Save time and effort by using K-State’s ETDR resources

(ETDR = Electronic Theses, Dissertations, and Reports)

ETDR master’s and doctoral templates (and online resources) are solely to help graduate students meet the Graduate School’s publishing requirements more easily. (Some graduates say the template saved up to 50% of their time.)

Benefits of the ETDR template

The template has all the pieces you need. It’s a Word document with preformatted settings, required sections, proper page numbering, default margins, etc. And major timesavers like the automated Table of Contents and lists of figures/tables; auto-numbering of captions; a basic bibliography format; and more.

First steps

1. Check out the ETDR website where the templates are stored, along with Word power tips; FAQs, short, how-to videos and troubleshooting guides; and more. http://www.k-state.edu/grad/etdr

2. Download an ETDR Word template and start writing. (Note the doctoral template has extra Title and Abstract pages.) The Word templates can be used on both Windows and Mac computers. A LaTeX format is also available. Use the template when you first start writing your proposal — and just delete the sections you don’t need. (You can always add them again.)

3. Get a free, fast-start ETDR orientation. ETDR consultants (see #5) provide short, personalized overviews in face-to-face meetings to get you started using the templates and Word’s power features. Phone and Skype meetings are available for distance students.

4. Make early decisions on the formats and styles you want. See the adjacent “Format choices” box.

5. Contact the IT Help Desk and ask for an ETDR consultant whenever you need help on the ETDR template, issues, or a free consultation. (helpdesk@ksu.edu, 785-532-7722)

Format choices

(when you start writing)

Making some format decisions early on will save you time and extra work later. The template has defaults for the items below. All of them can be easily changed as you start writing. Many use “styles” (the Word power tools that let you “change it once, update everywhere”).

- **Margins.** Top, right, and bottom margins must be 1”. Left margin can be 1” or 1.5” — and it’s best to set this early on to avoid problems.

- **Fonts and sizes.** Times New Roman is the default, but other fonts can be used. It’s best to use a common (TrueType) font. 10 or 12 point?

- **Line spacing.** Double or 1.5? Both are acceptable.

- **Chapter headings and subheadings.** Chapter headings must be numbered, but the style and format can vary. Heading and subheading format is open, but needs to be consistent.

- **Caption locations and style** (for figures and tables). Above or below the item? Bold or not? What label and line spacing?

- **Figure/Table caption numbering.** Include the chapter number (Table 1.3) or not (Table 3)?

- **Page number location.** Centered or right-justified?

- **Bibliography.** How will you add citations (RefWorks, EndNote, manually)? Which citation style will you use (APA, MLA, etc.?)?

- **Special styles** can be set up by ETDR consultants for lists, quotation blocks, numerical headings, etc.

In addition, ask if your department has specific requirements for ETDRs, and what style guide is required. Those can even affect table formats.