



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Thesis Templates

Two templates are available for your use in formatting your CSU Stanislaus thesis or project:

[Thesis Template D](#) (rev. 4/19/07)

[Thesis Template E](#) (rev. 4/19/07)

The templates are designed to assist students who want to format a thesis using Microsoft Word according to the [Thesis/Project Preparation Guidelines](#) of CSU Stanislaus. The two available templates correspond to the two possible formats for a Table of Contents, as described in the Guidelines document. These templates are basic building blocks that provide built-in margins, page breaks, pagination, standard text, and styles for the most commonly used features of a university thesis or project. You should consult your thesis committee chair for recommendations regarding the organization and formatting of your thesis.

It is assumed that students have basic computer usage and word processing skills, and have access to a PC computer with a recent version of Microsoft Word installed. Templates are available for the PC only (no Macintosh versions are available at this time). The current templates were created with Microsoft Word 2003, but should be backwards compatible and accessible from earlier versions. If you have difficulty using these templates, you should start from scratch without the templates and follow the CSU Stanislaus *Thesis/Project Preparation Guidelines* explicitly.

Using a Thesis Template

- Select [Thesis Template D](#) if the thesis you are formatting corresponds to Sample D in the *Guidelines*.
- Select [Thesis Template E](#) if the thesis you are formatting corresponds to Sample E in the *Guidelines*.
- Download the template to the hard drive on your personal computer by clicking *File/Save as*. (It is always a good practice to include a unique number and/or date in the file name each time you save a new version of your document. This will make it possible for you to retrieve earlier versions at a later time, if needed.)
- Click on the ¶ symbol in the Standard Toolbar at the top of the document. This will enable you to view spaces, tabs, paragraph formatting, page breaks and other format features that are programmed into the template.
- Highlight and delete the *[bracketed and italicized light blue text]* throughout the template, which is used simply to provide explanations and instructions. It is not intended to be part of the final product.
- Black text inserted into gray text form fields like this, for example, indicates standard wording, and should be replaced with the information pertaining specifically to your thesis or project, or removed altogether. Simply enter your own text into the gray text fields and delete the existing text.
- Remember to save your work frequently.