My fellow HSU Wildlife graduate students,

Thesis formatting is perhaps one of the more arduous and frustrating parts of the writing process. Just when you thought you could see light at the end of the tunnel, it turns out to be a freight train heading at you. This freight train comes in the form of antiquated formatting guidelines that were designed in the days of typewriters, not Microsoft Word. I recommend taking some theses out of the library for comparison. Additionally, here are some tips that may help you with the process and may save you time in the long-run.

First, many graduate students before me used a method I call "strategic separation". This entails using a separate Word document for each section of your thesis. I also used this method for my thesis. I found that it was easier to change one section at a time without messing up the formatting and page numbers on subsequent pages. However, a recent graduate told me that the newer version of Word (2007) on the lab computers allowed changes to be made to a longer document without as much hassle as the older versions (I have 2004 Word). Consider your software package when making this decision. Here are the most important things to know:

Margins

The margins must be:
Top – 1.3"
Bottom – 1.3"
Left – 1.5"
Right – 1"
This would be easy, except the page numbers also have to be 1" from the edge as well.
To accomplish this go to:
File > Page Setup > Margins (same as above)
Click on the Layout tab:
Set both the Header and Footer at 1"
It's best to click on "Apply to Whole Document" for on both these tabs. This is because you have section breaks (and page breaks after figures) which separates formatting for each page.

Page Numbers

The most irritating part of HSU's format style is the page numbers. These are annoying because each new thesis section requires the page number on the bottom center of the page, but each subsequent page in that section has the number in the top right. Also, any

landscape (horizontal) tables require a custom page number installation. Here's what to do for page numbers:

At the end of each page set a continuous page break (not a regular page break). This allows you to adjust each page number individually, or independent of previous page numbers. To do this put the cursor after the last word of the page,

go to Insert > Break > Continuous

You can view the page breaks by clicking on the "paragraph" symbol, which allows you to see all the formatting things on the page. This is important because when you get a draft back from your committee and have to make changes, you'll have to delete old page breaks and make new ones if you add or remove text.

Now, go to View > Header and Footer (this will display the Header and Footer stuff in a gray outline)

The most important thing here is to unclick "Same as Previous" on the Header and Footer toolbar that pops up. Do this before typing in numbers. This allows you to change a page number without changing all subsequent numbers. This is particularly important for the Footer, which only has a number at the beginning of the section.

Page Numbers – Landscape Table/Figure

I would recommend not having a large landscape table in your thesis, if possible. If you must (I did), you need to have no Header and Footer page numbers on this page. Instead you must manually insert a text box into the bottom right (which will print as the top right) portion of the page. Then you must rotate it 90 degrees clockwise. It is nearly impossible to line up this box perfectly on the screen. I found that you have to print it out and hold it up to a light, with a regular page behind it, and then figure out how far up/down/left/right to move it so it matches the other page numbers. Word does not allow you to move text boxes smoothly; instead it will move one "jump" at a time. This means it can never be lined up perfectly, you just have to get it as close as possible.

Good luck fellow students! I strongly suggest you converse and help each other with this process. Also, I hope that future students help to update this document as software updates and/or changes to formatting occurs in the future.

Scott Demers