UNIVERSITY OF WYOMING
FAY W. WHITNEY
SCHOOL OF NURSING

THESIS/NON-THESIS PAPER
WORD PROCESSING
FORMAT GUIDE

SUPPLEMENT TO THE
FORMAT GUIDE FURNISHED BY
THE GRADUATE SCHOOL

UPDATED
AUGUST 2005
Welcome to the Fay W. Whitney School of Nursing Thesis/Non-Thesis Paper Word Processing Format Guide:

A format for thesis/non-thesis paper is given here as one option. Other formats may be used; however, the Fay W. Whitney School of Nursing and the Graduate School have some specified requirements. These policies are indicated in this format. They must be followed regardless of the format you select.

You will find this supplement helpful whether you are the typist or whether you are hiring a typist to assist you in the completion of your thesis/non-thesis paper. Within this supplement you will find helpful hints, examples of pages within the thesis/non-thesis paper reflecting correct placement, wording, style, etc.

The Graduate School has some additional requirements regarding size of margins, quality of paper and print to ensure that the thesis can be bound and archived in the library. You will find the specifics on these requirements in the Thesis and Dissertation Format Guide (available through the Graduate School website). Incorporated into this supplement are their requirements, however, modifications have been added for the correct wording for the Fay W. Whitney School of Nursing.

The Fay W. Whitney School of Nursing policy regarding thesis/non-thesis paper formatting states:

The Fay W. Whitney School of Nursing requires that students use a modified APA format for their thesis/non-thesis paper. The current APA guidelines are available from the Bookstore: Publication Manual of the American Psychological Association, 5th edition. The modifications to this format required by the Fay W. Whitney School of Nursing are:

- Do not use a running header on each page.
- Single space references, with double spaces between the references.

Microsoft Office 2000 - Word was used for these guidelines. Other software/programs/versions may have different procedures to follow in order to accomplish the format requirements within.

PLEASE NOTE: Should you decide to purchase and use an APA Formatting software program, it is vital that you become familiar with the software. Some students have encountered formatting difficulties when using APA software when needing to make modifications in order to meet School of Nursing and/or Graduate School specifications.
HELPFUL HINTS

When you first begin typing your thesis/non-thesis paper, there are some format setups that you will need to start. **ALWAYS MAKE AT LEAST 2 BACKUP COPIES** of your thesis/non-thesis paper as you are working on it. Put a copy on your hard drive (if possible) and each additional copy on a separate disk. **SAVE YOUR WORK OFTEN** (every 10-15 minutes). It is also recommended that you have a paper copy in addition to the disk copies. **THINGS CAN AND WILL HAPPEN!**

1) **FONT** *(the Font used most frequently is Times New Roman 12pt)*

   **PROCEDURE**: Choose FORMAT, FONT and the FONT tab; choose the appropriate font, font style, and size.

2) **PAGE BREAKS**

   When changing format/styles with regards to margins, page number placements, etc., it is important to insert a **next page section break** versus a regular page break or continuous break. By using a **next page section break** your format/style changes are only reflected within that section.

   **PROCEDURE**: Choose INSERT, BREAK…, NEXT PAGE SECTION BREAK.

3) **WIDOW/ORPHAN CONTROL** *(makes sure that you don’t have a single line within a paragraph sitting by itself on the bottom and top of the following page; you may still have to watch your headings to be sure none are left hanging alone at the bottom of a page)*

   **PROCEDURE**: Choose FORMAT, PARAGRAPH and the LINE AND PAGE BREAKS tab; check the Widow/Orphan Control.

4) **MARGINS**

   **PROCEDURE**: Choose FILE, PAGE SETUP and select the MARGINS tab; choose the appropriate margins for the section. *(see “Margin Settings” below)*

   **Margin Settings**

   a. **Top Margin** - the top margin is always 2" for the abstract; title page; approval page; acknowledgment page (if used); and the first page of the table of contents, list of tables/figures, each new chapter, appendices, and references. For the second and subsequent pages of each area/chapter, the top margin is always 1".

   b. **Bottom Margin** - is always 1" with one exception: the title page is 2".

   c. **Left Margin** - is always 1.5".

   d. **Right Margin** - is always 1".

   e. **Nothing**, including page numbers, may be placed in the margin area.

   f. You will need to insert a **next page section break** (do not use a regular page break or continuous page break) preceding any margin change you will make (i.e. from 2" to 1" top margin between the first page of chapter one and the second page of chapter one). Choose INSERT, Break…, Next Page Section Break.

   g. To set up the pages with a page # in the **bottom center**, your settings should read:

      - TOP  2" or 1" as indicated
      - BOTTOM  1.3" *(this allows extra spacing between the page # and text)*
      - LEFT  1.5"
      - RIGHT  1"
      - HEADER  0.5"
      - FOOTER  1"
      - APPLY TO  this section
h. To set up the pages with a page # in the top right corner, your settings should read:

- **TOP**: 1.3" (this allows extra spacing between the page # and text)
- **BOTTOM**: 1"
- **LEFT**: 1.5"
- **RIGHT**: 1"
- **HEADER**: 1"
- **FOOTER**: 0.5"

**APPLY TO** this section

5) **Line Spacing and Page Alignment**

**PROCEDURE:** Choose FORMAT, PARAGRAPH and the INDENTS AND SPACING tab; select either **single or double**, as appropriate throughout the typing of your thesis/non-thesis paper. Select alignment as **left**. *(see “Line Spacing” below)*

**Line Spacing**

a. There should be **one double spaced line** between headings and the body of the thesis/non-thesis paper. The body of the thesis/non-thesis paper should be **double spaced**. Exceptions include the table of contents, list of tables/figures, references, and possible appendices; they may be typed **single spaced, double spaced, or a combination of both**.

b. The approval page should be **double spaced** before the date of the defense, then changed to **single spaced**.

6) **Tabs**

**PROCEDURE:** Click on the top page ruler where you want the **tabs**. *(The type of tab, i.e. left, right center, decimal, is indicated on the far left corner of your top ruler.) or choose FORMAT, TABS, and choose the appropriate options.

**Always use your tab key** and never the space bar to indent a paragraph or when typing tables. By using the space bar instead of the tab key, you run the risk of the text not lining up correctly when the document is printed.

7) **Page Numbers and Their Placement**

**PROCEDURE:** Choose VIEW, HEADER AND FOOTER, switch to either the header or footer depending on placement of page number(s) for current section. To insert **page numbers**, choose INSERT, PAGE NUMBERS..., and select the appropriate location and format for the current section.

**Page Numbering and Placement**

The abstract starts with page 1 located at the **bottom center**. There is no page number on the title page or approval page. All of the intro pages (i.e. acknowledgment pages, table of contents, list of tables/figures) begin with a lower case roman numeral (ii, iii, iv...) located at the **bottom center**. The first page of Chapter I begins with page number 1, and continues in numerical order to the completion of the thesis/non-thesis. The page number placement will change within the chapters, appendices, and references. For each first page of the section/chapter, the page number is located at the **bottom center** and for each subsequent page within that section/chapter, it is located at the **top right corner**.

Page numbering in Microsoft Word can be complicated. Here are some tips:

a. If you haven't already done so, insert a **next page section break** where you want to restart page numbering (INSERT, Break..., Next Page Section Break). **VIEW** the header/footer, be sure that "Same as Previous" is **not** selected in the header and
footer of the section(s) where you will be changing the page number format (i.e. from i to 1).

b. Click in a section or select multiple sections in which you want to restart page numbering.

c. On the INSERT menu, click PAGE NUMBERS.

d. In the **Position box**, specify whether to print page numbers in the header at the top of the page or in the footer at the bottom of the page. Under **Page Numbers** set the **Position** to **top of page (header)** and set the **Alignment** to **Right** (the majority of your pages will be in this placement). For the first pages of sections/chapters where the page number is on the bottom, set the **Position** to **bottom of page (footer)** and set the **Alignment** to **Center**.

e. Click **Format**.

f. In the **Start At** box, enter 1 if beginning a new page numbering format, or **Continue From Previous Section**, if necessary.

g. Select any other options you want.

The Office Assistant in Microsoft Word 2000 will be able to help you with page numbering. Search for "How do I add a page number?" and choose "Add page numbers".

**To Change Placement**

Under **View** choose **Header and Footer** which will bring up a menu box. Scroll through the pages and click in the **Header or Footer** box. Turn off the **Same as Previous** button.

In the **Header or Footer** box, select the **page number** for the one which is in the wrong place and **delete**.

Scroll up/down to the other **Header or Footer** box on the same page and insert the new page number by choosing **Insert** and **Page Numbers** (be sure the Same as Previous button is off) and selecting the appropriate options.

**To Change the Format of the Page Number**

(Arabic versus Roman Numeral)

Choose **Insert, Page Numbers, Format** and select the format which you need.

**Page Number Placement**

Page numbers and their placement and format are:

<table>
<thead>
<tr>
<th>Section</th>
<th>Placement</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Page</td>
<td>no page number</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>bottom center</td>
<td>1 (Arabic)</td>
</tr>
<tr>
<td>Title Page</td>
<td>no page number</td>
<td></td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>bottom center</td>
<td>ii (roman numerals)</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>bottom center</td>
<td>iii (roman numerals)</td>
</tr>
</tbody>
</table>

*Subsequent pages continue with the numbering until last page of contents is reached.*

<table>
<thead>
<tr>
<th>Section</th>
<th>Placement</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Tables</td>
<td>bottom center</td>
<td>(roman numerals) continue numerical sequence</td>
</tr>
<tr>
<td>List of Figures</td>
<td>bottom center</td>
<td>(roman numerals) continue numerical sequence</td>
</tr>
<tr>
<td>Chapters (first page)</td>
<td>bottom center</td>
<td>1 (Arabic)</td>
</tr>
<tr>
<td>Chapters (2nd &amp; subsequent pages)</td>
<td>upper right corner</td>
<td>(Arabic) continue numerical sequence</td>
</tr>
<tr>
<td>References (first page)</td>
<td>bottom center</td>
<td>(Arabic) continue numerical sequence</td>
</tr>
</tbody>
</table>
8) **TABLE OF CONTENTS**

To generate a table of contents, follow the instructions below:

a. If the format of the text needs to be changed, choose FORMAT, STYLE..., and Modify. Change the format as appropriate for each level heading being used in the thesis/non-thesis paper.
   - When formatting the Style for each Heading level, use the following conversion from the APA level headings to what Heading level you will actually mark it as within the document. By doing so, the levels come out accurately in the Table of Contents page.
   - For example, if using *Four Levels*, you use Level 1, Level 2, Level 3, and Level 4 headings according to APA. For the Table of Contents flagging convert Level 1 to Heading 1, Level 2 to Heading 2, Level 3 to Heading 3, and Level 4 to Heading 4 (*see below*). If using *Five Levels*, then Level 5 becomes Heading 1, Level 1 to Heading 2, Level 2 to Heading 3, etc.

   **Level 1 – Heading 1 (Chapter I)**

   **Level 2 – Heading 2 (Introduction)**

   **Level 3 – Heading 2**
   
   **Level 4 – Heading 4.** Your paragraph continues on following the heading.

b. Highlight the text to be marked for the Table of Contents.

c. Select the appropriate level from the Style pull down menu on the formatting toolbar (Heading 1, Heading 2, Heading 3 etc.).

d. For Level 4 Headings (or any headings that are embedded in the text of a paragraph):
   - Turn on the "Show/Hide" (¶) button on your toolbar and enter a hard return after the Level 4 Heading text that you will eventually mark for the Table of Contents.
   - Highlight the hard return symbol (¶), choose FORMAT, FONT, and check the "Hidden" checkbox.
   - You can now mark the Level 4 Heading text and select Heading 3 from the Style pull down menu on the formatting toolbar.

e. When you have marked all of the text in the thesis/non-thesis paper for the complete Table of Contents, insert your cursor where you want the Table of Contents to begin. Choose INSERT, INDEX AND TABLES..., and select the Table of Contents tab. Select appropriate formats and modifications and choose OK. (Be sure "Table entry fields" is checked under "options").
f. Word 2000 will automatically update page numbers in the Table of Contents by inserting your cursor anywhere in the TOC and pressing the F9 key.

9) **LIST OF TABLES/FIGURES**
   To have Word generate a list of tables/figures, follow the instructions below:
   a. To create a table of figures, you must first label the figures in your document by using the CAPTION command on the INSERT menu.
   b. Click where you want to insert the Table of Figures.
   c. Choose INSERT, INDEX AND TABLES..., and select the Table of Figures tab. Select appropriate formats and modifications and choose OK. (Be sure "Table entry fields" is checked under "options")
   d. Word 2000 will automatically update page numbers in the Table of Figures by inserting your cursor anywhere in the TOF and pressing the F9 key.

10) **TABLES**
    Use the TABLE menu in Word when setting up your tables. If you have your table incorporated on the same page as text, you need to **triple space** before and after the table. There should be a **double space** between your heading and the table.
    a. Choose TABLE, INSERT TABLE, select the appropriate number of columns and rows and select an Auto column width.
    b. You are able to change the width of the lines by moving your cursor over the line you want to move until your cursor becomes a double lined arrow (←║→), Click and hold your left mouse button and move the line.
    c. You can add or delete columns and rows by using the TABLE dropdown menu.
To The Graduate School:

The members of the Committee approve the thesis of Jane A. Doe presented on April 15, 2006 (date of your defense).

__________________________________________
Santa Claus, Chairperson

__________________________________________
Mary Poppins

__________________________________________
Peter Pan

________________________________________________________________________
Pamela N. Clarke, Dean, Fay W. Whitney School of Nursing

________________________________________________________________________
Don Roth, Dean, The Graduate School

Type a maximum one page abstract here as required by the Graduate School.

This is the format specified by the Graduate School for setting up your Abstract. The title of your thesis/non-thesis paper is underlined within the Abstract as that is the style specified by the Graduate School. Otherwise in the remainder of your thesis/non-thesis paper, APA states not to use underlining for Headings/Titles; those should be italized.

You will need to possibly adjust your tab settings when typing your name, title, degree, etc. (see Helpful Hints section for assistance). The second and succeeding lines of the heading are indented (top triangle on the left side of your ruler) to the space occupied by the first letter of the title.

If you do find that you need to adjust your tab settings to properly indent the second and succeeding lines, you will need to remember to re-set the tabs back to the normal setting of every 5 spaces prior to typing the body of the abstract.
THIS IS WHERE THE OFFICIAL TITLE OF YOUR THESIS GOES

by

Jane A. Doe

A thesis submitted to the Fay W. Whitney School of Nursing and The Graduate School of The University of Wyoming in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

in

NURSING

Laramie, Wyoming
May, 2006
Acknowledgments

This page is optional. This is used for acknowledging those who helped you and/or sacrificed during the time spent working on your thesis.
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Please note this sample has been spaced out over 2 pages to show how it would look if the Table of Contents was longer than 1 page.

All headings/subheadings which you use throughout your thesis/non-thesis paper are identified within the Table of Contents.

You will find instructions in the Helpful Hints sections explaining how to flag your headings/tables so that a Table of Contents/List of Tables/Figures is generated automatically by Microsoft Word 2000. Please note that additional formatting may need to be applied to these pages in order to be set up as shown.
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Please note this sample has been spaced out over 2 pages to show how it would look if the list of tables was longer than 1 page.
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Chapter I

Introduction

The concept of caring has been gaining significance in recent nursing literature and has been distinguished as the core of nursing practice. Researchers have attempted to define, describe, and interpret caring. Initially, this emphasis on understanding caring was directed at helping nurses define and understand their own practice. The

Purpose

The purpose of this study is to describe patients' perceptions of caring in the rural culture. The study is
patient, the nurse needs to know how the patient perceives that event.

Significance

The results of this study will improve the body of knowledge for nursing in two ways. In the theoretical

Summary. The studies just discussed are examples of research related to caring. Several important themes emerge. Caring is a phenomenon that is recognizable, but
Table 1

Characteristic of Sample

<table>
<thead>
<tr>
<th>UNIT</th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>21</td>
<td>70</td>
</tr>
<tr>
<td>Surgical</td>
<td>9</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGE</th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 40</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>40 - 60</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>Over 60</td>
<td>18</td>
<td>60</td>
</tr>
</tbody>
</table>

If the table is short, it should be worked into the text. Make sure that there is a triple space before and after the table if the text is on the same page. If the table is long, place it on a page by itself. The table should follow the paragraph where it is first mentioned. If it is a longer table and will go on a page by itself, finish typing text on the remainder of the page where you mention the table and place the table on the following page.


This is the format for the first page of the reference list.

Single space the reference list. The second and subsequent lines of the reference are indented 3-5 spaces, adjust the hanging indent (bottom triangle on the left side of your ruler) to .25"/.5".

Refer to the APA Manual, 5th edition, for appropriate typing/style of the various types of references.


This is the format for the second and subsequent pages of the reference list.
Appendix A

Nursing Behaviors Rating Scale

Everything within your appendices must fall inside the required margin settings. Information in the appendices may be single spaced. If you are including items which are not on the computer, they can be reduced on a Xerox machine (if necessary). If this is necessary, the heading of the appendix must be in the same font/size as the remainder of your thesis/non-thesis paper. Thus, on your computer, you would type the heading information and the page number, leaving the remainder of the page blank. Cut and paste the Xeroxed copy of your appendix onto this page being sure that everything is within the margins. Xerox this page and use it as an original page for your thesis/non-thesis paper.

However, if submitting an electronic copy of your thesis/non-thesis paper, you should scan any separate appendices materials onto your computer and copy/paste into your Word document so that you have a complete electronic version of your paper.
Appendix A, continued

If an appendix covers more than 1 page, the top of the second and subsequent pages should be flagged as shown above.