

Introduction

With this online tool you can generate a Microsoft Word template or a LaTeX template into which you insert your document's text. The template you produce will help you adhere to Arizona State University's specific formatting guidelines (such as title page, margins, fonts, etc.).

Use of this Format Tool can save you time. You will:

- Meet ASU's format guidelines as contained in the [Graduate College Format Manual](#)
- Reduce the number of format changes needed during the format review process
- Prepare you for future post-graduate and professional publications by giving you experience in basic manuscript preparation techniques
- Ensure your finished document can be professionally bound

Although the template will format preliminary matter and page numbers for you, it will not format your citations or create your headings. You will need to carefully check the final generated document to ensure it complies with your chosen style guide.

The Format Tool is intended for the correct formatting of your document only. The quality and accuracy of the content is the responsibility of you and your committee.

The Format Tool has been successfully tested and verified with Word 2003, Word 2007 and Word 2010 on Windows XP/Vista/Windows 7; and with Word 2004, Word 2008 and Word 2011 on Mac OSX. It has also been tested and verified with LaTeX. OpenOffice is not supported at the present time.

Each online page of the formatting tool contains easy-to-follow instructions and guides. For further help, please review the [Graduate College Format Manual](#) and your preferred [Style Guide](#). The Format Tool page contains a sample formatted document for your review.

If you have a Macintosh, MacBook or MacAir, screen resolution may cause the instructions in the Format Tool to overlap the text fields. The recommended resolution for a Mac while using this online tool is 1040 x 1280.

Upload the final formatted document to the Graduate College [Dropbox](#) link.

For any questions or problems not answered above, please contact gradformat@asu.edu.

Step 1 of 9: Tell us About Yourself

Enter your anticipated defense date. All other information on this page has been loaded from official ASU records and is not editable. You may change the anticipated defense date as needed, but it must be before your graduation date. If you need help, there are help buttons [?] on each page that answer most questions. You will be able to review all information and make necessary edits on step 7 of 8.

Step 2 of 9: Document Information

This page sets the same font and font size throughout your entire document. It will also correctly format the title of your document.

Note: Only the first title line is required. See the style guide quick references on the Graduate College website for further information specific to style guides, including samples of proper tables and figures formatting.

Step 3 of 9: Table of Contents Information

Set up the basic layout of the table of contents for your document. We highly recommend clicking the Create Sample Chapter Headings checkbox. This creates the titles and spacing for all of your chapters and significantly reduces the amount of work it takes you to create your preliminary matter.

Step 4 of 9: Abstract Information

Type your abstract into the text box. At the bottom of the text field there is a word counter to let you know how long your abstract is. Your abstract is limited to 350 words or less. This requirement comes from the company that microfilms your abstract and cannot be changed.

We recommend typing your abstract into the text box rather than copying and pasting from another document. Special characters might not transfer correctly.

To use special characters in your abstract, copy the code from the Approved Symbols table into your abstract. Do not copy the actual symbol into your document, just the code.

For example, to insert the small Greek letter delta, copy the code δ into the text box.

Step 5 of 9: Additional Document Sections

Click the boxes next to the fields that you would like added into your template. See the [sample formatted document](#) and the [Format Manual](#) for detailed information on how each optional section is used.

Step 6 of 9: Graduate Supervisory Committee Information

Please verify your committee is correct with the appropriate titles. If you need to update your committee members, please submit a Committee Change request in your iPOS at [MyASU](#). It takes several days for committee changes to be reviewed and approved so you may need to plan accordingly.

Step 7 of 9: Review

Review the information you have provided in the previous steps. If you need to edit any of the fields, click the edit section button and it will return you to that field. When finished editing, click the save and return button.

Step 8 of 9: Create Document

Click the Create Document button to generate a Word or LaTeX document that meets ASU format review guidelines.

Immediately save the template. When using the Word version, be sure to change the saved format to a Word Document. If you need to edit or make changes later, each new revision should be re-named with a revision number or date so you can track the versions you have created.

Insert your text into the Additional Information sections, and into each chapter. You must update the page numbers in the Table of Contents to correspond with your chapters in the document once you have inserted your content.

Document Hints:

1. First-level headings of each chapter are formatted for you. Only paste text and subheadings of chapters into the generated document.
2. Check the abstract to ensure that no special characters appear as codes; correct if necessary.
3. Check the pagination of the Table of Contents, List of Tables, List of Figures, etc, against the pages of the finished document.
4. Check your citations to ensure they match your chosen [style guide](#).
5. Correct problems as necessary in the document.
6. See the [Format Manual](#) for further information on tables, figures, and symbols/nomenclature.
7. See the style guide quick references for further information specific to style guides.

Be sure to save frequently and back up your formatted thesis/dissertation. If you return to the Format Tool to create a document more than once, it will not retain any data you pasted or typed into the previous document.

Step 9 of 9: Submit Your Thesis/Dissertation

1. After scheduling your defense, upload your formatted thesis or dissertation to the Graduate College [Dropbox](#) link. It is important that the document name have the affiliate ID, Thesis or Dissertation, and the student last name. Example: (1212121212 Thesis Jones)
2. For further help, see the how-to guides for the format review process and completing the steps to graduate at graduate.asu.edu/completing-your-degree.