



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Thesis and Dissertation Templates

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

[Template D](#) (revised 06/2012)

[Template E](#) (revised 06/2012)

The templates are designed to assist students who want to format a thesis or dissertation using Microsoft Word according to the [Thesis/Project and Dissertation Preparation Guidelines](#) of CSU Stanislaus. The two available templates are similar, with the exception of the formats of the tables of contents (see the [Guidelines](#) for samples D and E). 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 dissertation. You should consult your thesis/dissertation committee chair for recommendations regarding the organization and formatting of your thesis/dissertation.

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 2007. If you are using an older version of Microsoft Word, some minor format adjustments may be required. If you have difficulty using a template, or prefer not to use one, please follow the CSU Stanislaus [Thesis/Project and Dissertation Preparation Guidelines](#) explicitly.

Using a Thesis Template

- Select [Template D](#) if your table of contents corresponds to Sample D in the [Guidelines](#).
- Select [Template E](#) if your table of contents corresponds to Sample E in the [Guidelines](#).
- Save the template to the hard drive on your personal computer by selecting "Save As" and giving it a file name of your choice. (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.)
- The templates were formatted according to the format specificities detailed in the [Guidelines](#). You may view the spaces, tabs, paragraph formatting, page/section breaks, and other format features that are programmed into the template by clicking on the ¶ (show formatting) button in the toolbar and selecting to show *Ruler* under the tab *View*.
- Remember to save your work frequently.