

A Useful Companion to the UW
Graduate School Style and Policy
Manual for Theses and
Dissertations
OR
Make Friends with Mr. End Note.

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So now you're writing your thesis. Here is some stuff which might help you in your exhilarating quest for an advanced degree.

Then again, you might throw this hand-out down in disgust and say to yourself, "Self, I learned all this formatting jazz way back in the early days of television. I know how to create custom styles! I never use paragraph marks to make space between paragraphs! I am on the Olympic File-Back-Up TEAM!!!!" If this is you, hurray. Calm down, pat yourself on the back. You probably won't have your footnotes inexplicably squirt onto the next page, far, far, from their referents, or have your headers intrude into the body of your paper, or lose your entire life's work because you didn't bother to back up that 5-year-old Zip disk.

Go on, go do something else. But if you skipped right over that plebeian Format/Paragraph/Space Between command, or if you are stunned by the rumor that you can copy custom styles from document to document, read on.

And now, a message from the Office of the Obvious:

Back up your Files

To most of you, this is not fresh news. Diversify your media; print out your chapter drafts, especially if you are switching computers a lot. Copy your files onto your server account if your primary storage is portable memory or hard drive. It's hard for me to judge just how often you need to do a total backup; if you have no resident computer, and only work from removable storage, copy your file(s) to your server account with every work session. That way if you fall off your skateboard and smash your flash drive to smithereens, you're covered. If you work from a stable, private computer, perhaps you should do a print-out and "other media" backup every chapter.

And here I would like to say a word about file names: Simplify. I sat with a client once who was having trouble with his footnotes. He had the file on portable memory, but his naming system was so arcane he had to look at all fifteen files before he found the correct one. Naming files "ch1v1, ch1v2, ch1v3" seems logical, except that one brilliant bit of analysis you made back in an earlier version--which was that again? It might be simpler to keep only two versions electronically, and keep paper copies of the more minute revisions. And also, keep a file which only contains your tables and illustrations and graphs. Or several, if your paper has a lot of photos/complex charts. That way, if you accidentally delete a graphic in your working chapter, you can always snag it from the graphics-only file. If your paper is very long (over 300 pages) or graphics-intensive (an illustration, chart or photo every other page) split it up into different files. It's a bit of a job to do page number continuity when you're ready to print out the final copy, but it's a much larger job to recreate your deathless prose if your gigantic file blows up.

Why you should turn your Blessed non-printing symbols on.

Hey, here's a space! And here's another! And yet again, a space!

Looking at the three spaces above, can you tell which one is an indent, which one is a tab, and which one is me hitting the space bar a bunch of times? Nope, you can't. And that's why you should have your non-printing symbols turned on while you are formatting. I have mine turned on all the time, but I have heard that it is very distracting for some people while they are composing. If you have your non-printing symbols turned on, you can see that the jagged-edged two-column comparison you made five drafts ago was created with multiple tabs. You correct that in a different manner than if you had created it with table cells or the side-by-side column option. And when you are taking out empty paragraphs, you need to be able to see them.

TO TURN ON YOUR NON-PRINTING SYMBOLS IN MICROSOFT WORD:

- * Go to the toolbar and click on the button with the paragraph mark, which looks like this: ¶
It is called Show/Hide.
Alternatively:
- * Go to Word/Preferences/View
- * In the Nonprinting Characters section, click on the box called “All.”

Space Between vs. Empty Paragraph

This is a big concept: The paragraph mark contains all the formatting for the paragraph which is in front of it. When you finish a paragraph and hit the return key, you are copying all of that information into a new paragraph. If you don't write anything in that paragraph, the information is unused, but there nonetheless.

One of the reasons footnotes in Microsoft Word go astray is all the empty paragraphs people use when composing. Use Space Before/After to make space between your paragraphs. Delete those empty paragraphs, and go to:

- ¶ Format/Paragraph/Indents and Spacing tab.
- ¶ Then in the Spacing: box, set the width of the space which will separate your paragraph from the one previous to it. (Or Space After, if you prefer. I use Space Before because I have a button on my toolbar which adds/subtracts space before the paragraph.) Six points is acceptable to the Graduate School Thesis Adviser, since your main text is one-and-a-half-spaced or double-spaced.
- ¶ Click on OK.

Now, every subsequent paragraph will have six points of space either in front of or behind it. And you can incorporate this new way to separate paragraphs into your custom styles, as well.

And while I'm at it, block style vs. indented style.

Nothing in the “Style and Policy Manual for Theses and Dissertations” says you must indent every paragraph in the text part of your paper. Block style is more aesthetically pleasing, is less fatiguing to read, and is much easier to write. Be sure and leave a little bit of white space between each paragraph. I usually have Space Before set to 24 points if my text is double-spaced, twelve-point type. If you've already indented, don't worry! There's no need to take them out.

Margins

You probably already know this, but:

TO CHANGE MARGINS IN MICROSOFT WORD

- * Go to File/Page Setup/Margins
- * Set left margin to 1.5 inches
- * Set top margin to 1.5 inches
- * Set right and bottom margins to 1 inch.
- * In the layout tab, in the Headers & Footers section, set the header to 1 inch from the edge.

In the “Style and Policy Manual for Theses and Dissertations” you are instructed to set the left margin to 1.5 inches and all others to 1 inch. I advise you to err on the side of caution and start your text an inch and a half down. This gives your page numbers plenty of room.

Styles

A style is a collection of instructions, stored in a paragraph mark, (and/or a style catalog) which delineates how your paragraph is arranged on the page, and what font specifications you have chosen. Every time you hit the enter (or return) key when you are typing text, you are copying the just-written paragraph's instructions into a new, blank paragraph.

In almost all word processing programs, there is a little box in a toolbar which displays the style of the paragraph your cursor is in. It may say "body text" or "footnote" or "page number." In MS Word, you can't modify or delete these standard styles (which seems pretty high-handed to me), but you can make new ones. Once you have created a custom style, you can apply it to other text in that file, export that custom style to other documents, and best of all, if you need to re-format the style, every paragraph tagged with that style will change! Automagically!

HOW TO CREATE A CUSTOM STYLE IN MICROSOFT WORD

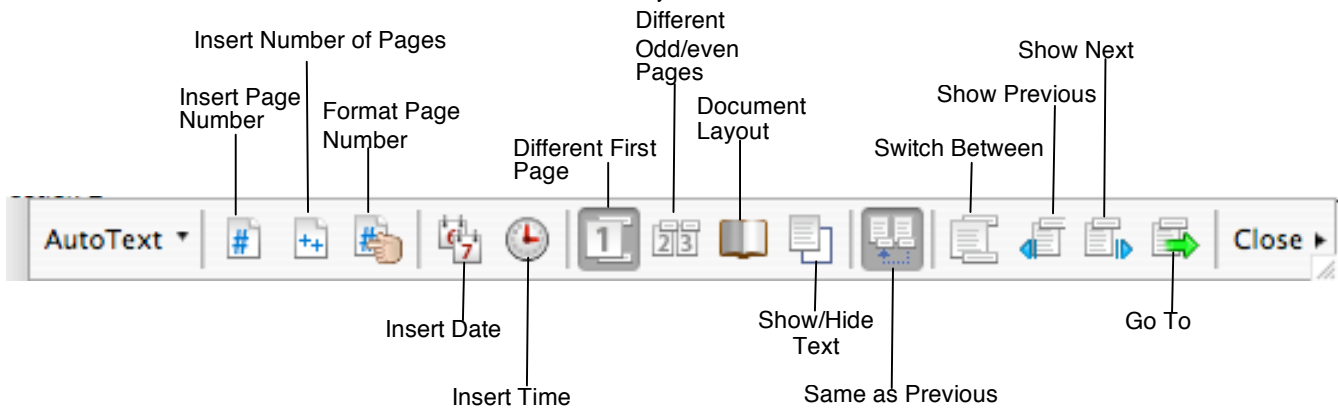
- ✿ Format the chosen text with the font and paragraph choices. Here's a style for an extended quote:
Font: Times New Roman, 12 pt Paragraph: flush left, Normal + Indent: Left 0.63 Right 0.63, Space before 6 pt after 6pt.
- ✿ Now highlight the entire paragraph (including the very important paragraph mark) and go to Format/Styles & Formatting/New Style.
- ✿ In the "Name:" box, give your new style a descriptive name. If you are making a bunch of styles that you want to use a lot, give them names like "1-hanging bullet" and "2-space before." These styles will appear at the top of the style list, and you don't have to wade through a bunch of undelete-able, useless standard styles to get to the good stuff.
- ✿ Click on OK, then Apply in the Style dialog box, and you're done.

HOW TO MOVE CUSTOM STYLES TO A NEW DOCUMENT

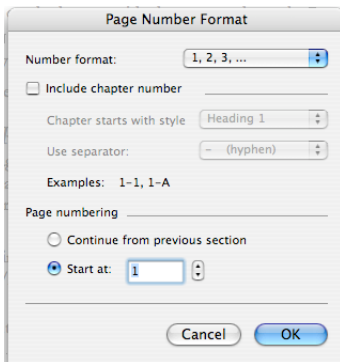
- ☞ Go to Tools/Templates & Add-Ins/Organizer.
- ☞ Your current document's styles should be displayed in the left-hand box. In the right-hand box, the "styles available in:" should be the Normal (global template).
- ☞ Click on the right-hand Close File button. It should change to an Open File button.
- ☞ Click on this button, and an "Open" dialog box should appear.
- ☞ In the "Files of Type" box, choose "All Word Documents."
- ☞ Now find the file from which you wish to copy styles.
- ☞ Click the Open button.
- ☞ Now you're back to the Organizer dialog box. Highlight the styles you want to copy and click on the Copy button.
- ☞ When you've copied all the styles, click on the Close button.
- ☞ Now would be a good time to save this file.

Headers and footers

A header is bit of text which runs from page to page, varying only by section. Sections wall off chunks of your file so you can format them discretely. Use Insert/Break/Section break/Next page to format your three sets of page numbers. A lot of people use the Insert/Page Number command, which is efficient if you never have to adjust it again. Since nine times out of ten you will have to adjust it, you may as well use the View/Header and Footer command. This will take you to the Header and Footer toolbar.



And now is the time when I tell you about the inexplicable and evil “Same as Previous” function. “Same as Previous” means “this section that you are formatting now is going to be the same as the section just before it,” and is the default for headers and footers in MS Word. This means that after you have gone to the trouble of walling off pieces of your document so that you can assign different headers and footers, Word has pre-decided that you must want the SAME headers and footers across ALL sections. Which you do not. If you had boatloads of sections and no page number changes, this would be ok, but in the case of the UW publishing rules, it is a big mess. This is why I format the page numbers from the last section to the first section, rather than first to last. Then I can click off the “Same as Previous” button right away, before I even place my page number. That way, I am not affecting the other sections.



Click on the “Insert Page Number” button. Use the Align Right or Align Center buttons on the formatting toolbar to move the page number. Click on the “Format Page Number” button. You’ll see a dialog box where to change the page number from Arabic to Roman, Chapter numbering (you won’t need this option) and Page Numbering.

In the Start At: box, type the number you want this file to use as the first page number. Click on OK, and go back to the Header and Footer toolbar. Click on Show Next to page through your sections and ensure that all sections are numbered consecutively. If you have separated your paper into different files, use the Start At: box to number your files. Your second file (mysecondthesisfile.doc) might end on page 260, so your third file (mythirdthesisfile.doc) should start at page 261.

To put a page number in the footer, go to the footer and click to place your small Roman number. You might like to use the “Switch Between” button on the toolbar for this. It toggles between the header and footer.

Before you close, make sure you don’t have extra paragraph marks in any of your header or footer sections. This could make your page numbering inconsistent.

Aaaand don’t forget to save the file(s).

Use the hanging indent! For Goodness' sake, use the hanging indent!

When making a numbered list, you usually hang the number. That means the number is up against the margin. The first line of text begins a few spaces in from the margin. Every subsequent line starts several spaces in from the margin also. This creates a tidy block of text and leaves the number hanging by itself. Again, probably you know this. But you might not know that it's good form to hang punctuation on an extended quote, as in:

"The newspaper industry is in trouble. The decline can be traced back to 1960, when The Reporter Dispatch in Westchester County, N.Y., made the suicidal mistake of letting me deliver it. I was terrible at this job. I was always late, and I could not get the hang of folding the papers, so when I flung them onto people's doorsteps, they looked like origami projects that had been regurgitated by wolves."

Notice the beginning quotation mark stands (visually) alone. You can do this by moving the bottom half of the left indent on the ruler over a few spaces. Then make it into a style, if you have many extended quotes.

Another place to employ a hanging indent is in your footnotes or endnotes.

58. A fundamental belief held by Americans is that if you are on land, you cannot be killed by a fish. This belief has been reinforced by the Steven Spielberg movies "Jaws," "Jaws II," "Jaws Goes to Porky's" and "Saving Private Ryan From Jaws," in which the only characters to die were the ones stupid enough to venture into the Atlantic Ocean, where even ankle-deep water often conceals predators the size of Winnebagos.

Again, make this a custom style, and you will only have to format it once. When you type a bullet or a number for a hanging indent, separate it from the item by a tab, not two spaces. A tab will always line up. Spaces used to make a hanging indent will NOT line up, unless you're using the Courier font. Courier is a mono-spaced font, and almost all other fonts are proportionally spaced. That means that the spaces between letters are different sizes. Just make the tab and the hanging indent line up on the ruler and your first line will always match your succeeding lines.

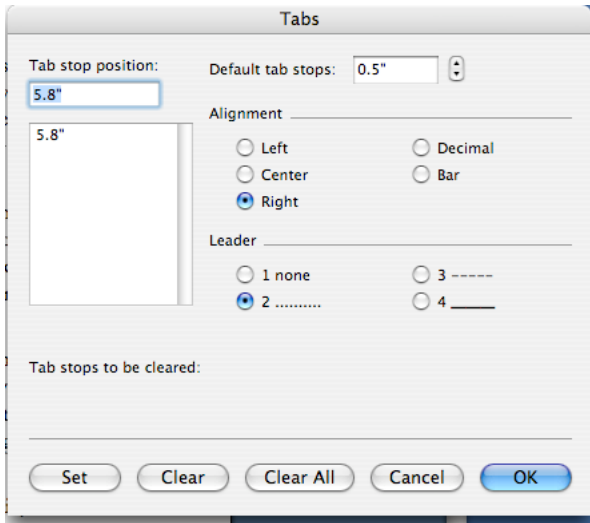
Tables of Content and the People Who Love Them

A lot of my really panicky questions come from people who have used Word's "automatic" table of contents process and it hasn't worked for them, in that scary my-deadline-is-noon-and-it's-ten-am-now-what-do-I-do?! way. If your table of contents is a page or two, and your list of figures is less than a dozen entries long, it might be easier to write them by hand.

Another very common question is, "Why don't my page numbers line up at the right side?" This is often because the user has typed the table of contents by hand (good!) but has typed the period key over and over to get that dotted line which runs between the entry and the page number (uh, not so good.) See the paragraph about hanging indents and tabs, above. When the spaces between letters are different sizes, you won't be able to line up the page numbers.

I hesitate to mention it because it's so very elementary, but I would put off final formatting of the table of contents until you are really truly done writing. It's great to have a rough outline with page numbers, especially if your paper is long and complex, but formatting all the headings and subheadings and pinning down the page numbers is really simple if you do it when you're completely finished with the composing and revising.

To write your table of contents by hand, type an entry, hit the tab key ONCE, type the page number, hit the return key. Type the next entry, tab, page number, lather, rinse, repeat, until you have them all written out. Now, highlight your entries. Go to the ruler, and click somewhere around 5.5 or 6 inches. If that's not close enough to the edge of the paper, grab the tab (on the ruler; it looks like an arrow with a right angle) and drag it to the right. With the whole table of contents highlighted, go to Format/Tabs.



If there are multiple tabs, clear them all except the one which is 5.8, or whatever the largest one is, that's the one you made yourself. Highlight it. You also want a right-aligned tab, most of the time. Sometimes a right-aligned tab won't line up, because of other formatting issues, but usually it will.

In the "Leader" box, choose the dotted line (Choice # 2). Click ok. A tab leader is a tab which is a dotted or broken line, rather than a blank space. Use a tab leader when formatting your table of contents.

Don't worry that the word "Page" doesn't line up with itself. Your page numbers will probably be in the single, double and triple digits, and the right-aligned tab adjusts to fit the space. The important place to have a clean edge is at the right and left margins. A sample entry:

Chapter 5: The Emotional Significance of Imaginary Beings Page 90

If you have a really long entry, which wraps unpleasingly:

Chapter 1: In Which We Discover That Children Have Really Great Imaginations, Who Knew? Page 7

it might be nice to hang the entry under itself, and break the line in a prettier way. Use a line break rather than a paragraph mark to keep the formatting consistent. Hold down the shift key and then hit the return key to make a line break. Your entry looks like this if the line is broken right after "children"

Chapter 1: In Which We Discover That Children Have Really Great Imaginations, Who Knew? Page 7

Now, to hang the entry under itself and leave the Chapter title by itself, pull the bottom half of the left indent over until "Have" lines up under "In."

Chapter 1: In Which We Discover That Children Have Really Great Imaginations, Who Knew? Page 7

If you have subheadings, I suggest indenting them instead of typing a tab. Then you don't have to format each individual tab, because there's only one per line. And of course you have figured out that you can make each heading and subheading a custom style.

Chapter 5: The Emotional Significance of Imaginary Beings Page 90
My Little Friend is Seven Feet Tall and Bright Green: Protectors Page 112

Just because, I will again mention: Now would be a good time to save your file.

Diacritical marks, symbols and special characters

To insert umlauts, accent marks, tildes, upside-down question marks, use the table below.

INSERT AN INTERNATIONAL CHARACTER BY USING A SHORTCUT KEY

To Produce	Press
à è ì ò ù À Á Â Ó Ú	Control + ` (accent grave) followed by the letter
á é í ó ú Â Ê Ë Ì Ò	Control + ' (apostrophe) followed by the letter
â ê î ô û , , % È Ì Ò	Control + ^ (circumflex) followed by the letter
ã ñ õ Ã Ñ Õ	Control + ~ (tilde) followed by the letter
ä ë ï ö ü ÿ Ä Ê Í Ö Ü Ÿ	Control + : (colon) followed by the letter
å Å	Control + a or A
ç Ç	Control + c or C
ı ğ	Control + !, Control + ?
ß	Control + s
ø Ø	Control + o or O (that's the letter o, not a zero)

To insert special characters like em dashes, trademark symbols, ellipses; go to the Insert/Symbols/Special Characters tab. Highlight the character, then click on the insert button. If you've inserted it in the wrong place, worry not! Once it's in your document, you can copy and paste it just like any other character.

To insert a symbol (like a Greek letter), Go to Insert/Symbol/Symbols tab, and choose the Symbol font. (or whichever font contains the characters you need) Highlight the character, click on Insert, click on Close. If you want to insert certain characters over and over again, you can assign them shortcut keys by clicking on the "Shortcut keys..." button.

Objects (inserting vs. cutting and pasting)

You can cut and paste graphics and text into your primary file. This often works. When it doesn't, try the Insert menu. You can insert a picture (usually a pict, jpeg, gif or other graphics file) an object (an Excel chart, an SPSS graph) or a file.

HOW TO INSERT AN OBJECT, AND LINK TO IT, TOO.

- ◆ Put the insertion point where you want to insert the object
- ◆ Go to Insert/Object
- ◆ Click on the "from File" tab
- ◆ In the Insert as Object box, search for the file your object is in
- ◆ Select the file and click on the "Link to File" box
- ◆ Click on Insert.

When an object is linked, you can edit it in the source file, then update it in the Word file. This seems like more work than editing it in Word, but your object will have a smoother appearance, and you will be far less frustrated, if you update in this manner.

Importing other documents

If you have to bring a big text file into Word, it may be less trouble to convert the file into a readable-by-Word file, and just open it in Word. Then you can use Insert/File to bring it into your main Word document. Be sure to apply your custom styles to the inserted text, where appropriate.

Make friends with Mr. End Note!

In the “Style and Policy Manual for Theses and Dissertations” you are given the choice of citing and referencing by footnote, chapter note or end note. You are cautioned that end notes cannot be substituted for a bibliography or list of references, but that’s it. So unless you have a compelling reason for using footnotes, (if you are having your dissertation microfilmed for research, for instance), I strongly suggest you employ end notes. They are clean, stable and predictable. If you have footnotes or chapter notes and wish to convert them to end notes, the process is simple.

CONVERTING FOOTNOTES TO END NOTES

- * Go to Insert/Footnote
- * Click on Options
- * Click on the All End Notes tab
- * Make sure the placement, number format, and numbering options are correct
- * Click on the convert button
- * Reaffirm that you want to convert footnotes to end notes.

FOOTNOTE/END NOTE SEPARATOR; HOW TO GET RID OF IT.

There’s a black line that Word uses to delineate footnotes from the body of your paper. If you want to change or get rid of this line, do this:

- * Go to Normal View
- * Go to View/Footnotes
- * You will see, in your document, a note pane
- * Choose “Footnote Separator” from the drop-down menu, and you’ll see the separator in the pane below the menu. You can delete or change the line from here.

Further Helpfulness

I like two reference books; Using Microsoft Word (ISBN 0-7897-3608-X) and Microsoft Office Word Inside Out (ISBN 978-0735623309).

The maleKtips site has bunches of Word tips, all arranged in a pretty random manner, but not hard to search. http://malektips.com/microsoft_word_help_and_tips.html

Shauna Kelly has a great Web site with extreeemely basic concepts explained concisely, as well as more advanced topics and troubleshooting ideas.
<http://www.shaunakelly.com/word/>

Woody’s Office Portal (<http://wopr.com/>) is also a useful site. I especially love the Lounge, where you can browse posts by experts and ask questions about knotty Word problems. If you want to ask questions, you must register a user name and password, but if you want to look at posts in the Lounge, go to <http://wopr.com/cgi-bin/w3t/wwwthreads.pl>

You can E-mail me at ascocarp@u.washington.edu, or call 206-543-8110. I’m in 143 Savery, Monday through Friday, 8:00AM to NOON. Best of luck in your Academic Adventure TM !!!