



CSUDH Thesis Template Instructions

A Guide To Formatting Your Thesis Using Microsoft Word Template

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INTRODUCTION

ABOUT THE TEMPLATE AND INSTRUCTIONS

The CSUDH thesis template ¹ is a Word document designed to assist students in preparing theses and projects.

- The template contains Word styles to assist with formatting.
- Headings, figures, tables, and captions can be numbered automatically.
- The Table of Contents, List of Tables, and List of Figures are populated and paginated automatically.

Best Practice: Let your words flow! Type up your thesis and THEN apply styles. As you become more proficient with using Styles, you will find fluidity in your writing process and formatting.

The instructions given are intended for Word 2011 (Mac), Word 2013 (Windows), and Word 2016/Office 365 (Mac and Windows).

The template itself is a separate document with all styles noted in this document, set up and ready to be used.

FIRST STEPS AND RECOMMENDED WORD SETTINGS

The following viewing options are recommended for best use of the template.

1. On the Home ribbon, click the ¶ button to show nonprinting characters.

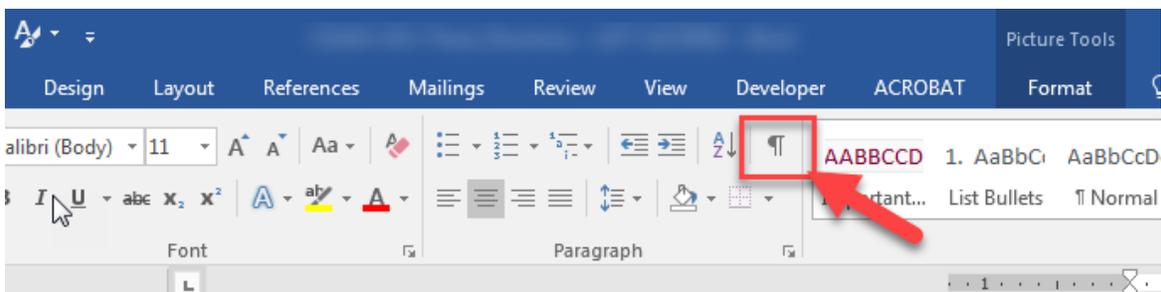


Figure 1. Click to show nonprinting characters

¹ We gratefully acknowledge Simon Fraser University Library, and David Chokroun for allowing us to adapt their format and instructions to our needs.

2. Also on the Home ribbon, click the button at the bottom right of the **Styles** menu to open the **Styles pane**, a full list of all the available styles in the document.

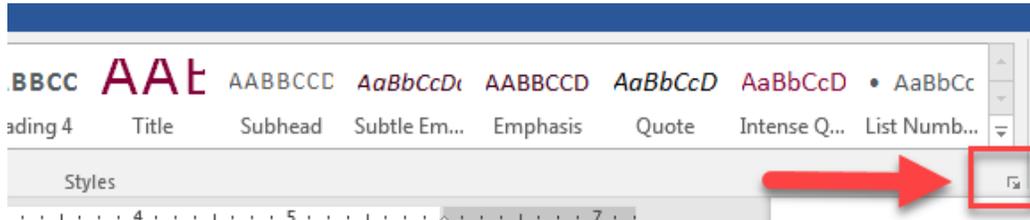


Figure 2. Click to open the Styles Pane

3. On the View ribbon, check **Navigation Pane** to display all document headings in a sidebar. For Mac users with Word 2011, the menu path is **View > Sidebar > check Document Map Pane**.

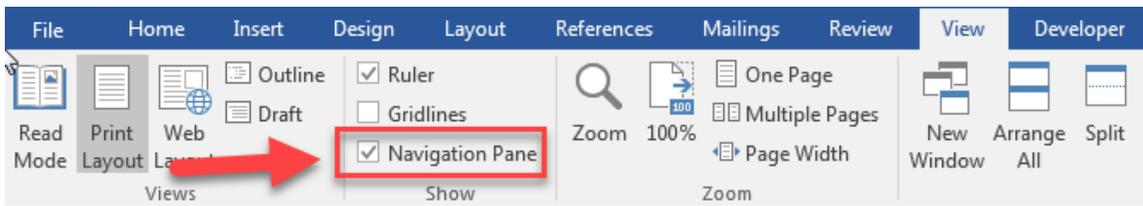


Figure 3. Check to open the Navigation Pane

ABOUT WORD STYLES

A Word style is a saved setting that determines font, type size, line spacing, and other attributes. In the thesis template, a style always applies to a whole paragraph.

Any change made from the **Font** or **Paragraph** menu can be saved as a style. This saves time and effort over formatting manually, e.g., applying italics to each figure caption in the document. Styles ensure consistency throughout the document and allow for quick, global changes to document elements.

IMPORTANT: You must use heading styles to create automatic numbering for chapters and sections, and to populate the Table of Contents.

The active style in a paragraph is highlighted on the list in the Styles pane. Mac and Word 2016 also display the active style in a window at the top of the Styles pane. You can click on examples in this guide and consult the Styles pane to see which styles are being used.

USING STYLES

To apply a style, place the cursor anywhere in a paragraph and then click on a style on the style pane. You can also select multiple paragraphs or pages and apply a style to the entire selected area.

ORGANIZATION OF THESIS TEMPLATE STYLES

The template contains styles specifically created for CSUDH thesis preparation. It also contains Microsoft default styles. To meet the university's formatting guidelines, your thesis will primarily use CSUDH styles as well as some default styles.

PARAGRAPH AND TEXT STYLES

CSUDH text style names begin with numbered prefixes:

Table 1. List of CSUDH-text styles

Style name	Used for
1_Para...	Basic paragraph text
1_Para	Paragraph text, indented first line
1_Para_FlushLeft	Paragraph text, no indent
2_ ...	Quotations and lists
2_BlockQuote	Basic block quotation
2_Bullet	Bulleted list
2_Epigraph	Introductory text or quotation
2_ListManual	Numbered list, manual numbering
2_ParticipantQuote	Participant interview block quotation
2_Poem	Poetry or verse
2_QuestionAnswer	Q&A style interviews; drama

Style name	Used for
3_ ...	Figures, tables, captions, and notes
3_CaptionBelow	Caption below a figure
3_CaptionBelow_withNote	Caption followed by a note or source line below
3_Figure	Figure or image
3_Figure_NoCaption	An image or illustration without a caption
3_FigureNote	Note or source line below a figure caption
3_TableData	Default format for table data
3_TableData_Centre	Table data; centered
3_TableData_Right	Table data; right-aligned
3_TableHead	Default table header
3_TableHead_Centre	Table header; centered
3_TableHead_Right	Table header; right-aligned
3_TableNote	Notes below a table
5_Ref ...	References/works cited/bibliography
5_Ref	Default reference list format
9_TitlePage ...	Title page
9_TitlePage_Title	Document title
9_TitlePage_Text	All other text on the title page

CHAPTER AND SECTION HEADING STYLES

CSUDH heading style names do not have numbered prefixes. Headings should be used in descending hierarchical order.

The template includes three levels of numbered headings for chapters and sections. Use of numbering is optional: consult your supervisor or librarian to determine the best practice for your discipline or your research.

Table 2. List of CSUDH heading styles

Heading level	Style name	Used for
1	Chapter 1. Heading 1	Chapter headings
	Heading 1_NoNumber	References, appendices, or any other unnumbered major section. If you choose not to number chapters, use this style for chapter headings.
	Heading 1_Preliminary	For preliminary page headings only: Approval, Abstract, Table of Contents, and so on.
2	1.1 Heading 2	Subheadings within a numbered chapter
	Heading 2_NoNumber	For subsections in the reference list, in an appendix, or in unnumbered chapters
3	1.1.1. Heading 3	Subsection of a numbered level 2 section
	Heading 3_NoNumber	Subsection of an unnumbered level 2 section
4	Heading 4	Subsection of any level 3 section
5	Heading 5	Subsection of any level 4 section

USING THE TABLE OF CONTENTS AND LISTS

To update the Table of Contents, List of Tables, or List of Figures:

1. (Windows) Right-click anywhere in the table to open the field menu.
(Mac) Ctrl + click anywhere in the list to open the field menu.
2. Select Update Field; if prompted, select either **Update page numbers only** or **Update entire table**.
3. The list will populate with the document headings and their page numbers.

(Albert Einstein)

FONT, SPACING, AND HEADINGS

The default font in the thesis template is Constantia 11pt, using 1.5 line spacing.

NUMBERED HEADINGS

Applying a numbered heading style will create automatic numbering, e.g., “Chapter 2,” “2.1,” and so on.

BASIC PARAGRAPHS AND BLOCK QUOTATIONS

The default paragraph style is **1_Para**. This style creates an indent at the beginning of each paragraph and spacing after each paragraph.

For block quotations, use the style **2_BlockQuote**. This will single-space the quoted text and create left and right indents for the quotation, as shown below:

Should you ever be athirst in the great American desert, try this experiment, if your caravan happen to be supplied with a metaphysical professor. Yes, as everyone knows, meditation and water are wedded forever. (Melville 3)

Use **1_Para_FlushLeft** to continue a paragraph after a quote, as shown here. Do not put quotation marks around a block quote.

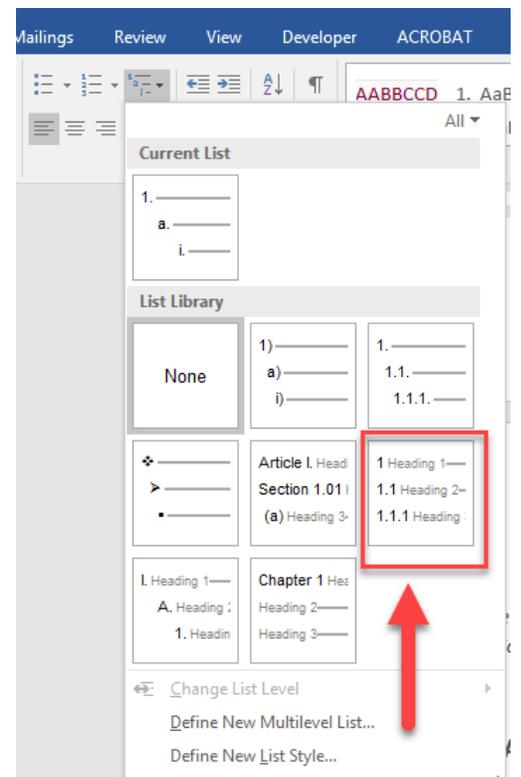


Figure 4

Numbered Headings

PARTICIPANT INTERVIEWS

The template includes two styles designed for participant interviews. **2_ParticipantQuote** is shown below:

No, when I go to sea, I go as a simple sailor, right before the mast, plumb down into the fore-castle, aloft there to the royal mast-head. True, they rather order me about some, and make me jump from spar to spar, like a grasshopper in a May meadow. (Ishmael, interview 3)

Remember to check the style guide you are using and consult with your supervisor to determine how interviews should be formatted.

The style **2_QuestionAnswer** is designed for Q&A formatting of interviews, as seen below:

Int: This can help make transcripts easier to read.

Sub: If there's a long quote from a participant, the style creates a hanging indent for the participant's name and a flush left margin for the rest of the quote.

Int: Also, remember to put a [tab] between the participant's name and the start of the quote, as shown in this example.

NUMBERED AND BULLETED LISTS

When creating a bulleted list, each entry should be in a separate paragraph. The style **2_Bullet** will create a bullet and tab before the start of the paragraph text. If you run into issues, we recommend manually numbering or lettering lists in the document.

1. When using the style **2_ListManual**, each line entry should be in a separate paragraph as shown here.
2. For each entry, type the number or letter followed by a separator (period or colon).
3. Add a [tab] before the start of the text.
4. Then apply the style.

POETRY

When using the style **2_Poem**, each line in a stanza should be separated with a line break using [shift-enter]; use [enter] to end the paragraph at the end of each stanza, as shown below:

i o be gazed dances tossing trees
in they a of and cloud beneath
in wandered not out saw did a
but saw upon eye my and wealth for;

all the that way on a the
crowd hills inward bay sparkling in lonely
line i had dancing brought or a
in but show and never heads

TABLES, FIGURES, AND CAPTIONS

Each figure or table in the document will have up to three elements. Each element must be in a separate paragraph, with an appropriate style applied.

TABLE 3. ELEMENTS OF A TABLE

Paragraph	Element	Style
¶ 1	Table caption	3_CaptionAbove
¶ 2	Table content	3_TableHead... 3_TableData...
¶ 3 (optional)	Note	3_TableNote

TABLE 4. ELEMENTS OF A FIGURE

Paragraph	Element	Style
¶ 1	Image	3_Figure
¶ 2	Figure caption	3_CaptionBelow 3_CaptionBelow_withNote
¶ 3 (optional)	Note	3_FigureNote

CAPTIONS

In order for figure and table captions to populate the lists in the preliminary pages, they must be created using the **Insert Caption** tool, found at **References>Insert Caption**.

For Mac users using Word 2011, the menu path is **Insert > Caption**.

Inserted captions will appear in the default Microsoft caption style. You must apply one of **3_CaptionAbove**, **3_CaptionBelow**, or **3_CaptionBelow_withNote** to style the inserted caption for the final document.

TABLES

Use the styles named **3_TableData...** and **3_TableHead...** to format the contents of tables. Remember to apply a caption style to the table caption.

Table 5. A table of random data: inserted captions are created in the default Microsoft caption style, which looks like this.

Bourbaki	1349	Aubergine	3.14159
23	42	667	1479
Orange	β	3	3.3

Note: After creating the caption, apply the style **3_CaptionAbove** to it.

The maximum allowed width for a table is 6 inches. It is acceptable for a table to span more than one page. Use Table Properties to repeat the header row of a table at the beginning of a new page.

Table 6. This table caption uses the style **3_CaptionAbove**

Always put a [tab] before the start of caption text to create a hanging indent and flush left margin

Dolor	Sit	Amet	Consectetur	Adipiscing
9	64	30	20	37
13	61	320	91	74
2	45	11	531	8
157	167*	439	467	6109

Dolor	Sit	Amet	Consectetur	Adipiscing
44	679	187	732	416
5974	97549	621	5**	6795
1576	4879	564	529	1
197	764	498	761	15

* Use the style 3_TableNote to add notes, as shown here.

** When adding more than one note, use a line break [shift-enter] at the end of each line for correct spacing.

FIGURES

Use the **Insert > Picture** menu to place an image file on the page. The maximum dimensions allowed for images are 6" wide by 9" high. Text wrapping should be set to "In line with text" (no text wrap).

Images should be sized to an equivalent print resolution of 300 pixels per inch/dots per inch. For best results, insert images as flattened .tif, .png, or high quality .jpg files.

After inserting the image and checking dimensions, remember to apply one of the **3_Figure...** styles to the image. Remember to apply a caption style to the inserted caption.

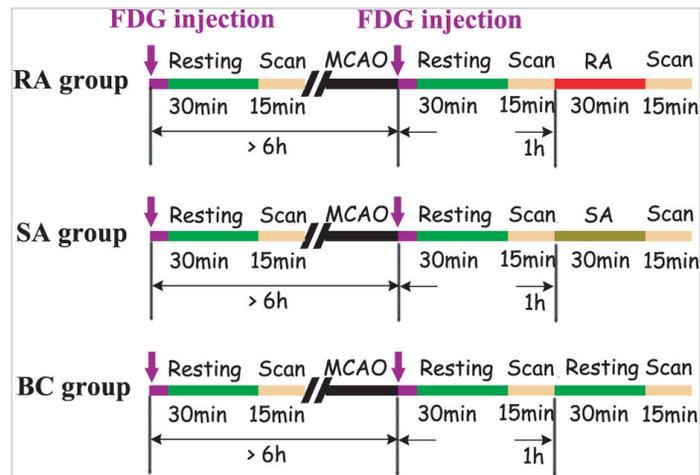


Figure 5. As previously shown, Insert>Caption defaults to the Microsoft caption style for all caption labels (table, figure, scheme, etc.).

Note: If adding a note, source, or image credit, do this in a separate paragraph below the caption, and apply the style **3_FigureNote** as shown here and in the example below.



Figure 6. After creating the inserted caption, apply 3_CaptionBelow or 3_CaptionBelow_withNote to the paragraph.
Photo: Karen Eliot, *Despair*, 2016. Reproduced with permission.

OTHER LISTS

In the **Insert>Caption** menu, click on **New Label** to create a new category of caption label, e.g., equation, scheme, illustration.

EQUATIONS

Use Word's default **Insert>Equation** tool to create equations in the document.

$$A = \pi r^2 \quad (1)$$

Word's default font (Cambria Math) and settings are acceptable for submission.

FOOTNOTES AND ENDNOTES

Use the default Word settings for creating footnotes and endnotes: from the References tab, click **Insert Footnote**² and type or paste in the note.³ The process is identical for endnotes. Recommendation: Use footnotes rather than endnotes for easier formatting and better readability.

² For Mac users with Word 2011, the menu path is **Insert>Footnote**.

³ The thesis template uses default Microsoft styles for footnotes. It's not necessary to apply a style after creating the note.

REFERENCE LIST OR BIBLIOGRAPHY

The style **5_Ref** creates single-spaced paragraphs with a hanging indent, acceptable for most referencing styles.

LANDSCAPE PAGES

Follow these two steps to ensure correct formatting and pagination of landscape pages:

1. Create the landscape section using the **Custom Margins** dialogue. Select the area where you want the landscape page(s) to appear.
 - a. Windows and Word for Mac 2016: **Page Layout > Custom Margins** > set Orientation to landscape, set **Apply to: Selected Text**.
 - b. Word for Mac 2011: Select text: **Layout > Margins > Custom Margins** > open **Page Setup** and change to landscape, set **Apply to: Selected Text**.
2. Check the page numbering in the landscape section and set to **Continue from previous section**. Repeat on the first page after the landscape section. If this setting is not changed, every new section begins with a page number of 1.
 - a. Windows and Word for Mac 2016: **Insert > Page Number > Format Page Numbers > Continue from Previous Section**
 - b. Word for Mac 2011: **Insert > Page Numbers > Format > Continue from Previous Section**

These steps can also be used to create bi-fold (11X17) landscape pages. Legal size pages (8.5X14) are not permitted.

IMPORTANT NOTE FOR MAC USERS

When converting to PDF, Word for Mac splits the document into separate PDF files at each section break. You can use Adobe Acrobat Pro or Apple Preview to rejoin the PDFs into a single document.

Appendix A: Appendix Formatting

Appendices may be used for supplemental information that does not form part of the main research. If used, appendices must appear at the end of the document. Appendices should be lettered; if there is only one appendix in the thesis, the letter can be omitted.

Appendix text should be formatted using the same styles as chapter text. Tables and figures in appendices should not appear in the List of Tables or List of Figures. Do not use the Insert>Caption tool to number appendix figures and tables; instead, enter the number manually.

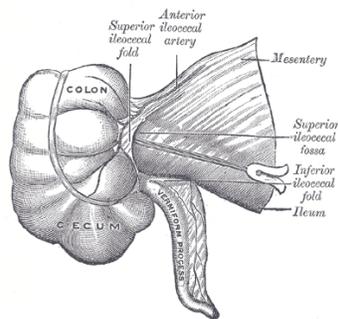


Figure A1. Superior ileocecal fossa

Source: Gray, 1918. Retrieved from <http://www.bartleby.com/107/illus1043.html>

Numbering should include the letter of the appendix, as shown in the examples above and below. For a single appendix without a letter, use the letter A for appendix.

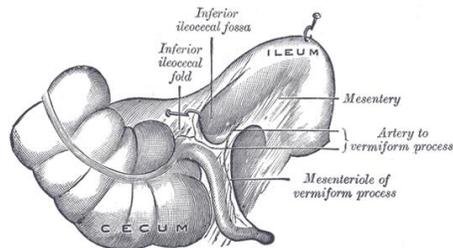


Figure A2. Inferior ileocecal fossa

Source: Gray, 1918. Retrieved from <http://www.bartleby.com/107/illus1044.html>

Appendix B: Image File Information

Images should be sized to an equivalent print resolution of 300 pixels per inch/dots per inch.

- For example, an image 6 inches wide should be 1800 pixels wide to produce an equivalent resolution of 300 ppi.
- 6 inches X 300ppi = 1800px.

For best results, insert images as flattened .png, .tif, or high quality .jpg files. The University does not prescribe any specific file format.

DO NOT use SmartArt or other Word tools to compose images.

To ensure ease of use with the Word template, we recommend creating complex graphics in an external application (Illustrator, Photoshop, PowerPoint, etc.) and inserting a single, flattened image file into the thesis.

Appendix C: Making Your Thesis an Accessible Document

It is estimated that up to 4% of the population relies on some sort of Assistive Technology to access electronic documents and Web pages. Assistive Technology includes; Screen Reading software, Refreshable Braille displays, and Screen Magnifiers.

Because many files are often viewed electronically, governments and industries around the world are implementing policies that require electronic and information technology to be accessible to people with disabilities. For example, the amended Section 508 of the United States Rehabilitation Act of 1973 requires Federal agencies to make all of their electronic and information technology accessible. – CA Department of Rehabilitation

TIP: It is highly recommended to make documents accessible AS THEY ARE CREATED; it is easier than making adjustments later on.

STEPS TO MAKE FILES ACCESSIBLE

1. Use Styles to Add Appropriate Font Style, Size and Color
2. Add Alternative Texts and Captions
3. Specify Column Header Rows in Tables
4. Use Meaningful Hyperlink Text
5. Set Document Properties
6. Check Accessibility (Word, Excel, and PowerPoint)
7. Save Office 2016 Files as a Tagged PDF

Please see Creating Accessible Documents handout for directions on how to set up your document for accessibility ahead of time.