Today's Schedule

Time	Topic
1 – 2pm	Submission 101
2 – 2:45pm	**Formatting 101: Using the Guide and Word Template**
2:45 – 3pm	Break
3 – 4pm	Formatting 102: Copyright for your dissertation, thesis, and report
4 – 4:45pm	Formatting 103: Checking and fixing your document
4:45 – 5pm	Final questions

All seminars are being taped and will be available online later this week.

Michigan Tech

Formatting 101: Using the Guide and Word Template

May 22, 2018

Overview

- Finding information and help
- Using the Guide
- Finding the LaTeX template
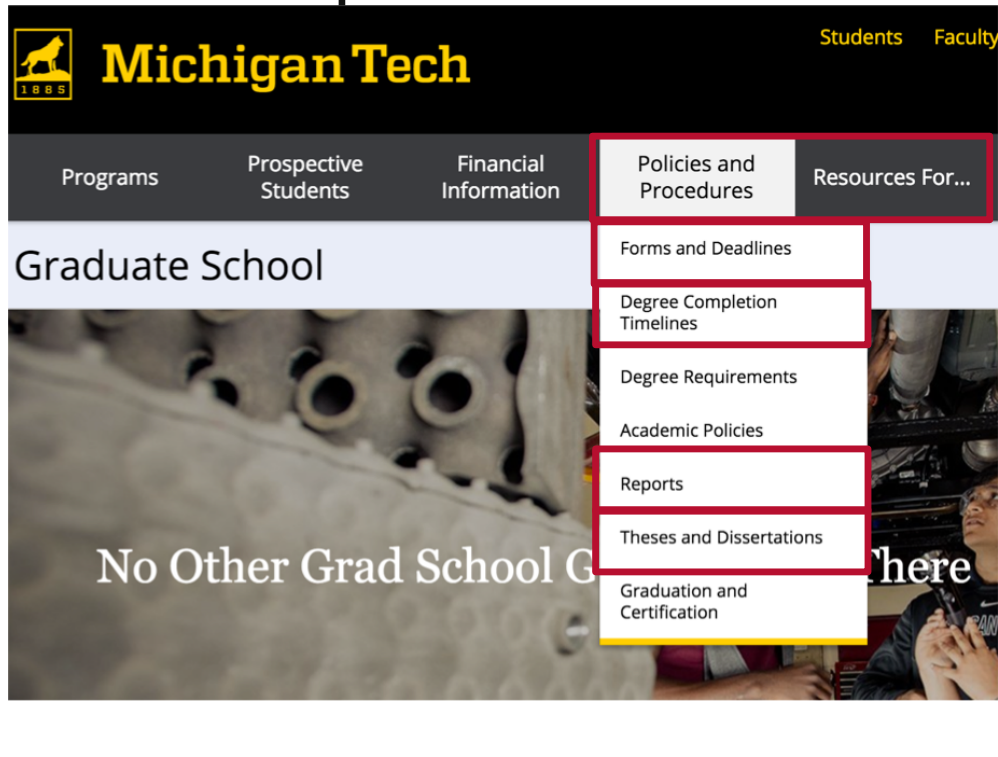- Using the Word Template

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Who should I email?

gradschool@mtu.edu

What's important on the web?

Current Students

Find a Resource

Academic

- Forms and Deadlines
- Completion timelines
- Prepare dissertation, thesis or report
- MyMichiganTech

→ See all academic resources

Professional

- Succeeding in Grad School
- Graduate School seminars
- GSG serves you
- Career Services

→ See all professional resources

Graduate Life

- Get Involved
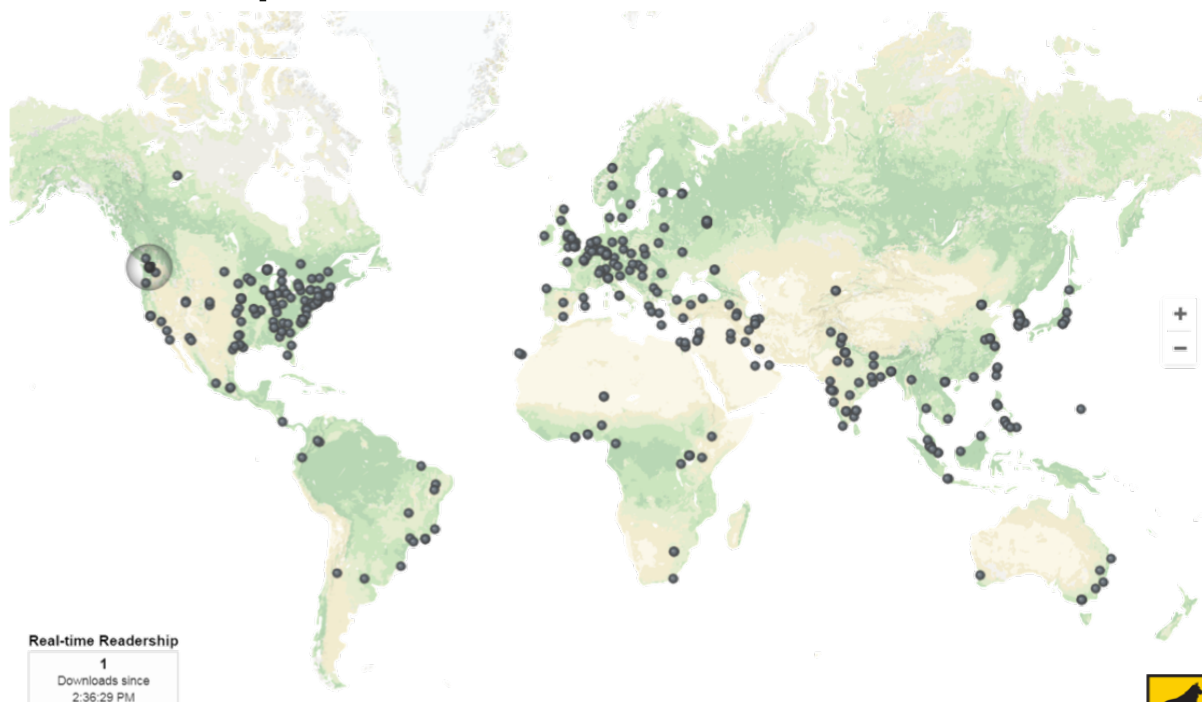- Explore the Community
- Find Medical Support
- Family Support

→ See all graduate life resources

Why should you care about formatting?

- You can graduate sooner and with less expense
- Digital documents are being frequently downloaded, so people will see your work
  - In 2016, 146,029 downloads of 1,661 works – average of 88 downloads/document
- Formatting is a transferrable skill that can be used for other documents

September 25 – 512 views

Real-time Readership
1
Downloads since
2:36:29 PM

Using the Guide

Where is it?

Policies and Procedures: Theses and Dissertations

Students will prepare their documents using the Guide ⏣. Examples of recently published theses and dissertations are linked at the bottom of this page. Additional online resources include:

- Formatting and preparing
- Submitting a Thesis or Dissertation
- Michigan Tech's Thesis and Dissertation Policy
- Using copyrighted materials
- Distributing your completed document
- Frequently Asked Questions

Highlights of the Guide

- It's a model for a double-sided document
- The table of contents lists required and common sections in the order they should appear in your document
- It's bookmarked and hyperlinked for easy navigation
- If it's not in the Guide – it's up to you and your committee!

Getting Started with the Template

Policies and Procedures: Theses and Dissertations

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Templates available

- Word – this is what we'll focus on today
- LaTeX
  - *NEW* Create an account on Overleaf
  - Download from GitHub – see formatting page

- LaTeX templates—This following resources can assist students using LaTeX. See also our online seminars for more information.

Tutorial	GitHub Repository	Direct Link (.zip)
MS/PhD Template	GitHub Repository	Direct Link (.zip)
Presentation Template	GitHub Repository	Direct Link (.zip)

Using the Word template with an existing document

- Option 1
  - Edit the title and approval pages
  - Create a PDF
  - Insert the title and approval pages into your PDF
- Option 2
  - Copy/paste the text from the title and approval pages into your document for easy formatting of these pages

Using the Word template as your document

- Edit the yellow highlighted text and remove highlighting
- Delete the green highlighted text
- Use the Heading styles to create your document outline and start typing!

- **Never delete existing section breaks!**

What do I need to know before using the template?

- Styles in Word
  - How to apply them to your text
  - How to alter them to customize your headings
  - How to create new ones to suit your needs
  - Our blog has a series of posts on this topic
- Section breaks in Word
  - These separate areas with different formatting
  - Delete one, and everything changes!

Working with Styles

Formatting Text Consistently

- Having the same format for different text elements in a document is visually appealing and helps your reader
  - Headings define levels in your document
  - Body text
  - Captions
  - References
- Word can help you do this by using Styles

Built-In Styles

- Styles are found on the home tab of the ribbon
- The default style is "Normal"
  - If you're doing this…
    - Select text, change font size, change font formatting, repeat
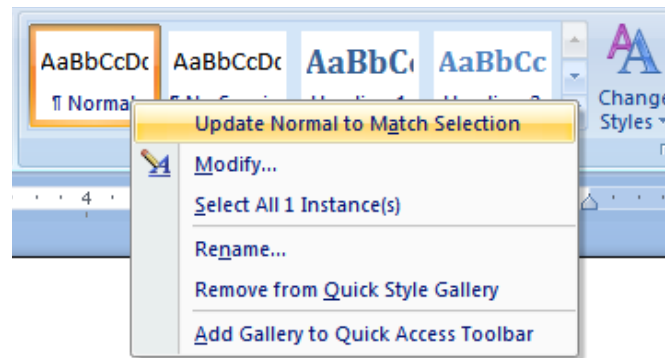 - …you're working too hard!
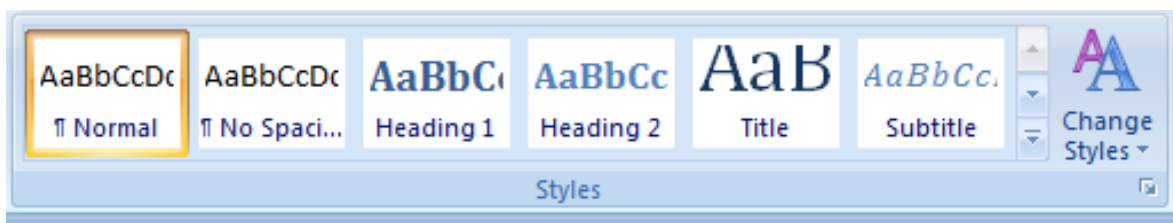
Using Built-In Styles

- Type text
- Highlight it, click on the style
  - Using Heading 1, Heading 2 will allow you to build an outline for your thesis
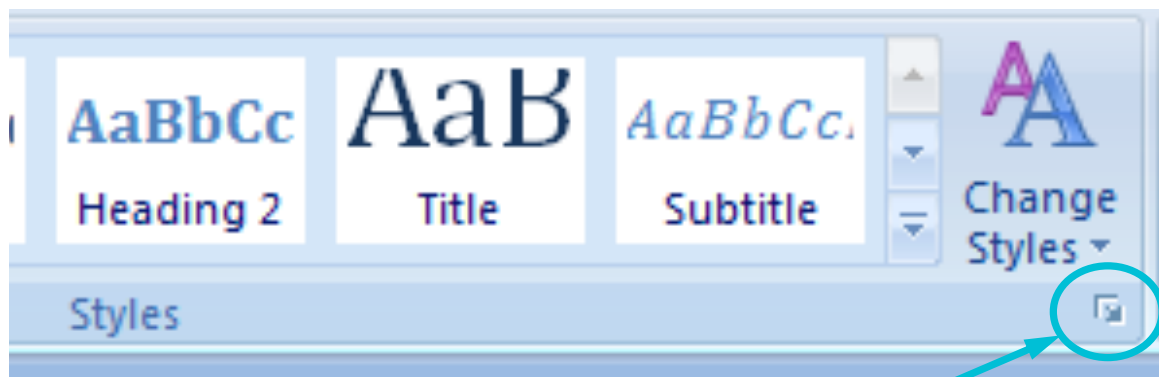 - These styles are used to create a TOC
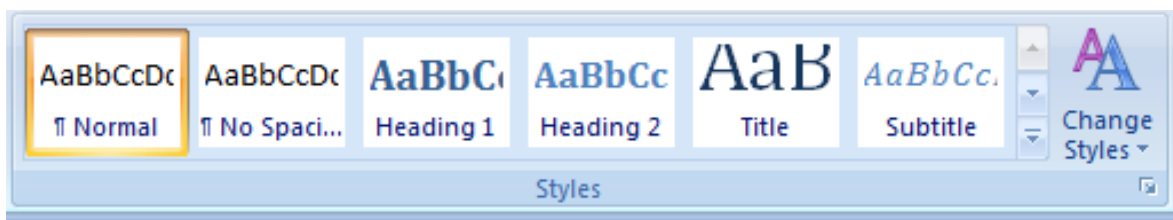
Modify a built in style

- Format text with desired attributes (bold, font, size, etc.)
- Right click on the style on the Home tab
- Select "Update STYLE to Match Selection"

AaBbCcDc AaBbCcDc **AaBbC** **AaBbC**

¶ Normal

Update Normal to Match Selection

Modify...

Select All 1 Instance(s)

Rename...

Remove from Quick Style Gallery

Add Gallery to Quick Access Toolbar

Change Styles ▾

Create a new style: Open the style menu

AaBbCc
Heading 2

AaB
Title
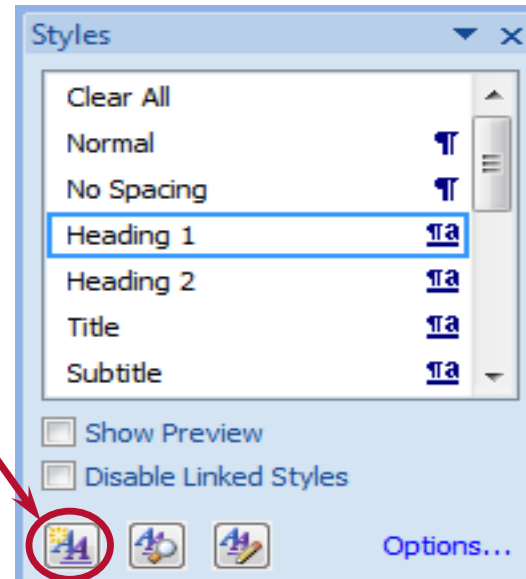
AaBbCc.
Subtitle

Change Styles ▾

Styles

Click

Create styles with names you choose for easy formatting.

Create a new style: Format and create

- Format text to your specifications
- Highlight text
- Click "New Style"
- Name style, click OK

Section Breaks

What is a section?

- A section is a block of pages that share common characteristics such as:
  - Page size
  - Page orientation
  - Location and type of page numbers
- Use the Show/Hide Paragraph button on the Home tab to view them

Why would I want to use a section break?

- If you want a page or pages of your text to…
  - have different styles of page numbers.
  - have a different orientation (landscape vs. portrait).
  - be an oversized page (11 × 17).
  - have different margins.
  - switch to a different column layout.
  - have different headers and/or footers.
- Use a section break
- Otherwise, don't!

Deleting and Adding Section Breaks

- Can lead to disaster unless you know how to use them
  - Page numbers can change location, type or be deleted
  - Margins can change in each section
  - A fix you apply in one section may (or may not) apply to the entire document

Traditional page numbers in a dissertation or thesis

- Section 1 – no page numbers
  - Title page, Signature page, Dedication page
- Section 2 – lower case roman numerals (iv, v, …)
  - Table of contents, List of figures, etc.
- Section 3 – Arabic numbers (1, 2, 3, …)
  - 1st page of 1st chapter to the end

Last Thoughts

Important Formatting Tips

- Check your margins
- Carefully proofread your final PDF
- Use the template for title and approval pages or for your entire document
- Use software for your references
  - EndNote (free download and training available from Library), Mendeley, Zotero
- Questions? Email gradschool@mtu.edu

Formatting Workshops

- Bring your document and work with a trained student in a computer lab
- Targeted to students needing specific help with specific formatting of their nearly complete dissertation, thesis, or report
- Begin week 10 – watch the blog; students completing a dissertation, thesis, or report will receive email reminders

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