

## Introduction

With this online tool you can generate a Microsoft Word 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 for future post-graduate and professional publications by obtaining 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 to aid in 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 Advising 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 your iPOS through MyASU 10 calendar days prior to the scheduled defense.

For any questions or problems not answered above, please contact [gradformat@asu.edu](mailto:gradformat@asu.edu).

### Step 1 of 8: Tell us About Yourself

Enter your full name, degree, anticipated defense date, and anticipated graduation date. You may change the anticipated defense date as needed, but it must be before your graduation date. If the degree name is not listed in the dropdown choose other option from dropdown, it will display a text field. Enter your degree name in other text field.

If you need help, you can go through the text which is present for each field. You will be able to review all information and make necessary edits on step 7 (Review) of 8.

### Step 2 of 8: 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. If it reaches the maximum number of characters, you can use the second and third optional lines. 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 8: 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 8: 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.

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 `&delta;` into the text box.

### Step 5 of 8: Additional Document Sections

Click the checkboxes 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 8: Graduate Supervisory Committee Information

Please enter your committee with appropriate titles.

### Step 7 of 8: 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 & continue button.

### Step 8 of 8: Create Document

**MSword Template** - Click the **Create Document** button to generate a Word 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.

**Latex Template** - Click the **Download ZIP** button to generate Latex files which will be used to generate a pdf document through MikTek latex software or any of the online latex editors like **Overleaf**, **ShareLatex**, **LatexBase** etc. We provided the instructions to generate a pdf document using **Overleaf** or **ShareLatex** online latex editors. You need to insert your content into each chapter, and other document sections.

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## Step 8 of 8: Create Document

In this step you will download a zip file containing the LaTeX (pronounced Ley-teck) files needed to create your pdf document. Follow the directions below to begin.

### LaTeX

If you are not already using LaTeX, you will need to download the source files before you begin. There are several programs that you can use, however Graduate College recommends [MiKTeX](#). You may launch MiKTeX from the MiKTeX site for a free downloadable copy. Also there are many online LaTeX editors available on the internet like **Overleaf**, **ShareLatex**, **Latex Base** and etc. We recommend you to use either **Overleaf** or **ShareLatex** online editors to make your pdf document.

If you use **Overleaf LaTeX** online editor, please follow the steps to create your document through [this document](#).

If you use **ShareLaTeX** online editor, please follow the steps to create your document through [this document](#).

If you use MikTek, below are the instructions to create your document.

### Your template

1. Click on the "Download zip file" button to create your zip file.
2. Open the zip file and extract it to a folder on your computer.
3. When MiKTeX's TeXworks opens, click File -> Open and browse to locate the dis.tex file that was extracted from the archive. NOTE: Your local computer will be identified as "My C Drive".
4. Add content and edit the document as you see fit, then save the document.
5. From the menu, choose Typeset > Typeset, or Ctrl+T, or press the button in the upper left corner of TeXworks (looks like a play button).
6. The first time you complete the above step, TeXworks will prompt you to install a font package. Simply press the Install button without changing any settings to install the fonts.
7. If no errors were found, TeXworks will have created a PDF document in the folder on your computer.

### Where to find help.

For questions regarding:

- LaTeX: [The LaTeX Project](#)
- MikTeX or TeXworks: [MikTeX.org](#)
- [MyApps](#)

[Back](#)

[Download zip file](#)

Once the document is created through format advising tool, if you do not want the previously created data to be included next time, you have an option to not include the previous created document data by checking the checkbox on the introduction page.



# ASU Format Advising Tool

## Introduction

This tool is designed to aid students who must produce a thesis, dissertation or equivalent under the supervision of their committee chair, and successfully defend it as part of their degree requirements. This tool employs Arizona State University's specific formatting guidelines to generate a template into which you insert your document's text.

Copies of your document will be placed in the ASU Library Digital Repository and ProQuest (UMI/ProQuest). Because of this, your document must meet professional standards of published research. Both your committee and the Graduate College expect to see evidence of careful attention to style and format in the document that you present to fulfill the requirements for your graduate degree.

Each page contains instructions and guides. The proper formatting of your document will aid the bindery in correctly binding your document. Below is a sample formatted document. Please look at the document before using this tool so you have an idea of the final product being created as you walk through the steps.

For your reference, please review the [Graduate College Format Manual](#) and [Graduate College Format Manual](#).

**For people with Macintosh (MAC), MacBook's, MacAir's, etc. computers if you have a high screen resolution sometimes the instructions will overlap the text fields. The recommended resolution for a Mac computer for this tool is 1040+ by 1280+.**

If you receive an error message while trying to access or use the tool, please clear your browser's cache and try accessing the tool again.

If you do not want previous created document data to be included, please check the below box and click next button.

Clear Previous Document Data

Next

## Submit Your Thesis/Dissertation

1. After scheduling your defense, upload your formatted thesis or dissertation to your iPOS through your MyASU.
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](http://graduate.asu.edu/completing-your-degree).