

Formatting your Thesis or Dissertation in Microsoft Word: A Resource Reference Sheet

Many big research projects (such as a dissertation, MA thesis, or undergraduate Honors Thesis) require very specific formatting. While the Writing Center at UNC-Chapel Hill cannot dedicate resources to formatting questions at this time, the Writing Center has compiled this reference sheet that includes links to videos or step-by-step guides that answer specific questions about Microsoft Word formatting, research, or style questions. This sheet can help you identify the resources to help address specific formatting issues.

Most of these links are for the Microsoft Office 2010 version of Word. **If you have an active Onyen at UNC, you have access to this version of Office at no cost** through ITS.

If your question is not addressed here, Microsoft Office hosts a question-answer forum at <http://answers.microsoft.com/en-us> that you may find useful.

The graduate school publishes a guide to formatting theses and dissertations here: <http://gradschool.unc.edu/etdguide/format.html>

| Task | Link to resource that addresses the task |
|---|---|
| FAQ | |
| What are the formatting requirements for my thesis or dissertation? | http://gradschool.unc.edu/etdguide/format.html |
| Change page numbers in different sections | http://blogs.office.com/b/microsoft-word/archive/2012/05/22/word-of-the-week-different-page-numbers-in-different-sections.aspx |
| Controlling page breaks | http://blogs.office.com/b/microsoft-word/archive/2011/03/01/page-breaks-controlled-video.aspx |
| How to use "Styles" | http://blogs.office.com/b/microsoft-word/archive/2011/08/25/using-styles-quick-and-easy.aspx |
| MLA, APA, Chicago – Microsoft Word formats bibliographies for you | http://blogs.office.com/b/office-education/archive/2010/09/22/mla-apa-chicago-microsoft-word-formats-bibliographies-for-you.aspx |
| Using RefWorks with Word (Write-N-Cite) | http://www.refworks.com/refworks2/help/RefWorks2.htm#Using_Write-N-Cite.htm |
| EndNote help | http://www.lib.unc.edu/instruct/endnote/guides.html |
| Table of Contents | |
| Creating, Updating table of contents | http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-HP010368778.aspx |
| Add text to a table of contents | http://blogs.office.com/b/microsoft-word/archive/2010/10/27/add-text-to-a-table-of-contents.aspx |

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| Changing levels and formatting | http://blogs.office.com/b/microsoft-word/archive/2010/07/14/word-of-the-week-to-changing-levels-and-formatting.aspx |
| Add a section | http://blogs.office.com/b/microsoft-word/archive/2012/06/26/add-sections-to-a-table-of-contents.aspx |
| Add a table of contents for each section of your document | http://office.microsoft.com/en-us/word-help/add-a-table-of-contents-for-each-section-HA102322445.aspx |
| Free online course to learn how to create, understand the table of contents feature | http://blogs.office.com/b/microsoft-word/archive/2011/05/12/tables-of-contents-there-s-a-course-for-that.aspx |
| Table of Contents help for 2007 | http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-HP001225372.aspx |
| Table of Contents help for 2003 | http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-HP005189293.aspx |
| References, Citations, Bibliographies | |
| Use cross-references to link to other parts of a document | http://blogs.office.com/b/microsoft-word/archive/2011/09/16/use-cross-references-to-link-to-other-parts-of-a-document.aspx |
| Move bibliography sources | http://blogs.office.com/b/microsoft-word/archive/2010/09/29/move-bibliography-sources.aspx |
| MLA, APA, Chicago – Microsoft Word formats bibliographies for you | http://blogs.office.com/b/office-education/archive/2010/09/22/mla-apa-chicago-microsoft-word-formats-bibliographies-for-you.aspx |
| Formatting APA and MLA | http://blogs.office.com/b/microsoft-word/archive/2011/09/14/formatting-research-papers-apa-and-mla-in-word.aspx |
| Managing your long document | http://blogs.office.com/b/microsoft-word/archive/2011/05/10/manage-your-long-documents-in-word.aspx |
| References overview | http://blogs.office.com/b/microsoft-word/archive/2010/12/30/wrap-up-on-references.aspx |
| Using RefWorks with Word (Write-N-Cite) | http://www.refworks.com/refworks2/help/RefWorks2.htm#Using_Write-N-Cite.htm |
| EndNote help | http://www.lib.unc.edu/instruct/endnote/guides.html |
| Page Numbers | |
| Change page numbers in different sections | http://blogs.office.com/b/microsoft-word/archive/2012/05/22/word-of-the-week-different-page-numbers-in-different-sections.aspx |
| Add page numbers | http://blogs.office.com/b/microsoft-word/archive/2012/03/05/add-page-numbers-in-word.aspx |
| Images, Charts, Graphs, Equations | |
| Adding Captions for your figures | http://blogs.office.com/b/microsoft-word/archive/2010/10/29/captions-for-your-figures- |

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| | video.aspx |
| Equations | http://blogs.office.com/b/microsoft-word/archive/2011/02/10/equations-in-word-2010.aspx |
| Style | |
| Chapter headings with page numbers | http://blogs.office.com/b/microsoft-word/archive/2010/10/18/chapter-headings-with-page-numbers.aspx |
| Cut/paste without messing up formatting | http://blogs.office.com/b/microsoft-word/archive/2012/02/10/microsoft-word-format-tip.aspx |
| How to use "Styles" | http://blogs.office.com/b/microsoft-word/archive/2011/08/25/using-styles-quick-and-easy.aspx |
| Formatting vs. Styles | http://blogs.office.com/b/microsoft-word/archive/2011/06/21/word-of-the-week-formatting-vs-styles.aspx |