THESIS-DISSERTATION FORMATTING WORKSHOP

PART I: INTRODUCTION

What this workshop will cover:

- Electronic submission of theses/dissertations
- Using a style guide for formatting theses/dissertations
- Why we require these guidelines
- Word-processing and styles

Electronic submission

ETD
An Electronic Thesis or Dissertation (ETD) Your official submission of your PDF version of your thesis/dissertation becomes an ETD when it is uploaded to an ETD account.

Create an ETD Account
https://dspace.lib.ttu.edu/etd/vireo

Submission/Review/Approval
1. Submit a complete, formatted and proofread review draft of your thesis/dissertation.
2. The thesis coordinator/dissertation supervisor notifies you if you have edits to make.
3. You make any required changes and re-upload your PDF.

Using a style guide

What is a style guide:
By “style guide” we mean instructions that determine how your document is laid out and formatted.

Graduate School Guidelines
1. Follow the Graduate School formatting guidelines published in the Graduate School Formatting Manual (http://www.depts.ttu.edu/gradschool/current/THDGuidelines.php)
2. For what is not covered in the Graduate School guidelines, use the department-specified official style guide (http://www.depts.ttu.edu/gradschool/current/THDStyleguides.php)
3. For anything related to formatting, page layout, citation style, heading style, etc. not covered by the first two, consult Kate L. Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations. 7th ed. Chicago and London: University of Chicago Press, 2007.

Why we require these guidelines:
- University ETDs receive more exposure than paper documents.
- Due to this increased exposure, it is even more important for our “public brand” documents represent the University well.
• Consistent use of style guides helps ensure that quality.

PART II: DOCUMENT FORMATTING

New Graduate School Guidelines

What we specify in our guidelines:

Page Layout:
• Measurements for margins,
• Required Headers
• Page number formatting

Front Matter:
• Order of elements: Title, Copyright, Acknowledgments, Table of Contents, Abstract, List of Tables, List of Figures, List of Abbreviations, Preface
• Guidelines for formatting front matter elements.

Text Formatting:
• Font
• Paragraphs
• Line Spacing
• Headings
• Subheadings
• Footnotes, Notes, or Endnotes
• Tables
• Figures
• Equations

Back Matter:
• Order of elements: Bibliography, Appendix, Glossary.
• Guidelines for formatting backmatter elements

Special Categories
• Converting Journal Manuscripts into Theses
• Creative Documents
• Foreign-Language Thesis

Document Design

What Is Document Design?
Laying out a document to be more accessible visually and more technically functional

What Does Document Design Do?
Visual layout reinforces textual elements, enhancing readability and emphasizing content hierarchies and organization. (Heading 1, Heading 2, bullet lists, lists, indices)

Looking at Document Elements in Terms of Design
Think about categorizing the types of sections of text you have in terms of how those sections function in the document:
Example:

- A bullet list conveys one category of information (an unordered list)
- Different heading levels (titles and subtitles) and the text that go under them, convey different hierarchies of information in the document
- Figures and tables convey yet a different category of information

Styles in a Word Processor

- For each category that you would mark with a formatting difference, you assign a unique style.
- You can use your word processor to perform automated functions based on the computer’s ability to pick text out of your document according to its style.

Macro-level Design Elements

On a larger level in your document, you can designate macro-level formatting with “sections.” These include:

- Different page orientation (landscape vs. portrait)
- Page breaks to start new parts of the document (chapters, appendices)
- Headers and footers for page numbers and to identify the document
PART III: FORMATTING USING MS WORD

Exercise Using MSWord

We will use a sample document to practice:

- Using Styles in MS Word
- Using Sections in MS Word
- Generating Tables of Contents in MS Word

“How-To” instructions for the following can be found at: http://www.depts.ttu.edu/gradschool/current/THDFormat.php

Styles

“Styles” control the visual aspect of your text: font type, size, and color as well as spacing between paragraphs among other aspects.

In the “Styles Group” on the Home Tab will show a selection of six, pre-defined MSWord styles. This is the Quick Style Gallery. Many of the pre-defined defaults are not suitable for use in your thesis or dissertation. You may, however re-define the defaults with more appropriate font and color settings by modifying the basic styles.

Sections

Automatic page-numbering, headers and footers all apply to your document as a whole unless you specify otherwise. For TTU theses-dissertations you have to have one type of page numbering for the front matter but a different type for the main text. You can vary this auto-page numbering by making “sections” in your document.

On the “Page Layout” Tab in the document ribbon at the top of the window select the “Breaks” menu from the “Page Setup” Group.

Most of the time you will want to select “Next Page” under “Section Breaks” as this will create both a new section and a new page.

Table of Contents/List of Tables/List of Figures

When you create a Table of Contents, you specify styled text and the computer creates a list of the headings in your specified style.

First make sure your document is completely styled, then be sure you have already inserted your page numbers and you have put in any inserted page breaks you’re going to need. Making the Table of Contents should be the LAST thing you do with your document (after making your List of Figures and List of Tables).

You can generate the Table of Contents/List of Tables/List of Figures by going to the “References” Tab in the document ribbon at the top of the window.