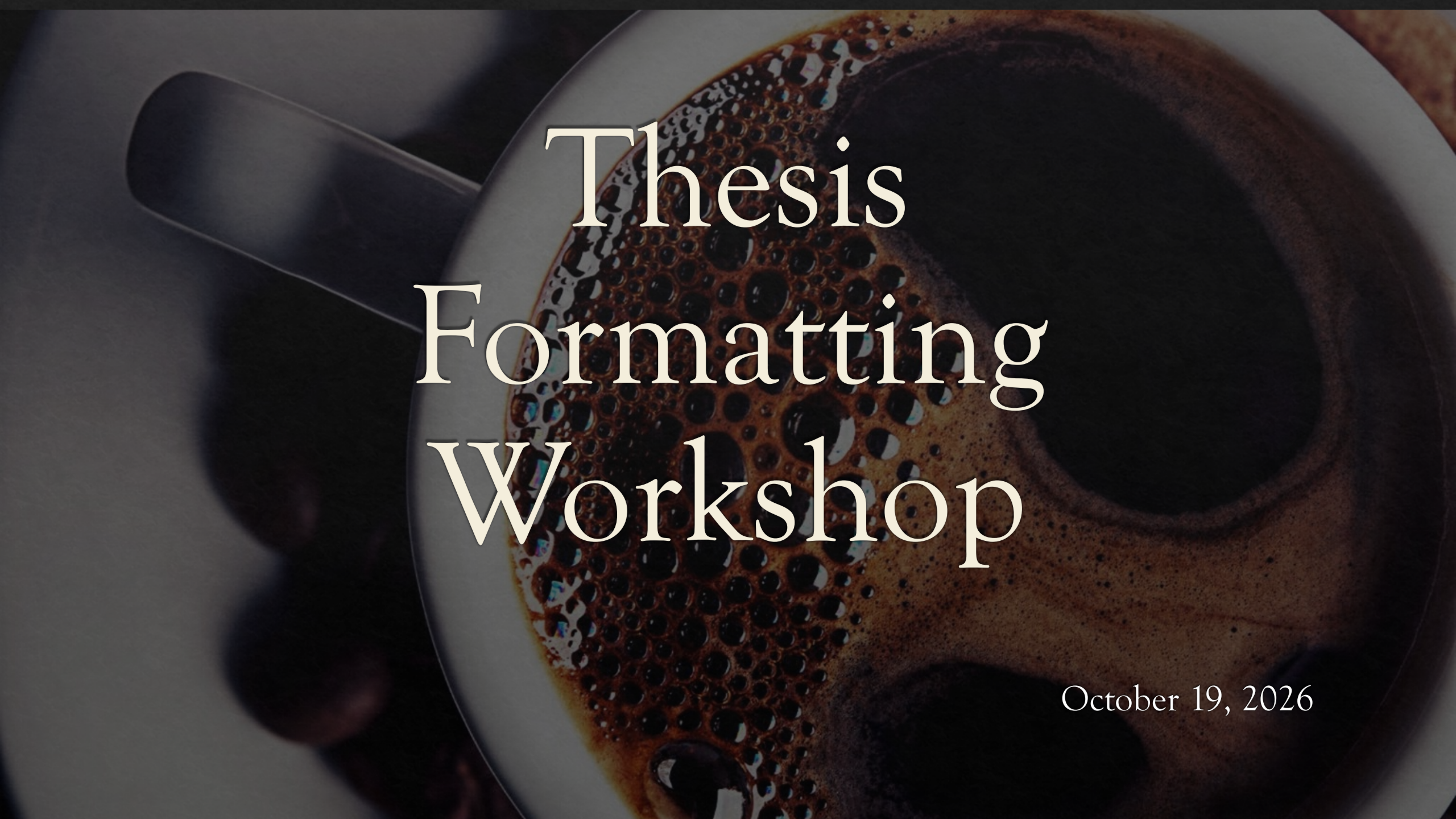




Thesis Formatting Workshop

October 19, 2026

Upcoming Dates and Deadlines:

October 26:

1. Final chapter to mentor only.
 - For non-defenders: chapter draft due to thesis@baylor.edu)
2. Thesis Defense Scheduling Form to thesis@baylor.edu

November 2:

1. Complete draft the thesis to mentor only.
2. Abstract to [Albert Beck@baylor.edu](mailto:Albert.Beck@baylor.edu)
3. Full draft (including all front and back matter) to thesis@baylor.edu for
FORMATTING REVIEW

November 16: last day to submit polished & mentor-approved draft to the full committee

November 23-27: Thanksgiving Holiday

December 2: last day to defend (submit signed Oral Defense Form asap after this)

December 7: (non-defenders) chapter draft due to thesis@baylor.edu

December 9: firm deadline for final thesis submission to BEARdocs via Vireo

Note: Full description of requirements (incl. submission instructions) for each is in the HON 4V87 syllabus, on the pages following the two deadline charts.

Speaking of thesis chapters...

Have you considered submitting one of yours to
The Pulse student literary magazine?

The Pulse

NOW OPENING APPLICATIONS
FOR OUR 2026-2027 PUBLICATION:

The Pulse is Baylor University's undergraduate scholarly publication, consisting of research papers from all academic disciplines. To learn more about the publishing process, please visit our website.

deadlines to apply:

paper submissions
10/30/26 @ 11:59 PM

editor applications
10/23/26 @ 11:59 PM

apply here! →



@thepulsebaylor



HP Thesis Formatting Guidelines:

Honors Program Website, under

Current Students: Thesis: Thesis Format

<https://honors.baylor.edu/academic-offerings/honors-program/current-students/thesis/thesis-format>

What style guidelines do I follow?

- ◆ Part A: content, writing style, and format (incl. citations):
 - ◆ Often, the standard style guide followed for a graduate-level dissertation or thesis in the given discipline; however, the final decision on style manual should be made by your thesis mentor.
- ◆ Part B: uniform elements across all theses
 - ◆ “The Honors Program defines in this document the standard style and format that should apply to all theses completed as part of the program’s curriculum.”

FOR ANY STYLE GUIDE, FOLLOW THIS RULE:

“If a conflict occurs between these Honors Program guidelines and the discipline-specific style guide, then the Honors Program guidelines should take precedence. Where neither departmental nor Honors Program specifications resolve a question, you should refer to Turabian’s *Manual for Writers of Term Papers, Theses, and Dissertations*. In the end, you must be consistent in using the adopted style throughout the document” (13).

An Incomplete Guide to the *Thesis* *Formatting Guide*

- ◆ Typeface, size, margins, and spacing (2-3)
- ◆ Page Numbers (4)
- ◆ Footnotes or endnotes (4)
- ◆ Headings (5-8)
- ◆ Thesis components and their order (10-14)
- ◆ Your new best friends:
 - ◆ **STEP-BY-STEP SETUP GUIDE (21-55)**
 - ◆ **SAMPLE PAGES (59 ff)**
 - ◆ **FINAL CHECKLIST (i-ii)**

Bonus
Material

[model thesis template](#)

[LaTeX template](#)

Required Formatting Review

- ◆ All students must submit in Microsoft Word (exception: LaTeX users).
- ◆ Use the checklist at the start of the Formatting Guidelines document before submission.
- ◆ Run the Microsoft Word Accessibility Checker.
 - LaTeX users should run the Adobe Acrobat Accessibility Report.
- ◆ Make a reasonable effort to resolve identified accessibility issues.
 - Most issues are expected to involve missing alternative text.
- ◆ Upload a screenshot of the cleared accessibility report with the formatting review submission.
- ◆ Final Submission: After your formatting review and thesis defense, make the needed changes. After you do, run the accessibility checker again before converting to PDF/A for submission to BearDOCS via Vireo.

Some Common Problem Areas:

◆Page numbers

◆Spacing

◆New as of summer 2026:

ADA Accessibility Requirements

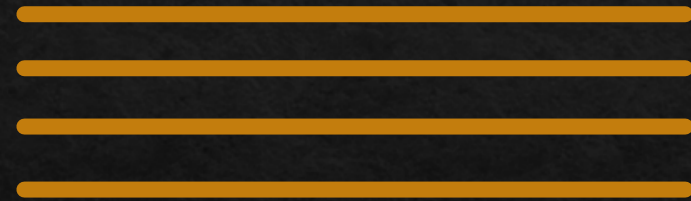
Page Numbers

- ◆ There are three types of page numbers in your thesis:
 - ◆ Section 1: **unpaginated** = abstract, signature page, title page
 - ◆ Section 2: **Roman numerals** = Table of Contents and any other optional ‘front matter’ (List of Figures, Acknowledgments, Epigraph, etc.)
 - ◆ Note: the first paginated page will actually be page “ii,” not page “i.”
 - ◆ Section 3: **Arabic numerals** = first page of the first chapter through the end of the thesis (including any appendices and the bibliography).
 - ◆ Page numbers in this section start with “1” and number continuously from there.
- ◆ All page numbers should be centered at the bottom of the page.
- ◆ Make sure that the font and size of the page numbers match that of the body text.

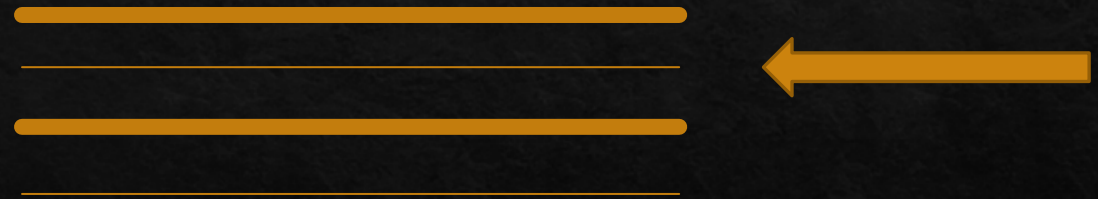
Spacing

You will use single-, double-, and triple-spaced text in your thesis.

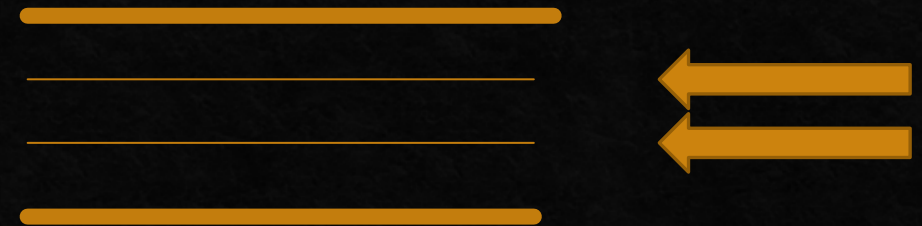
◆ **Single** = no blank space between lines.



◆ **Double** = one single-spaced line
between lines of text.



◆ **Triple** = two single-spaced lines between
lines of text.



Getting Triple Spaces in Word: **Result**

Before:

Heading is double spaced
above and below)

you are unselecting the extra space

STEP TWO: Anywhere You Need a Triple Space

Finish the line above the heading (or w

key). Type in your heading. If your text is set to

the extra space between paragraphs as discuss

After:

Heading is triple spaced above,
double spaced below)

you are unselecting the extra space

STEP TWO: Anywhere You Need a Triple Space

Finish the line above the heading (or w

key). Type in your heading. If your text is set to

the extra space between paragraphs as discuss

Key Elements of ADA Accessibility Requirements

Refer to the Formatting Guidelines pages 21-55, esp. 51-2

- **Clear Language:**

Write in plain language and define abbreviations upon first use.

- **Color Contrast:**

Ensure sufficient contrast between text and background, incl. images (especially graphs and charts).

- **Formatted Lists:**

Use built-in bullet or numbering tools for lists.

Key Elements of ADA Accessibility Requirements, cont'd.

- **Structured Headings:** (*Guide p. 35-8*)
Use built-in heading styles to organize content.
- **Alternative Text:** (*Guide p. 46*)
Provide alt text for all images, charts, and figures.
- **Accessible Tables** (*Guide p. 46-7*)
Identify row and column headers; do not split cells.
- **Headings and Captions for Figures and Tables** (*Guide p. 43-7*)
- **Auto-Generated Table of Contents/Tables/Figures:** (*Guide p. 38-41; 47-8*)

WORKSHOP EXERCISES: SETUP OF PRELIMINARY PAGES

Note: The following instructions and examples are particular to the desktop version of MS Word for Microsoft 365. Apple products and other versions of Word may have slight differences, especially in terms of things like icons and where various features are found on the screen. Most users are able to use these instructions as a starting point and fairly easily find the adjustments they need to make for their program/computer. The step-by-step guide in the Formatting Guidelines document addresses some of these adjustments. If you are getting stuck, Googling “how to _____ in [your version of Word]” usually works.

Workshop instructions:

- Open (or create) a “formatting draft” of your thesis document. Do not do these exercises in the main copy of your thesis yet.
- Create at least 3 pages: TITLE PAGE, TABLE OF CONTENTS, CHAPTER ONE—centered and in all caps.

In the formatting workshop, we will go through several elements of setting up your formatting using the step-by-step guide in the *Formatting Guidelines* document.

The pages that follow are ways to trouble-shoot two elements that often give thesis students particular trouble:

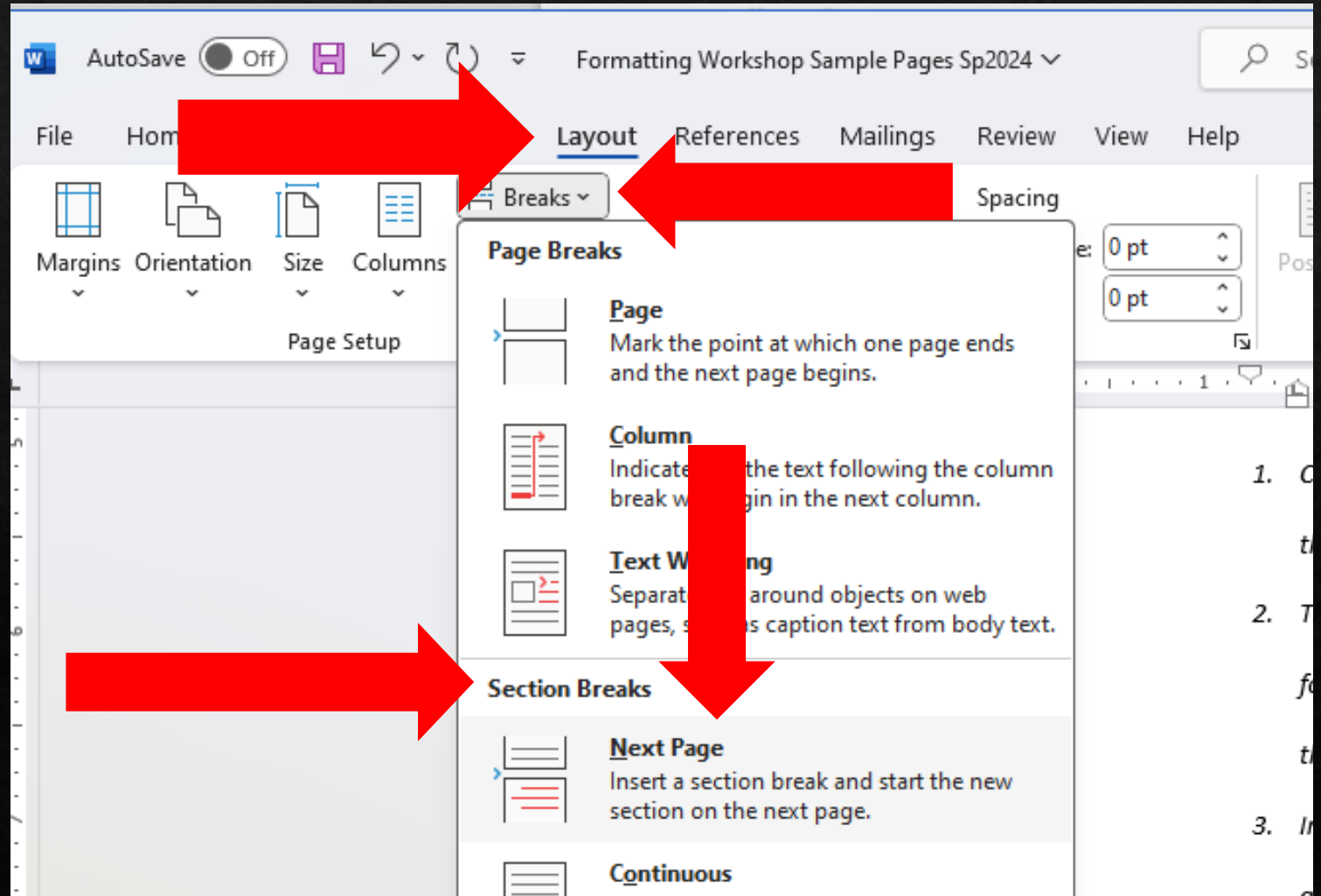
- Formatting page numbers using *section breaks*
- Formatting text to get a correct *triple space* where needed

Formatting Page Numbers Using Section Divisions in MS Word

To format your page numbers in Word, use **SECTION BREAKS** between the three types of page numbers (unpaginated, roman numeral, and Arabic numeral), and be sure to “**UNLINK TO PREVIOUS**” for each section break.

Step 1: Put your cursor at the end of the text on the last page of a section.

Then, click on “Layout,” then “Breaks.” Under “Section Breaks,” click on “Next Page.”

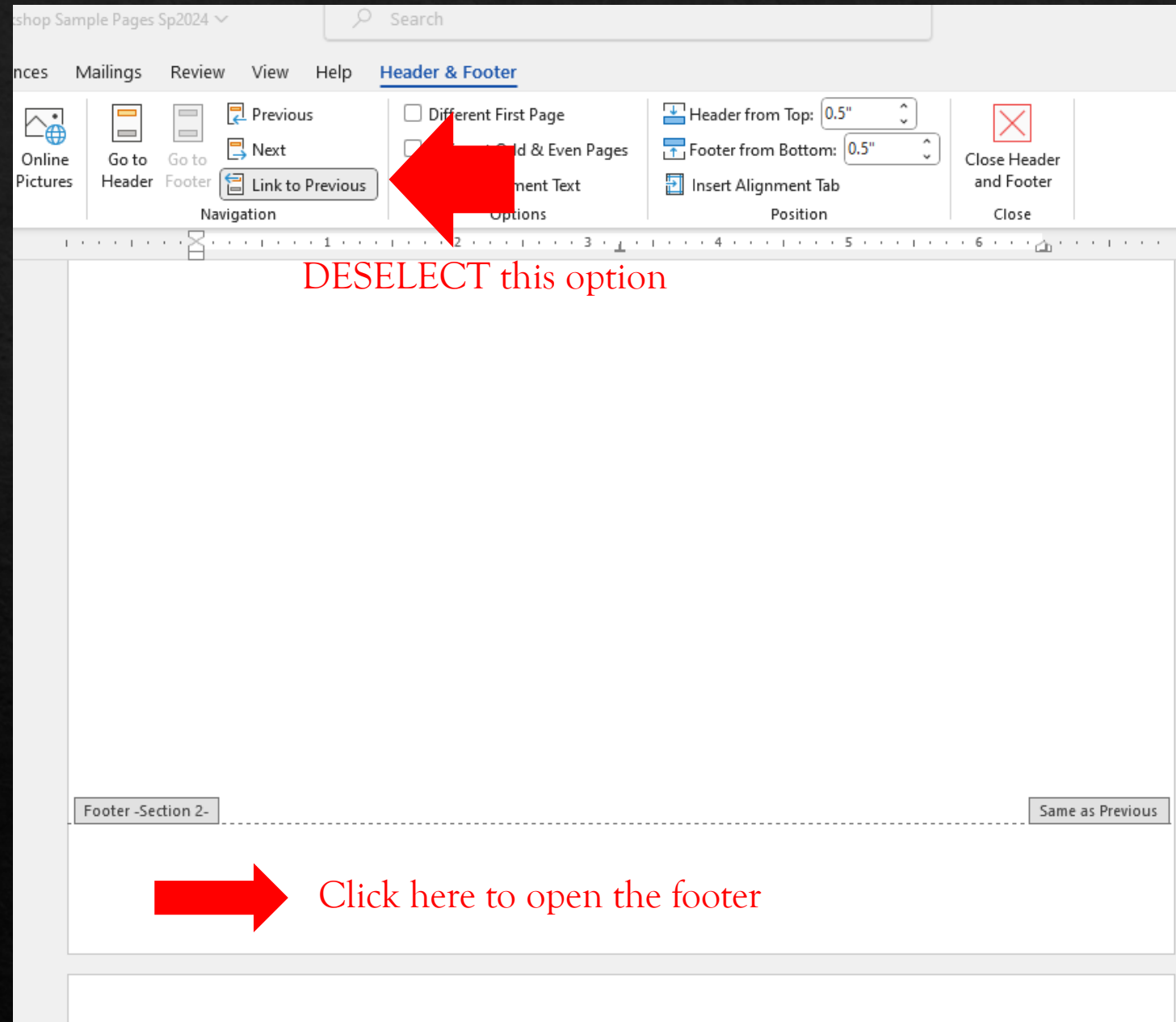


Formatting Page Numbers Using Section Divisions in MS Word, cont.

Step 2: On the first page of the **next** section, double click at the bottom of the page to open the footer for that page.

Then, under “Header and Footer,” make sure to **deselect** the “Link to Previous” button. (Word defaults to linking the headers and footers of sections together, and that is NOT what we want here.)

Step 3: Repeat steps 1 and 2 to create all three sections and unlink them from each other.



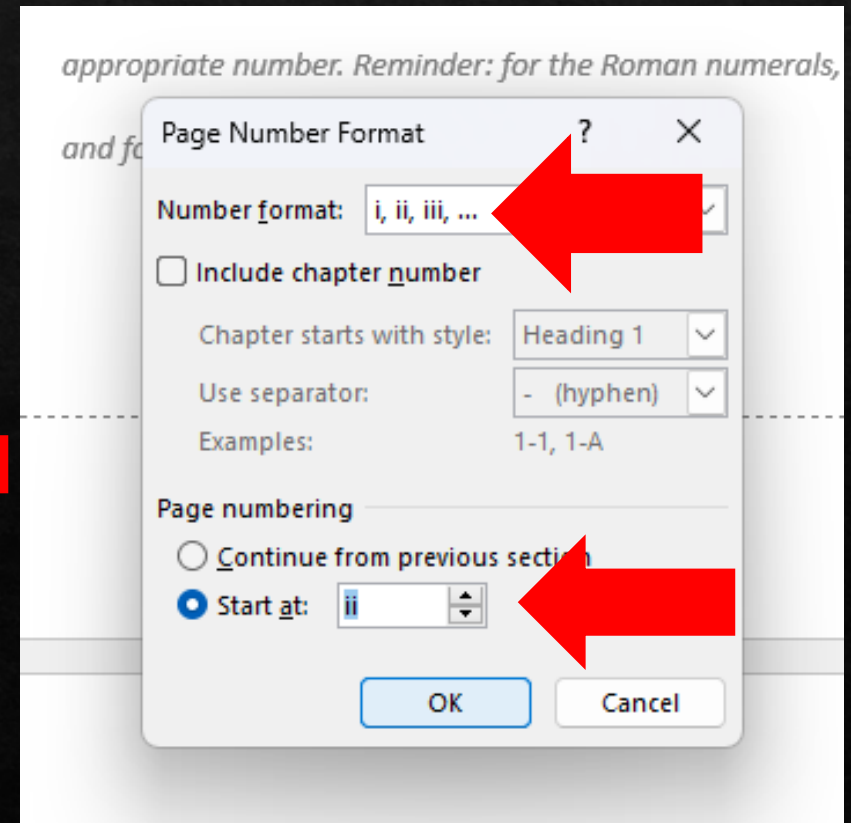
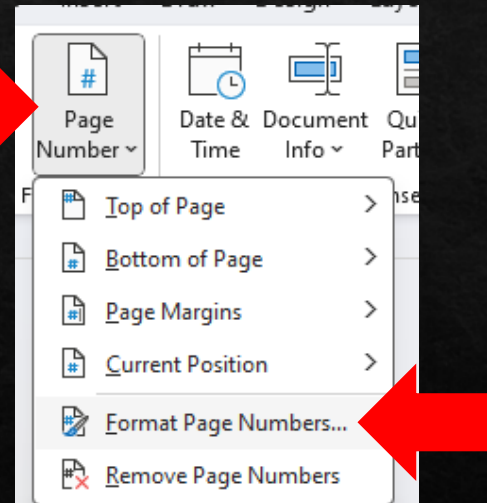
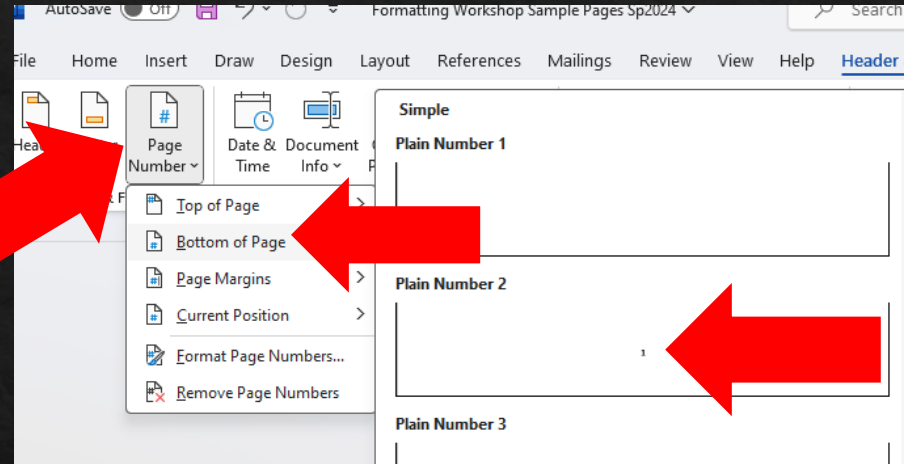
Formatting Page Numbers Using Section Divisions, cont'd

Step 4: While you're still in the Headers/Footers page on the first page of a new section, format the page numbers for sections 2 (Roman) and 3 (Arabic).

Click on “Page Number,” “Bottom of Page,” and select “Plain Number 2” (with the number centered at the bottom of the page).

Then, click on “Page Number,” “Page Number Format,” and select the number format for that section (lowercase Roman numerals or Arabic numerals, dep. on the section).

In that same box, under “Page numbering,” select “Start at:” and choose the appropriate number. Reminder: for the Roman numerals, you will start at “ii,” and for the Arabic numerals, “1.”



TROUBLESHOOTING: If need be, go back to section 1 (unpaginated) and remove the page numbers there. If so, first double-check that the sections are unlinked. As long as the sections are unlinked from each other, this should not cause changes to the other sections' page numbers.

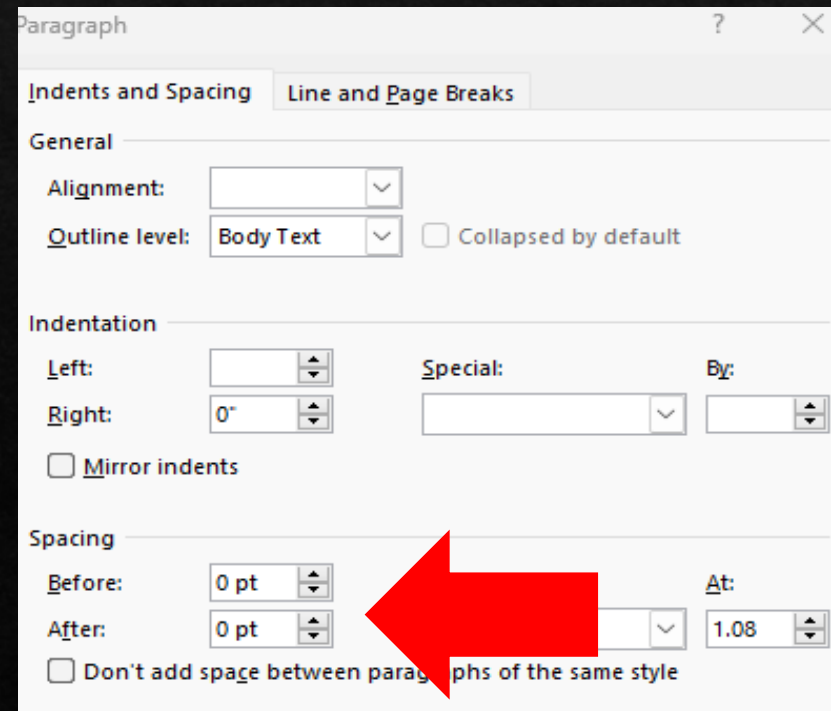
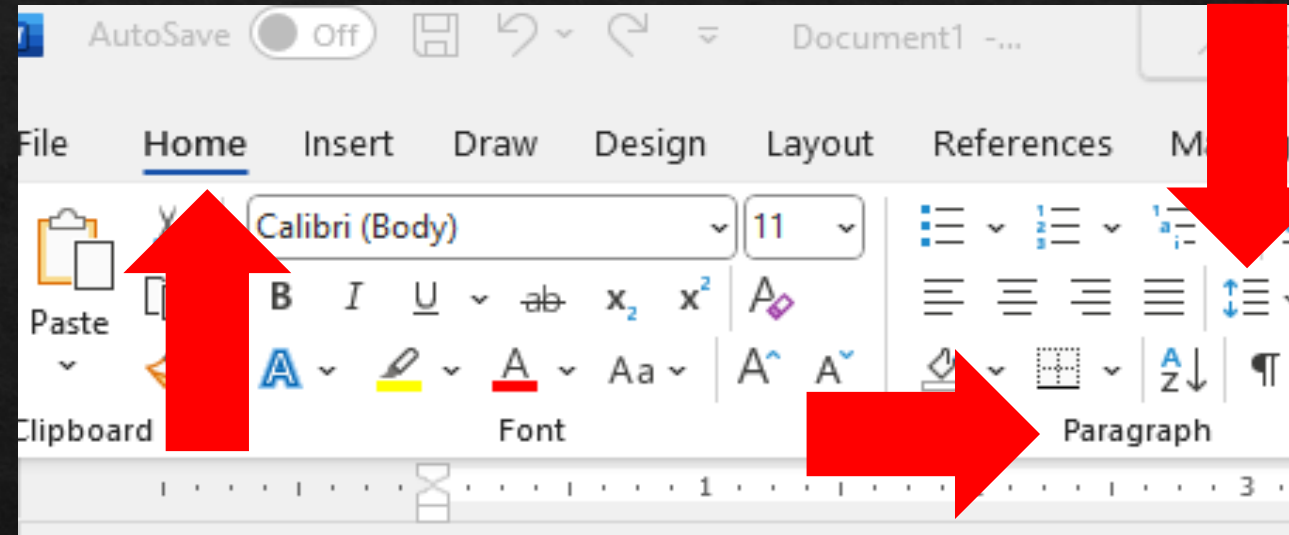
Getting Correct Spacing in Word

STEP ONE: Word typically defaults to including some extra space (usually about half a line's worth) before and/or after paragraphs. That is, when you hit the "return" key, you end up with more than just a single- or double-spaced line. **WE WANT TO GET RID OF THIS.**

On your formatting draft, "select all" (CTRL + A or just by using the cursor).

On the "Home" screen, go to "Paragraph," then "Line and Paragraph Spacing."

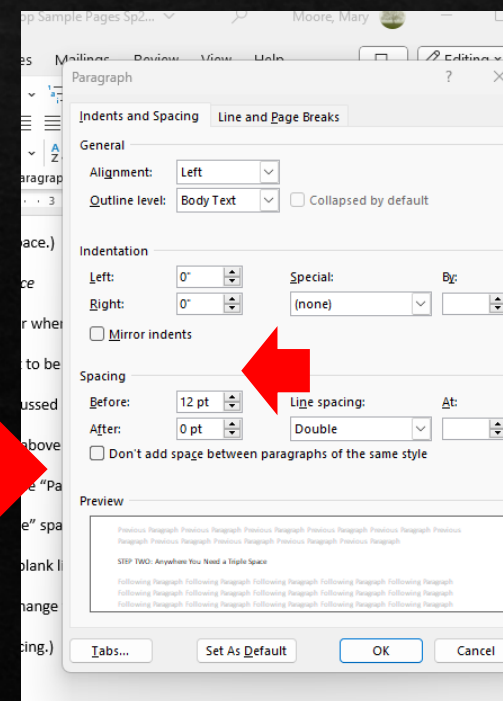
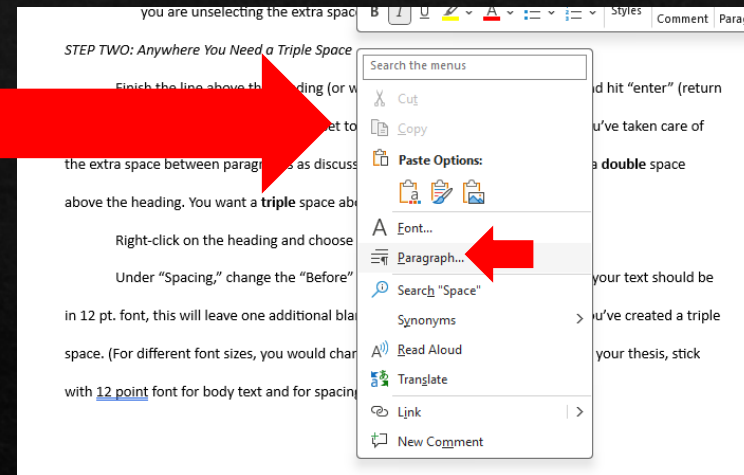
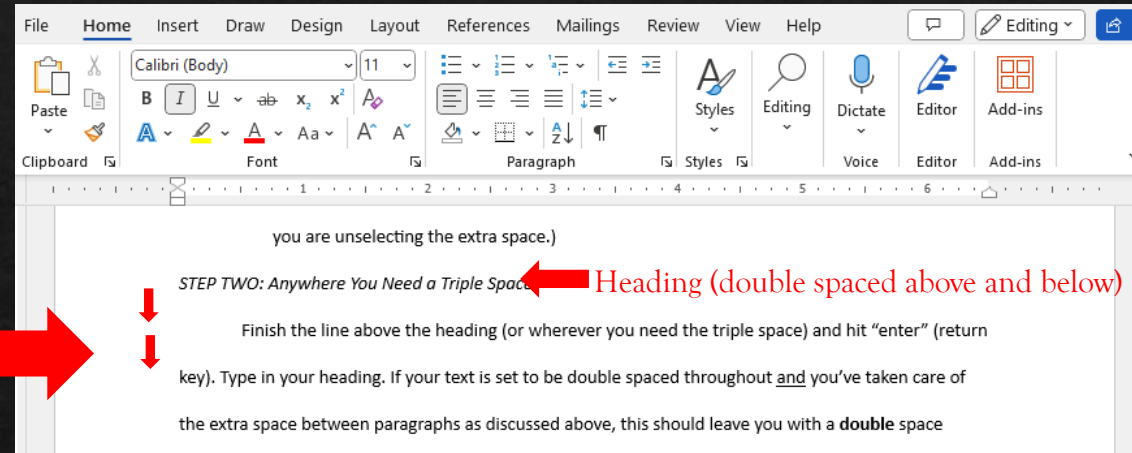
Click on "Line Spacing Options," then "Indents and Spacing." Make sure under "Spacing," both "Before" and "After" are set to **0 pts.**



Getting Triple Spaces in Word (headings etc.):

STEP TWO: anywhere you need a triple space

- (1) Finish the line above the heading (or wherever you need the triple space), and hit “enter” (return key). Type in your heading.
- (2) If your text is set to be double spaced throughout and you’ve taken care of the extra space between paragraphs as discussed above, this should leave you with a **double** space above the heading. You want a **triple** space above the heading, so next....
- (3) Right-click on the heading and choose “Paragraph.”
- (4) Under “Spacing,” change the “Before” spacing from “0 pt.” to “12 pt.” Since your text should be in 12 pt. font, this will leave one additional blank line above that paragraph. Tada! You’ve created a triple space. (For different font sizes, you would change what you enter in this box. But for your thesis, stick with 12 point font for body text and for spacing.)



- (5) Repeat **each** time you need a triple space in your text (headings, before/after charts and figures, etc.).