



## 2023 ETDR Handbook

### Note

This ETDR handbook provides an overview of the Electronic Theses, Dissertations, and Reports (ETDR) resources for graduate students. This handbook offers information and updates to present-day technologies and instructions and tips on how to use the respective templates and how to troubleshoot common errors.

This resource is to be used in conjunction with the [ETDR website](#), [downloadable templates](#) and IT Service Desk support (<https://support.ksu.edu> or 785-532-7722).

## Table of Contents

Main Purposes of ETDR Templates.....	5
A Master's Thesis Template.....	6
Parts of the master's thesis template.....	6
A Doctoral Dissertation Template .....	7
Parts of the doctoral dissertation template.....	7
A Master's Report Template.....	8
Parts of the master's report template .....	8
Working with the Electronic Master's Thesis / Dissertation / Report Templates in Microsoft Word .....	9
Using proper presets in the Microsoft Word file .....	9
How to use from scratch.....	12
How to get contents into the template .....	13
Changing the font .....	13
Ensuring proper text style.....	14
Inserting digital visuals and imagery (as figures).....	15
Creating tables.....	15
Setting captions for figures.....	16
Setting captions for tables .....	17
Setting up a new List of Abbreviations / Terms / Equations.....	17

	2
An ETDR formatting checklist .....	18
Troubleshooting common errors.....	18
Outputting ETDRs to PDF (Portable Document Format).....	20
Putting navigable bookmarks into the .pdf file.....	20
If there is a transcoding issue from Word to Adobe PDF, use the online version of O365 Word.....	22
The LaTeX (Thesis, Dissertation, Report) Template .....	25
How to use from scratch.....	25
Submitting the Finalized .pdf to K-REx (K-State Research Exchange) and ProQuest.....	28
An ETDR Formatting Checklist .....	29

## List of Figures

Figure 1. The ETDR File Type to PDF .....	5
Figure 2. A Zoomed-Out View of the Master's Thesis Template in Microsoft Word .....	6
Figure 3. A Zoomed-Out View of the Doctoral Dissertation Template in Microsoft Word .....	7
Figure 4. A Zoomed-Out View of the Master's Report Template in Microsoft Word .....	8
Figure 5. Ensuring High Fidelity Imagery in the ETDR.....	10
Figure 6. Show/Hide Formatting Symbols in the MS Word File .....	11
Figure 7. Toggling on the Navigation Pane.....	11
Figure 8. A Partial Navigation Pane .....	12
Figure 9. Modifying Global Level Fontfaces and Font Sizes in the Styles Area in the MS Ribbon .....	13
Figure 10. The Floating Styles Window for Text in MS Word.....	14
Figure 11. Setting a Caption for a Figure .....	16
Figure 12. Updating the Table of Figures .....	17
Figure 13. Setting up and Inserting a Table of Abbreviations .....	18
Figure 14. Inserting a Section Break in an MS Word Template .....	19
Figure 15. Formatting Page Numbers in MS Word.....	19
Figure 16. Export the .pdf from Word .....	20
Figure 17. "Create bookmarks using...Headings" .....	21
Figure 18. A Visual of a Navigable Bookmarks Panel on a .pdf File .....	22
Figure 19. Outputting ETDRs using Online MS Word .....	23
Figure 20. Opening a File in Adobe Acrobat DC by Specifying "All Files" as the Selection.....	24
Figure 21. Testing the Navigation of your ETDR File as a PDF One .....	24
Figure 22. The Files in the LaTeX Zipped Folder .....	25
Figure 23. TeXworks LaTeX Editor (downloadable from SourceForge) on the Local Machine.....	26
Figure 24. Overleaf Cloud-Based LaTeX Editor (generally free to use).....	26
Figure 25. A Screenshot of the K-State Research Exchange (K-REx) Site where ETDRs are Submitted after Approval.....	28

## List of Tables

Table 1. ETDR Formatting Checklist.....	29
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## Main Purposes of ETDR Templates

The various documents to record academic research by graduate students—master's theses, doctoral dissertations, and master's reports—are highly formalized and structured documents. There are various sections used to present particular information in specific ways. These documents are hierarchical. In this digital age, the electronic versions of these ETDRs have to include the required information, but they have to be navigable (where one click jumps the reader to the selected section). Readers of these documents have to be able to jump from one part of the document to another with a click. Digital data have to be extractable from the respective documents. Research source citations have to be connected between the body of the document and the bibliographic list.

Theses, dissertations, and reports are all complex. A graduate student may start from scratch with a blank file in a word-processing software (like MS Word) or a document preparation system (like LaTeX). However, this will require a lot of extraneous work to set up the various sections, the formatting, the field codes, and other elements. Having a template with placeholder text and pre-scripted elements (for navigation, for cross-referencing) can save on a lot of time and effort.

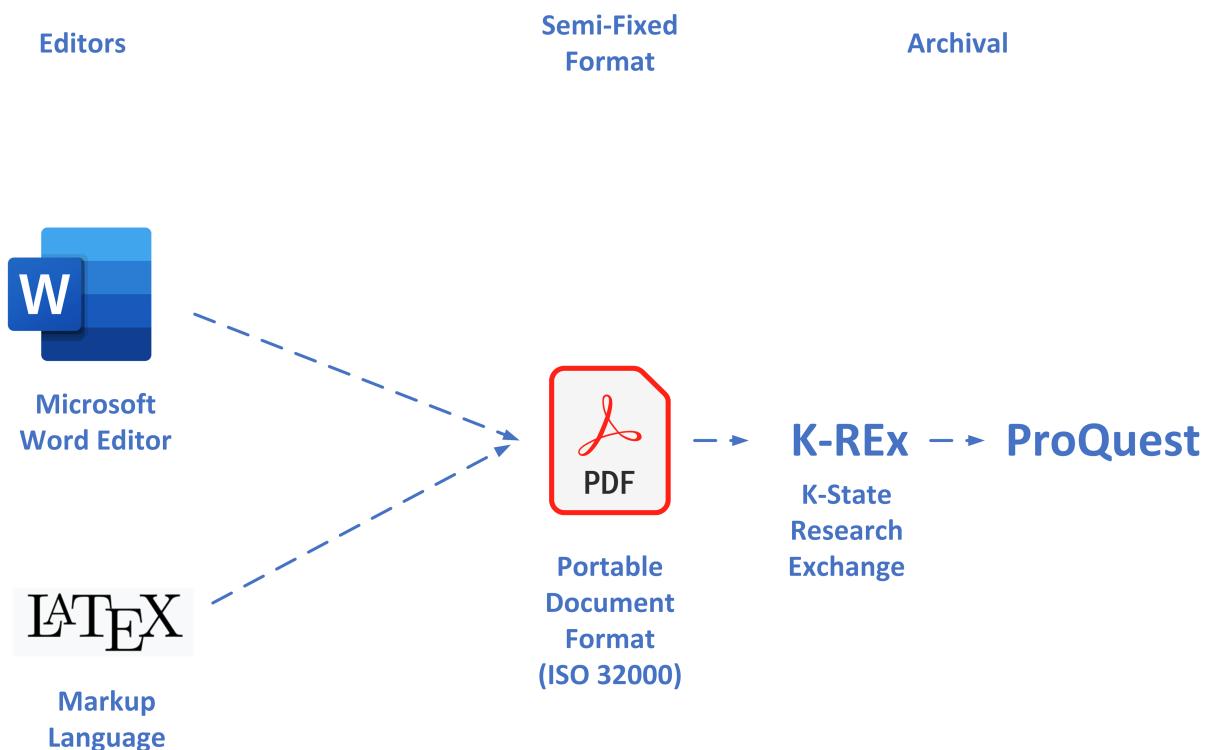


Figure 1. The ETDR File Type to PDF

## A Master's Thesis Template

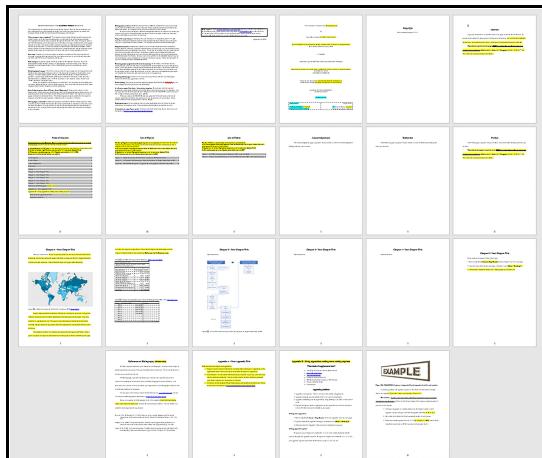


Figure 2. A Zoomed-Out View of the Master's Thesis Template in Microsoft Word

### Parts of the master's thesis template

The master's thesis template begins with a README file that introduces how the template should be used.

The formal parts of the template include the following:

- A cover or title page
- A copyright page
- A required abstract
- An automated Table of Contents
- A List of Figures (if figures are included)
- A List of Tables (if tables are included)
- (A List of Abbreviations / Terms / Equations) (optional to add)
- Acknowledgments (optional)
- A Dedication page (optional)
- A Preface (optional)
- Chapters
- A References or Bibliography list
- Appendices (optional)

## A Doctoral Dissertation Template

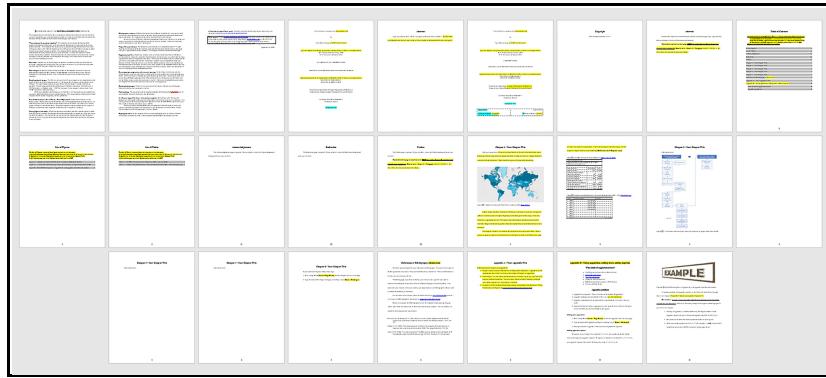


Figure 3. A Zoomed-Out View of the Doctoral Dissertation Template in Microsoft Word

### Parts of the doctoral dissertation template

The doctoral dissertation template begins with a README file that introduces how the template should be used.

The formal parts of the template include the following:

- A cover or title page
- A first abstract page
- A second cover or title page
- A copyright page
- A required second abstract
- An automated Table of Contents
- A List of Figures (if figures are included)
- A List of Tables (if tables are included)
- (A List of Abbreviations / Terms / Equations) (optional to add)
- Acknowledgments (optional)
- A Dedication page (optional)
- A Preface (optional)
- Chapters (or collection of articles, in some cases)
- A References or Bibliography list
- Appendices (optional)

# A Master's Report Template

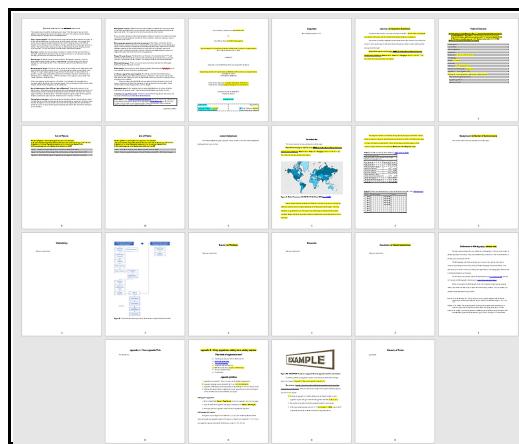


Figure 4. A Zoomed-Out View of the Master's Report Template in Microsoft Word

## Parts of the master's report template

The master's report template begins with a README file that introduces how the template should be used.

The formal parts of the template include the following:

- A cover or title page
- A copyright page
- An abstract or executive summary
- An automated Table of Contents
- A List of Figures (if figures are included)
- A List of Tables (if tables are included)
- (A List of Abbreviations / Terms / Equations) (optional to add)
- Acknowledgments (optional)
- An Introduction
- Background (or Review of the Literature)
- Methodology
- Results (or Findings)
- Discussion
- Conclusion (or Recommendations)
- A References or Bibliography list
- Appendices (optional)
- Glossary of Terms (optional)

Note that a report has a mix of structures from both professional practices and academic ones. The requirements for the report may differ based on the particular academic discipline and field.

## Working with the Electronic Master's Thesis / Dissertation / Report Templates in Microsoft Word

Users may integrate the template in the workflow early on when they are starting to think about their research. Some will use the template to create a research proposal, so their proposal has some structure and form.

### Using proper presets in the Microsoft Word file

There are some important pre-sets to ensure that the file is ready to accept informational contents. These need to be set up prior to file use, so that input information does not become lossy. This is especially so for imagery.

**Protecting inserted imagery resolution.** To ensure that images are not handled in a “lossy” way (in a way that loses visual information), set up your template file as follows.

1. Go to File tab -> Options -> Advanced -> Image Size and Quality
2. Check the box “Do not compress images in file.”
3. And in the dropdown menu that follows, select “High fidelity.”

These settings ensure that any inserted illustrations will be as high fidelity (high resolution) as the original image. [This assumes that you have properly formatted the digital image for high pixels per inch (ppi) or dots per inch (dpi).]

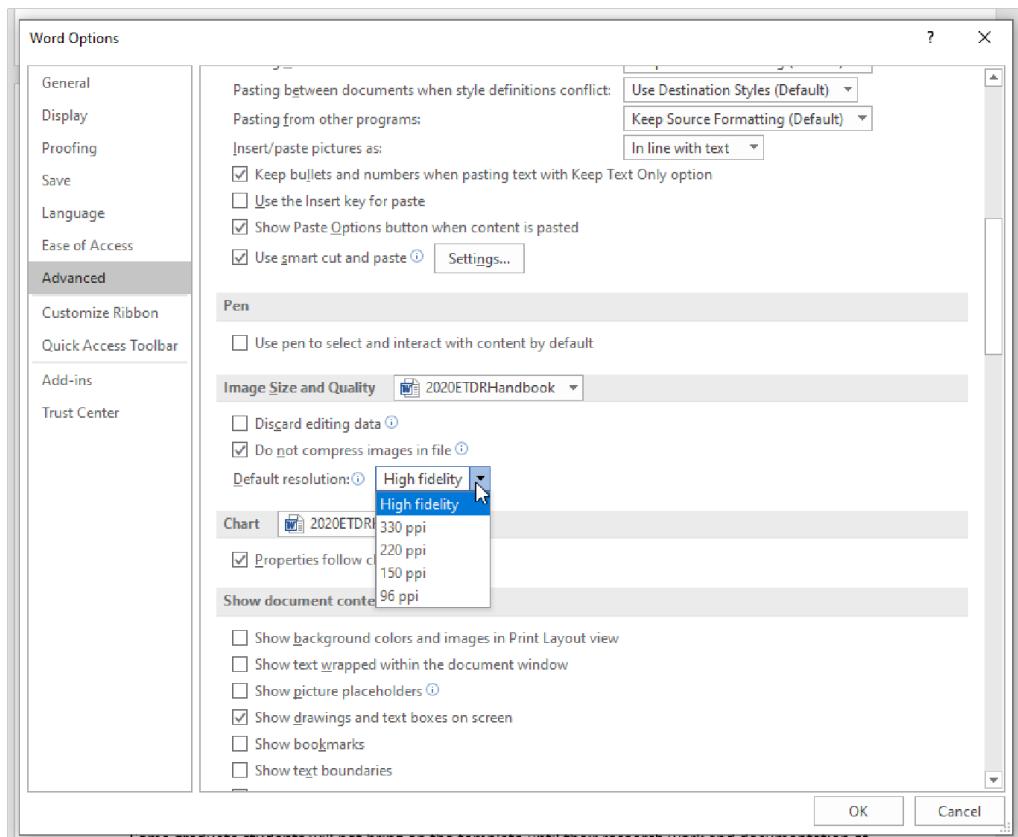


Figure 5. Ensuring High Fidelity Imagery in the ETDR

This change only needs to be made once (if you are using your own machine and not a shared public one, which may reset when it reboots). However, depending on effectiveness of file handling, sometimes, students will muff their respective files and introduce error. This setting is not retroactive, so if a student has inserted a number of images and then made the change, those prior images will be “lossy” and have lost resolution and other visual information.

**Viewing template formatting.** Users who want to see the formatting of the template may go to the MS Word Ribbon: Home tab -> Paragraph area -> and select the backwards-p paragraph symbol (¶). This will enable viewing the various applied file formatting. (Be sure to toggle this back off before outputting the file because the symbols can confuse the pagination of the file.)

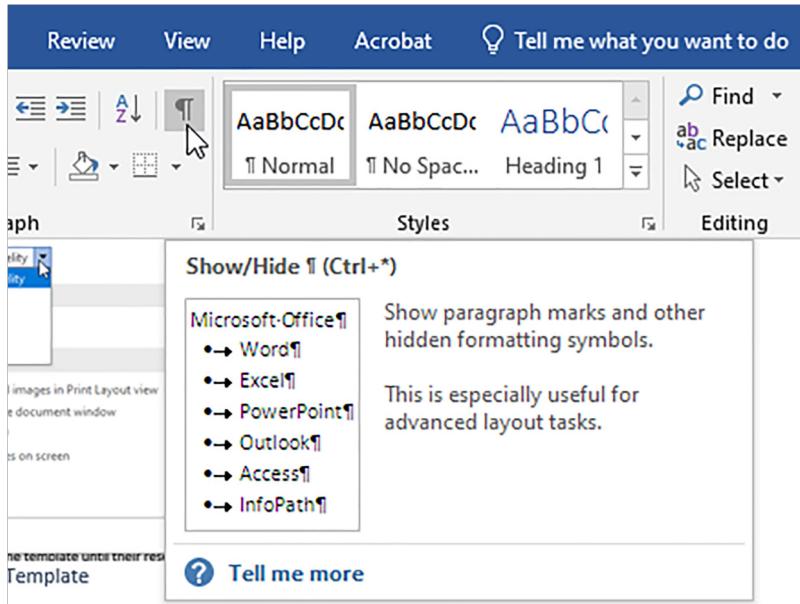


Figure 6. Show/Hide Formatting Symbols in the MS Word File

**Viewing navigation pane.** In the ribbon, go to the View tab, and in the Show area, select Navigation Pane.



Figure 7. Toggling on the Navigation Pane

Down the left side of your Word file, under Headings, you will see your main headings. You can click on any of them to navigate to that place in your document.

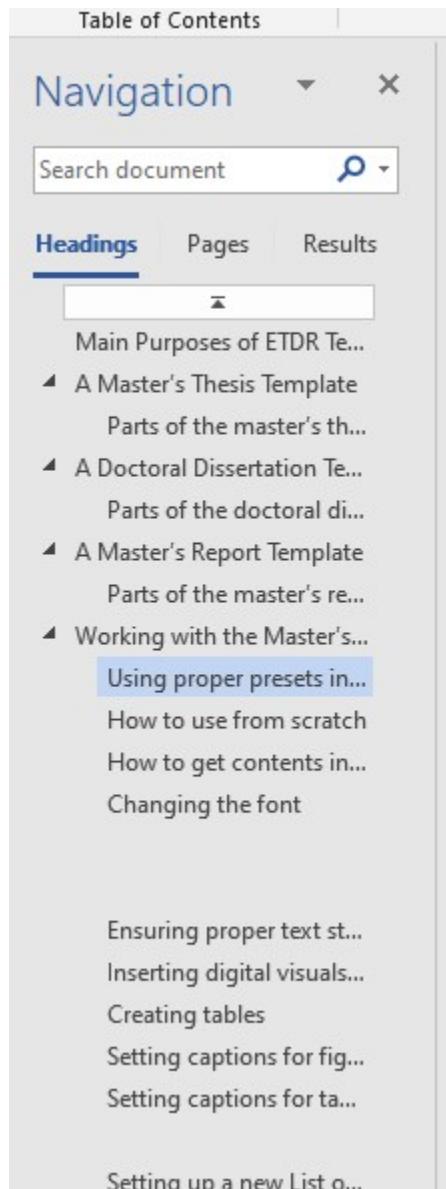


Figure 8. A Partial Navigation Pane

## How to use from scratch

Using a thesis / dissertation / report template from scratch requires a read-through to understand the various parts. Then, the student simply swaps out their own information for the placeholder text by emplacing a working title, working subheaders, text, figures, and tables. Some will enable the navigation by placing captions for the figures and tables. They will cite research sources formally. Others will put information into the document informally and plan on tightening up the various automated elements later on.

## How to get contents into the template

Some graduate students will not bring on the template until their research work and documentation of that work are near completion. Some even wait until their work has been accepted by their respective committees and advisors. In this case, they will [download a template](#) and copy over contents from their existing work file into the template.

A few tips are in order. If copying and pasting text from another file, copy the text in chunks. If there is a title or subtitle being moved, copy that, and paste into the proper location with proper “destination formatting” (through “Paste Options” in Word). Then highlight and copy a chunk of body text, and so on. Paste with Destination format...or Merge formatting.

[Another option is to highlight the particular chunk of text and clean the formatting from that text in a text editor. Then, the user can copy the cleaned text from the text editor and paste into the Word file. The idea is to let the template handle the formatting given built-in settings. If other formatting is brought in, the look-and-feel of the templated file will be inconsistent.]

If there is a figure or a table, do not just highlight these together with text and paste. Rather, for an image, insert the image with the Insert tab -> Illustrations area -> Pictures.

For a table, create it in Word, Excel, or a text editor, and copy the table into the template file. Ensure that the table formatting is correct (based on the bibliographic format for the thesis / dissertation / report).

## Changing the font

Occasionally, the graduate student may not like the selected font face in the template. If a new fontface and font sizes are desired, do not make the change in the body of the document. Rather, go to the Microsoft Word ribbon: Home tab -> Styles area -> (selected) Font tile. Right click the font tile, and go to Modify. “Global” changes may be made to the respective styles from there and will be applied to the entire file.

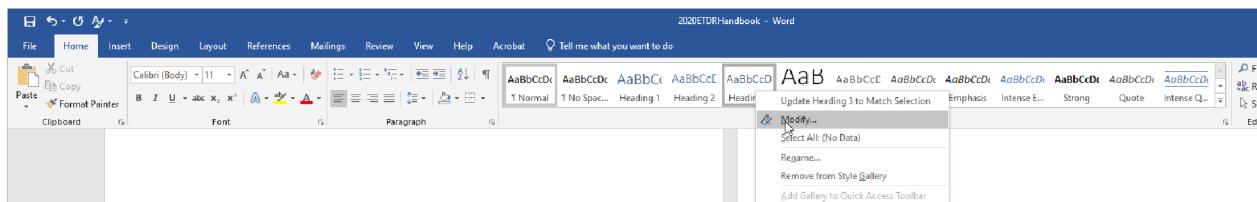


Figure 9. Modifying Global Level Fontfaces and Font Sizes in the Styles Area in the MS Ribbon

## Ensuring proper text style



Templates are created in part on a text hierarchy. In a hierarchy, the different text style types all have different roles. Header 1 is usually a top-level title (label), followed in descending order by Header 2, then 3, and so on. Header text plays a different role than “normal” or “body” text. A pull quote plays a role of drawing attention to a particular concept or quote.

Beyond hierarchy, text styles play an even more important role in that their style is harnessed for the automated building of Tables of Contents, Lists of Figures, Lists of Tables, Lists of Abbreviations / Terms / Equations, and so on. The internal coding in Word enables users to auto-create a Table of Contents based on Header 1, 2, 3, etc. hierarchies.

Given the importance of style, a user can go to Home tab -> Styles area -> bottom right downward facing arrow.

When they click the arrow, they can see the pop-out floating Styles window. When they click on text, they can see what style has been applied to the text (automatically or manually).

Figure 10. The Floating Styles Window for Text in MS Word

## Inserting digital visuals and imagery (as figures)

Digital visuals should be properly formatted before they are inserted into a MS Word template. All the visual elements in the digital visual should be original and not infringe anyone's copyright. (Not even one element of the visual should be copyrighted by anyone else. The exception is the "fair use" exemption for non-commercial academic usage. A work that is published in an academic journal should not contain copyrighted materials unless a legal release is obtained from the owner of the copyrighted image.) The text labeling in the visual should be consistent and readable. If there are built-in watermarks and photographer labels that ride with the image, those should not generally be included. If people are recognizable in an image, they should have signed a media release for the use of their likeness (unless the image was taken in a public area). [The legal requirements of media law, publishing laws, intellectual property, copyright, and other aspects are beyond the purview of this manual.]

- In terms of the digital image, the visual itself should have correct aspect ratio. It should not be distorted or stretched with improper handling.
- The colors should be CMYK (cyan, magenta, yellow, black) for print publishing, not RGB (red, green, black) for digital monitors and online use.
- For accessibility, choropleth information in visuals should be supported with text labels or other methods of conveying information (not by color alone).
- The image file type for most print publishing is .tiff, but for these ETDR templates should be .jpg to save on image size. (The top size limit for an ETDR is 10 GB for the main file.)

The graduate student's respective discipline / area of study may have additional requirements.

The figure caption usually belongs below the image.

## Creating tables

A table has a basic structure with column headers, row headers, and data cells. These may be built in any number of software tools and exported in various formats: .xlsx or .csv (Excel), .txt or .rtf (text processor), or other format. Then, they may be copied into Word.

Tables may be built directly in Word: Insert tab -> Tables area -> Table.

These tables should not be digital images but should be in actual table structure for usability and accessibility. (Digital visuals / images, without alternate text, are not fully accessible.)

Tables should have consistent labeling, so it is clear what data each cell contains. The captions should be informative. Lead-up and lead-away text to a table should help clarify what information is in the table and how that information is relevant.

## Setting captions for figures

To set captions for figures, navigate to the figure. Click on the figure, or place your cursor below the figure. Go to References tab -> Insert caption ->

In the captioning window, go to Numbering, and be sure to include chapter numbering. A period should separate the chapter number and the number of the figure. (Once this is set, it will apply to all figures retroactively and new ones.)

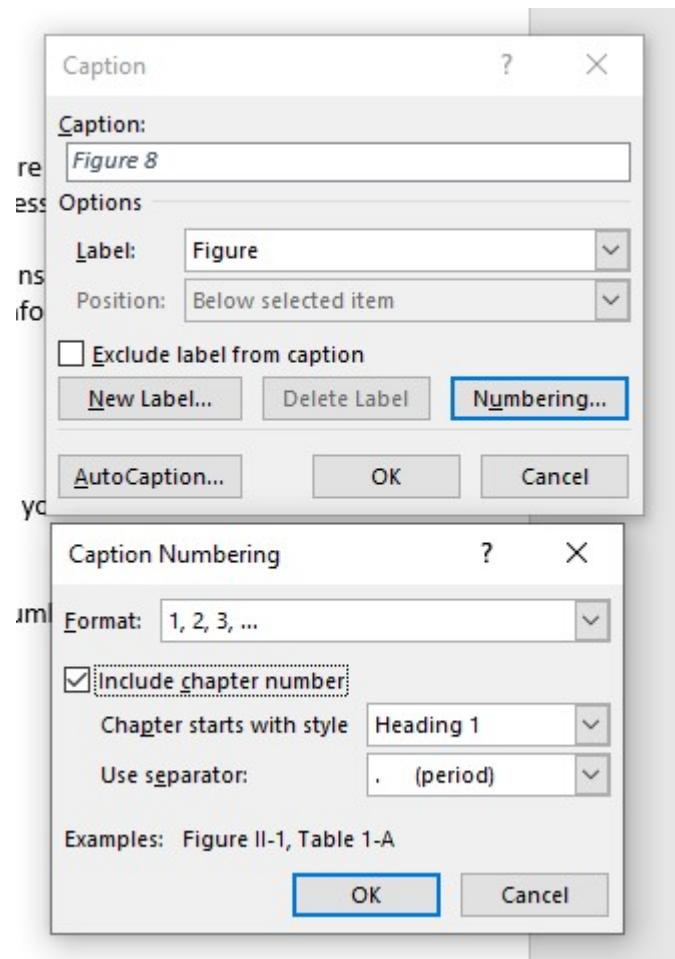


Figure 11. Setting a Caption for a Figure

The way to test proper captioning is to go to the List of Figures early on in the template, right-click in the grayed area, and update the list to see if the new figure shows up.

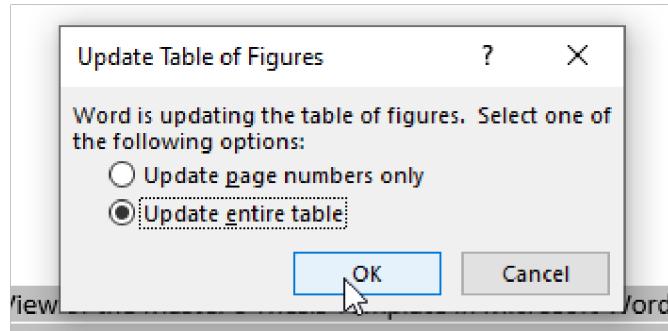


Figure 12. Updating the Table of Figures

**One tip:** Please ensure that you have one clean hard-return (line break) after a caption, so the template does not code other text as part of the caption. Those who see images or body text bleeding into their Table of Contents, List of Figures, List of Tables, or List of Abbreviations / Terms / Equations...may have accidentally coded non-caption text and imagery as part of their captions.

### Setting captions for tables

To set captions for tables, navigate to the table. Click on the table, or place your cursor above the table. Go to References tab -> Insert caption ->

In the captioning window, go to Numbering, and be sure to include chapter numbering. A period should separate the chapter number and the number of the table. (Once this is set, it will apply to all table retroactively and new ones.)

**One tip:** A chapter is set up with Header 1. To get the captions to show up correctly, the chapter headers and numbering have to be correct. (There are dependencies to the labeling.)

### Setting up a new List of Abbreviations / Terms / Equations

Some graduate students need to define abbreviations, terms, or equations early on to ensure that their thesis, dissertation, or report is clear.

1. To set up a new list, following the List of Tables, insert a new page.
2. Using the page heading style (~ to the label for the Table of Contents), type in List of Abbreviations / Terms / Equations (whichever is desired).
3. Place the cursor beneath the label.
4. In the MS Word ribbon, go to the References tab. In the Captions area, insert a Table of Abbreviations. (This will require some light setup based on your preferences.)
5. Insert captions for abbreviations / terms / equations (References tab -> Insert caption -> )

Note that the added list is only for one of a type, abbreviations **or** terms **or** equations.

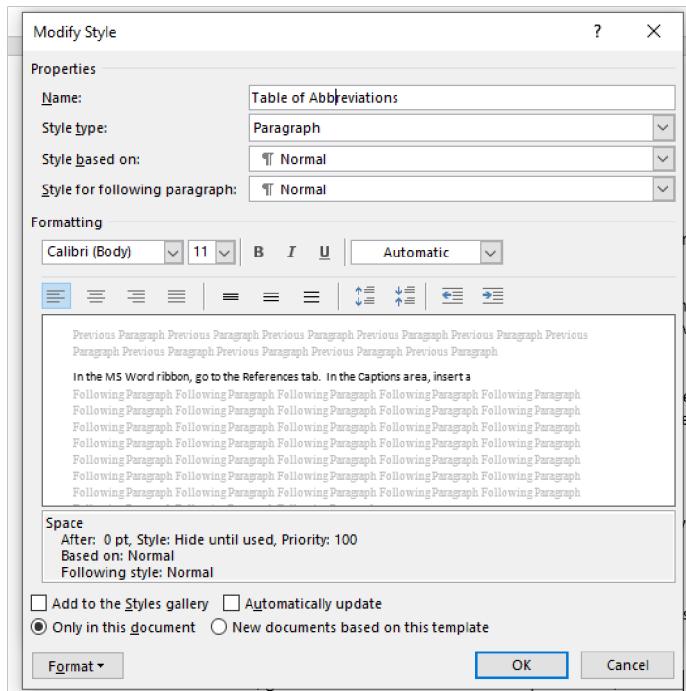


Figure 13. Setting up and Inserting a Table of Abbreviations

## An ETDR formatting checklist

Later on in this manual is an ETDR formatting checklist. That may be used to evaluate the alignment of your file with the standards for the thesis / dissertation / report.

## Troubleshooting common errors

If the pagination is inaccurate, that occurs because a section break was accidentally deleted. (Pagination is set for each section of a document.) In Word, go to the Ribbon -> Layout tab -> Page Setup area -> Breaks dropdown -> Next Page (section break)

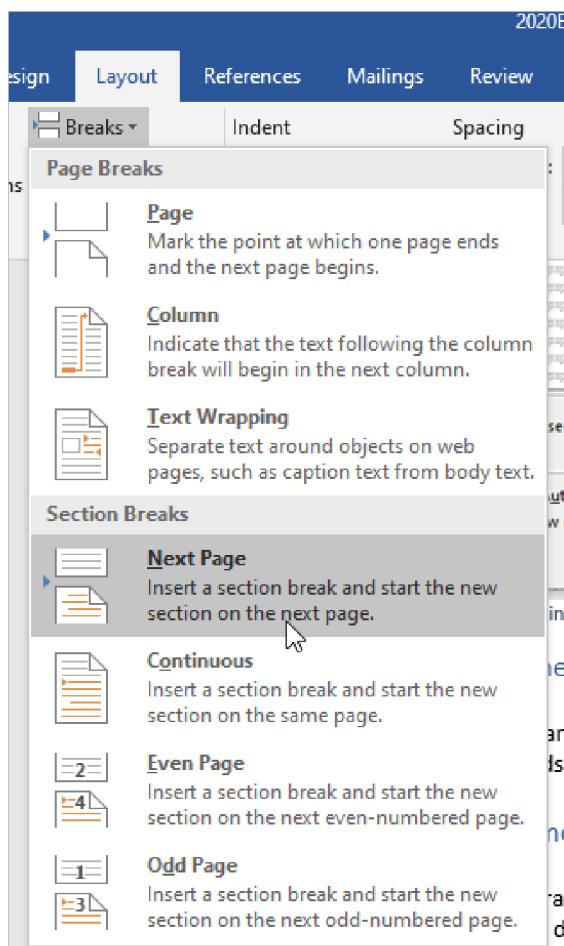


Figure 14. Inserting a Section Break in an MS Word Template

Once the section has been defined, click anywhere in that section, and go to Insert tab -> Header & Footer area -> Page Number dropdown -> Format Page Number ...and set the proper pagination desired.

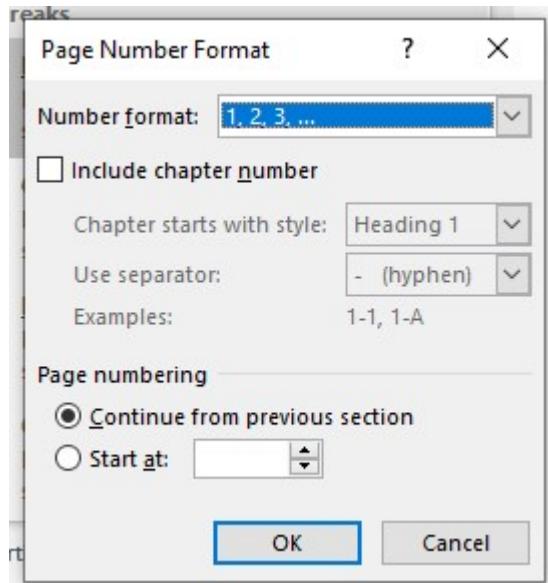


Figure 15. Formatting Page Numbers in MS Word

When the respective elements of the thesis / dissertation / report look correct, you can output your file to PDF.

## Outputting ETDRs to PDF (Portable Document Format)

There are several ways to approach this. The one that is most effective is to File -> Export ... because this involves an updating of the various tables (to enable navigation).

Go to File -> Export -> Create PDF/XPS -> Create PDF/XPS button.

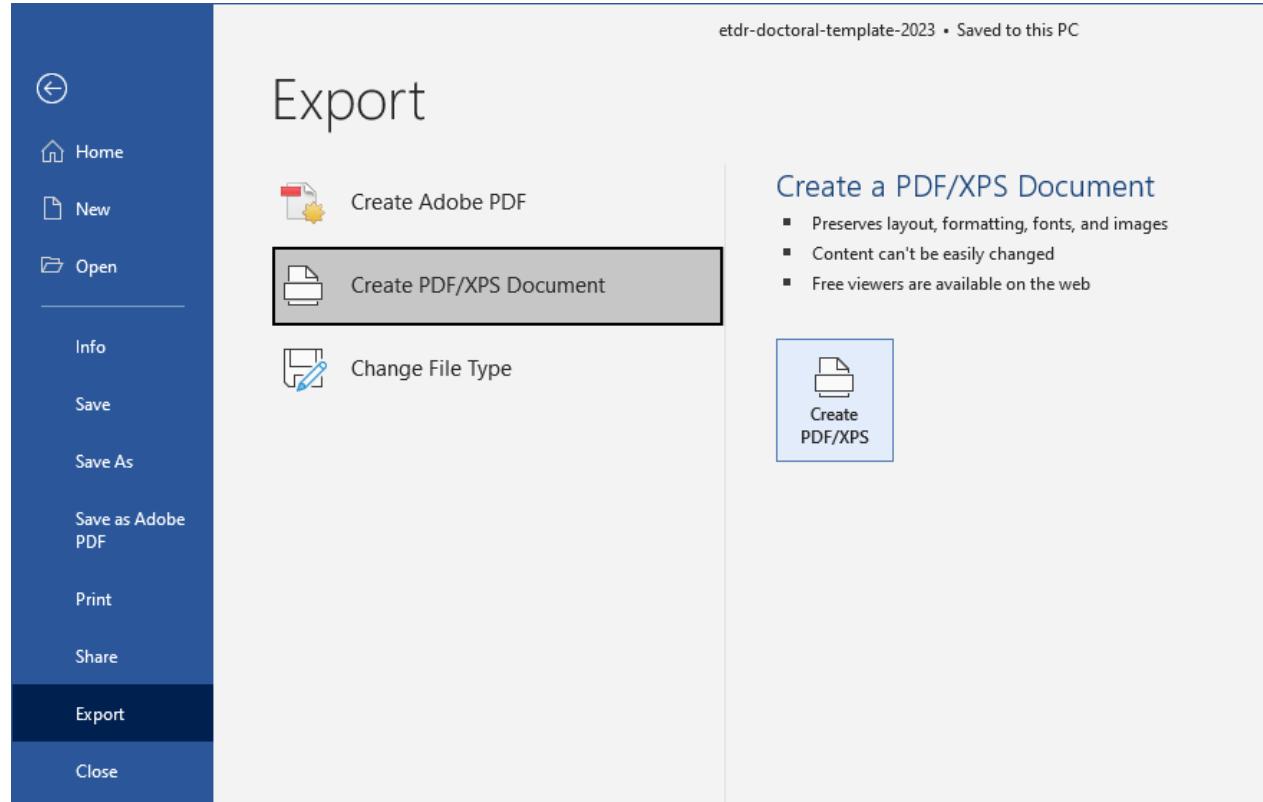


Figure 16. Export the .pdf from Word

## Putting navigable bookmarks into the .pdf file

To ensure that there are bookmarks in the .pdf, created from the headings (in the TOC), click on “Options,” and check the button “Create bookmarks using... Headings.”

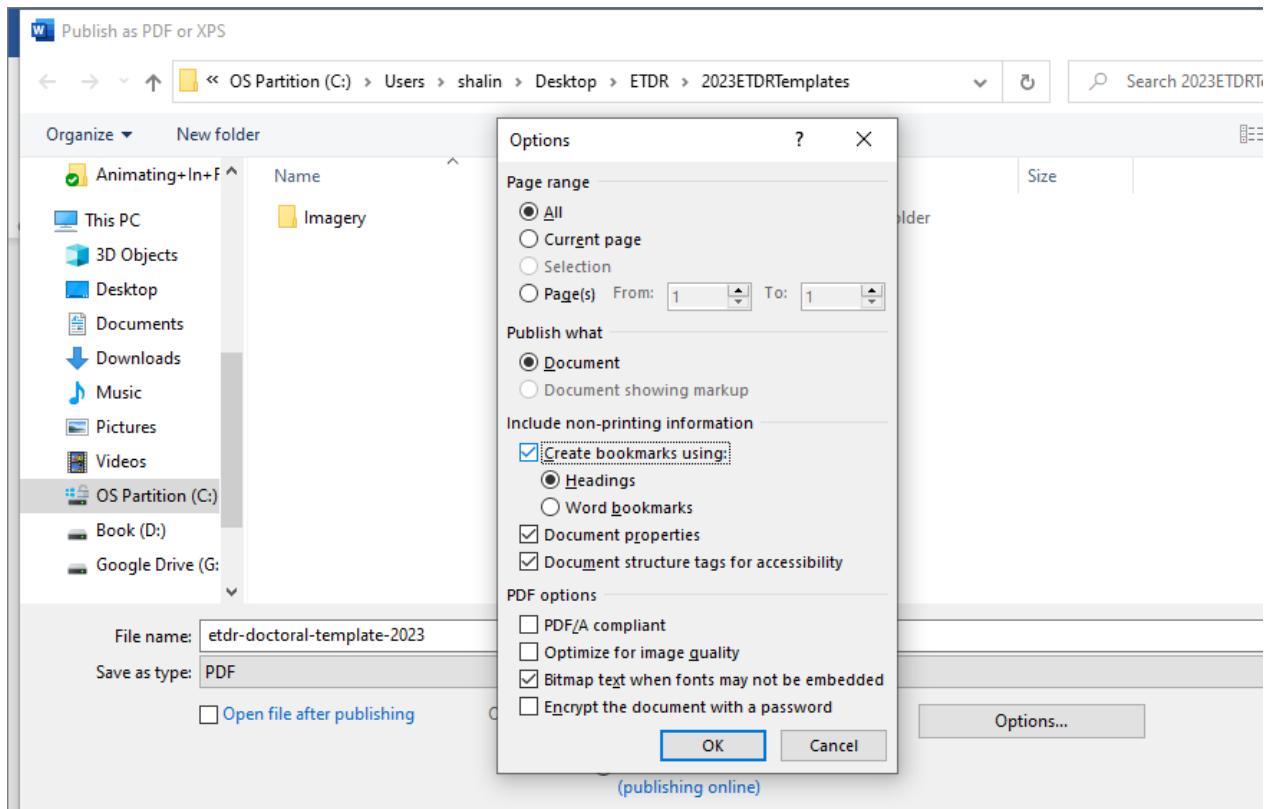


Figure 17. "Create bookmarks using...Headings"

The .pdf file will have a navigable bookmarks panel to the left.

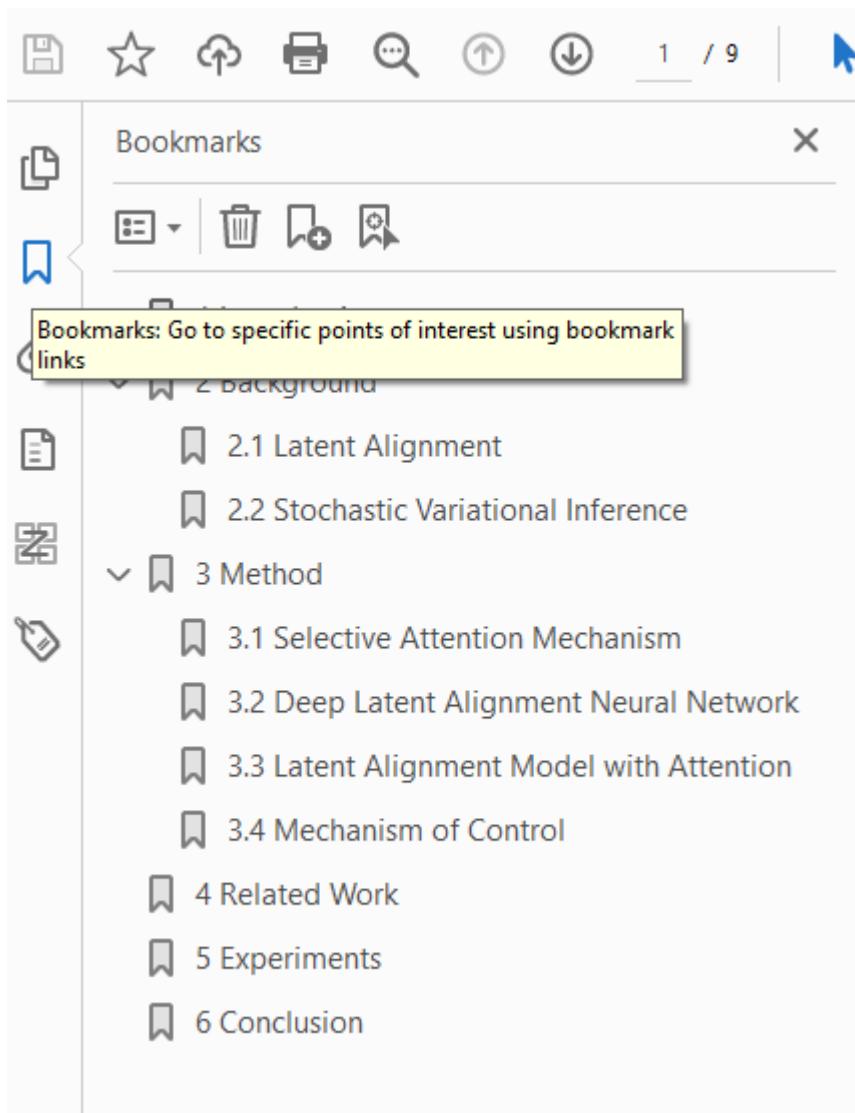


Figure 18. A Visual of a Navigable Bookmarks Panel on a .pdf File

If there is a transcoding issue from Word to Adobe PDF, use the online version of O365 Word

Others will go to File – Save As... (Regardless, it is important to update the Table of Contents, the List of Figures, the List of Tables, and so on, first.)

**Microsoft Word on Windows:** As of mid-October, 2021, an update to Word or Adobe Acrobat or Windows has led to the ETDR templates failing to output a .pdf file that is navigable (able to jump from the Table of Contents, List of Figures, List of Tables, etc. to the particular contents, figures, or tables) when output using the local version of Word. A workaround for this is to go to the online word (webmail.ksu.edu -> MS Word icon in the left menu)...

1. Open the ETDR file (Word format) using the online version of MS Word (Office 365).
2. Save as...
3. Download as PDF (see the screenshot)

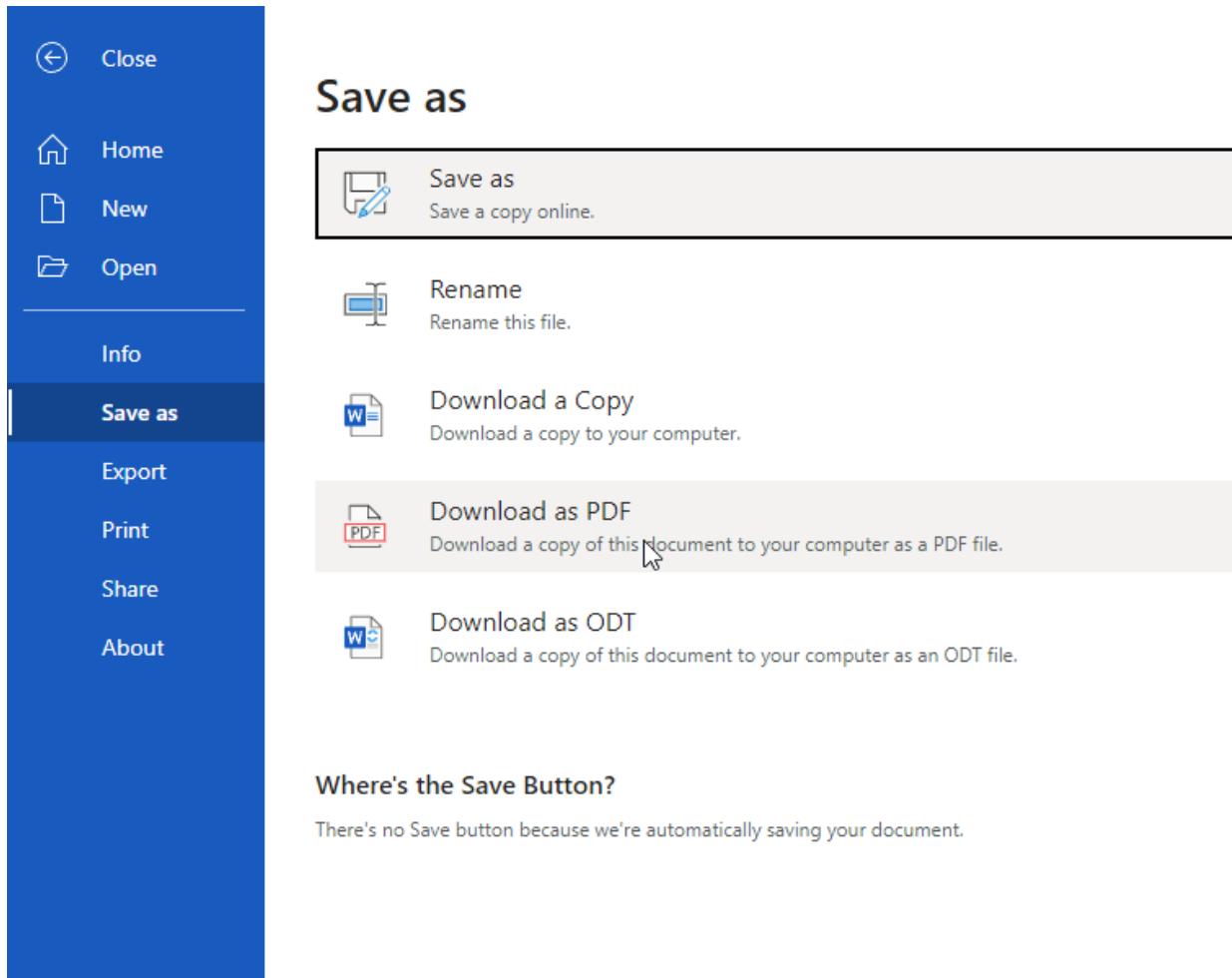


Figure 19. Outputting ETDRs using Online MS Word

4. This seems to work even if the student does not have a commercial version of Adobe Acrobat or Adobe Acrobat in the Cloud.
5. To test your file, please open the PDF file using Adobe Reader. (Do not use a web browser to open the file as the browser may give the file additional powers that it does not natively have.) Navigate to the Table of Contents, List of Figures, or List of Tables. When you hover the cursor over any items in these sections, the cursor should turn into a small hand...and when clicking on the titles, the file should enable the user to jump to the target contents.

\* If the above does not work, read on. You may need to open your ETDR in Adobe Acrobat DC and convert.

**Microsoft Word on Mac:** For those who created their file using Microsoft Word on Mac, going to the cloud version of Word does not seem to work to output a file with links that output in a navigable way (for the Table of Contents, List of Figures, List of Tables, List of Nomenclature, List of Equations, and so on).

To output a navigable ETDR with a Word™ file created on a Mac, open Adobe Acrobat DC on the desktop. From there, go to File -> Open. For the file extension at the bottom right, select “All Files” to view all available files.

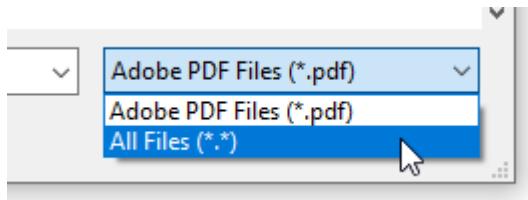


Figure 20. Opening a File in Adobe Acrobat DC by Specifying “All Files” as the Selection

Open the MS Word file. Adobe Acrobat DC will convert the file from Word to PDF. Save the new file out from Acrobat as a PDF file. The links should work fine. (You can see this when you hover your cursor over the link, and the cursor turns into a hand.) Remember to test on your local device, and not through a web browser, to see the actual capabilities of the file.

Chapter 4 - Your Chapter Title .....  
Chapter 5 - Your Chapter Title .....  
References or Bibliography (choose one) .....

Figure 21. Testing the Navigation of your ETDR File as a PDF One

## The LaTeX (Thesis, Dissertation, Report) Template

 figures	File folder		
 styles	File folder		
 abstract	(La)TeX document	1 KB	No
 abstracttitle	(La)TeX document	2 KB	No
 acknowledge	(La)TeX document	1 KB	No
 appendixA	(La)TeX document	1 KB	No
 appendixB	(La)TeX document	1 KB	No
 BibTeXGuide	Adobe Acrobat Document	179 KB	No
 chapter1	(La)TeX document	2 KB	No
 chapter2	(La)TeX document	1 KB	No
 chapter3	(La)TeX document	1 KB	No
 class_diss	(La)TeX Class File	7 KB	No
 copyright	(La)TeX document	1 KB	No
 dedication	(La)TeX document	1 KB	No
 etdrtemplate	(La)TeX document	5 KB	No
 natbib	Adobe Acrobat Document	268 KB	No
 preface	(La)TeX document	1 KB	No
 ReadMe	Adobe Acrobat Document	107 KB	No
 references	(La)TeX Bibliography File	2 KB	No
 title	(La)TeX document	2 KB	No

Figure 22. The Files in the LaTeX Zipped Folder

### How to use from scratch

The ETDR template in LaTeX serves as the basis for theses, dissertations, and reports. The main file is the etdrtemplate.tex, and it is linked to various pieces and parts, which may be included in the final file or not.

First, go to the page for [ETDR Template, Tools, and Resources page](#)

Download the zipped folder of contents for LaTeX files.

Also, download the [README Instructions for Using the LaTeX ETDR Template](#).

The LaTeX files may be edited on the local desktop or on a cloud-based editor. Many of these are free for download and use.

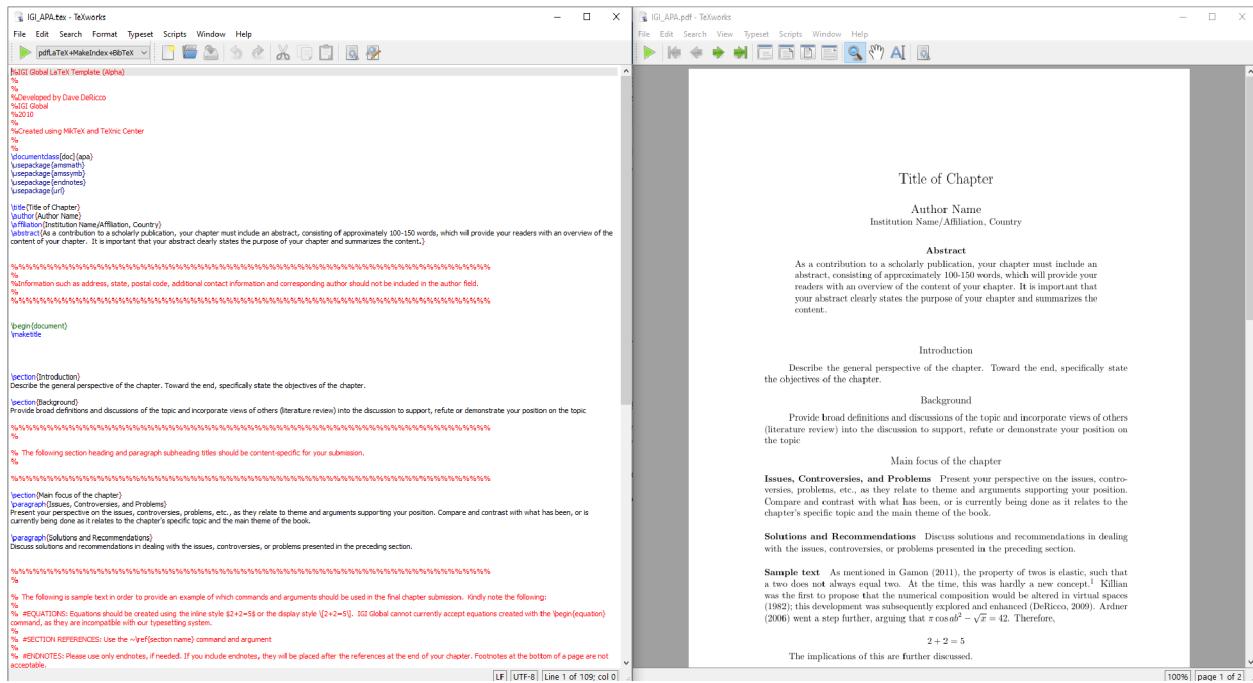


Figure 23. TeXworks LaTeX Editor (downloadable from SourceForge) on the Local Machine

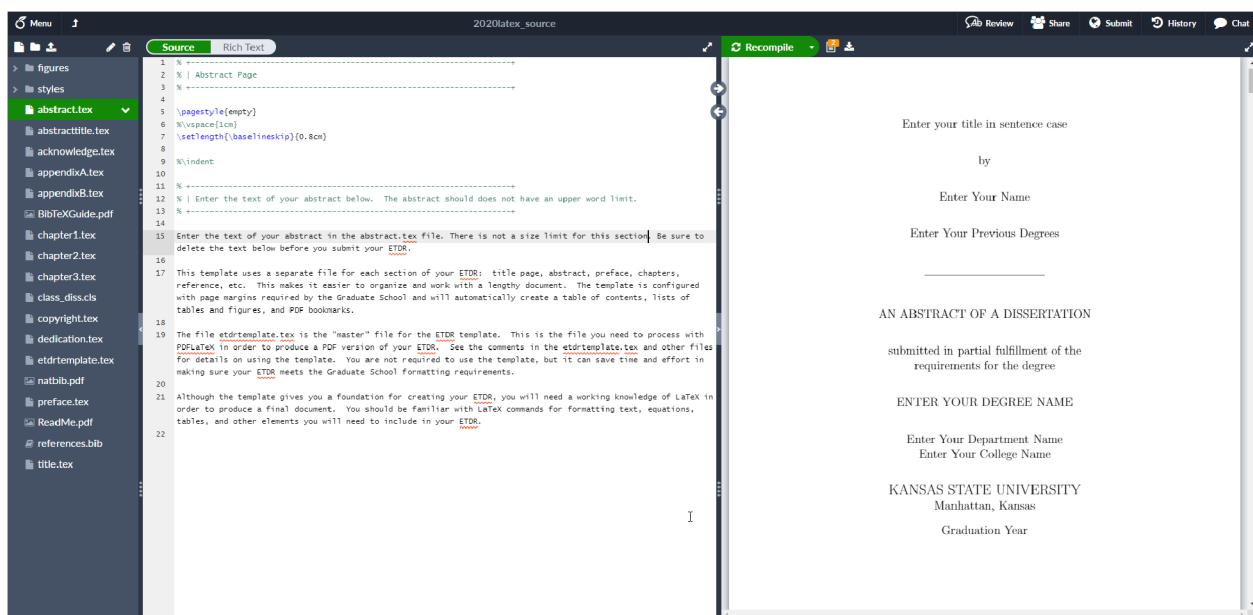


Figure 24. Overleaf Cloud-Based LaTeX Editor (generally free to use)

Textual contents should be non-formatted and pasted into the template.

Figures are placed into the figures folder...and pointed to from within the file.

To test how the coding is going, compile the code, and export a PDF.

Problems crop up when there are different combinations of packages loaded to the template. Optimally, users will use the template as designed and not add complexity.

## Submitting the Finalized .pdf to K-REx (K-State Research Exchange) and ProQuest

Once your files are finalized, you can begin the process of submitting the finalized .pdf to K-REx and ProQuest.

For more information, please see the [ETDR website](#).

Log in to the K-REx site at <https://krex.k-state.edu/dspace/>.

The screenshot shows the K-State Research Exchange (K-REx) website. At the top, there is a purple banner with the Kansas State University logo and a search bar labeled "Search K-REx". Below the banner is a navigation menu with links to "LIBRARIES HOME", "About K-REx", "Digital Collections", "Faculty Works", "Student Works", and "Submit ETDR". On the left side, there is a sidebar with sections for "Browse K-REx" (including links to Communities & Collections, Authors, Titles, Subjects, and Date), "Login", and "View Usage Statistics". The main content area features a "K-State Research Exchange (K-REx)" section with a profile picture of Nancy Muturi, a "K-REx Contributor", and text stating "12 articles deposited in K-REx have been viewed or downloaded over 18,909 times". Below this is a "Search K-REx" section with a search input field and a "Go" button. A link to "Advanced Search" is also present. At the bottom of the page, there is a footer with links to "Contact Us", "Emergency", "Notice of nondiscrimination", and social media icons for Facebook, Twitter, YouTube, and Google+.

Figure 25. A Screenshot of the K-State Research Exchange (K-REx) Site where ETDRs are Submitted after Approval

## An ETDR Formatting Checklist

Table 1. ETDR Formatting Checklist

Main Areas	Related Subareas	Check	
		MS Word or LaTeX	PDF
		✓	✓
File Navigation (ability to go to manuscript contents with a click from various lists)			
	Text style for text hierarchy		
	Placement of captions (and anchors)		
	Working Table of Contents (TOC)		
	Working List of Figures		
	Working List of Tables		
	Working List of Abbreviations / Terms or Nomenclature / Equations (if used)		
Completeness of Manuscript			
	All required sections included		
	Optional sections added, as needed		
Text Formatting			
	Proper text style to enable file navigation (H1, H2, H3; body text, etc.)		
	Proper capitalization		
	Consistent text formatting		
	Consistent font families, consistent font types		
Digital Image Quality			
	High resolution (and high resolution settings in Word) > 350 ppi / dpi Up to 1000 ppi . dpi or even higher for microscopy image data		
	Visual sharpness		
	Color as CMYK (cyan, magenta, yellow, and black), not RGB (red, green, and blue)		
	Sufficient color contrast (accessibility)		
	Proper aspect ratio (no accidental stretching or skewing)		
	Accurate in-image-annotations and labeling (and readability)		

	Proper caption formatting in accordance with bibliography method directions (varies based on the discipline)		
	Appropriate technical captioning (for file navigation)		
<b>Main Areas</b>	<b>Related Subareas</b>	<b>Check</b>	
		<b>MS Word or LaTeX</b>	<b>PDF</b>
		✓	✓
Table Layout			
	Portrait or landscape layout for easier viewability of tables (and / or figures), particularly those with a large number of column headers (which add to table width)  [Table height is less of an issue because tables may flow from one page to another.]		
	Consistent font and number sizes for the table data		
	Human readability of table data and tables		
	Proper caption formatting in accordance with bibliography method directions (varies based on the discipline)		
	Appropriate technical captioning (for file navigation)		
Pagination			
	Correct pagination (no visible page numbers for front matter, until Table of Contents, at which point small Roman numerals (i, ii, iii, etc.) are used through until Chapter 1, at which point natural whole numbers are used (1, 2, 3, etc.), starting with 1.		
Margins			
	1" all around edges		
May have 1.5" in the left for physical printing and binding			
	Consistent margins		
Source Citation Formatting			
	Proper source citation formatting in-body		
	Proper source citation formatting in bibliography / references		
	* This is especially important for those using online bibliography services because of different functioning of these programs and		

	the complex nuances of variant source citation methods in different disciplines.		
HTML Links			
	Live HTML links (so actually pointing to a destination on the Internet and Web in a working way, not to a non-live site)		
	Activated HTML links (linked in a clickable way from Word, LaTeX, and PDF formats)		
File Naming	Format must be FirstnameLastNameGraduationYearYYYY.pdf in the exported file (from MS Word or LaTeX formats)		
Other			

*Note.* Some extra rows have been left for students if they have other standards that they want to add.