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# The Thesis Format

## Line Spacing and Font

Your thesis must be **double-spaced**, with **indented quotes single-spaced**.

The font used should be **12-point Times New Roman**, with **headings no larger than 14 point**. The beginning of each paragraph should be indented 1/2".

## Default Line Spacing (If you haven’t started writing yet . . .)

To set the default spacing in a Word document:

* Go to the **Page Layout** tab, then locate the Paragraph group and click on the bottom right arrow box in that group to view more features
* The **Paragraph** dialogue box will open up
* Go to the **Indents and Spacing** tab and then to the Spacing section where you’ll find the Line Spacing drop down menu
* Select the line spacing option you want for your document (Note that your thesis will be printed double-spaced but that this option will change your default setting not just your thesis document.)
* At the bottom of the dialogue box, click **Set As Default**.
* A new box will appear; check the “All documents based on the Normal template?” option, then click OK. This is important because it creates consistency in your document’s spacing so that you don’t have headers or sections with inconsistent spacing when you go to change your document from single- to double-spaced.

#### Switching to double-spacing

If you already have a document and need to convert your document into a double-spaced thesis (if you haven’t already done so):

* Go to the **Home** tab and the Paragraph group.
* Highlight ALL of your thesis and click on the **Line and Paragraph Spacing** drop down menu and select 2.0.

## Thesis Order

1. Title Page (See Thesis Layout Template for guidelines)
2. Copyright
3. Thesis Signature Page
4. Abstract
5. Table of Contents
   1. List of Figures
   2. List of Tables
   3. Acknowledgements
   4. Intro
   5. Thesis
   6. Conclusion
   7. Bibliography
   8. Appendices

#### Page Numbering

Different sections of the Thesis have different types of page numbers and some have none at all!

**1-4:** No Page numbers!

**5:** Begin Roman Numeral page numbers starting with iv (because your Abstract does not count as a numbered page) in the bottom right corner for single sided, bottom left-right alternating for mirrored margins

**a-c:** Roman Numerals

**d-h:** Standard numbers on pages, bottom right corner for single sided, bottom left-right alternating for mirrored margins

## Formatting Page Numbers

Begin by formatting Roman Numerals for the Table of Contents, List of Figures, List of Tables, and Acknowledgements

* Place your cursor at the bottom of your Abstract page
* Go to the **Page Layout** tab, then the Page Setup group (far Left)
* Click on the **Breaks** drop down menu and the **Next Page** option
* This creates a section break
* From the **Insert Tab**, select **Header & Footer** and the **Page Number** drop down
* Select bottom of page 🡪 Plain number 3 to put your page numbers on the bottom right corner of your document
* Highlight your page number and click on the **Page Number** drop down menu once more
* Click on Format page numbers, when the dialog box opens, go to Number Format, select the drop down menu and the Roman Numeral footer I, ii, iii.
* In the same dialogue box under the Page numbering option, unclick **Continue from Previous Section**, and click the **Start At** button to increase the Roman Numeral to iv because your Table of Contents will begin on the fourth page of your document.

Note that we do not count the thesis Abstract page in this scenario so even though your Table of Contents will be on your fifth page, your numerals should begin with iv.

### Change your roman numerals to standard numbers!

Now we’re going to begin numbering your thesis pages after the acknowledgements section!

* After your Acknowledgements, place your cursor at the bottom of your Acknowledgements header.
* Under **Page Layout** tab go to the Page Setup group and select the **Breaks** drop down menu to click on the **Next Page** option again to create a section break
* From the **Insert Tab**, select **Header & Footer** and the Page Number drop down menu
* Click on Format page numbers; when the dialog box opens, go to Number Format and select the drop down menu and choose the first set of number options.
* In the same dialogue box under the Page numbering option, unclick Continue from Previous Section and click the Start At button. Select your page numbers to start at 1.
* When you are done with your modifications to the page numbers, close your Header & Footer ribbon.

The rest of your thesis will be numbered in order from these settings!

### Troubleshooting

To make sure your section breaks appear in the desired places, go to the **View** tab and select **Draft** from the Views group. Page breaks will appear as a series of . . . . . and section breaks will be identified. If you don’t see the section breaks, return to the Print Layout and add them again. You can also delete any section breaks that should not be there.

If you find that you have designated your section breaks or page breaks and you are still unable to number one set of pages differently than the other, check your Header & Footer settings!

* Double click on the footer where you want to change your page numbers to open the Header & Footer Design ribbon
* In the ribbon go to the Navigation group and check to see that the “Same as Previous” button is off. If it is on (as in it is not grayed out) please check the button to turn it off. This will unlink your section breaks so that Word knows you are beginning a new section and would like to designate separate settings and rules for it. Linking your sections will enable Word to designate the same rules and settings you placed on the previous section to your new section so for the purposes of changing your number scheme, you want them to be different and therefore, unlinked.

# Margins

The final printed version of your thesis should be double -sided and formatted with 1.5” mirrored margins to allow for binding. The other margins should be 1". Pages should be numbered (as described later in this section), and the numbers should appear in the lower outside corner of the page, 3/4" from the edge of the page.

* To accomplish this first go to the **Page Layout** tab
* Go to **Margins** on the left side of the ribbon and click on the drop down menu and at the bottom select the **Custom Margins** option
* The Page Setup dialogue box will open up and usually default to the Margins tab, if it does not, go ahead and click on the Margins tab
* Under the Pages section go to the **Multiple Pages** drop down menu and select **Mirror Margins**
* Then under the Margins section at the top of the dialogue box, go to the “Inside” option and increase the dimension from 1 inch to 1.5 inches by clicking the up arrow.
* Make sure that at the bottom it says **Apply to: Whole document** then click OK
* You’ll notice that your document now alternates 1.5 inch spacing on the inside of the thesis and this is where binding would traditionally occur. Binding typically eats at least half an inch of paper on the inside spine of your document.

## Numbering your Pages for Mirror Margins

Now that you’ve created mirror margins, you’ll need your page numbers to also alternate with mirror margins and 3/4inch spacing from the paper’s edge.

* The first thing you’ll need to do is go to the **View** tab under the Show group to turn on the **Ruler** by checking the box next to the Ruler. This will place a ruler on the top and side of your document.
* The next step is to double click on your footer where the page numbers will go to open up the **Header & Footer** Design tab
* Under your Options group, check the box next to **Different Odd and Even Pages**. This function will allow you to control the settings for odd pages and even pages separately from each other.
* Then start with the first page where you’ll begin your page numbers and double click on the footer of that page. You want your page numbers to be on the opposite side of your 1.5 inch margin so that the page number is on the outside of the page when you print the document. So if the first page has the 1.5 inch margin on the right you want to start your page number on the left.
* Clicking on the footer will open up your **Header & Footer** Design tab and at the far left side of the ribbon, click the drop down menu for Page number. If we go with the above example and start the page number on the right side for your odd pages, you’ll then select Bottom of Page then Plain Number 3. Notice that after you complete this function, all of your odd pages will have a number on the bottom right side of your document and all even pages will not have any numbers at the bottom. We now have to add page numbers to all even pages on the left hand side of your document.
* Go to your first even page and double click on the footer of that page to open up the **Header & Footer** Design tab then on the far left ribbon, click on the Page number drop down menu.
* Under the drop down menu, go to the option called Bottom of Page and select **Plain Number 1** to place all even numbers on the left hand side. After you complete this function, scroll through your document to make sure that all even pages are located on the left hand side of your document.

### Set the ¾ inch page number margin

Word will usually default your page numbers at around an inch from the edge of your paper but for the thesis, you want them to be ¾ inches from the page’s edge. This is where the ruler comes in.

* On page 1, double click on your footer to edit your odd pages (remember what you do to your odd pages, you also have to do to the even pages separately because they are not connected to each other).
* At the top of the document, look at the ruler and locate the right indent marker which looks like a small arrow with a square base
* Click on your right indent marker, drag it to the right until it is ¾ inches from the edge of the page, and let go. When you do this, you are not modifying the dimensions of the document itself, just the margin of the page numbers themselves. If you perform this function without first double clicking the footer of your first odd page to open up a page number editing session, then dragging the indent markers will then change the margins of your whole document, which can be really stressful. If this happens to you, don’t try to fix it, just hit Undo however many times you need to in order to get everything back to the way your document was formatted originally.
* Then do the same thing for your even pages by double clicking in the footer of page 2 to open up the even page number editing session
* Go to the top of the document and locate the left indent marker and drag it so it is ¾ inches from the pages’ edge on the left
* Scroll through your document to make sure all your even pages are on the left, all your odd pages are right adjusted, and that your page numbers are located ¾ inches from the pages’ edges. NOTE!: Remember that when you previously set your parameters for the “Section Breaks” (to begin your thesis with Roman Numerals and then transition to standard page numbers), Word will treat these sections as separate from each other. What you do to one section, you will also have to do for another, the settings will not transfer automatically so please don’t forget to follow these instructions for your beginning section numbered with roman numerals. Moral of the story: don’t forget where you placed your section breaks and don’t freak out about formatting errors until you recount everything you’ve done to modify the document!

SAVE OFTEN!!!!