

A Few Suggestions Regarding Thesis Formatting

Numbering of Pages

Note: Some departments require all pages to be numbered in the top right corner of the page rather than the locations listed in the [Thesis Checklist](#). Let the Graduate Office thesis administrator know if your requirements differ from the requirements set forth in the checklist.

Numbering within chapters

If you are having trouble numbering the first page of each chapter bottom, center and the rest of the pages top, right, try the following:

1. Divide and save your thesis into the following Word files:
 - a. Title pages (not numbered)
 - b. Front matter (numbered ii - ...)
 - c. Chapter 1(pages numbered 1, 2, 3, etc.)
 - d. Chapter 2...
 - e. References
 - f. Appendixes
2. Open the file containing Chapter One
3. On the first page, right click on the top of the page and choose “Edit Header”
4. In Header and Footer tools:
 - a. check the “Different First Page” box
 - b. under Page Numbering – choose location for number (bottom center)
 - c. under Page Numbering – choose formatting
 - i. Choose type of numbering desired
 - ii. Enter the number you want to start with
5. Go to the second page, right click and choose “Edit Header”
6. In Header and Footer tools:
 - a. Same as 4 above but choose a top right location and a new beginning page number
 - b. Double click within page to get out of header/footer area
7. Save file.
8. Repeat 2 – 7 above until all files are saved
9. Save each file as a PDF and merge. If you do not have software capable of doing this, the following sites have information about merging files:
 - a. www.ehow.com/how_6829661_merge-pdf-files-adobe-reader.html.
 - b. <http://www.wikihow.com/Merge-PDF-Files>
 - c. http://www.ehow.com/how_6954053_merge-adobe-files.html
 - d. http://www.associatedcontent.com/article/917409/how_to_convert_and_merge_microsoft.html
10. Once your thesis is a single document it is ready to submit to etdadmin.com/wnull.

Formatting the Table of Contents, List of Tables and List of Figures Pages

Page numbers must line up correctly on the right side of the page. The following information can be found at wiu.edu/cas/biological_sciences/graduate/:

1. Since page numbers will change often during revisions, it is suggested that the **Table of Contents** be created last.
2. To properly line up page numbers, use a “tab stop” at 5.75 inches from the left. While the text is left justified, this tab stop should be a “right aligned” tab stop, and the leader should be set to a series of dots. By using the tab stop, all numbers will be aligned on the right and all text will be aligned along the left, no matter what font is used. Do NOT insert a number of periods to act as the leader dots to the page numbers – these will not be evenly spaced and the numbers will never line up.
3. **List of Tables** – Page numbers should be formatted as in the **Table of Contents**.
4. **List of Figures** – The **List of Tables** can be modified and used to create the List of Figures.

Approval Page

Choose one of the following ways to submit your approval page:

1. Insert the approval page before submitting your thesis electronically;
2. Deliver the signed approval page to the Graduate Office. The page will be inserted by the thesis administrator after all revisions requested by the Graduate Office have been made. An email will be sent to the student when insertion takes place.

Submission by Deadline

It is the Friday before finals week. Electronic submission will be accepted until midnight. You are still working on minor revisions to your thesis and are concerned you cannot complete them by the deadline. **Suggestion** - submit your thesis before midnight and let the thesis administrator know you are still working on revisions and plan to resubmit your thesis within 1-2 days. Your paper will be reviewed after the second submission has occurred. Additional revisions may be required. All revisions must be made by the final deadline date set forth in the letter/email received by the student earlier in the semester. Any questions should be directed to the [Graduate Office](#).



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Do you have helpful hints for formatting?
If so, send them to Grad-Office@wiu.edu.