

# Using Microsoft® Word XP to format your Masters Thesis

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*A Workshop for San Diego State University Students*

**BATS**

**Baseline Access,  
Training & Support**



## Where to Find Help When You Need It

### Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to:

<http://rohan.sdsu.edu/~students>

### Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to:

<http://rohan.sdsu.edu/~bats/>

### Help in the Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-200

**Hours:** 10:00am – midnight Sunday  
7:00am – midnight Monday - Thursday  
7:00am – 6:00pm Friday  
10:00 am – 6:00pm Saturday

### Help from the Student Computing Help Desk

**Phone:** 594-3189

**Location:** Love Library 220

**Hours:** 8:00am – 4:30pm Monday  
8:00am – 4:30pm Tuesday  
8:00am – 7:30pm Wednesday  
8:00am – 7:30pm Thursday  
8:00am – 4:30pm Friday

**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

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**\*\*The thesis templates mentioned in this handout were created by the SDSU Thesis Reviewer who is solely responsible for any defects or bugs. ITS-BATS is not responsible for a faulty template.\*\***

## **WHERE TO START?**

The SDSU Graduate Division website is where you can download one of four templates to help you format your thesis. The URL for the site is <http://gra.sdsu.edu/Graduate/Thesis/index.htm>.

## **WHAT IS A TEMPLATE?**

A template determines the basic structure for a document and contains document settings such as fonts, page layout, special formatting, and styles. The two basic types of Word templates are global templates (the Normal template is the default global template) and document templates, both of which are available when clicking FILE from the menu bar and selecting NEW. When you use a template as a master document, the master document controls the styles used when you view and print the entire document. You can also use different templates — or use different settings within the templates — for the master document and for individual subdocuments.

The SDSU Thesis Template is not a “template” in the way Word defines templates and is not available from the FILE/NEW menu. It is simply a Word document that will be used as a master document, it contains all of the page layout, special formatting, and styles necessary to correctly format your SDSU thesis. Since it is not a Word template, it can be changed—even if only “by accident.” Read the remainder of this handout carefully to preserve the thesis formatting embedded in the SDSU thesis template documents.

## **WHAT IS A MASTER DOCUMENT?**

A master document is a "container" for a set of separate files (or subdocuments). You can use a master document to set up and manage a multipart document, such as a book with several chapters. The master document contains links to these separate files that are used to insert a copy of information created in one program into a Microsoft Word document while maintaining a connection between the two files. When the information changes in the source file, the changes are reflected in the master document. You can use a master document to organize and maintain a long document by dividing it into smaller, more manageable subdocuments.

To create a master document, you start with an outline and then designate headings in the outline as subdocuments. You can also add an existing document to a master document to make it a subdocument. A master document allows you to create a table of contents, index, cross-references, and headers and footers for all of the subdocuments. You can use outline view to work in a master document.

For example, you can:

- Expand or collapse subdocuments or change views to show or hide detail.
- Quickly change the structure of the document by adding, removing, combining, splitting, renaming, and rearranging subdocuments.

To work with the contents of a subdocument, open it from the master document. When subdocuments are collapsed in the master document, each subdocument appears as a hyperlink. When you click the hyperlink, Microsoft Word displays the subdocument in a separate document window.

## THE SDSU THESIS TEMPLATE

The SDSU Thesis Template (in all 4 variations) was created by modifying the THESIS template provided with MS Word. The 8 styles listed below retain the same name as those in the Word template but the formatting has been changed to comply with the *SDSU Thesis Manual*. In addition, the font was changed to Times New Roman, 12 pt. since this is the font most often used by students. (If this is not the font you prefer, you must change the font for the style *Normal*. Since *Normal* is the base style for all the other SDSU Thesis Template styles, this one change will update all SDSU Thesis Template styles listed in this section.) The same-name styles are:

- *Chapter Label*
- *Chapter Title*
- *Section Label*
- *Body Text*
- *Block Quotation*
- *Footnote Base*
- *Footnote Text*
- *Normal*

In addition, a number of styles were created that are unique to the SDSU Thesis Template. Those are:

- *Appendix Label*
- *Appendix Title*
- *Body Text-No Indent*
- *Hanging Indent*
- *Hanging Indent Number/Author*
- *Heading A*
- *Heading B*
- *Heading C*
- *Heading D*
- *Heading E*
- Styles for the Table of Contents and other preliminary-page "lists" as follows:
  - *TOC base-Single line*
  - *TOC base-Multiple line*
  - *TOC-CHPT/PAGE HEADER*
  - *TOC-PAGE*
  - *TOC-SECTION*
  - *LOT-Single Line*
  - *LOT-Multiple Line*
  - *LOT-TECH Single-Line*
  - *LOT-TECH Multiple Line*

The other styles contained in the original M.S. Word Thesis template (which was used as the base for the SDSU Thesis Template) have been unaltered. Therefore, whenever you use a style not listed above as being modified or added, check the font of the resulting text. If it isn't 12 pt. Times New Roman, you'll need to change it. **NOTE: Do Not** use Headings 1-9 (these were part of the M.S. Word template and could not be deleted). Use Headings A-E listed *after* Headings 1-9. See Section 4.9 and Table 4.3 in the *SDSU Thesis Manual* for information about headings.

## GETTING STARTED WITH THE TEMPLATE

The first time you use the template document, you should change the name of the template to something useful for you (but not the same name as your thesis manuscript if you already have one typed!) From this point on, that document will be called, “YourThesisTemplate”. By doing this, you’ll have the original template as a backup (in case you need it) without having to download it again. **DO NOT simply cut and paste** your manuscript into this document. **You MUST FOLLOW the instructions on one of the methods listed below.**

### IF YOUR THESIS DOES NOT YET EXIST:

Read the rest of this handout beginning with the “USING STYLES” section. Do this now, **before** you start working with the document.

If you plan on saving every chapter separately, *create a master document with subdocuments*. That will make working with the entire manuscript easier. Use Word's help screens or a Word manual to obtain instructions about this process. Also use Help for *converting your subdocument into part of the master document* if and when you want to combine your thesis into one comprehensive file.

As you create your thesis, use the pre-formatted styles as discussed under USING STYLES below. Remember, however, that you will need to read the *SDSU Thesis Manual* for formatting instructions first so that you can apply the appropriate styles.

### IF YOUR THESIS IS ALREADY IN PROGRESS:

**STEP 1:** Open Word’s help screen and search for help with *Master Documents*. Read through *Overview of Master Documents*, *Creating a Master Document*, *Working with Master Documents*, *Working with Subdocuments*, and *Creating/Inserting Subdocuments to a Master Document*. You may want to print out all of these instructions for easy reference later.

**Note:** The purpose for going through these steps is to make sure your existing manuscript takes on the formatting of the thesis template. If you "Insert file" or "copy and paste" your original thesis text into the template, the formatting from your original document will also be copied to the template, overwriting the template formatting.

**STEP 2:** Open YourThesisTemplate and change to **Outline** view (from the VIEW MENU on the menu bar; select “Outline”). Word now recognizes the template as a Master Document. **DON’T PANIC** when the text immediately looks “unformatted.” This is a way to “view” the document as an outline and does not actually change the formatting. Once you change back to “Page Layout” view, the document will look normal again!

**STEP 3:** Once you understand how to work with a master document, insert your existing document (or documents, if you've saved every chapter separately) as a subdocument(s) to YourThesisTemplate. Do this by using the “Insert Subdocument” icon on the Outline View toolbar (this is not the same as the “Create Subdocument” icon). If you have chapters in separate documents, insert them all (i.e., one after the other). **Then, close all of the subdocuments.**

**STEP 4:** You may now edit YourThesisTemplate. If your subdocument(s) is not “expanded” (i.e., you don’t see the thesis text, you see only the link), click on the “Expand Subdocuments” link or click on the link itself. Edit your thesis either in **Outline** view or **Print Layout** view. Although Outline View looks strange, it is useful if you will be moving pages around or deleting some of the template pages you don’t need. When deleting pages, be sure to delete the text **and the following page break**. To work in **Print Layout** view, select **Print Layout** from the VIEW MENU. When finished, save and close YourThesisTemplate.

**STEP 5: A.** To work on your thesis **from now on**, reopen YourThesisTemplate and click on the link(s) to the subdocument(s). [Note that if you have your original manuscript open before you open YourThesisTemplate (or you open it independently, i.e., not by clicking on the links), Word will *lock* the subdocument and you won’t be able to select styles or make some kinds of revisions. This may also happen if the subdocument is not expanded while in Outline View. **Print out and read the Word Help Screens carefully.**] Or, if you’d like to avoid dealing with subdocuments entirely, see Step 5B.

**B. Combining your thesis and the template into ONE, stand-alone document.**

If it is not mandatory that you keep your chapters separate, do this and skip Step 5A. Also, if you will be emailing the thesis back and forth to your committee, it would be better to have just one document. Otherwise, you will need to send the template AND the subdocument(s), which can tend to get confusing.

Procedure: Use Word’s HELP screen and follow the steps to *convert your subdocument(s) into part of the master document*. The Word HELP screen can walk you through this process. When you are supposed to click on *remove subdocument*, go ahead and do that. It does not remove (as in delete) the subdocument, but merely removes the *link* to the subdocument, permanently replacing the link with the actual text.

**Once you’ve done all this, your text will NOT automatically reformat itself. You must apply styles as discussed next.**

## USING STYLES

**To edit your document and apply the template's formatting, you will need to use the pre-formatted styles included in the template. This is discussed below.**

A style is a set of formatting characteristics that can be applied to text in your document to quickly change its appearance. (If you are unfamiliar with the use of styles, you should review the Styles section of the BATS Handout for Word Intermediate) When you apply a style, you apply a whole group of formats in one mouse click. For example, in your thesis, the "Chapter #" line of each new chapter must:

- start a new page and be positioned 1.5" from the top of that page,
- be formatted in all capital letters, bolded, and centered, and
- be followed by 12 points of extra space.

All of that can be done instantly by applying the style *CHAPTER TITLE*.

Another format copying tool, the "format painter" (icon that looks like a paint brush) is quite handy as well; check it out).

**Note: DO NOT** modify any of the styles listed above in the section "The SDSU Thesis Template" except to change the font. If you believe the styles are not working correctly compared to the formatting instructions contained in the *SDSU Thesis Manual*, contact the Thesis Review Office first. Remember, the templates already have most of the required formatting done for you; you don't need to format the template!

**The following sections explain which styles to use for the different parts of your thesis, including all of your text.**

## THE TEMPLATE PAGES

Instructions for each page of the template are included in the following sections, and each "page" (when appropriate) includes a **TROUBLESHOOTING** section at the end. The template is set up with correct margins and page numbering (beginning on p.iii and changing to p.1 at the beginning of text) and other features as described below.

### TROUBLESHOOTING

All of the styles will "kick in" once you start typing something, not necessarily when you select the style (unless you are selecting existing text and applying a new style to it). So ignore the fact that your cursor may still appear to be on the previous line, for example, even though you've hit the enter key. Start typing before you get concerned.

### TITLE PAGE

The template begins with 3 versions of the title page (for 2-, 3-, & 4-line titles). Obviously, you will need to use only one. Delete the others, including the "section break (new page)" marker following it. [See troubleshooting, #3, for viewing page markers, etc.]

The first title page is formatted for a 2-line title. If you have a **1-line title**, use the 2-line title page as follows: Put your title on the 2<sup>nd</sup> line and delete the text on the first line **but leave the paragraph marker as it contains the spacing you need and formatting codes**. (If you can't work in the "show all" mode—see troubleshooting #3—delete each character on the 1<sup>st</sup> line one at a time, but do not delete anything beyond what you can see.)

**Measure your output.** As with all of the formatting in this template, accuracy of the measurements may vary depending on the printer you use. You may need to make some minor modifications if your output varies by more than 1/16<sup>th</sup> of an inch. The "spacing before and after" feature (under "paragraph" from the format menu) has been used to adjust the spacing on these pages; you will need to use that method to make further fine-tuning types of adjustments.

See <http://gra.sdsu.edu/Graduate/Thesis/how-to.htm> for instructions.

#### **TROUBLESHOOTING**

1. **You deleted the top line of the title page** and now the text starts too high on the page. Add “32 points before” to your top line. See <http://gra.sdsu.edu/Graduate/Thesis/how-to.htm> for instructions. If you have a 1-line title, put in a blank, double-spaced line above your title and format it as indicated above.
2. **The bottom line of the page moves to a new page.** Tweak the spacing on that page, decreasing space by a few points where it is the most abundant. Do this by clicking on the line either above or below the space you’ve chosen and modifying the space “before” or “after.” See #1.
3. To view page markers, paragraph markers and other codes, click on the “show/hide” icon on your toolbar (looks like the paragraph symbol, ¶). If it’s not on your toolbar, select TOOLS/Customize. Click on the “Commands” tab then “view” from the list on the left side of the window. On the right side of the window, click on the “Show All” (or show/hide) text and drag it up to your toolbar. Release the mouse click to drop it there. Click on the icon. In addition to the paragraph marker (¶), you will see spaces (dots, but higher than a period), tabs (right arrows), non-printing symbols, and all types of breaks.

#### **SIGNATURE PAGE**

Following the last title page are 2 versions of the signature page: one for the standard 3-member faculty committee and another for a 4-person committee. Again, delete the one you don’t need, including the “section break (new page)” marker following it.

#### **TROUBLESHOOTING**

1. See Title Page troubleshooting.
2. If you have a 5-member committee, you will need to start the 1<sup>st</sup> signature line higher than the normal 4” position. Try to center the entire signature section between the top & bottom sections, leaving a bit more space after the top section to accommodate the space the first signature will occupy.
3. For specific instructions on formatting a signature page, or to see how this one was formatted, see the MS Word Technical Support handout available from the Thesis Review home page (<http://gra.sdsu.edu/Graduate/Thesis/index.htm>).

#### **COPYRIGHT PAGE**

This is an optional page. Delete it (plus the page break) if you don’t want to use it. This is the first page that will carry a page number (i.e., the first page following the signature page will be the first page showing a page number and that number will be “iii”). When using this page, keep either the word “Copyright” or the symbol, but not both!

#### **TROUBLESHOOTING**

1. When printed, your page numbers do not appear “reasonably close” to 5/8” from the top of the page. The page number position is handled in FILE/Page Setup/Margins. The "from edge" measurement for the header is set at .63" (5/8"). Adjust that measurement as necessary.
2. The copyright info is no longer centered vertically on the page: Make sure there is a “Section Break—Next Page” at the end of the previous page and at the end of this page. If not, insert the missing break via INSERT/Break. Then click on the copyright page, go to FILE/Page Setup/Layout and select “center” under “Vertical Alignment.”

## EPIGRAPH PAGE

There is no epigraph page in the template. If you want to include one, copy the Copyright Page (including the following “section/new page” break)—which is formatted to center vertically on the page—and replace the copyright info with your epigraph text. Also change line spacing to single.

## ACKNOWLEDGEMENTS PAGE

Although this page is optional, it is standard practice to have one. If you delete it, delete the following page break as well. Make sure to indent the first paragraph even if you only have one paragraph.

## TABLE OF CONTENTS (TOC)

The styles created for the Table of Contents are listed below. Guidelines for when to use which styles are discussed after the typing instructions.

- *TOC base-Single line*
- *TOC base-Multiple line*
- *TOC-CHPT/PAGE HEADER*
- *TOC-PAGE*
- *TOC-SECTION*

## Typing Instructions

Tabs are set up on the TOC page to align left-side chapter numbers by the decimal point, to align chapter titles and 2 levels of headings, and for the right-side alignment of the page numbers with a dot leader preceding them. **But you must use the tab key as you type to activate them!**

Therefore:

- Before you type a chapter number, press the tab key (you may not notice any movement).
- After typing the chapter number and a period, press the tab key to move to the chapter title position.
- After typing the chapter title, press the tab key to drop in the dot leader and put you in the proper position to type the page number. Type the number and press ENTER. Do NOT press the tab or space keys after typing the page number.  
**STOP:** Right after you pressed enter, did Word automatically put in the “next” chapter number for you? If so, click on EDIT and “Undo Auto-format.” You may have to do this 2 or 3 times, but eventually Word “gets it” that you’d rather do it yourself. (The auto-format feature does not align the numbers by the decimal point.)
- From the left margin, press the tab key as many times as necessary to get to the appropriate position for typing your headings (see Figures 5.6-5.8 in the *SDSU Thesis Manual* for examples). If you have three or four levels of headings and you want to insert them all, you will need to set additional tabs at 1/4" intervals to accommodate those. If you don’t know how to set tabs, search the help screen for “set tab stops.”

## Where to Use the TOC Styles

The TOC page in the template is already set up with the title (using the *SECTION LABEL* style), the PAGE column heading (using the *TOC-PAGE* style), the usual preliminary page sections and the CHAPTER column heading (using the *TOC-SECTION* style), and a few sample headings (using the *TOC base-Single line* style). However, in the following situations, you will need to select some of the other TOC styles:

1. **Multiple-line titles or headings:** There are two ways to single-space these entries while keeping the extra spacing between each entry. They are:
  - A. Move the hanging-indent marker (left side of the ruler) over the tab position where that title or heading starts. The right-indent marker is already set to the left of the right margin so that text does not encroach into the PAGE column. Your text will wrap, single-spaced, between the hanging-indent and right-indent markers. **OR**
  - B. Type your multiple line entries, making sure to break the lines (press enter) before text goes into the page number column (see Figure 5.6 in the *Thesis Manual*). Tab to the same spot where that entry started and complete the entry repeating this process for each line. At the end of the last line, press the tab key and enter the page number. Then select all but the last line of the entry and apply the *TOC base-Multiple line* style to those lines. The last line should retain the *TOC base-Single line* style.
2. **Table of Contents is longer than one page:** Add the header information shown in Figures 5.6-5.9 of the *SDSU Thesis Manual* as follows:
  - A. If you are using “Chapter” or “Technical” text formatting (see Section 4.7 in the *Thesis Manual*), select the style *TOC-CHPT/PAGE HEADER*, type in the word “CHAPTER” then tab once and type the word “PAGE” which should align at the right margin (the font is set to appear in ALL CAPS). Press ENTER. For those using “Chaper” format, select the style *TOC-SECTION* and type the next header line [Chapter # (continued)]. Press enter, select the style *TOC base-Single line* and continue typing your TOC entries.
  - B. If you are using “Section” format (see Section 4.7 in the *Thesis Manual*), or if your last Table of Contents page starts with post-text sections (References, etc.)—select the style *TOC-PAGE* (instead of *TOC-CHPT/PAGE HEADER* as indicated in “A” above). You’ll notice that your cursor moves to the right margin. Type “PAGE,” press ENTER, and select the *TOC-SECTION* style for the section title. Continue typing your TOC entries as indicated in the Typing Instructions above.
3. **Post-text section titles** (like References, Appendix, Abstract): Use the *TOC-SECTION* style.

#### TROUBLESHOOTING

**There is a space between the dot leader and the last word** (frequently happens with the post-text sections). REASON: The dot leader extends from the page number *backwards* to *either* the last word or the last tab stop—whichever comes first.

TO FIX: Put your cursor on the problem line and click. Now look at your ruler. There will be one or more tab stops preventing the dot leader from reaching the end of the word. Put the mouse pointer on top of the tab icon, click, and drag it down into your document to delete it. The dot leader will fill in the area up to the next tab stop or the end of the word. If necessary, repeat this process.

## ***LISTS OF TABLES AND FIGURES***

The styles created for the List of Tables (and Figures) are:

- *LOT-Single line* (The “LOT” styles are used for “chapter” or “section” format.)
- *LOT-Multiple line*
- *LOT-TECH Single line* (The “LOT-TECH” styles are used for “technical” format)
- *LOT-TECH Multiple line*.

You will use these styles in the same manner described above for the Table of Contents EXCEPT for the following: When you have a multiple-line entry, you will use the *LOT* (or *LOT-TECH*) *Multiple Line* style for the *entire* entry rather than for all but the last line. [This is because all entries will start at the same indent level and it was possible to code this style with a hanging indent.]

For Lists with multiple pages, use the same header style as for the Table of Contents—*TOC-CHPT/PAGE HEADER*.

**TROUBLESHOOTING**—see TOC troubleshooting.

### ***TEXT***

All of the text styles discussed below (except for *CHAPTER LABEL*) are coded so that they are *followed* by the *BODY TEXT* style. Therefore, if you are using the template *as you write* your thesis, you will not need to select the *BODY TEXT* style as discussed under the “Paragraph Text” section.

### **Chapter Titles**

For the Chapter Number line, select the style called *CHAPTER LABEL*. If you are using the template *as you write* your thesis, this style will automatically be followed by the *CHAPTER TITLE* style. If your thesis already exists, for the Chapter Title line, select the style called *CHAPTER TITLE*. For the non-chapter sections in the preliminary and post-text pages (if you undo the formatting already set up on these pages), and for students using Section format for text, select the style called *SECTION LABEL* for the section titles. When you select either the *CHAPTER LABEL* or *SECTION LABEL* styles, a page break will automatically be inserted so that each chapter/section starts on a new page. Therefore, do not end your chapters with a page break or you’ll end up with a blank page before each new chapter!

### **TROUBLESHOOTING**

You get a **blank page** before each chapter. See the last 2 sentences above.

### **Headings**

The styles for *HEADING A* through *HEADING E* correspond to the heading levels described in Section 4.9 of the *Thesis Manual*. However, for *HEADING E*, **you** will need to bold the heading text. (The style could not be coded for bolding because it would bold the entire paragraph.) Also, if deviation from Rule 2 (Sec. 4.9) is approved by the Thesis Reviewer, you will need to modify either the space “before” or “after” on one of the headings to avoid “doubling” the spacing. See <http://gra.sdsu.edu/Graduate/Thesis/how-to.htm> for instructions.

### **TROUBLESHOOTING**

The heading styles don’t look like those discussed and shown in the *Thesis Manual*.

Check the styles you are using: DO NOT use Headings 1-9 (ignore those). Use the styles following (listed below) those that are labeled Heading A - Heading E.

## Paragraph Text

For ALL of your thesis text, select the text, then select the style called *BODY TEXT*. **However**, note that the *BODY TEXT* style has the paragraph indent already set. If you inserted a tab at the beginning of each of your paragraphs, you will end up with a 2-tab indent. In that case, there is also a style called *BODY TEXT-NO INDENT* that you can use. You would also use the “no indent” style in cases where a paragraph continues after a list or block quotation and, therefore, should not be indented. See “Block Quotations” next.

## Block Quotations

When inserting a block quotation, your introductory text should end with only one paragraph marker (i.e., you pressed the ENTER key only once). If you are using the template as you write, select the style called *BLOCK QUOTATION*. After you finish the quote, press Enter. The style is coded to add the appropriate extra space and return to the *BODY TEXT* style. If the quotation is inserted into the middle of a paragraph, change *BODY TEXT* to *BODY TEXT-NO INDENT*.

If your text already exists, make sure to delete any extra space you may have inserted around the quotation by adding paragraph markers (pressing the ENTER key). Select the quotation and apply the *BLOCK QUOTATION* style. Then apply either the *BODY TEXT* or *BODY TEXT-NO INDENT* style to the following text as appropriate.

## Page Numbering

This should be automatic when using the template, but see the troubleshooting sections in the “Copyright Page” and “Appendices” sections for more information.

## REFERENCES

### Footnotes

When inserting footnotes<sup>1</sup>, the *FOOTNOTE BASE* and *FOOTNOTE TEXT* styles will be invoked. Extra space will be left between each note automatically.<sup>2</sup>

## TROUBLESHOOTING

**Some footnotes don't start on the page they are mentioned.** MS Word is programmed to place footnotes on the page where the paragraph in which they are mentioned ends. Therefore, if the last paragraph on a page contains a footnote, but the paragraph doesn't end until the next page, that footnote will not be shown until the next page. Therefore, check your final version to be sure that all footnotes mentioned on one page are shown (or at least started) on that same page. To do this easily, look for “continuation” separator lines (the long lines that go across the page). No footnote should *start* after one of those long lines. When that occurs, end the previous page earlier by manually inserting a page break (do this one line at a time to avoid an extremely excessive bottom margin). The footnote does not need to be completely contained on the page it is mentioned, but it must start there. The second and subsequent lines may continue on the following page.

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<sup>1</sup> Footnote text has been modified to comply with most style manuals and the *SDSU Thesis Manual*. If further modifications need to be made to comply with your particular departmental style manual, change the style for footnotes as appropriate; instructions for how to do this in MS Word are on the "Technical Support" handout on the thesis website at <http://gra.sdsu.edu/Graduate/Thesis/techsupport.htm>.

<sup>2</sup> Example of a second note and the spacing between notes.

## Reference List

The 1<sup>st</sup> and 2nd REFERENCES pages use the *HANGING INDENT* and *HANGING INDENT NUMBER/AUTHOR* style respectively. The first is set up to list entries by author's last names and the second is set up to list the references by NUMBER first, then author's names, etc. The difference is in the tab settings. Delete the page you will not be using. End each entry with only one paragraph marker; the extra space between entries is already coded in.

If your reference list already exists, revise it as follows: (1) Delete extra paragraph markers between entries and delete any tabs or spaces used to "indent" lines. (2) Select all the entries (but not the section title) and apply either the *HANGING INDENT* or *HANGING INDENT NUMBER/AUTHOR* style as appropriate.

## APPENDICES

For appendix cover sheets, select the style called *APPENDIX LABEL* for the identifier line and *APPENDIX TITLE* for the appendix title line. There is one page set up for this in the template.

## TROUBLESHOOTING

1. **I apply a style and nothing happens.** All of these styles will "kick in" once you start typing something, not necessarily when you select the style (unless you are selecting existing text and applying a new style to it). So ignore the fact that your cursor may still appear to be on the previous line, for example, even though you've hit the enter key. Start typing before you get concerned.
2. **The page numbers are incorrect.** The page number format is handled with the INSERT menu. Select PAGE NUMBER and make sure that the position is "top of page" and alignment is "right". Then click on the FORMAT button. Make sure that the "number format" is correct for the section you are in (1,2,3 for all but the preliminary pages). Under "Page numbering" select "continue from previous section" or "start at" depending on what you need. When you select "start at" you will need to type in a page number (for example, at the beginning of the text section—after the preliminary pages—we "start at" page 1 again).
3. **How do I get the page number in the correct position on "landscape" pages?** There are 2 ways this can be done: (1) Move the text box the page number is in and rotate the text within it. Placement must be done "by eye" as the ruler is no help in this situation. (2) Keep the landscape page in a separate document with no page numbering. In your thesis, at the end of the page prior to where the landscape page will appear, insert a page break. Then immediately insert another page break. This will give you a blank page where the landscape page should be and the correct page number will print on the blank sheet when you print your thesis. Take the numbered page and *reinsert* it into your printer, then print the document that is your landscape page. Run a test with a hand-numbered page to make sure you insert the "blank" page so that the landscape graphic faces outward (the top of the graphic at the binding, or left edge) when the page number is in the top, right corner in portrait position.

## ABSTRACT and LIBRARY ABSTRACT PAGES

The ABSTRACT page is self-explanatory. On the LIBRARY ABSTRACT page, you will need to fill in your information similar to the way you did it on the Title Page EXCEPT FOR the thesis title. On this page it should be capitalized headline style (major words capitalized) rather than all caps. See Sections 5.2.3 and 5.2.4 in the *Thesis Manual* for instructions and examples.