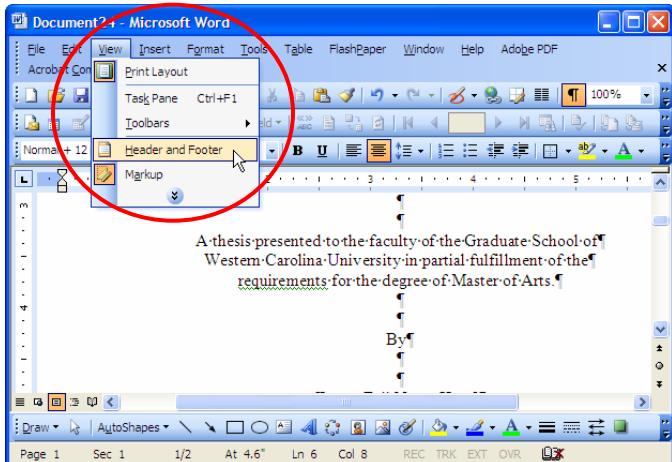
7. You may have to remove some tabs, spaces, or hard returns (Enters) to bring the text of the following section back to the top of the page.
8. Navigate to the last page of the second section of your document.
9. Repeat steps 2 – 5.
10. Proceed to the next section

How to Add/Modify Page Numbers

The Graduate School Guide for Preparing Graduate Theses suggests that you create the sections of your thesis as separate documents. Before you add your page numbers, it is recommended that you combine your separate sections into one document. Also, remember to put a Next Page section break at the end of the "Front Matter" as this will assist when changing the style of your page numbers from Roman numerals to Arabic numerals. Please refer to the section on How to Add Page/Section Breaks for instructions.

To Add Page Numbers to the "Front Matter" pages prior to the body of your document:

1. Open your document with all the sections if it is not already open.
2. Under the View menu, select **Header and Footer**. The body of your document will look gray and the headers and footers will be black. This is how it should look.

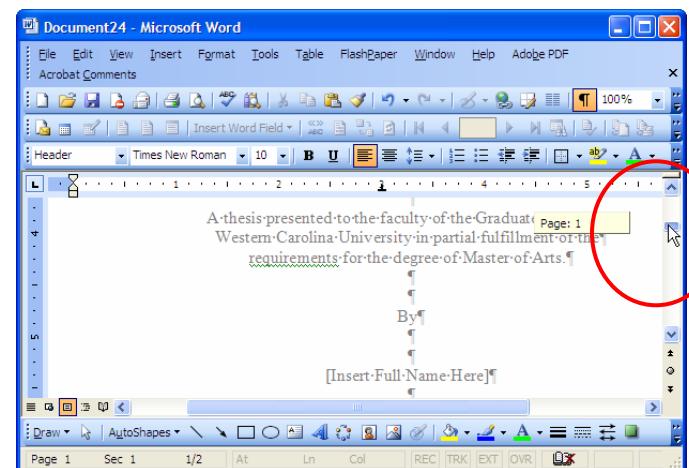


3. Using the scroll bar on the right, move to the first section of your document. This may be a blank page, your Approval Sheet or your Title Page.

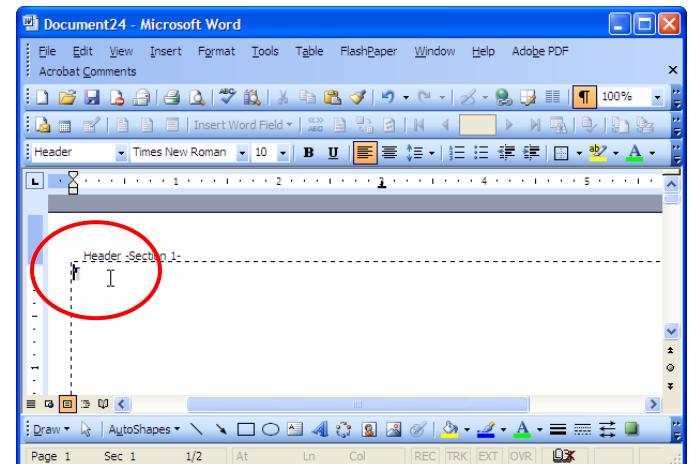
NOTE: Be sure that you have added the appropriate Section or Page Breaks between the "Front Matter" sections. Please see chart below:

Section	Type of Break
Front Flyleaf (blank page)	Page Break
Approval Sheet	Page Break
Title Page	Next Page Section Break
Copyright Page	Page Break
Acknowledgements	Page Break
Table of Contents	Page Break
List of Tables	Page Break
List of Figures	Page Break
List of Abbreviations/Symbols	Page Break
Abstract	Next Page Section Break

4. Move to the header on your title page. As noted in the guide, this page is numbered but the number should not be visible.



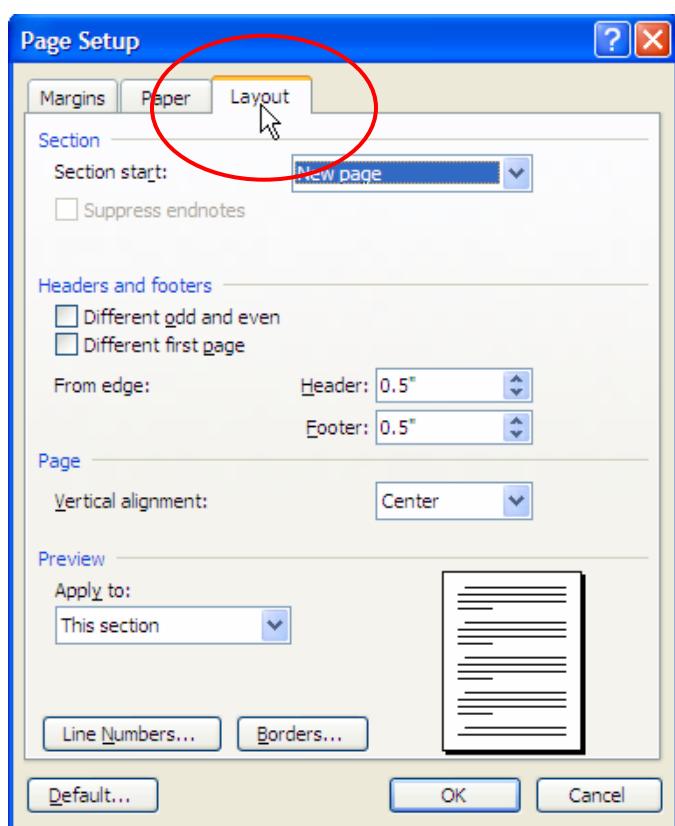
5. Click once in the header area of the section you are working in.



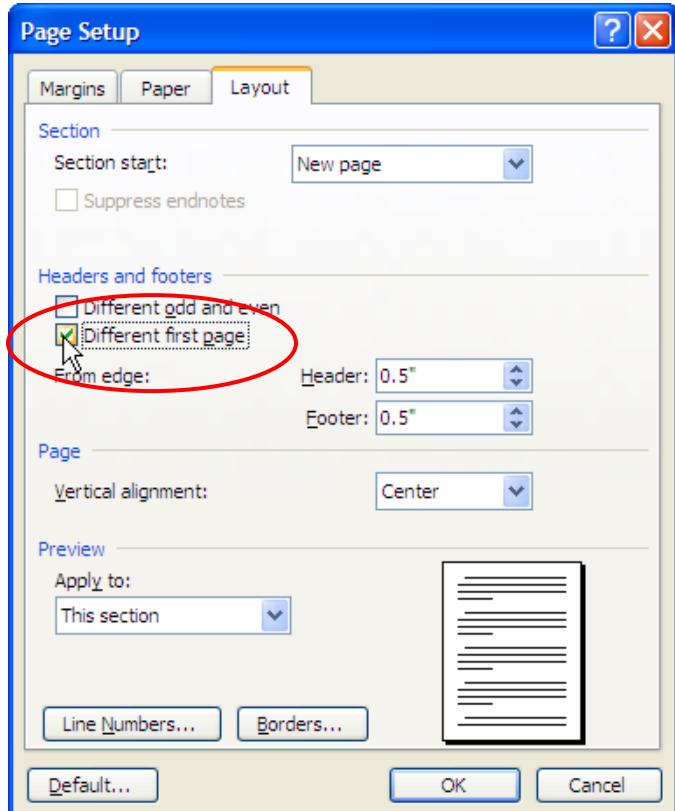
6. On the Header and Footer toolbar, click once on the **Page Setup** button (looks like a book).



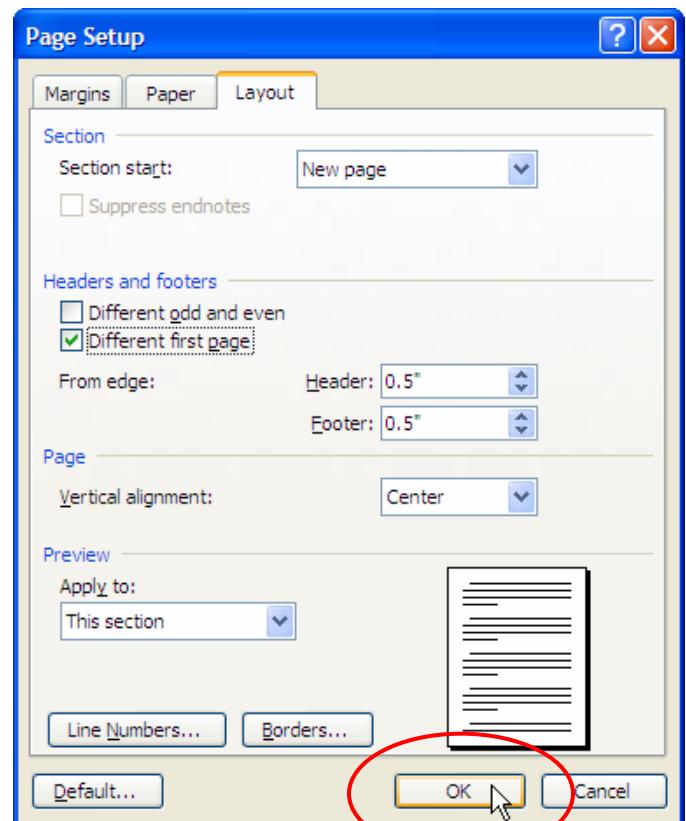
7. Click once on the **Layout** tab.



8. Click once in the check box next to **Different first page**.

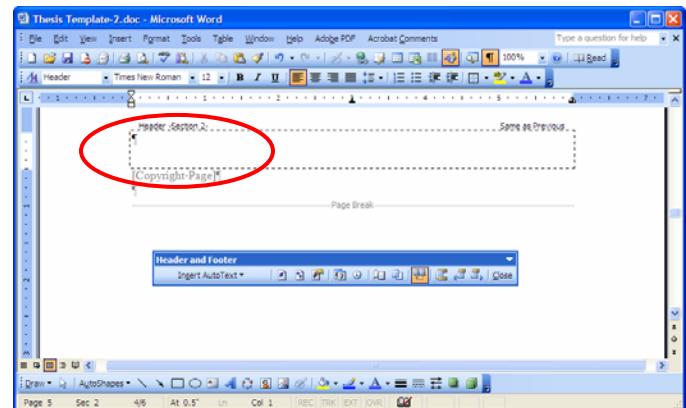


9. Click once on the **OK** button.



10. Move to the next section of your document. This could be your Copyright page, Acknowledgements page or your Table of Contents.

11. Place your cursor in the header of the next section.

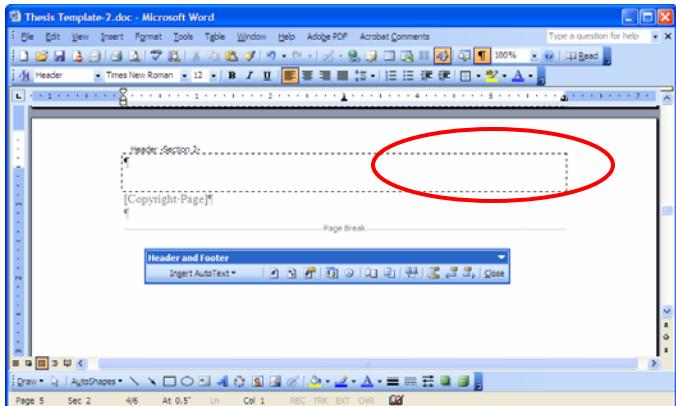


12. Word tries to connect all of the sections together. We need to remove this function.

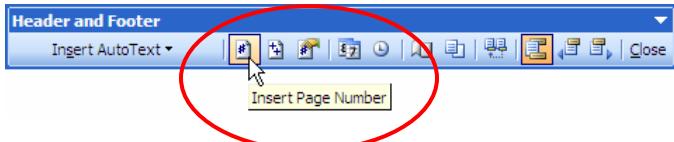
13. Click once on the **Link to Previous** button on the Header and Footer toolbar.



14. The header should not have the words **Same as Previous** on it anymore.

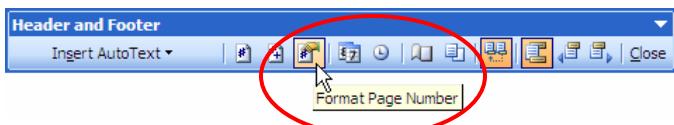


15. Click once on the **Insert Page Number** button on the Header and Footer toolbar.

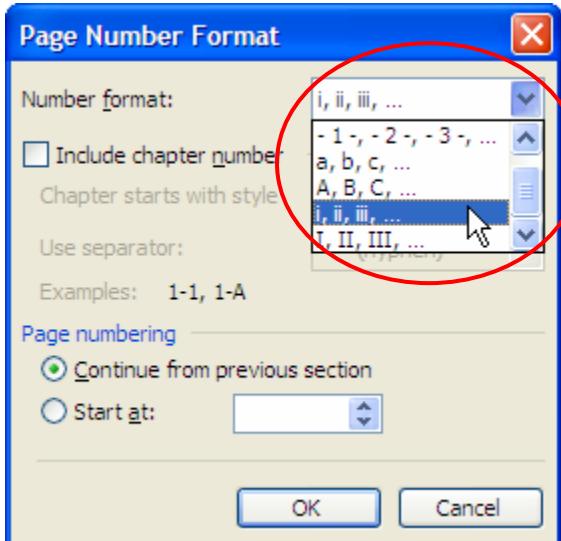


16. You may need to change the page numbers from Arabic numerals to Roman numerals.

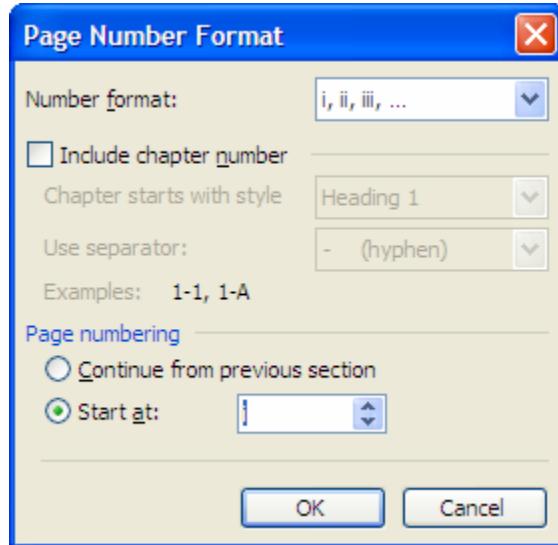
17. Keep your cursor in the header and click once on the **Format Page Number** button on the Header and Footer toolbar.



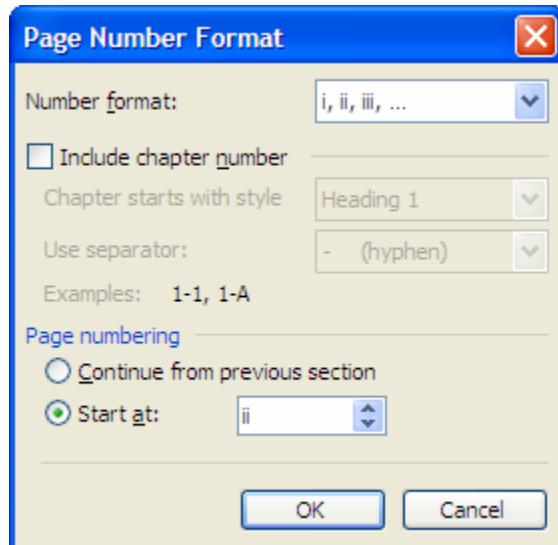
18. Select the lower case Roman numerals from the Number Format drop down list.



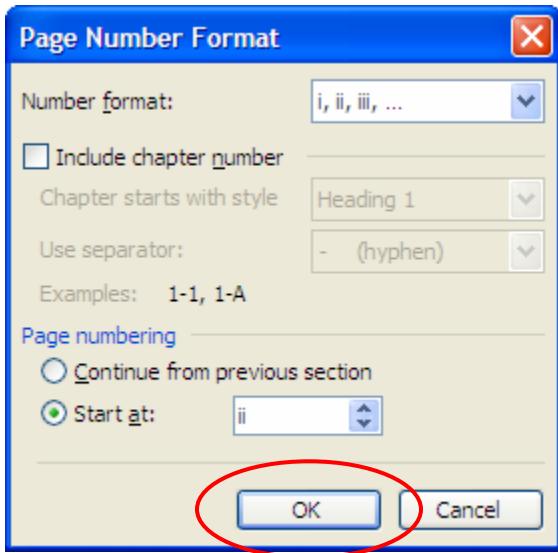
19. If you have a Front Flyleaf blank page and/or an Approval Sheet before your Title Page, please select the radio button next to Start at:



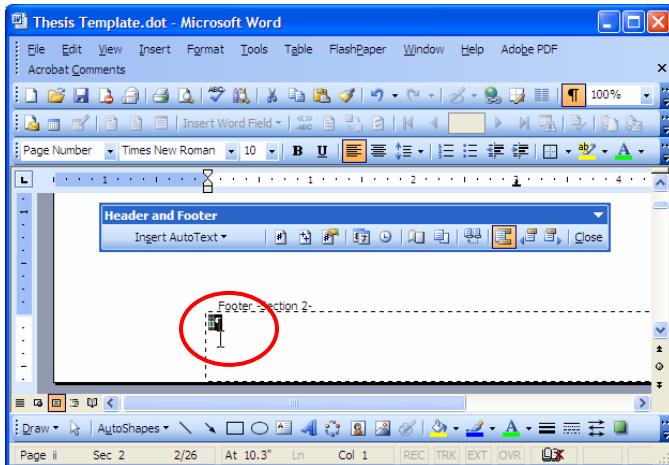
20. Change the number in the list box to reflect a roman numeral 2 (ii).



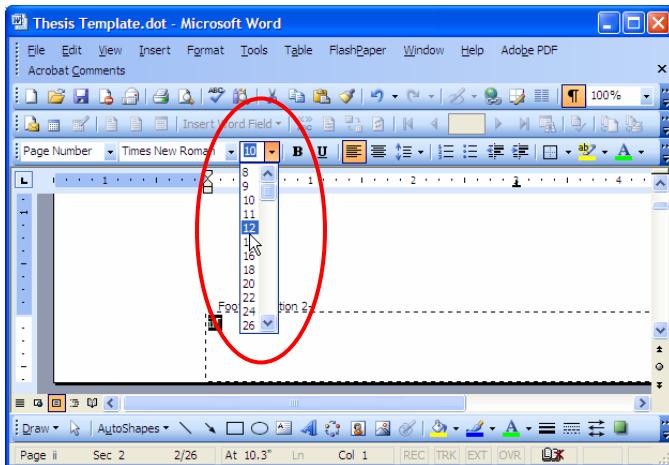
21. Click once on the **OK** button.



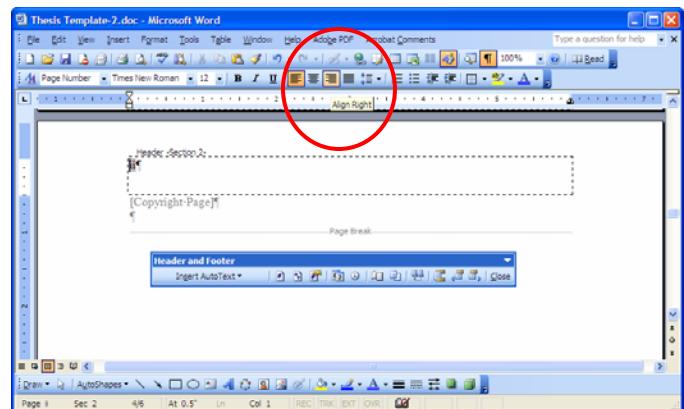
22. Select the page number and end of paragraph marker.



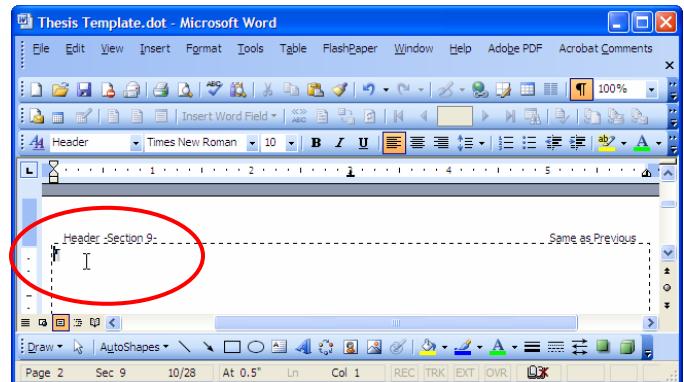
23. Change the **Font Size to 12** and make sure that the font is either **Times New Roman or Arial**.



24. Click once on the **Align Right** button to move the page number to the right margin at the top of the page.

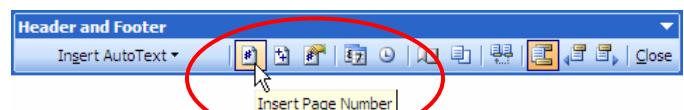


25. Move to the header of the next page to verify that the page numbering has continued.

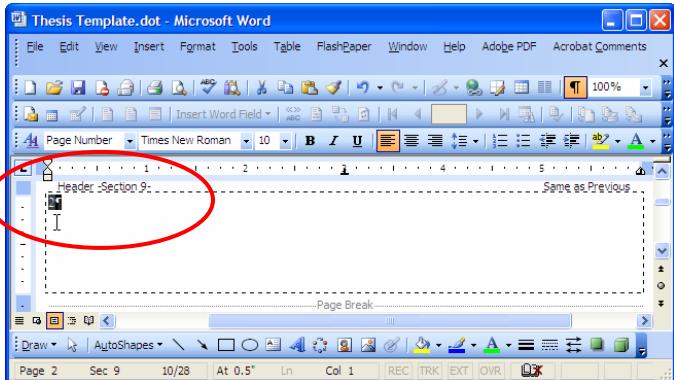


26. Check to see if the appropriate page number is visible on the right side of the header. If it is, continue through the "Front Matter" pages to ensure that all the pages have the appropriate page numbers.

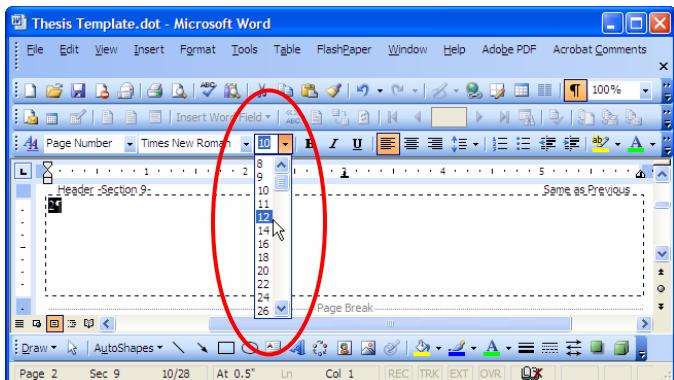
27. If the page numbers does not show up in the header of the next page, click once on the **Insert Page Number** button.



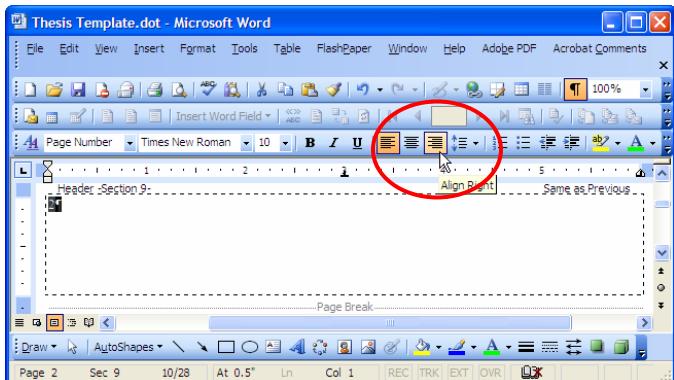
28. Select the number and the end of paragraph marker.



29. Change the **font to size 12** and again check the font to make sure it is the right font.



30. Click once on the **Align Right** button.



31. Double check that the page number from the Header is still in place and that the page number on page three is still in place.

32. Continue this process until you get to the main body of your document. This may be an Introduction or Chapter 1.

33. Save your changes!

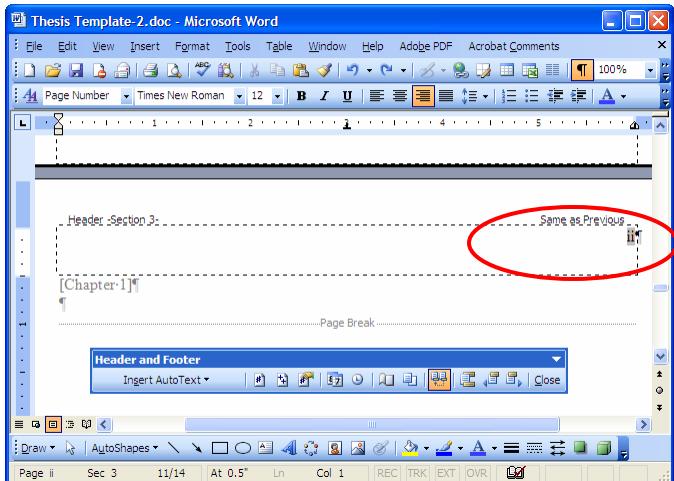
How to Add Page Numbers to the Body of your document:

At this point your thesis should be in one document and you should have added the page numbers to the "Front Matter" per the instructions in the previous section.

NOTE: Make sure that there is a Next Page section break on last page of the "Front Matter". If this is not present, changing from Roman numerals to Arabic numerals will be much harder.

Move to the First page of the body of your document. Again, this may be the Introduction or Chapter 1. Under the View menu, select Header and Footer.

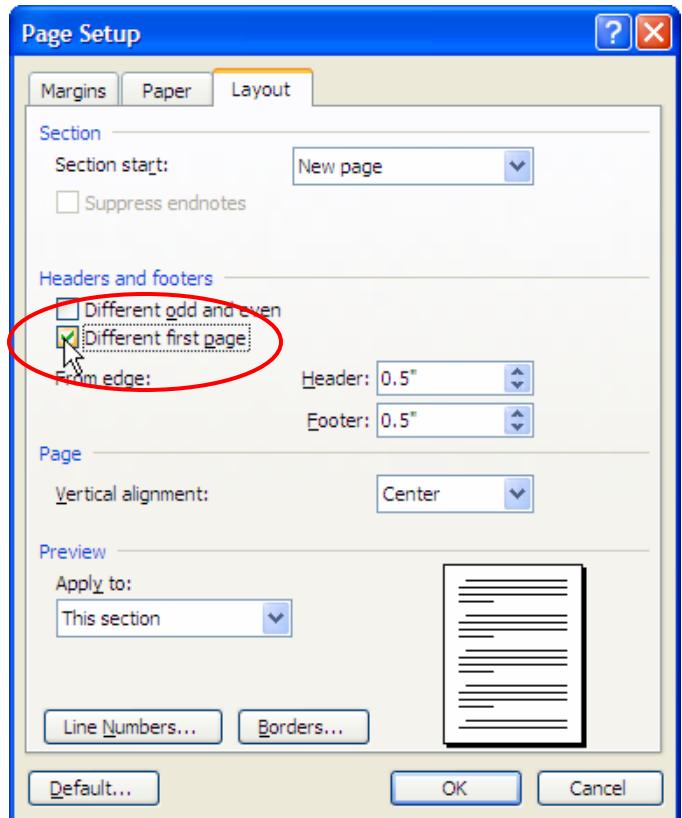
1. Move your cursor to the header of the first body section. Do not worry if you see your Roman numerals starting over at ii.



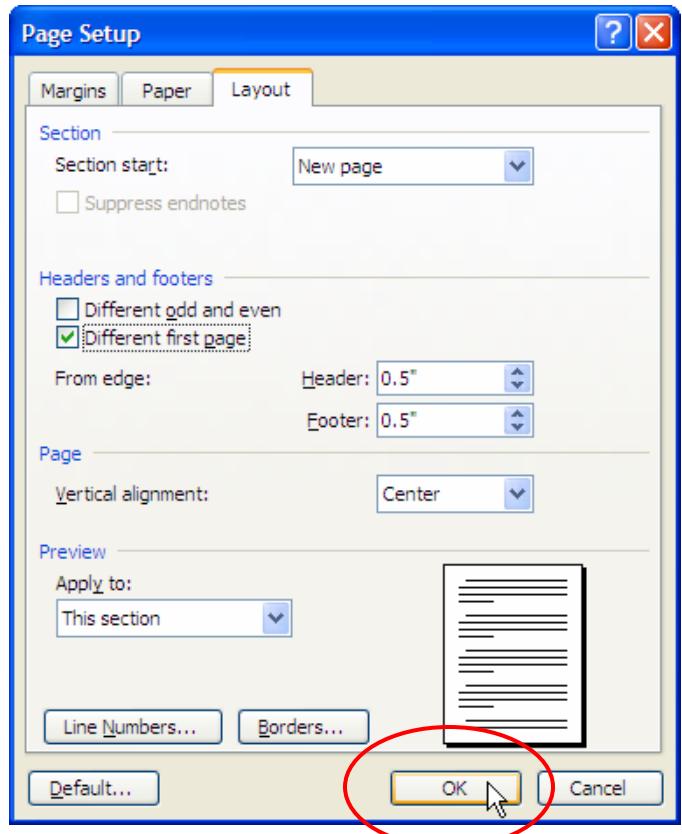
2. Click once on the **Page Setup** button.



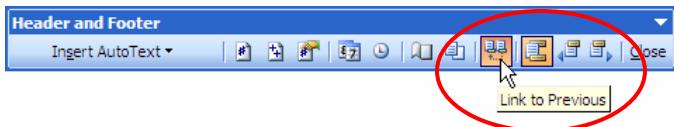
3. Click once on the **Different first page** check box.



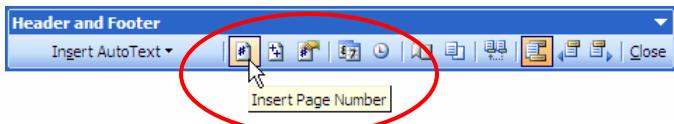
4. Click once on the **OK** button.



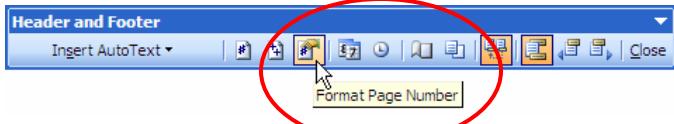
5. Click once on the **Link to Previous** button on the Header and Footer toolbar.



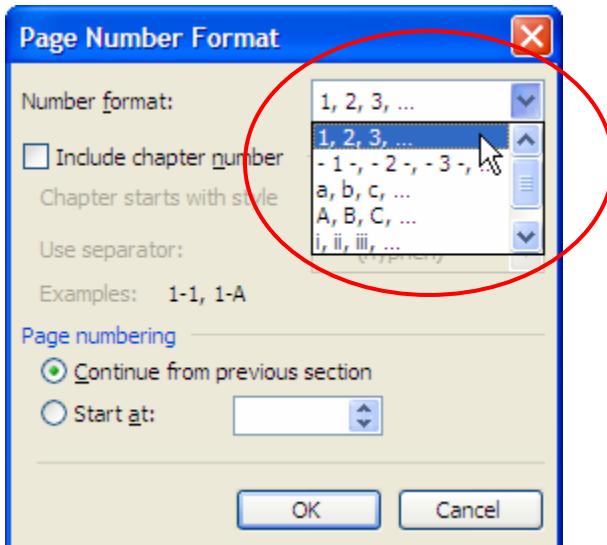
6. Click once on the **Insert Page Number** button on the Header and Footer toolbar.



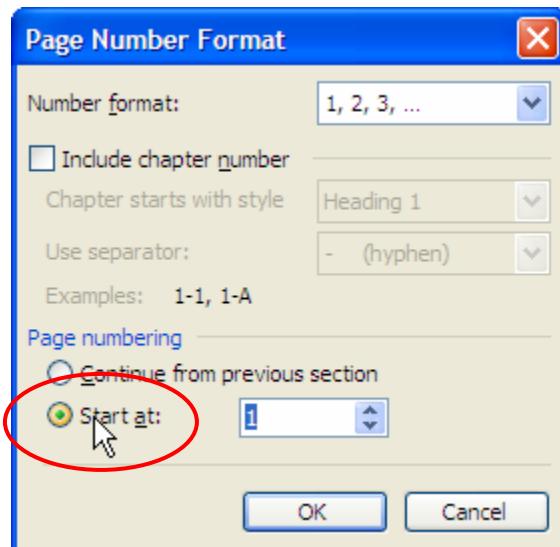
7. Click once on the **Format Page Number** button.



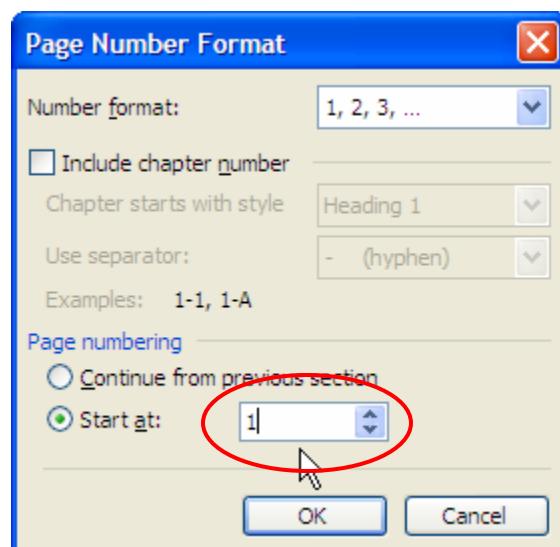
8. Select **Roman numerals** from the Number Format drop down list.



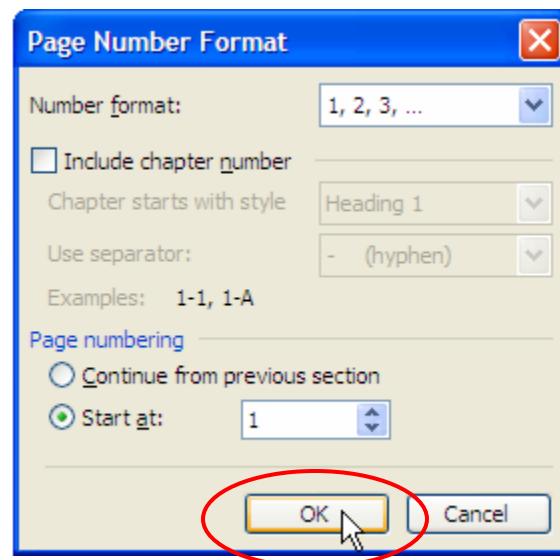
9. Click once on the radio button next to **Start at:**



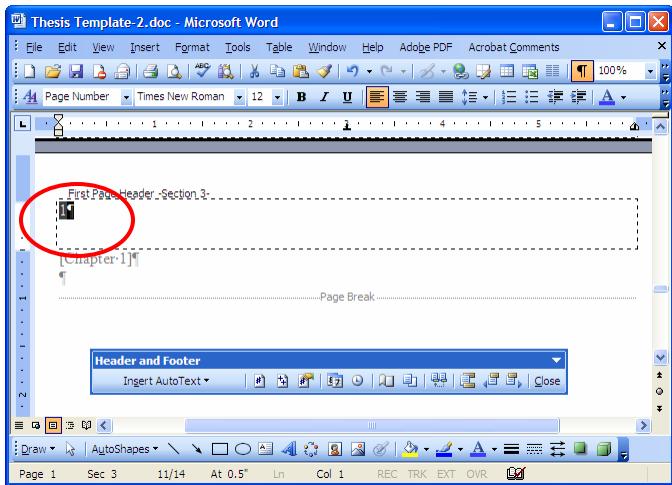
10. Select the number **one (1)** from the drop down list next to **Start at:**.



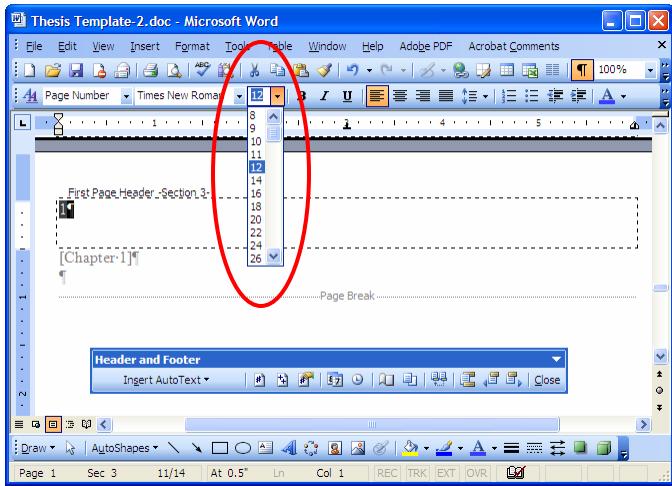
11. Click once on the **OK** button.



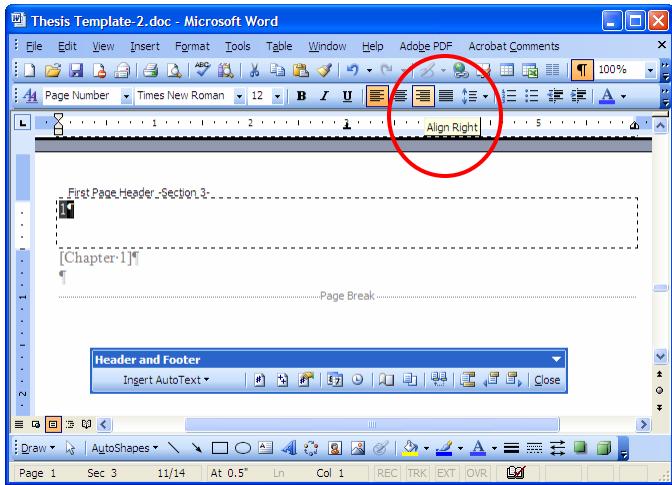
12. Select the number and the end of paragraph marker.



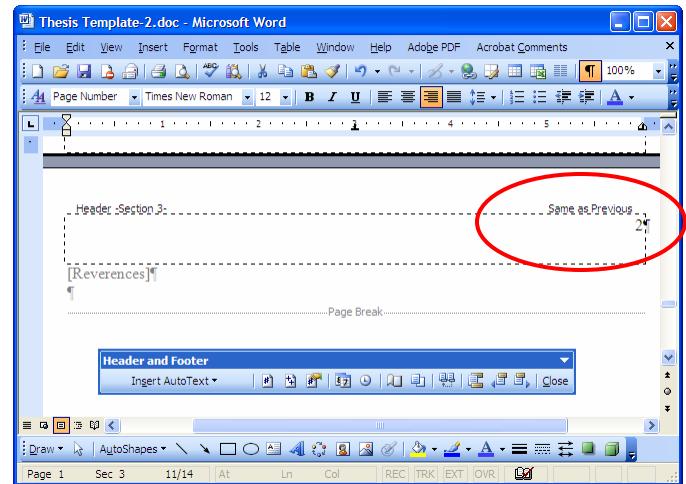
13. Change the font to **size 12**.



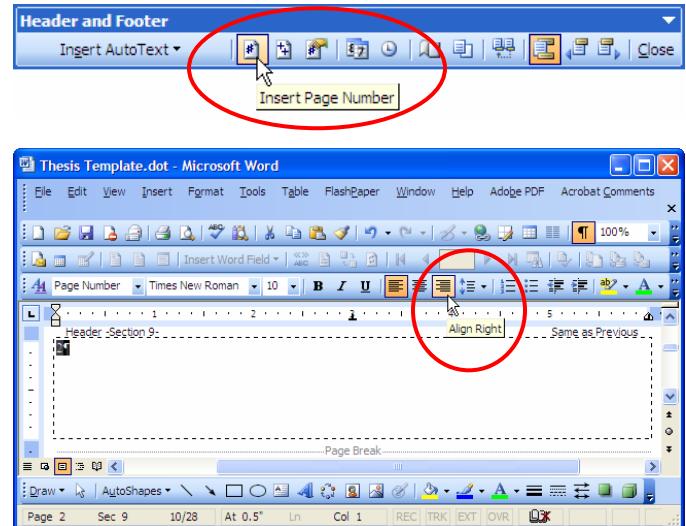
14. Click once on the **Align Right** alignment button to move the page number to the right corner of the page in the header.



15. Move to the header of the next page to ensure that your page numbering continues through to the end of your appendices.



16. If your page numbers are not visible click once on the **Insert Page Number** button and format it appropriately.



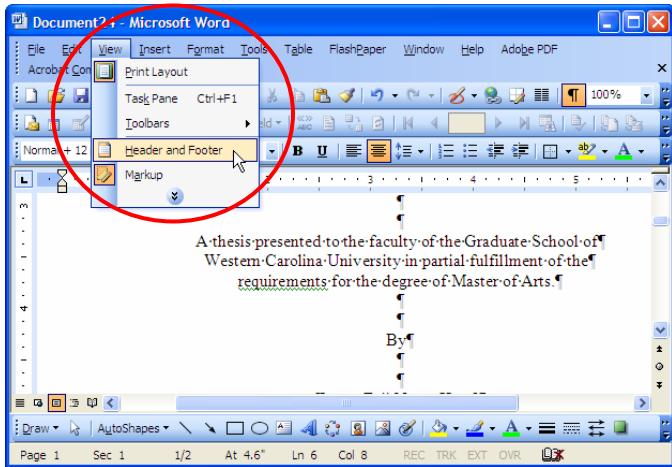
17. If you have followed these steps the rest of your document should add the appropriate page numbers to the appropriate pages in the correct locations.

18. Save your changes!

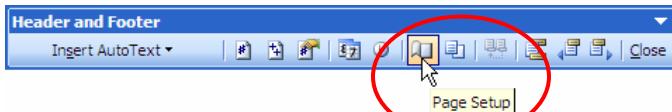
How to Hide the Page number on the Back Flyleaf

NOTE: If you have added the Back Flyleaf at the end of your document, be sure that the previous page has a Next Page section break at the end.

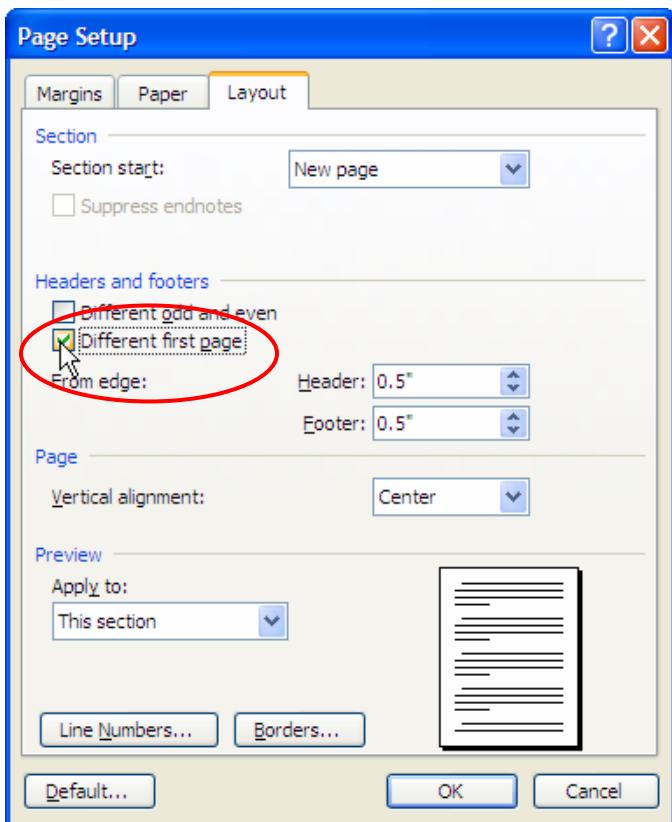
1. Move to the header on the Back Flyleaf.
2. Under the View menu, select **Header and Footer**.



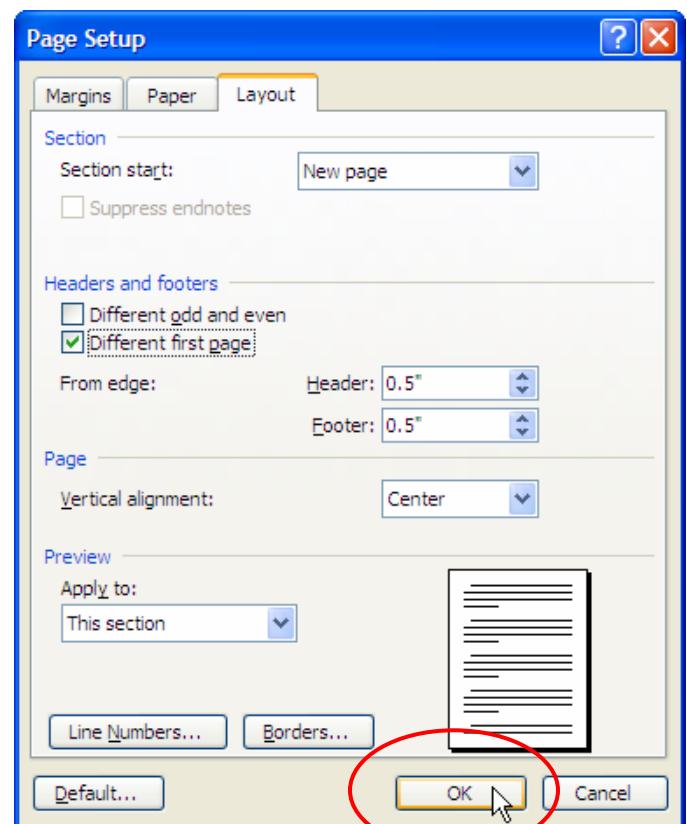
3. Click once on the **Page Setup** button.



4. Select the check box next to **Different first page**.



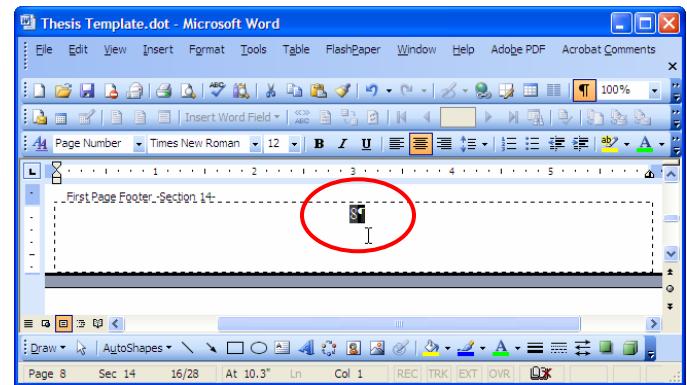
5. Click once on the **OK** button.



6. Click once on the **Link to Previous** button on the Header and Footer toolbar.



7. Select the number.



8. Hit the **Delete key on the keyboard** once.
9. **Save your changes!**