CHECKLIST FOR FORMATTING YOUR THESIS

1) **CHECK TO SEE YOUR MAJOR IS LISTED CORRECTLY.**
   - STUDENTS NOT IN ENGINEERING
     - For students in any college except engineering, their degree will read "degree of Bachelor of Arts in History" or "degree of Bachelor of Science in Biological Sciences." (Insert whatever your appropriate major is.)
   - STUDENTS IN ENGINEERING
     - For students in the College of Engineering, their degree should read "degree of Bachelor of Chemical Engineering." (Insert whatever your appropriate major is.) There is no need for "arts" or "science."
   - IF YOU ARE AN HONORS STUDENT
     - If you are an Honors student getting an Honors Degree with Distinction, the order is: " degree of Honors Bachelor of [Arts/Sciences] in [Major] with Distinction."
   - IF YOU ARE DEGREE WITH DISTINCTION
     - If you are getting a Degree with Distinction, the order is: " degree of Bachelor of [Arts/Sciences] in [Major] with Distinction."

2) **CHECK THE APPROVAL PAGE TO MAKE SURE YOUR COMMITTEE MEMBERS ARE LISTED CORRECTLY**
   - The most common mistake here is that for your second reader, you may forget to change "Department of Department" to that faculty's actual department. Also, check to make sure the fourth person is correctly listed: either Michelle Provost-Craig (for students getting a DWD) or Michael Arnold (for students getting an HDWD). **Note: You only have to get signatures from your thesis committee.** Our office will handle getting the signature from either Dr. Provost-Craig or Dr. Arnold.

3) **CHECK TO SEE IF THE TABLE OF CONTENTS (TOC) LOOKS READABLE**
   - I.E. That the organization is clearly understandable and that the leader dots are actually working. Finally, do a check to make sure that your TOC matches with your thesis. If your Table of Contents say that chapter 2 starts on page 20, make sure that chapter 2 actually starts on page 20. This will take a bit of time and is a little tedious, but please do this.

4) **DO A QUICK CHECK TO SEE IF YOU'RE USING COPYRIGHTED MATERIAL**
   - This will usually be in the form of images, tables, or graphs you're using from other sources (e.g., journal articles). If you're not sure, ask your thesis director. Using copyrighted material is only an issue if you want to make your thesis publicly available via the University's online archive (i.e., the Institutional Repository). So if you do not intend to make your work publicly available via the web, no need to worry about copyright. If you do—and this is entirely up to you, you're not at all required to do this—then contact Lauren if you have any questions/doubts about using copyrighted material. Do make sure regardless that your thesis contains proper citations and references to avoid accusations of plagiarism.

5) **PAGE NUMBERS**
   - Check to see if the page numbers are suppressed on the cover page and approval page. Also, make sure the numbers are roman numerals from pg. iii (the page right after the approval page) through the abstract. Arabic numerals should start on page 1, chapter 1 of your thesis. If this is giving you fits, please consult the directions below.

6) **MAKE SURE YOU INCLUDE YOUR LIST OF REFERENCES IN YOUR THESIS.**
   - Please list at the end of your thesis the sources you cite within your thesis.

HELP FOR...

Leader dots
1. Leader dots are a kind of tab. Access the Paragraph dialogue box (button to the right of the word 'Paragraph' in the Home menu)
2. In the lower left hand corner, select 'Tabs...' Now you have the Tabs dialogue box and can set specific kinds of tabs.
3. The 'Tab stop position' tells the tab how far to go over. Set this to about 5.5 inches.
4. Choose 'right' alignment.
5. Select Option 2 for 'leader' (.....)
6. Click 'Set' then 'Okay'

Advanced: The process gets more complicated when you have several different kinds of tabs on one line. Say, a tab to enter spaces between the '1' and 'INTRODUCTION', and then a tab for the leader dots. If the tabs stop working and you can't set up the different kinds of tabs you want, just cheat and enter spaces. Use the 'show code' button (¶) and enter the same number of spaces each time. Troubleshooting: If you have several tab stops set, and it's not working, click 'Clear all' and then re-enter the specific tabs you need.

Previous version of Word: The steps are the same, but the Tab dialogue box is under the Format menu.

Section breaks—good for when you want to have one page show up landscaped, but everything else in portrait mode

Section breaks tell Word that you are creating a new section of your document, which might have different kinds of formatting than the rest of the document. You can use section breaks to:
- Have different kinds of page numbers throughout your document.
- Have one landscaped page amongst potrait pages.
1. Go to the 'Page Layout' menu.
2. Go the 'Page Setup' menu
3. Go to Breaks (upper right hand corner)
4. Select 'Section Break'
    1. 'Next page': Inserts a section break and starts the new section on the next page (this works for doing page numbers)
    2. Continuous': Inserts a section break and starts the new section on the same page

To have a single landscaped page (for, say, an oversized figure or table), you will need two section breaks (next page). Insert one on the page before the figure and one on the same page. Then change the orientation for that page to landscaped. Sometimes the page numbers will re-start at 1 when you do this; go into "Format Page Number" and select "continue from previous section."

Page Numbers
To review:
- The first two pages of your Thesis have no numbers.
- The third page is page 'iii'
- The rest of your front matter is also in roman numerals
- The body of your thesis starts with '1'

You do this by setting up section breaks.

1. Add in section breaks (see above). Put a section break after the Approval Page and after the last page of your Front matter. Make sure it is a Section Break and not just an Page Break.
2. Go to the Insert menu, and select ' Page Number'
3. Select 'Bottom of the page,' 'Plain number 2' (centered number)
4. Go to page iii. Double-click on the number (now you have options and menus)
5. At the top menu, unselect Link to Previous. This is very important! You are now telling Word that the page numbers in your sections are different.
6. On the left, access 'Page Number' > 'Format Page Numbers.
7. This is a dialogue box where you can select the style of numbers (roman or arabic) and even select which number it should start with (such as 'iii')
8. You should now have pages numbered 1, 2, iii, etc.
9. Go to the first section (your Title and Approval pages). Just delete the page numbers. This won't affect the rest of the document because you've turned off 'link to previous.'
10. Go to the first page of the body of your thesis. Open up the 'Format Page Numbers' dialogue box, set it to arabic numerals and starting with 1.

Tips:

1. Make sure you're on the correct side of the Section Break line
2. Make sure it's a section break and not just a page break.
3. Make sure the page numbers are the same font and size as the rest of the document.
4. Make sure 'different first page' and 'different even/odd pages' are not selected.
5. Make sure 'link to previous' is not selected (it's okay if it's selected for the other pages in the section; you just need to make sure the three sections aren't linked)
6. If you still can't figure it out, email the URP for help.