Overview

- Finding information and help
- Using the Guide
- Using the Template
  - With a document you’ve already created
  - As your dissertation, thesis, or report
  - Styles
  - Section breaks
Who should I email?

gradschool@mtu.edu

What’s important on the web?
### Current Students

**Find a Resource**

<table>
<thead>
<tr>
<th>Academic</th>
<th>Professional</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms and deadlines</td>
<td>Succeeding in Grad School</td>
<td>Get Involved</td>
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<tr>
<td>Completion timelines</td>
<td>GSG serves you</td>
<td>Explore the Community</td>
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<tr>
<td>Prepare thesis or dissertation</td>
<td>Career Services</td>
<td>Find Medical Support</td>
</tr>
<tr>
<td>MyMichiganTech</td>
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<td>Family Support</td>
</tr>
</tbody>
</table>

> See all academic resources

> See all Professional Resources

> See all grad life resources

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Online Seminars

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### 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
- Formatting is a transferrable skill that can be used for other documents
Using the Guide

Where is it?

Programs | Prospective Students | Financial Information | Policies and Procedures | Resources For...
---|---|---|---|---
Graduate School | | | Forms and Deadlines | |
No Other Grad School | | | Degree Completion Timelines | |
| | | Degree Requirements | |
| | | Academic Policies | |
| | | Reports | |
| | | Theses and Dissertations | |
| | | Graduation and Certification | |
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
- Requirements are underlined – everything else is informational
Graduate School Guide
Follow all underlined rules

Advisor + Committee + Program

Read the Guide – it’s helpful!

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Policies and Procedures: Theses and Dissertations

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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”

Create a new style: Open the style menu

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
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).
  - ….have 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
Using the Template

With your own document

- **Option 1**
  - Copy/paste the text from the title and approval pages into your document for easy formatting of these pages

- **Option 2**
  - Edit the title and approval pages
  - Create a PDF
  - Insert the title and approval pages into your PDF
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!

- Do not delete any of the existing section breaks!

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 EndNote for your references – see IT for a free download!
- Questions? Email gradschool@mtu.edu
Formatting 101

- New seminar series this summer
- Tentative dates and topics
  - May 24 – Using the Guide and Template
  - June 14 – All about Copyright
  - June 28 – Finals checks and tweaks for your document
- More information coming soon via email!