

How to Format Your Thesis or Project

Online Resources

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Brown Bag

Sample papers to practice with

- [Google Doc Sample Paper](#)
- [MS Word Sample APA Paper](#) (formatted)
- [Slides](#)

MS Word

Style-related Templates

- APA <https://templates.office.com/en-us/apa-style-paper-tm16392902>
- MLA <https://templates.office.com/en-us/mla-style-research-paper-tm03984841>
- Chicago:
<https://www.vanguard.edu/uploaded/content-migrated-pages/Chicago-Style-Template.doc>
- CSE:
https://drive.google.com/file/d/0B7lp9gkpsNu_YmIOcm15cEo5NG8/view?resourcekey=0-uswH_sp19FT-qAbavraGfQ

Basic Formatting:

https://www.stratford.org/uploaded/technology/Elementary_Classes/Microsoft_Word_-_Microsoft_Word_Exercise.pdf

TOC

https://www.officetooltips.com/word_365/tips/how_to_create_and_modify_tables_of_contents.html

Header and footer

<https://support.microsoft.com/en-us/office/insert-a-header-or-footer-b87ee4df-abc1-41f8-995b-b39f6d99c7ed>

Page numbers

<https://support.microsoft.com/en-us/office/add-different-page-numbers-or-number-formats-to-different-sections-bb4da2bd-1597-4b0c-9e91-620615ed8c05#:~:text=on%20first%20page.,To%20choose%20a%20format%20or%20to%20control%20the%20starting%20number,Select%20OK>

Section Breaks

<https://support.microsoft.com/en-us/office/use-section-breaks-to-change-the-layout-or-formatting-in-one-section-of-your-document-4cdfa638-3ea9-434a-8034-bf1e4274c450>

Footnotes

<https://www.simuldocs.com/blog/how-to-change-the-layout-and-formatting-of-footnotes-in-microsoft-word>

References

<https://support.microsoft.com/en-us/office/apa-mla-chicago-automatically-format-bibliographies-405c207c-7070-42fa-91e7-eaf064b14dbb#:~:text=In%20your%20Word%20document%2C%20click,that%20you%20want%20to%20cite.>

Google Docs

Style-related templates

- MLA and APA templates at WOU:
<https://support.google.com/docs/answer/148833?hl=en&co=GENIE.Platform%3DDesktop#:~:text=On%20your%20computer%2C%20go%20to,copy%20of%20the%20template%20opens.>
- Chicago:
<https://docs.google.com/document/d/1RLkM-HLXXK7kZfwH-UXYmGcRi-XhP9N4gDI0ElRByqs/edit>
- CSE
https://drive.google.com/file/d/0B7lp9gkpsNu_YmlOcm15cEo5NG8/view?resourcekey=0-uswH_sp19FT-qAbavraGfQ

Basic Formatting

<https://support.google.com/a/users/answer/9305685?hl=en>

TOC

<https://edu.gcfglobal.org/en/googledocuments/creating-a-table-of-contents/1/>

Use headers, footers, page numbers, & footnotes

<https://support.google.com/docs/answer/86629?hl=en&co=GENIE.Platform%3DDesktop>

Section Breaks

<https://support.google.com/docs/answer/11526892?hl=en&co=GENIE.Platform%3DDesktop>

Citations and references

<https://support.google.com/docs/answer/10090962?hl=en&co=GENIE.Platform%3DDesktop#:~:text=Open%20a%20document%20in%20Google.%2C%20or%20Chicago%20Author%2DDate.>