ETDR Handbook

A guide to formatting and submitting Electronic Theses, Dissertations, and Reports
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Introduction

For most graduate students, their completed thesis, dissertation, or report represents months or years of study, research, and just plain hard work. The purpose of this handbook is to:

- Acquaint you with the Graduate School requirements for formatting and submitting your electronic thesis, dissertation, or report (ETDR)
- Provide information on using Microsoft Word and LaTeX to write your ETDR

Templates for Word and LaTeX are available and will make writing and formatting your ETDR much easier. Over 85% of students use one of the templates, and they tell us the templates save them hours of time.

This handbook contains many links to specific information found on the ETDR website, which includes an overview of ETDR formatting requirements; text and video instructions for using Word; and a complete submission checklist. While this handbook is a good starting point, the ETDR website will provide more in-depth and current information.

Individual assistance with Word, LaTeX, and any aspect of formatting your ETDR is available through the IT Help Desk. Contact us at 785-532-7722 or helpdesk@ksu.edu or submit an ETDR Request Form.

Previously published ETDRs in K-REx

Sometimes it helps to look at ETDRs submitted by other students in order to get ideas on how to format your paper. The full text of all ETDRs submitted since 2007 is available in the K-State Research Exchange (K-REx).

By using the Advance Search feature in K-REx, you can locate ETDRs submitted by students in your department or who had the same major professor. Follow these steps:

1. Go to the Advanced Search page in K-REx.
2. Under Search scope, select Electronic Theses, Dissertations, and Reports.
3. Under Search type, select Department. In the corresponding Search for input box, enter the name of your department.
4. To limit the search to a particular major professor, in the next Search type box, select Major professor. In the corresponding Search for input box, enter the last name of the professor.
5. Click Go.
In order to facilitate writing your ETDR, the Graduate School has established a set of formatting guidelines. These guidelines help to ensure a professional appearance for your ETDR and provide a structure that will guide your writing.

Within these requirements, you have a lot of flexibility in making choices that impact the presentation of your content. Your choices include font styles, line spacing, text justification, width of the left margin, page size, the location of captions for tables and figures (images), citation style, optional pages, using landscape orientation for large tables or figures, and more.

Consistency of format is essential and a key element of a professional-looking document.

File format

You can use any word processing or desktop publishing software to create your ETDR. For example, Microsoft Word is used by the vast majority of students to write their ETDRs. LaTeX is used by some students in economics, physics, math, statistics, and engineering. Students in the College of Architecture, Planning, and Design frequently use InDesign to create their ETDRs.

The final version you submit to the Graduate School must be in PDF format. The Graduate School does not accept paper copies, but some departments may ask you to provide a paper copy. The paper copy does not substitute for the PDF copy you must submit to the Graduate School.

Font

Standard 12- or 10-point size is preferred, but non-standard fonts and sizes may be used if they are legible and acceptable to your committee. It is highly recommended to use a standard 12-point font such as Times New Roman, Arial, or Calibri. Since your ETDR will be available to others to download or read online, it is important to use a common font that will display well on all computer platforms.

Line spacing

Either double spacing or 1.5 spacing is acceptable to the Graduate School. Check with your major professor to see if they or your department have a specific requirement.

Margins

Your ETDR must have at least a one-inch margin on all sides. The left margin may be set to 1.5” to facilitate binding.

Figures and tables
Nearly all ETDRs contain figures (illustrations, maps, diagrams, photographs, etc.) and/or data tables. These elements can be placed within the text of your ETDR, at the end of the corresponding chapter, or at the end of your document.

Check with your major professor for guidance on how to arrange figures and tables within your ETDR. Whichever method you use, it should be consistent throughout your entire document.

**Captions for Figure and tables**

Each figure and table must have a caption that consists of a label (Figure, Table), a number, and a brief title or description (caption). Here’s an example of a caption:

<table>
<thead>
<tr>
<th>Label</th>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
</table>

**Figure 1. Hale Library**

The Graduate School does not have specific requirements in terms of the caption location, style, numbering, and so forth. It is up to you whether your captions:

- Appear above or below figures or tables
- Include the chapter number (Figure 1.1, Figure 1.2, etc.) or are numbered consecutively throughout your entire paper (Figure 1, Figure 2, etc.)
- Are left-justified, centered, or spaced to match the figure or table

Some departments do have such requirements, so check with your major professor.

Word has a built-in feature for inserting captions, and the ETDR Word template is configured to use your captions to automatically create your List of Figures and List of Tables. See the section on the ETDR Word template for details.
Citation style

The Graduate School does not require a specific formatting or citation style, such as American Psychological Association (APA), Modern Language Association (MLA), Chicago, Turabian, etc. However, many departments have specific requirements, so check with your major professor to see which style you should use.

Required/Optional pages

Prior to the first chapter of your ETDR, there are a number of required pages that must be present in your ETDR. In addition, there are some optional pages you may wish to include. Table 1 gives an overview of the required and optional pages listed in the order in which they should appear. Examples of preliminary pages are shown in the Appendix – Preliminary pages.

Table 1. Required/Optional Pages

<table>
<thead>
<tr>
<th>Page</th>
<th>Required/Optional</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract title page</td>
<td>Required only for doctoral dissertations</td>
<td>This page has strict format requirements. Follow the example in the Appendix – Preliminary pages.</td>
</tr>
<tr>
<td>Abstract</td>
<td>Required only for doctoral dissertations</td>
<td></td>
</tr>
<tr>
<td>Title page</td>
<td>Required for all ETDRs</td>
<td>This page has strict format requirements. Follow the example in the Appendix – Preliminary pages.</td>
</tr>
<tr>
<td>Copyright page</td>
<td>Optional</td>
<td>Even though this page is optional, you are strongly encouraged to include it.</td>
</tr>
<tr>
<td>Abstract</td>
<td>Required for all ETDRs</td>
<td>Doctoral students: This abstract should be identical to your first abstract.</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Required for all ETDRs</td>
<td></td>
</tr>
<tr>
<td>List of Figures</td>
<td>Required if you have figures in your ETDR</td>
<td></td>
</tr>
<tr>
<td>List of Tables</td>
<td>Required if you have tables in your ETDR</td>
<td></td>
</tr>
<tr>
<td>Other lists</td>
<td>As required by your major professor</td>
<td>Your professor may want you to add lists for other elements such as equations, symbols, abbreviations, etc.</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Dedication</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Preface</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Chapters</td>
<td>Usually required</td>
<td>In most cases, your ETDR will be divided into chapters. Check with your major professor.</td>
</tr>
<tr>
<td>Appendices</td>
<td>Optional</td>
<td>Check with your major professor.</td>
</tr>
</tbody>
</table>
The ETDR Word and LaTeX templates include the required and optional preliminary pages. Using the template is the easiest way to ensure all pages are in the correct order and format.

**Chapters**

ETDRs are typically divided into chapters, and each chapter is numbered and given a title. For example: Chapter 1 – Introduction, Chapter 2 – Literature Review, Chapter 3 – Methods, etc. Your department and major professor may have specific requirements on the number of chapters, chapter titles, and whether you need to have chapters at all. Check with your major professor before you begin your writing to make sure you understand how your ETDR should be structured in terms of chapters. Each chapter must begin on a new page.

**References/Bibliography/Footnotes**

Your ETDR must include a section for your list of references or bibliography. It should be listed in your Table of Contents as “References” or “Bibliography”. This section can appear at the end of your ETDR, or references for a particular chapter can be placed at the end of the chapter. Footnote references can appear at the bottom of the corresponding page, at the end of the chapter, or in a separate section at the end of your document.

**Appendices**

Data, questionnaires, and other content that is supplemental to your ETDR may be placed in appendices. Each appendix must be labeled and given an alphabetical designation and a title, for example: Appendix A – Survey Questionnaire, Appendix B – IRB Permission Form, etc.

**Page numbering**

One of the most difficult formatting issues is the page numbering required by the Graduate School.

**Table 2. ETDR page numbering**

<table>
<thead>
<tr>
<th>ETDR Section</th>
<th>Page Number Displayed</th>
<th>Page Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary pages (all pages before the Table of Contents)</td>
<td>None. These pages are counted, but a page number is not displayed.</td>
<td>Begins with the first page in your document</td>
</tr>
<tr>
<td>From the first page of the Table of Contents up to but not including the first page of Chapter 1</td>
<td>Lowercase Roman numerals (i, ii, iii, etc.)</td>
<td>Continues from Preliminary pages</td>
</tr>
<tr>
<td>From the first page of Chapter 1 to the end of the document</td>
<td>Arabic numbers (1, 2, 3, etc.)</td>
<td>Begins with &quot;1&quot; on first page of Chapter 1</td>
</tr>
</tbody>
</table>
The ETDR Word template is configured to use this page-numbering scheme and depends on having section breaks just before the Table of Contents and just before Chapter 1. Be careful not to inadvertently delete these section breaks as you edit your ETDR.

For details on how to correct page-numbering problems, go to the Using Word section of the ETDR website, select your Word version, then click the “Page numbers” entry.

Supplemental files

You have the option to include other files along with the PDF file of the text of your ETDR. These supplemental files can be of any type of file – data, audio, video, etc. – but should follow the format guidelines below.

Table 3. Recommended formats for supplemental files

<table>
<thead>
<tr>
<th>Type of file</th>
<th>Recommended file format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>.pdf</td>
</tr>
<tr>
<td>Numeric data</td>
<td>.csv</td>
</tr>
<tr>
<td>Audio</td>
<td>.mp3</td>
</tr>
<tr>
<td>Video</td>
<td>.mp4</td>
</tr>
</tbody>
</table>

For video files especially, it is important to limit the file size to no more than 300 megabytes (300MB). Although K-REx can accommodate any size of file, uploading a very large file can take a long time and cause the session to timeout.

If your video file is more than 300MB, ask for assistance at the Media Development Center, 213 Hale Library. Staff at the MDC can help resize your video, convert it to .mp4, and if necessary, split your file into multiple parts for easier uploading.

For archival purposes, it is best to submit any supplemental files to K-REx as separate files rather than embedding them within your PDF document.
ETDR Word template

The template is a sample Word document that contains the formatting required by the Graduate School. In addition, the template uses features in Word that make writing your ETDR much easier. The best advice we can give you for writing your ETDR can be summed up in these recommendations:

1. Use the template from the earliest stages of your writing, even when writing your proposal.

2. Do all your writing in the template. Don’t write each chapter in a separate file.

Supported word processing programs

The template has been tested with and is supported for all versions of Word for Windows and Word for Mac, from versions 2007 through 2016.

The template has not been tested with, nor is it supported for Word Starter, Write, Open Office, Apple’s Pages, WordPerfect, or other word processing programs. It may be possible to use the template with other programs, but assistance in using the ETDR Word template with programs other than Word for Windows and Word for Mac is not available through the IT Help Desk.

Download and save the template

The template can be downloaded from the Templates page on the ETDR website. There are two versions of the template: one for doctoral dissertations and one for masters’ theses and reports. The templates are identical except for the additional title page and abstract required for dissertations.

To begin using the template, simply download the file and save it to your computer. The template is a .docx file, compatible with all versions of Word back to 2007. If you are using Word versions 2000 through 2003, you will need to download and install the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats in order to use the template.

What’s in the template?

The template contains a mix of pre-formatted pages, sample text, and brief instructions. Below is an overview of each page or section in the template. See the Appendix – Preliminary pages for examples of preliminary pages.

Abstract title page: Doctoral dissertations only. Fill in the areas with your information. Don’t change any other text or spacing.

Abstract: Doctoral dissertations only. Enter your abstract here. It’s OK to copy/paste from another file.
Title page: Fill in the areas with your information. Don’t change any other text or spacing. If you have co-major professors, see the Title Page in the Appendix – Preliminary pages for an example of how to list both major professors.

Copyright: Optional, but it is highly recommended that you retain this page. Fill in your name and graduation year.

Abstract: Enter your abstract here. For doctoral students, this abstract should be identical to your first abstract page. It’s OK to copy/paste.

Table of Contents: Depending on how Word is configured on your computer, this page may appear with gray shading. The shading will not appear when you print your document or save it to PDF. The Table of Contents is configured as a “field” in Word. In essence, this means the Table of Contents will be created automatically, as long as you use the “styles” feature in Word. See the section on Styles for details. Don’t enter any text in the Table of Contents! Word will do this for you.

The text you see in the Table of Contents when you open the template is generated from the sample headings in the template. As you replace the sample headings in the template with your own headings, you will need to “update” the Table of Contents using these steps:

1. Right-click anywhere within the Table of Contents.
2. Click Update field.
3. If asked, click Update entire table.
4. Click OK.

List of Figures: Like the Table of Contents, the List of Figures will be created automatically from your figure captions. Update the page the same way you update the Table of Contents. Don’t enter any text on this page.

List of Tables: Like the Table of Contents, the List of Tables will be created automatically from your table captions. Update the page the same way you update the Table of Contents. Don’t enter any text on this page.

Acknowledgements: Optional. Enter your text on this page.

Dedication: Optional. Enter your text on this page.

Preface: Optional. Enter your text on this page. Note: Very few ETDRs have a Preface.

Chapters: The template contains 5 sample chapters. Consult with your major professor to determine how many chapters should be in your ETDR. Delete the sample text in the chapters when no longer needed. See the section How to work with styles in this guide for details on how to enter the content for your chapters and to create new chapters.

References/Bibliography: Your references can be placed here or at the end of each chapter.
Appendix: The template contains 2 sample appendices. Consult with your major professor to determine if your ETDR should have appendices.

Working with the template

The template is a good framework to begin writing your ETDR, but you may need to make some adjustments and customizations to best represent your work. Some departments require that students use APA style. Some departments want students to number subheadings in chapters. The template is not preconfigured with all these options, but the template is designed to be very easy to customize to meet the specific requirements of your department or major professor.

The key to making these adjustments and customizations is a feature in Word called “styles.” The template is built on and makes extensive use of styles, and it’s important to learn how to use styles in order to make effective use of the template.

Learning about and using styles is the single most important thing you can do to make formatting your ETDR faster and easier.
**Styles**

A “style” is a set of formatting characteristics that is applied to a portion of text. These characteristics can include any elements that define the appearance of text in your document: font, font size, font color, bold, underline, line spacing, indentation, centering, numbering, etc.

Styles can be given a name, saved, and used throughout a document. For example, the style named “Body Text” is applied to paragraphs in the template. The style “Heading 1” has a much different formatting and is used for each chapter heading.

With a long document like an ETDR, it’s essential to use styles to create a structured document. Styles also enable many time-saving features in Word, such as automatically creating the Table of Contents. Using styles consistently throughout your document will make formatting easy and give you the flexibility to adapt the template to specific requirements of your department or professor.

**How to work with styles**

To use the template effectively, it’s important to know how to perform these operations:

- Configure Word to display the Style Area and the Styles Pane. In Word for Mac, the Styles Pane is referred to as the Formatting Palette or Styles Toolbox.
- Know which style to use for specific sections in your ETDR
- How to apply a style
- How to modify a style

**Configure Word to Display the Style Area and Styles Pane**

Within Word, the Style Area (which displays at left when in Draft view) indicates the style applied to a specific portion of text. Notice these styles in Figure 2:

- Heading 1 style is applied to the chapter heading “Your Chapter Title”.
- Heading 2 style is applied to the first level subheading.
- Heading 3 style is applied to the second-level subheading.
- Body Text style is applied to text in all paragraphs.
The Styles Pane (which displays at right) shows a list of all styles available in the template, usually listed in alphabetical order. If the list is not in alphabetical order, click **Options** at the bottom of the Styles Pane. Under **Select how list is sorted**, select **Alphabetical**.

It is essential to see the Style Area and Styles Pane, but unfortunately, they are normally not visible in Word. Follow these steps to make them visible:

**To display the Style Area:**

1. Click the **File** tab.
2. Click **Options**.
3. Click **Advanced**.
4. Scroll to the **Display** section in the main content.
5. Set the **Style area pane width** to 1”. Click **OK**.
6. On the main menu bar, click the **View** tab.
7. In the **Views** section, click **Draft**.
To display the Styles Pane:

1. Click the **Home** tab.
2. In the **Styles** section, click this arrow ▶️ in the lower right corner.

Your view of the template should now look like Figure 2. The steps above apply only to Word 2010. The steps to display the Style Area and Styles Pane are different for other Word versions, especially so in Word for Mac. To see instructions for other Word versions, follow these steps:

1. Go to the **Using Word** page on the ETDR website.
2. Click your **Word version**.
3. Click **About Styles**.
4. Follow the steps outlined in *Table 1*.

**Styles for each section of the ETDR template**

The template is configured with different styles for different sections of the document, as shown in Table 4.

**Table 4. Styles used in the ETDR Word template**

<table>
<thead>
<tr>
<th>ETDR section</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract title and title page text</td>
<td>Title Page</td>
</tr>
<tr>
<td>Copyright heading</td>
<td>Page Heading</td>
</tr>
<tr>
<td>Abstract heading</td>
<td>Page Heading</td>
</tr>
<tr>
<td>Table of Contents heading</td>
<td>Page Heading</td>
</tr>
<tr>
<td>List of Figures heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>List of Tables heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>Acknowledgements heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>Dedication heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>Preface heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>Chapter headings</td>
<td>Heading 1</td>
</tr>
<tr>
<td>- 1st level subheadings</td>
<td>Heading 2</td>
</tr>
<tr>
<td>- 2nd level subheadings</td>
<td>Heading 3</td>
</tr>
<tr>
<td>- 3rd level subheadings</td>
<td>Heading 4</td>
</tr>
<tr>
<td>References/Bibliography heading</td>
<td>Page Heading TOC</td>
</tr>
<tr>
<td>ETDR section</td>
<td>Style</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>References/Bibliography entries</td>
<td>Bibliography</td>
</tr>
<tr>
<td>Appendix headings</td>
<td>Heading 6</td>
</tr>
<tr>
<td>- 1st level subheadings</td>
<td>Heading 7</td>
</tr>
<tr>
<td>- 2nd level subheadings</td>
<td>Heading 8</td>
</tr>
<tr>
<td>- 3rd level subheadings</td>
<td>Heading 9</td>
</tr>
<tr>
<td>Text (abstract, paragraphs in chapters, text in appendices)</td>
<td>Body Text</td>
</tr>
</tbody>
</table>

As you add content to the template, continue to use these styles. It is especially important to use Heading 1 for chapter headings, Heading 2 for first-level subheadings, and Heading 3 for second-level subheadings.

**How to apply a style**

As you work with your document, you may need to change the style assigned to a particular portion of text. Follow these steps:

1. Select the text. As a shortcut, click the style in the *Style Area* of the text you want to change. This selects all the text in that style.
2. In the *Styles Pane*, click the style you want to apply to the selected text.

For example, to change a subheading from Heading 2 to Heading 3, select the text in Heading 2, then click Heading 3 in the Styles Pane at the right.

**How to modify a style**

1. In the *Styles Pane*, point to the style you want to modify. A down arrow will appear. Pull down the arrow and click *Modify*.
2. A *Modify Style* dialog box will open.
3. Click the attribute you want to change.
4. To see more options, click *Format*, and then click the attribute — such as Font or Paragraph — you want to change.
5. Click *OK* after you've modified the attribute, and then repeat for any additional attributes you want to change.
Again, these steps apply to Word 2010 (and Word 2007), but are slightly different for Word for Mac. See the Styles page for Word for Mac 2008 and Word for Mac 2011 for specific instructions.

Video demonstrations of configuring Word to work with styles, applying, and modifying styles are available on the ETDR website. On the Using Word page, click your Word version. Under Styles, click the appropriate video link.

One of the benefits of using styles is that any changes you make are applied throughout the entire document. For example, if you modify Heading 2 style to include left justification, all subheadings in Heading 2 style will become left-justified.
Images (Figures)

Many students add images (photographs, charts, diagrams, figures, etc.) to their documents. While there are many types of images and many ways to include them in a Word document, follow these general guidelines.

- Insert rather than copy/paste. The exception is if you need to insert a chart generated in Excel. In this case, it’s OK to copy the chart in Excel and then paste it into Word.
- Resize your image as needed. There is no limit on the size of images, nor on page size or orientation in your ETDR. An image width of 650 pixels will allow about a one-inch margin left and right on an 8.5-by-11-inch page.
- Use images in .jpg or .png formats. Avoid using images in .tif format. TIF files are very large and will make your Word document slow to open and respond.
- Avoid “wrapping” text around images. This feature is very difficult to control in Word.

If you have questions about using images, contact the Media Development Center for assistance.

Tables and spreadsheets

Many students use tables to present data. Tables can be created directly in Word, or created in Excel as a spreadsheet and then inserted into Word. There are a number of ways to insert an Excel spreadsheet into Word. For detailed instructions, go to the Using Word page on the ETDR website, click your Word version, then click Tables and spreadsheets.

Some students use instruments or software programs (SAS, SPSS, etc.) to generate or organize data. In most cases, these data can be imported into Word. Check with your major professor or an ETDR consultant for details.

Adding captions

Captions are required for all tables and figures. In order to have Word automatically create the List of Tables and List of Figures in your ETDR, there is a specific way captions must be inserted. For detailed instructions, go to the Using Word page on the ETDR website, click your Word version, then click Captions for figures and tables.

References

Nearly all ETDRs include references to books, articles, and other sources. In Word, there are three options for managing your references.
1. Insert in-text references manually, and manually enter the full citation in the References section of your ETDR.

2. Use bibliographic management software such as EndNote or RefWorks to manage your references, insert the in-text references, and automatically format your list of references in the desired style. EndNote is commercial software that costs about $100 for the student edition. K-State provides free RefWorks accounts for all students. To learn more about RefWorks, consult the Library’s RefWorks Help Center.

3. Use the Insert Footnote/Endnote feature in Word to insert the reference number for your in-text reference, then enter the full citation manually. This feature can produce only numbered references, not author-year.

Do not use the “Insert Citation” in Word. This feature is designed to manage your references and automatically format your list of references, but it is not as powerful nor as flexible as EndNote or RefWorks.

Appendices

The Graduate School allows you to have appendices in your ETDR. An appendix typically contains data, questionnaires, or other material that is supplemental in nature, but may be of interest to the reader.

The Graduate School requires appendices to be labeled in alphabetical sequence and given a title, for example, Appendix A – Survey Results; Appendix B – Permission Request Letter, etc. Use Heading 6 style for appendix headings; this will automatically include the “Appendix” label and correct letter.

If your appendices contain tables or figures, the captions must be labeled with the correct appendix letter, for example, Figure A.1, Figure A.2, Table B.1, etc. It requires a special operation to configure captions occurring in the appendices in this way. For details on how to do this, go to the Using Word section on the ETDR website, click on your Word version, then click Appendices (figure/table captions).

Saving as PDF

The Graduate School requires that you submit your ETDR as a PDF file. There are a number of ways to produce a PDF file from your Word document, but the method we recommend is to use the “Save As” feature in Word to save your document as a PDF file.

When you save your file as a PDF, the filename must be in this format:

    FirstnameLastnameYYYY.pdf

where YYYY is your graduation year. For example:
Doctoral students must submit their dissertations to ProQuest, which requires that all fonts be embedded in the PDF file. Again, there are a number of ways to do this, but the method we recommend is to save your file in the PDF/A format. You can use the PDF/A version of your ETDR to submit to both the Graduate School and ProQuest.

For details on saving your Word document as a PDF and the PDF/A format, go to the Using Word section on the ETDR website, click on your Word version, then click PDF Conversion.
Tips/Shortcuts for using Word

Word contains several tools that make editing a long document like your ETDR much easier. For details on any of these features, go to the Using Word section of the ETDR website, click on your Word version, then click Word navigation shortcuts.

Navigation Pane

Also called the “Document Map” in some versions of Word, the Navigation Pane appears in the left side of the screen and provides a clickable “table of contents” based on the Heading styles used in your document. Here’s an example from this handbook:

Figure 3. Navigation Pane/Document Map

Click any of the headings listed under Navigation to jump directly to that portion of your document.

Go To

The Go To tab in the Find and Replace dialog box lets you jump to a specific page, table, figure, etc. within your document.
Select Browse Object Button

The Select Browse Object buttons allow you to select a particular element (section, graphic, table, etc.) and move sequentially through those items in your document. It’s a good way, for example, to move quickly through all your figures and check for consistent formatting.

These buttons are located in the lower right corner of the screen, as shown in the example below. (Unfortunately, this tool has been eliminated in Word 2013 and 2016 versions.)

Figure 4. Go To Dialog Box

Figure 5. Select Browse Object Button

Windows or Mac?

Microsoft Word is available for both Windows and Macintosh computers. Word works well on both platforms, but if you’re considering buying a new computer primarily for writing your ETDR, our recommendation is to use Windows, as it is more fully developed than Word for Mac.

Although it is possible to move your Word file between Windows and Mac, this can lead to problems, so avoid working on your ETDR on both platforms.
LaTeX is a popular program for writing papers in mathematics, physics, statistics, and other
disciplines that make heavy use of mathematical equations. While it functions like a word
processing program, LaTeX is described as a “typesetting” program, and contains many features
to control the overall appearance of your document.

Unlike Word, LaTeX is not a “what you see is what you get” program. It is very much
command-driven and has a steep learning curve. LaTeX is excellent, however, in rendering
equations and producing documents that look professionally typeset. Most students who use
LaTeX to write their ETDR are already familiar with LaTeX, and the template merely provides a
framework for meeting the Graduate School’s formatting requirements.

Download the template

The LaTeX template consists of several files and can be downloaded as a .zip file from the
Templates page on the ETDR website.

Using LaTeX

LaTeX is free software that must be installed on your computer. The LaTeX installation
includes an editor (see below). You will do your actual writing within the editor; LaTeX is the
software that produces the final output from what you’ve written in the editor.

The LaTeX template uses a separate file for each portion of your ETDR, i.e., the title page is a
separate file, Chapter 1 is a separate file, and so on. The file etdrtemplate.tex serves as the
“master” file and places all the individual files in order with proper formatting. If you would
rather do all your writing in a single .tex file, that is perfectly acceptable as long as your ETDR
meets the formatting requirements of the Graduate School. You are not required to use the
template.

Install LaTeX

Windows: MiKTeX is the LaTeX distribution for Windows computers and can be downloaded
from the MiKTeX download page. Read the Installing MiKTeX chapter in the MiKTeX manual
for details on how to install MiKTeX. The MiKTeX installation includes the TeXworks editor.

Mac: MacTeX is the LaTeX distribution for Macintosh and can be downloaded from the
MacTeX working group of the TeX Users Group (TUG). Download the file (MacTeX.pkg),
then double-click to install it. The MacTeX download includes the TeXShop editor.
LaTeX editors

LaTeX is the program that produces the document, but you will do your actual writing in an editor. You will need to open the .tex file you’re working on in the editor in order to add your content.

The editor TeXworks is included with MiKTeX, and TeXShop is included with MacTeX. There are many other editors available; some are strictly source editors, while others provide more of a graphical user interface that gives an approximation of the final output produced by LaTeX. The template should work with all editors, but has been tested only with TeXworks, TeXShop, TeXnicCenter, and WinEDT.

Compiling

Compiling is the process of executing all the commands in your .tex documents to produce the final output. Compiling is also referred to as “processing” or “typesetting” your document. The ETDR LaTeX template is designed to be compiled with PDFLaTeX to produce a PDF file. PDFLaTeX is included with the MacTeX and MiKTeX distributions. Some editors may not list PDFLaTeX as an option, but instead will list something like “LaTeX=>PDF.” This option still uses PDFLaTeX and will work with template.

To view the PDF output of your .tex files, you will need to compile the etdrtemplate.tex file. To compile the ETDR template in TeXworks, for example, use the pull-down men to select pdfLaTeX, then click the green icon.
Figure 6. Compiling with PDFLaTeX in TeXworks

The PDF file will open in a new TeXworks window.

Notice the TeXworks menu includes a selection for BibTeX. If you are using BibTeX, you will need to compile the etdrtemplate.tex file with BibTeX as well as PDFLaTeX. You will need to compile etdrtemplate.tex in this sequence in order to fully format your references:

1. Run PDFLaTeX.
2. Run BibTeX.
3. Run PDFLaTeX a second time.
4. Run PDFLaTeX a third time.

Following this sequence will ensure that all references, bibliography, and cross-references are properly formatted.

The PDF file this compilation sequence produces will be created in the same directory as your etdrtemplate.tex file and will be named etdrtemplate.pdf.

References and Bibliography

BibTeX is a tool for managing and formatting your references. BibTeX is included with the MikTeX and MacTeX distributions, and the template is configured to use BibTeX. Use of BibTeX, however, is not required and it is possible to insert all your references and format your citations manually, if you prefer.
Within the LaTeX template, the file `references.bib` gives an overview of BibTeX and provides some examples to help you get started.

---

**References format style**

The LaTeX ETDR template is configured to use a generic superscript reference style, but the template can be easily modified to use other styles, including American Mathematical Society, American Institute of Physics, and American Physical Society. See the file BibTeXGuide.pdf, included with the LaTeX template download, for details on how to modify the citation and

---

**LaTeX and BibTeX resources**

There is an immense amount of documentation on LaTeX and BibTeX available on the web. The following sources are good starting points:

- **The Not So Short Introduction to LaTeX** by Tobias Oetiker. The best starting point to learn about LaTeX.

- **Writing a thesis with LaTeX** by Lapo F. Mori. Has some good examples and guidelines, but uses a different document class than the ETDR template.

- **Managing Citations and Your Bibliography with BibTeX** by Jurgen Fenn. A brief introduction to managing citations and preparing a list of references.

- **Formatting Information: An introduction to typesetting with LATEX** by Peter Flynn. Comprehensive workbook from a 2-day training course on LaTeX. Covers installing LaTeX, basic document structures, commands, etc.

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**Submitting your ETDR**

The Graduate School requires that you submit a PDF version of your ETDR. There are several steps to the submission process, and it is important that you complete these steps in order. For detailed instructions on each step of the submission process, see the Submission Checklist on the ETDR website. Below is an overview of the major steps in the process.

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**Open access and embargo (previously known as sequestration)**

Your ETDR will be “open access.” That means it will be freely available for anyone to download or view online. In some instances, such as applying for a patent and negotiating a publication contract, students may want to delay open access. In these cases, you need to submit a request to embargo your ETDR during K-REx submission.
ETDR ballot

Before you can actually submit your PDF file, the Graduate School must receive your ETDR ballot. This form is sent to your major professor as an email attachment prior to your final examination (defense). This form must be printed and signed by all the members of your committee. In essence, this form indicates to the Graduate School that your ETDR has been approved by your committee.

After your ETDR ballot has been signed, you or your major professor must turn it in to the Graduate School, 119 Eisenhower Hall. Once the Graduate School has received your ETDR ballot, then you can go ahead and submit your ETDR to K-REx.

K-State Research Exchange (K-REx)

K-REx is the online system you will use to submit your ETDR to the Graduate School. K-REx is an open access repository of scholarly materials created by K-State faculty, staff, and students. Graduate students have submitted their ETDRs to K-REx since 2007, and many faculty deposit their journal articles in K-REx.

Complete instructions for submitting your ETDR to K-REx are available in the submission checklist on the ETDR website. The submission process consists of filling in an online form with information about you and your ETDR (title, department, major professor, etc.) and attaching the PDF file of your ETDR.

As part of the submission process, you must agree to a license that gives the university permission to make your ETDR available online. This license does not affect copyright, which is held by you.

After you submit your ETDR, it will be reviewed by the Graduate School. Within a few days, you will receive email notification informing you if your ETDR has been accepted or rejected.

If your ETDR has been accepted, the email will contain the URL web address for your ETDR. This is a permanent URL, and you can use it to link to your ETDR from resumes, grant applications, etc.

If your ETDR has been rejected, the email will describe the revisions you need to make to your ETDR. Typical problems are page numbering, missing a required preliminary page, or missing information on the title page. You will need to make the changes in your Word (or LaTeX) document, save it as a PDF, and resubmit.

K-REx will retain all the information you entered during your initial submission, so all you need to do is replace your original PDF file with the revised version. The Graduate School will review your revised version and send email notification when it is accepted.

ProQuest
In addition to K-REx, doctoral students must also submit their ETDR to ProQuest. This is the company that publishes the various versions of *Dissertation Abstracts*, an index and database of doctoral dissertations from universities around the world.

The ProQuest submission is similar to K-REx but there are some differences, so follow the submission instructions on the ETDR website.

ProQuest is a commercial firm and makes copies of dissertation available for purchase. The submission form contains several questions related to the sale of your dissertation, including copyright and royalties. Pay close attention to the options presented on the submission form and consult with your major professor or a librarian if you have questions.
ETDR website

The ETDR website (k-state.edu/grad/etdr) is a good resource for information on formatting and submitting your ETDR. It includes information on these topics:

- Overview of Graduate School formatting requirements
- Step-by-step and video guides for specific operations in Word
- Tips on formatting your ETDR and working with Word
- Step-by-step checklist for submitting your ETDR

Contact the service points listed below if you have questions about your ETDR:

IT Help Desk

If you have questions on these topics, fill out an ETDR Request Form:

- Templates and formatting your ETDR
- Reviewing your ETDR and supplemental files
- Working with image or audio files
- Converting your Word or LaTeX file to PDF
- Logging into K-REx to submit your ETDR

Graduate School

If you have questions on these topics:

- Graduation procedures, requirements, and deadlines
- ETDR fees
- Embargo (previously Sequestration)
- Commencement

IT Help Desk
214 Hale Library
785-532-7722 or 800-865-6143
helpdesk@k-state.edu
k-state.edu/its/helpdesk
k-state.edu/grad/etdr/request

Graduate School
119 Eisenhower Hall
785-532-6191 or 800-651-1816
grad@k-state.edu
k-state.edu/grad
RefWorks

If you have questions on these topics:

- Creating a RefWorks account
- Importing citations into RefWorks
- Using Write N Cite to add references to your ETDR

Hale Library Help
2nd floor Hale Library
785-532-3014
guides.lib.k-state.edu/citations/refworks

Copyright and Fair Use

If you have questions on these topics:

- Copyright permissions
- Fair use evaluations
- Using tables, images, etc. from other sources, including your previous publications

Copyright For Graduate Students
k-state.edu/copyright/students/#GradStudentInfo

Fair Use
k-state.edu/copyright/students/#FairUseGr

Copyright Consultation Service
cads@k-state.edu
k-state.edu/copyright/use/consultation.html

Revisions

7/24/13 – Added items to LaTeX and BibTeX resources.

7/7/14 – Added information on Compatibility Pack for pre-2007 Word versions

2/16/16 – Revised section on LaTeX; updated links.

9/8/16 – Title page: Changed title from ALL CAPS to “sentence case”, and author name from ALL CAPS to format of “Your Official Name (as KSIS record appears)”. Abstract: Updated word limit from 350 words to new 500 word limit per Graduate School.

2/27/17 – Multiple revisions that covered these: Copyright page format now has symbol, author name, and year on one line. Updated example pages to match 2016 template. Added two more sample chapters (total of 5) in template. Fixed broken links. Added links to ETDR Request Form. Updated Help content to match ETDR webpage. Updated RefWorks links, copyright links, and copyright email address. Added links to K-State Libraries’ newer webpages for RefWorks and Copyright.

6/15/17 – After the embargo process (previously “sequestration”) was put into the K-REx submission process, removed sentence related to old process outside of K-REx.
7/25/17 – Updated location of Graduate School to new office at 119 Eisenhower Hall.

8/2/2017 – Appendix A: Updated Word template example to match 2017 template updates, including: New images of Table of Contents (with modified text in yellow highlight), List of Figures, and List of Tables (with new table example for equations). To emphasize the importance of not deleting Section Breaks that control page numbering, highlighted text has been added in the Word templates on the Abstract page before the TOC and also on the Preface page.
Appendix – Preliminary pages in the ETDR template

Following are examples of the preliminary pages for ETDRs. Pages are required unless specifically identified as optional. All these pages are contained within the ETDR Word and LaTeX templates. The pages are presented in the order in which they must appear in your ETDR. The page numbering reflects the page numbers that must appear in your ETDR.
Your title here in sentence case

by

Your Official Name (as KSIS record appears)

(previous degrees with format, punctuation, and date order, as shown in examples below)
B.S., Kansas State University, 2010
M.S., University of Kansas, 2012

AN ABSTRACT OF A DISSERTATION

submitted in partial fulfillment of the requirements for the degree

(degree being earned in all capital letters, as shown in examples below)
DOCTOR OF PHILOSOPHY

Name of your department (example: Department of Chemistry)
Name of your college (example: College of Arts and Sciences)

KANSAS STATE UNIVERSITY
Manhattan, Kansas

Graduation Year

Note: This first title page is required only for doctoral dissertations.
Abstract

Type abstract here, no longer than 500 words.

Note: This first abstract page is required only for doctoral dissertations.
Your title here in sentence case

by

Your Official Name (as KSIS record appears)

(previous degrees with format, punctuation, and date order, as shown in examples below)

B.S., Kansas State University, 2010
M.S., University of Kansas, 2012

A DISSERTATION, THESIS, or REPORT (as appropriate)

submitted in partial fulfillment of the requirements for the degree

(degree being earned in all capital letters, as shown in example below)

DOCTOR OF PHILOSOPHY

Name of your department (example: Department of Chemistry)
Name of your college (example: College of Arts and Sciences)

KANSAS STATE UNIVERSITY
Manhattan, Kansas

Graduation Year

Note: If you have co-major professors, list them right-aligned like this:

Approved by:
Co-Major Professor
Name of professor

Approved by:
Co-Major Professor
Name of professor

Approved by:
Major Professor
Name of your major professor
Abstract

Dissertations require this second abstract (and the second title page, too). Copy the first abstract and paste it here, with no more than 500 words.

If you delete any lines on this page, KEEP the hidden Section Break below that controls page numbering. How to see it: Home tab > Paragraph section > click the ¶ icon.

(On a Mac, the icon may be above the ribbon.)
## Table of Contents

*No more manually typed Contents! The “…” entries below come from your content.*

1. **Apply Heading 1, 2, 3 styles** in your document to organize your content.
2. In the list below, right-click on any line with “…” and select **Update Field**.
3. **Whenever a window pops up, select Update entire table and click OK.**

*Delete this highlighted text before you publish.*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Figures</td>
<td>vi</td>
</tr>
<tr>
<td>List of Tables</td>
<td>vii</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>viii</td>
</tr>
<tr>
<td>Dedication</td>
<td>ix</td>
</tr>
<tr>
<td>Preface</td>
<td>x</td>
</tr>
<tr>
<td>Chapter 1 - Your Chapter Title</td>
<td>1</td>
</tr>
<tr>
<td>Chapter 2 - Your Chapter Title</td>
<td>2</td>
</tr>
<tr>
<td>Chapter 3 - Your Chapter Title</td>
<td>3</td>
</tr>
<tr>
<td>Chapter 4 - Your Chapter Title</td>
<td>4</td>
</tr>
<tr>
<td>Chapter 5 - Your Chapter Title</td>
<td>5</td>
</tr>
<tr>
<td><strong>Chapter 6 - EXAMPLES and TIPS (this is a Heading 1) (Delete this chapter before publishing!)</strong></td>
<td>6</td>
</tr>
<tr>
<td>YOU control the format of your content (Heading 2 example)</td>
<td>6</td>
</tr>
<tr>
<td>Use headings and subheadings to organize content (Heading 3 example)</td>
<td>6</td>
</tr>
<tr>
<td>Heading 4 is special; it can also be put in a paragraph (Heading 4 example)</td>
<td>6</td>
</tr>
<tr>
<td>Heading 5 also fits inside a paragraph (Heading 5 example)</td>
<td>6</td>
</tr>
<tr>
<td>Adding figure and table captions</td>
<td>7</td>
</tr>
<tr>
<td>First, ask your adviser about caption format</td>
<td>7</td>
</tr>
<tr>
<td>Second, set your caption style for figures, then tables (must be trained separately)</td>
<td>7</td>
</tr>
<tr>
<td>CAPTION EXAMPLES</td>
<td>7</td>
</tr>
<tr>
<td>Difference between chapters and appendices</td>
<td>10</td>
</tr>
<tr>
<td>Quick tips for using the ETDR template, resources, and Word styles</td>
<td>10</td>
</tr>
<tr>
<td>References or Bibliography (choose one)</td>
<td>12</td>
</tr>
<tr>
<td>Appendix A - Your Appendix Title</td>
<td>13</td>
</tr>
<tr>
<td><strong>Appendix B - Using appendices, adding more, adding captions</strong></td>
<td>14</td>
</tr>
</tbody>
</table>
The Word and LaTeX templates automatically create the Table of Contents when you follow the instructions. Your Table of Contents must show the actual content of your document.
List of Figures

The List of Figures is created from figure captions in this document. See Chapter 6.
1. In your chapters, insert figure captions. You must train them (1, 2, 3, or 1.1, 1.2, 1.3, etc.).
2. Update the list below. Right-click anywhere in the list and select Update Field.
3. If a window pops up, select Update entire table and click OK.

Figure 6.1 Figure captions in the ETDR template are now set below images by default. You can change that and other formatting ................................................................. 7

Figure 6.2 EXAMPLE of correct formatting on an ETDR title page. All details are important, including punctuation, capitalization, and the blank line after “Approved by:” ...................... 8

Figure B.1 EXAMPLE of caption in Appendix B, with appendix identifier and number. ........ 15

Note: This is a sample List of Figures to illustrate a suggested format. The List of Figures in your ETDR must reflect the actual content of your document. If you use the Word or LaTeX templates, the List of Figures will be created automatically from your figure captions.
List of Tables

The List of Tables is created from table captions in this document. See Chapter 6.

1. In your chapters, insert table captions. You must train them (1, 2, 3, or 1.1, 1.2, 1.3, etc.).
2. Update the list below. Right-click anywhere in the list and select Update Field.
3. If a window pops up, select Update entire table and click OK.

Table 6.1 Table captions in the ETDR template are set above tables by default. You can change that and other formatting.......................................................... 9

Table 6.2 EXAMPLE of an APA-formatted table. APA style is not an ETDR requirement........ 9

Table 6.3 A small table for centering equations, plus auto-numbering. It has no borders......... 9

Note: This is a sample List of Tables to illustrate a suggested format. The List of Tables in your ETDR must reflect the actual content of your document. If you use the Word or LaTeX templates, the List of Tables will be created automatically from your table captions.
Acknowledgements

The Acknowledgements page is optional. If you include it, retain the Acknowledgements heading and enter your text here.
Dedication

The Dedication page is optional. If you include it, retain the Dedication heading and enter your text here.
Preface

The Preface page is optional. If you include it, retain the Preface heading and enter your text here.

If you delete this page or any lines on it, KEEP the hidden Section Break below that controls page numbering. How to see it: Home tab > Paragraph section > click the icon. (On a Mac, the icon may be above the ribbon.)