Title:

A Proposal for Study

Draft: 3 March 2014

Name

Degree Program

Student Number

Simon Fraser University

Department of Gerontology

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Error! No table of figures entries found.
When you add figure captions, just click on the grey area (click where it reads “Error! No table of figures entries found) and hit the F9 button (or right/mouse/update field) to select “update the entire table” then “Okay”. This will update your list of figures. Delete this instructional text from your final document.
List of Tables

Error! No table of figures entries found. When you add table captions, just click on the grey area (click where it reads “Error! No table of figures entries found”) and hit the F9 button (or right/mouse/update field) to select “update the entire table” then “Okay”. This will update your list of tables. Delete this instructional text from your final document.

Critical note: Never delete the section break below !!!!! This break enables the differential page numbering between the preliminary roman numeral section and the main body of your document, in Arabic numbering.

If you cannot see the section break line, turn on the “Show/Hide button on your menu bar.

Do NOT delete this reminder until just before printing final document.

DO delete these paragraphs of instructional text from your final document.
1: Introduction and Research Questions

[General overview and summary, including background of idea from the largest perspective – make clear here why this project is important to the world. This should be around 2 pages – no more. As short and to the point as possible. Think, “executive summary”]

1.1 Research Question I

Research question?

Research question?

I propose to begin exploring this question by looking at [list of data and main objective for each]

- [Data type, use of data]
- [Data type, use of data]
- [Data type, use of data]
- [Data type, use of data]

[Summary of the data and general method outline to give reader idea of how this is to be done. This will feel a bit repetitive – that’s okay].

[theory about outcome of data]
This project is intended as a small first step in exploring [main idea it attempts to address] Further projects, a possible few a which are described here in Section 6, must add to the data and theoretical analysis surrounding this question.
2: Theoretical Background

2.1 Literature Review

[Literature review goes here.]

2.2 Theoretical Background

[Theoretical foundation of work goes here]

2.3 Hypotheses

My main hypotheses [application and scope of the hypotheses, specifically what they address.] [way hypotheses will be tested]

Hypothesis 1: [make sure these are falsifiable and clear].

Hypothesis 2: [make sure these are falsifiable and clear].

Hypothesis 3: [make sure these are falsifiable and clear].

Hypothesis 4: [make sure these are falsifiable and clear].
3: Research Objectives

In order to understand the [main objective of the project], I have established [four] main objectives. These objectives focus on permitting me to understand [why they were chosen] [then a bit about the way the objectives fit into the project].

The [four] objectives are:

Objective 1:

In order to achieve these objectives, I will [a reminder about the method to make that link here – to remind the reader that you understand how the actual research fits into the objectives]

Table 3.1 shows the relationship between the objectives and methods by which I will achieve them. Appendix A shows examples of the charts and tables I will generate.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Source Data</th>
<th>Method</th>
<th>Outcome data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>2.</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>3.</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>4.</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>
4: Research Design

To fulfill the research objectives and examine the questions asked in Section 3., I will [research method – this should be a mention of the kind of data].

[Tell the story about how the research is designed. How you will create the project and establish data sets]

(For specific steps and task schedule, see Section 5, below)

4.1 Theoretical Framework of the Method

[If you are doing a method with a theoretical framework (most methods have one) include a cited description here. This section will justify the validity of your method for your project, and point out shortcomings of the method. Include examples of successful uses of the method, how it works, and why it is appropriate to your objectives.]

[You should probably mention some other methods which could have been useful and explain why you are not using them. Especially if there is a standard choice you are not using, it’s important to let the reader know why you selected what you did in the context of the literature]

[Include here the way you will use the method for this project in specific – this is not an abstract review of the method. It should be applied to your project and your data.]

[Include here the following:

5. scope of method – what kind of data can it gather in this project, and what can’t it?
6. how generalizable the data will be]
7. sampling method – theory, too, if it isn’t obvious or if it is unconventional
8. general justification for the data sources

4.2 Cases

[If your data are arranged around specific cases – a trial, a series of events, or some such – provide the details about each case: what they are, what they have in common, differences, how they fit in the story. Think of cases as characters you are describing in this story about your question. Be sure to explain why these cases are appropriate for answering your question in specific.]

4.3 Data Collection and Management

4.3.1 Sources and Authority [or Sample]

[This section explains how you will generate your sample in specific, e.g. random digit dialing in the 215 area code with 7 call-backs. For content analysis, include here why you’ve chosen those certain texts as the official source.]

4.3.2 Data Management by Type

[This is a description of the administration of your data to make it clear you understand exactly what you will be dealing with and assure the reader you will be organized about it. Most people use several types of data. Explain here how you will store, file, track, and code each type of data. This section explains how you will deal with the actual figures and text. Break it up by type to make it clear you understand how to integrate them into a single project and yet keep yourself organized.]
Table 4.1  Types of data and storage methods:

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Storage method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research data</td>
<td>ACCESS text file on computer</td>
</tr>
<tr>
<td>Interview sampling data</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Interviews and transcripts</td>
<td>Electronic: ACCESS database for survey form on computer</td>
</tr>
<tr>
<td>Experimental clickstream data</td>
<td>ACCESS text file on computer</td>
</tr>
<tr>
<td>Experimental exit and entry survey data</td>
<td>ACCESS text file on computer</td>
</tr>
<tr>
<td>Administrative data</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Respondent records</td>
<td>Electronic: ACCESS database on computer</td>
</tr>
<tr>
<td>Project management records</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Research assistant records</td>
<td>Electronic: ACCESS database on computer</td>
</tr>
<tr>
<td>Grant records</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Review procedure records</td>
<td>Electronic: ACCESS database on computer</td>
</tr>
<tr>
<td>Project Document Products</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Grant reports</td>
<td>Electronic: WORD text files on computer</td>
</tr>
<tr>
<td>Academic papers</td>
<td>Paper: filed</td>
</tr>
<tr>
<td>Chapters</td>
<td>Electronic: WORD text files on computer</td>
</tr>
<tr>
<td>Dissertation</td>
<td>Paper: filed</td>
</tr>
<tr>
<td></td>
<td>Electronic: WORD text files on computer</td>
</tr>
</tbody>
</table>

4.4 Measurement of Variables

[Put a summary here of what you will be measuring and how to guide the reader into the following sections which will explain in detail. No longer than a few paragraphs, here.]

[This is not the analysis section – it only explains how you will measure each variable. This segment is the introduction to that. Identify your most important variables - the notions you are measuring – and their form. For content analysis, this]
will be an introduction to your coding method. For survey work this will be an introduction to your survey instrument.

4.4.1 Research Instruments

In order to test my hypotheses, I will use several different research instruments. (see Appendix for sample instruments)

[Explain here the scales, items, and general form of the instrument. Include the whole thing in draft form in the appendices]

[Describe how you will process this, as well. For example, if you will have paper data transferred to computer, mention that.]

[Include how you chose those items, scales, or response options. If you got it from somewhere, cite here.]

The following table summarizes key variables in the experiment and the instruments used to measure them, indicating independent (I) or dependent (D) variables:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Data measurement instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Role Mobility score (I)</td>
<td>Gender Role Mobility scale (questionnaire)</td>
</tr>
<tr>
<td>Time on current job search (I)</td>
<td>Entrance questionnaire</td>
</tr>
<tr>
<td>Search style classification (I)</td>
<td>Clickstream data</td>
</tr>
<tr>
<td>Job seeking experience (I)</td>
<td>Entrance questionnaire</td>
</tr>
<tr>
<td>Comfort level with Internet (I)</td>
<td>Entrance questionnaire</td>
</tr>
<tr>
<td>Job listings clicked on (I)</td>
<td>Clickstream data</td>
</tr>
</tbody>
</table>

Name                                      Short Title
Résumés sent/employers contacted (I)   Clickstream data
Success during experiment session (D)   Assessment questionnaire; clickstream data

4.4.2 Validity Testing

[Content analysis always needs this sections, and survey work usually does, especially if you use scales. If others performed the validity testing already, include that cite. This is where you test your instrument to make sure it works the way you say it will.]

[For experimental projects, you include this section, as well.]

[Include charts, tables and graphs of the validity tests wherever possible, and be sure to mention areas it might be weak, and your reasons for using it anyway. This section will convince your reader that you are not simply scribbling out some questionnaire without thinking carefully about it.]

4.5 Data Analysis

In order to test my hypothesis, I will [here will go the way your data will be used for your hypotheses in specific. Sometimes this section needs to be very complete, other times it is simply an overview of the things you think will be interesting to look at. Remember, you can’t know what kind of data you will get, and so your analysis might well be very different that you initially plan. In general, this section can be broad-strokes that indicate the kind of results you anticipate and the way it will prove or disprove your hypotheses. If you can,. Site the analyses and justify them here, as well.]
4.5.1 Hypothesis Testing

In order to determine if my hypotheses are valid, I will test the three hypotheses with the data I collect.

Table 4.3 Relationship between hypotheses, data and analysis

<table>
<thead>
<tr>
<th>Hypothesis</th>
<th>Data</th>
<th>Methods of Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hypothesis I</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
<tr>
<td>[state hypothesis]</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
<tr>
<td>Hypothesis II</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
<tr>
<td>[state hypothesis]</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
<tr>
<td>Hypothesis III</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
<tr>
<td>[state hypothesis]</td>
<td>[data type]</td>
<td>[description of analysis for each data type]</td>
</tr>
</tbody>
</table>

4.5.2 Research Approach and Schedule

I will undergo this research [the schedule of your work and plans to get everything done in a timely manner. This section is unusual for academic projects outside of grant proposals, but I find it very useful and helpful to convince the reader that I am thinking carefully when I estimate how long it will take, what the project entails, and when I will finish.]
The following chart shows each major step of the research, the tasks to be performed, and the resources needed to complete to step. The subsequent table shows the time needed for each task and a schedule for their completion.

4.5.3 Human Research Ethics Approval Application
4.5.4 Project Steps

Figure 4.1 Project Steps

Table 4.4 Tasks and Resources

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>•</td>
<td>•</td>
</tr>
</tbody>
</table>

Name | Short Title
4.6 Journal Article or Thesis Writing

4.7 Timetable

[Each task listed in the second column above should be listed here in a row]

<table>
<thead>
<tr>
<th>Task</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>People</th>
</tr>
</thead>
</table>

Name

Short Title
5: Results and Conclusions

5.1 Inferences

[The inferences and conclusions you intend to make from this research, assuming your hypotheses are correct. What will that imply? And to what domain will you apply these findings?]

[For content analysis, this sections is critical because it includes your basic assumptions about the instrument as well as the outcomes. You must put limitations here, and alternative measurement methods for a content analysis project]

[In general, this section should recognize limitations and problems with the research. Are they possible better methods that you simply can’t do for time or resources reasons? ]

[Lay out here that assumptions you are making about the data and its implications per se – e.g. when people say they are watching 5 hours per week of TV, I will assume that is correct. I will assume that they generally watch the amount they say they watched this week]

Future projects are necessary to validate those types of inferences, as discussed in the final section of this proposal.

5.2 Preliminary Exploration

[If you have any data-gathering or analysis done at this point, include it here with results and what they imply for the success of the project. State that they bode well, no matter what they say! Explain any problems or counter-intuitive findings].

Name

Short Title
5.3 Critical Analysis of Project

[Summarize the main goal of the project – yes, again]

5.3.1 Instrument

[List some things that might be wrong with your instrument. Be sure to mention what you will do about it if you find any problem to be real.]

5.3.2 Inferences

[Discuss the possible pitfalls of your assumptions as you have laid them out. If one might change the outcome of your work substantially, you should identify it here. This section lets that reader know that you are aware of the implications of your assumptions and problems they might bring. You chose them anyway, because you thought carefully about it. What if, for example, reporter TV watching is far lower than real? How would that affect your project? How can you justify letting that question alone?]

5.3.3 Data Sampling and Analysis

[Identify possible problems with the data gathering method, sample, and analysis procedures. In sampling for a survey, for example, mention that the sample will have certain biases towards a certain kind of person. Explain why that is not a huge problem.]

[Your analysis might not be the right one. In qualitative analysis, for example, you are coming at the issue with certain biases. Mention that you could do other types of analysis that might be better. But you chose this one.]
5.4 Future Projects

Future research could add to the validity of these inferences. [Mention really cool, big projects that could support your project in the future. Dream a little here! This is where your propose that you create a team of 100 researchers to perform additional analysis, or look at the problem from various different angles. Don’t be vague, though. Mention concrete ideas and outcomes that would contribute to your understanding of the main project goal you have set.]

[Have at least three additional projects, and include the questions they could ask that would fill out your project.]
6: References
Appendices

Appendix A: Sample Output Tables

These tables do not represent real data, but rather are templates to indicate outcome data type.

Output Table
Appendix B

Internet and Television use among the general population
Appendix C

Term Category Dominance Ratio by Year: The ratio of equity to efficiency classified hearings for each year. Figures greater than 1 indicate a dominance of hearings classified as in an equity framework, figures less than 1 indicate a dominance of hearings classified as efficiency.
Appendix D: Validity Test Results
Appendix E: Draft of Survey Instrument
Appendix F: Sample Data Setup
Template Appendices

A tutorial section you can delete when no longer needed.
Appendix 1: Help with this Template

Tools in this template

The following text is provided for a quick introduction or refresher in basic formatting before you start your document. You may wish to retain it while writing, or alternately, delete this material after a quick review in order to avoid too many megabytes in your document. If you find you again need this material, just click on the template to quickly generate a new document. This new document will contain all these notes once again.

Tables and figure skills are not included here. However, styles used in table and figure placement are explained under the heading “Other paragraph styles provided here.” See helpsheets on the Thesis Office webpage. The updated “Strategies for Figures and Tables” PDF) and workshop notes are both useful. See also the coming manual that will accompany this template in 2007.

View features in MSWord

Margins

To view margins, go to Tools/Options/and under “Print and Web Layout Options, tick “Text Boundaries.” In Mac Word, this is under “Word/Preferences.”

Non-printing marks

To check formatting, and to find out why the text in your document is behaving strangely, it is necessary to be able to review “non printing marks.” Such as paragraph

Name  
Short Title
breaks and space markers. You may have chosen to keep these marks invisible while you write, because they make your page look “busy” or cluttered, but they seriously affect how text or graphics behave on the page.

Many hard-to-fix glitches are caused by repeat use of empty paragraphs to create space. They look like backward “P,” as on the right:

Repeated character spaces, like these, are caused by hitting the space bar repeatedly, or multiple tabs like this to create space, also make the flow of text unpredictable or inflexible later. To review and clean out these invisible and frustrating glitches, click the “Show/Hide” button on the menu bar.

If that button is not visible, it can be found by clicking the Toolbar Options button, which is a grey button on the top menu bar, with a downward pointing arrow head pattern: or . Click this button to see either a menu of icons, including ¶, which can be clicked to activate it, or the “Add or Remove Buttons” option to drag the icon to your menu bar to customize your menu. The steps are shown to the right.

Name

Short Title
Styles list - making styles visible and accessible

You will be using a variety of preformatted paragraph and heading styles that will help you maintain consistency of design and spacing throughout your document, and to save the work of trying to remember the many choices of spacing, font, indentation, numbering, etc., etc. every time you want to use this type of paragraph or heading. For instance to create a block style paragraph for quotations, it is easier to simply click the preset style called “para_block_quote” than it is to clean out a regular paragraph’s line spacing, indentation, and before and after spacing, and make the many choices to set up a block quote paragraph, every time you want one of these.

To use the set of preformatted styles there is a pulldown “Styles pane” on the menu bar that enables you to view the style choices and click the one you wish. However, the repeat use of the mouse to pull down the menu and searching the list is, especially with a laptop computer, very tiresome labour that contributes to aching hands and tendonitis.

With newer editions of MSWord for PCs, it is easy to have the style sidebar constantly visible for instant choice. (Older versions of Word, laptops and Word Mac may not have this convenient feature). (In Mac, look for the “Palette” of styles.) To access this menu, use the menu choices Format/Styles and Formatting to open the sidebar. This will show a range of styles available for instant clicking. If you prefer
not to have the list open all the time, the styles button on the menu bar can also be clicked (may need to be added to the menu through the toolbar options method mentioned previously on ) to quickly open and close this list.

**Cleaning up a cluttered styles list**

Sometimes the styles list contains too many choices, making it difficult and frustrating to search and use. This is caused by two features: “Keep track of formatting” and “Show all styles.” These can be turned off.

**Turn off “Keep track of formatting”**

“Keep Track of formatting” will make every passing manual adjustment of fonts, paragraphs, etc. show permanently on the styles list, even such minor adjustments as italicizing one word. This makes the styles “shopping list” too long to use quickly. Turn this off by going to Tools/Options/ Edit, and untick “Keep Track of formatting”
**Turn off “Show all styles”**

“Show all styles” makes the huge variety of available MSWord styles visible on the list. This makes choosing difficult, and makes formatting complex because the general MSWord styles are not articulated so that they work smoothly together. The SFU Library template styles are pre-designed to work together. In a document based on the SFU Library templates, turn this off by going to Format/Styles, and look to the bottom, where it reads “Show:” with a box menu saying “All styles” or “Available styles.” Change this to “Styles in use” so that only the preconfigured template styles are visible.
Sometimes, if you have cut out this Template glossary, SFU template styles will disappear from the list. Just turn “Available styles” back on temporarily to click the style you want to use. It will remain on the “Styles in use” list after that. “Custom” is also a useful choice if you wish to customize the list further, i.e. if you do not need all the SFU library template styles for your document. Just tick the styles you want, and untick the styles you do not want on the list. Tip: tick “clear formatting”. This is useful to reduce a portion of text to basics, removing any previous choices, before applying a given style once more. this saves having to remember and undo the previous choices.
Appendix 3: Modifying Template, Document Features, and Styles

The aim of this template is to make it as easy as possible for you to attain a professional quality thesis/project report or essays document, which matches your career field and discipline. Remember always that your document is going to be available in full text on the Library website’s “Institutional Repository” in the form you submit to the library. The Library will not audit for professional quality of the main body text of your submission. However, we do offer this template, in-depth instructional material, helpsheets and advising to help you attain that quality.

For reasons of professional quality and personal taste, you may want to make adjustments of the “styles” and document features in this template. This is easy to do because the basic “styles” – types of paragraphs -- are already “built” for you in the template. The looks of each style are easily adjusted or “repainted” to suit your preferences.

This template, in particular, takes care of most of the requirements we do audit for (see “Reviewing Your Own” PDF), as well as providing these pre-designed paragraphs called “styles” to get you 95% of the way toward a professional quality document. However, because this SFU Library template is designed for use by all students in all disciplines, it has to be “middle-of-the-road” in design, and cannot fit everyone’s needs perfectly. Only you can accurately evaluate the needs of your final document to attain
professional quality presentation of your work in public and for use in your discipline of career field, and then adjust the template to match.

In addition, personal taste is important in your document. It is quite common to discover your own evolving sense of design as you write.

Adjustments may also be needed once the textual and graphic content starts to reshape the basic document. For example, you may need to adjust styles to “massage” or squeeze the contents in the final edition to reduce the number of pages (departments may care about this; the Library does not) or fit figures and tables better. You are welcome to adjust the looks of your document by modifying styles and adding new choices to the styles list for functionality. See also the “Final Tidying” helpsheet to make adjustments at the end.

Note that if you want a thesis or report style that is highly variant from the conventional format, please contact the Assistant for Theses early. There are many precedents for this, so we can assist you in your desire to “push the envelope” artistically, to accommodate qualitative research styles, or to make your thesis more resemble journal articles. Please do not depend on past theses in your department for precedents. These copies may have gone uncorrected for errors, as the Theses Office corrects only the library and archive copies. In addition, there may have been greater evolution of style and formatting in other departments, which may be of more assistance.

How to make changes quickly, easily, efficiently

The easiest and quickest way to make adjustments is to use Format/Styles (and formatting)/ Modify/Format/ or Modify. Then just choose font, paragraph, or

Name

Short Title
other features to change the looks of any style. This can take less than one minute. By doing this, all the paragraphs of the thesis which share this designated “style” [sometimes called a “stylesheet”] will change together.

Examples: if you wish to…

- Reduce the length of the final edition of your document by about 30%, or just wish to make the whole look more cohesive, use format/styles to change the “para” style from 12 pt font and double spacing, to 11 pt font and 1.5 spacing. All paragraphs in the “para” style will change together.
- Change the font globally, use format/styles, select “Normal” style, and change the font. Then do the same to “page number,” “hyperlink” and “followed hyperlink.”
- Have different font in the headings, use format/styles, and change the font in each of the heading styles, instead of changing “Normal.”

If you do not like what you have done, it is just as easy to change it again. This is quicker, easier, easier to remember, and more consistent than trying to find and change each paragraph of that type one by one (by one, by one…) at one minute each.

Modifying fonts and font size

First, you (or your supervisor) may prefer a different font from the Arial used in this template for working purposes. You may also prefer a different font for the final edition. To change this template is easy: just go to Format/styles[and formatting…]/ to open the styles list, then select the “Normal” style, move your mouse right to see the down-arrow head ▼, click there to find “modify”, and then select a different font for this global style. Okay and “Add to Template.” Okay. This will change the font of most styles in the entire document. If you are only changing the font for working purposes (e.g. when you differ in taste from your supervisor for onscreen viewing, but need to
you’re your supervisor a copy) For a print edition, you would also need to change the “Page Number” and “Hyperlink” and “Followed hyperlink” styles, for consistency.

Caution: in changing fonts and font sizes, note that some fonts are not crisp and clear at small sizes. Be careful of small sizes in the highly condensed fonts which, when PDFed and microfilmed, smear and become unreadable. Be careful also of using too complex a font or too many different fonts in one document. Your goal is to make reading easy and pleasant for the [critical-minded] reader.

Different fonts offer different “looks” and degrees of condensation.

See length of word “thesis”.

Serif Fonts at 12 pts
Thesis: Garamond
Thesis: Sylfean
Thesis: Times New Roman
Thesis: Californian
Thesis: Palatino
Thesis: Georgia
Thesis: Book Antiqua
Thesis: Georgia
Thesis: Lucida Bright
Thesis: Bookman

San Serif Fonts at 12 pts
Thesis: Arial Narrow
Thesis: Trebuchet
Thesis: Garamond
Thesis: Palatino
Thesis: Bookman

Notes
Some fonts cannot be used in small sizes because they are already small and/or highly condensed.

Not permitted:
Garamond less than 11 pt.
Sylfean less than 11 pt
Arial Narrow –less than 10 pt.

Special functions:
computer code
inner voice
raw material
children’s voices
raw interview quotes

Special function fonts:
Thesis: Courier
Thesis: MS Reference Sans Serif
Thesis: Comic Sans

Try for congruence with dignity, function and content.

Smaller font sizes can have “diminishing returns” in clarity and readability

<table>
<thead>
<tr>
<th>Font Size</th>
<th>Times Roman</th>
<th>Garamond</th>
<th>Tahoma</th>
<th>Arial</th>
<th>Arial Narrow</th>
<th>Gill Sans</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>12</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>11</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>10.5</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>10</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
</tbody>
</table>

Small sizes can put data at risk of blurring so reader cannot obtain the information.
Smaller font sizes can have “diminishing returns” in clarity and readability

<table>
<thead>
<tr>
<th>Font Size</th>
<th>Times Roman</th>
<th>Garamond</th>
<th><strong>Tahoma</strong></th>
<th>Arial</th>
<th>Arial Narrow</th>
<th>Gill Sans</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5</td>
<td>123456</td>
<td>123456</td>
<td><strong>123456</strong></td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>9</td>
<td>123456</td>
<td>123456</td>
<td><strong>123456</strong></td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>8</td>
<td>123456</td>
<td>123456</td>
<td><strong>123456</strong></td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>7</td>
<td>123456</td>
<td>123456</td>
<td><strong>123456</strong></td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
</tbody>
</table>

Margins

In brief and in general: Do not modify them.

In this proposal document, the margins are the same as for a thesis. However, if the lack of balance is visually disturbing, you can modify the margins, but note that this should only be changed to 1.25 inch left and right. The purpose of this is to ensure that the working space between the margins remains the same, i.e. 6 inches. This will enable you to transfer tables and figures formatted for this space to a thesis without repetitive reformatting.

In a thesis document, the margins are unequal, on purpose, and are required for submission to the library. The wider left margin is needed for hard cover binding. The 1 inch on the other sides and the half-inch allowance for the page number prevent text, running heads, and page numbers being trimmed off in the bookbinding. The generous left margin also prevents the spine of your thesis from being broken when others squash your book on the photocopier. The overall, 6 inch wide text body is the maximum for microfilming.

Metric measurements are as follows:

<table>
<thead>
<tr>
<th>Margin Location</th>
<th>Inches</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
<td>1.50 in.</td>
<td>3.81 cm</td>
</tr>
<tr>
<td>Right</td>
<td>1.00 in.</td>
<td>2.54 cm</td>
</tr>
<tr>
<td>Top</td>
<td>1.00 in.</td>
<td>2.54 cm</td>
</tr>
<tr>
<td>Bottom</td>
<td>1.00 in.</td>
<td>2.54 cm</td>
</tr>
</tbody>
</table>

Name

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These settings are also designed to allow for variations in paper feeding and “image shifting” in printers and copiers. These differences between machines are impossible to predict and control directly. These onscreen document settings take care of this unpredictability, and save you worry when you are printing to meet a deadline:

If you are creating documents (such as questionnaires), tables, and images early in your research or writing process, which will be needed later in your thesis, be sure to design them to fit the 6 inches

Margin flaws are the #1 flaw that blocks approval for publication of a thesis, research report or extended essays. It is also the single most costly error for a student, involving re-printing and copying of all sets of the thesis/project/pages in order to correct the error (200 pages x 10¢/page x 5 sets = $100.00).

Modifying page orientation

Extra wide figures and tables may need a wider page to accommodate them. “Landscape oriented” 8.5x11 pages or fanfolded 1x17 pages are permitted in SFU theses. Legal sized (8.5x14) pages are not permitted because they cannot be bound into the overall 8.5x11 book size. The easiest procedure is to use the the preformatted landscaped and fanfold page documents available on the Thesis Office webpage

- Strategies for Figures and Tables, including facing pages
- How to Create Landscape Pages
- Fanfold 11x17 page setup
- Two Ways to Create Tables of Contents/Lists of Figures, etc.
The landscaped page section can be copied and pasted as needed anywhere in your document for immediate use. Note that the page numbering sequence has to be watched closely as it goes wrong easily in MSWord. However, the placement does not have to be manipulated. No longer required: portrait oriented page numbering in landscaped pages.

Do-it-yourself instructions follow below.

**Landscaped page setup**

It is important to know, first, that you are not just creating a page, which is normally done by using page breaks, but creating a section. Only if you create a section, using section breaks can you change the page orientation of these pages within a document with the regular, portrait-oriented pages. Also, if you need more than one landscaped page in this section, you do not need to create a new section. You can let a page generate normally in response to your content, or use a page break between pages within a section. A section break is not a page break.
To insert a section break, go to the menu item “Insert”, select “Break…” and then, under “Section break types”, select “Next page”. This automatically starts the section on a new page.

To create a section for landscaping

9. You will need the “Show/Hide” button turned on to carry out this task.

10. Insert a section break, hit enter to create a paragraph of space, then insert another section break. Go to that “in between paragraph mark between the section breaks.

11. Go to View/Header and Footer. Note the “Same as Previous” in the upper right corner.

12. Remove this default feature in the header by clicking the “Link to Previous” button. Go to the footer and do the same. Do not close yet. Go to the following section and do the same.

13. In both sections, go to Insert/Page numbers/Format, and ensure that the option “Continuous from previous section” is selected. Okay.

14. Close the menu boxes, and check the page numbers on the last page before the new section, on the new section and on the following section to make sure they are perfectly sequential.
15. Go again to the “in between” paragraph mark between the section breaks. Go to the “File/Page Setup…” menu, to change the orientation by first clicking the “Landscape” button. Ensure the top margin is correct at 1.5 inch (3.81 cm), with the left margin 1 inch (2.54 cm). Now you can add your text/table, etc.
Appendix 4: Headings

Headings are specialized paragraph styles used to separate chapters, indicate structure in one’s textual argument or steps, to provide signals of change of direction in thinking, and set up “breathers” for the reader. In MSWord, they also provide clickable navigation aids in “View/Document Map,” and provide the data for the automatic and updatable Table of Contents.

Headings all have built in “space before: and “space after.” It is possible to amend the built-in “space before” by the same format/styles route.

Headings also have “Keep with next” and “widow and orphan control” in the paragraph style (See Format/Style/Modify/Format/Paragraph/Line and page breaks) to ensure that any headings will automatically move to the top of the next page to accompany the text it refers to, without needed a manual page break inserted.

Headings may be short or long. If long, it is always better to control where the line breaks rather than just letting them wrap. This is done by substituting a “shift-Enter,” a hard line break [↵], for a space following major punctuation, or in front of any preposition (“of”, “with” “before”) or conjunction (“and,” “but”). This can aid reading, and prevent headings from looking line a “roadblock” to further reading.

Heading 1 style

Heading 1 (for each new chapter) and Head 1(for preliminary pages and following matter, such as Appendices and Reference List are good with 60 pts of space before.

| Name | Short Title |
This prevents these primary headings from standing tight up against the margin, producing an inevitably “up-tight” look.

Heading 1s may be centered or left-aligned, as preferred. ALL CAPS is not required, but if Upper/Lower case is preferred, larger font size is recommended (18 pt).

In your table of contents, you may wish to differentiate the preliminary pages from your main body chapters. This is easily done by typing the Heading 1 text in ALL CAPS (or applying format/Change case/UPPER CASE to the text).

Heading 1s may be titled “Chapter” if a thesis or dissertation. Normally projects do not use the term “chapter” unless in a discipline where literary styles (as in the MLA stylebook) are the norm. Projects and scientific works commonly use Heading 1 with automatically numbering without the word “Chapter.”

**Steps for adding or removing automatic numbering in headings**

Using automatic numbering instead of numbering manually has several advantages. It prevents manual error, updates automatically, and permits the use of chapter-based numbering of figure and table captions.

To apply automatic numbering, click on a Heading 1, and go to Format/styles/Modify/Format/Numbering/Outline numbered.

To remove existing automatic numbering, click the “None” box.

To add, follow the instructions below.
Finding modify/numbering

Click on the preferred style, plain numbering or with the word “Chapter” already set up. Then click the customize button.

Automatic numbering choices

Adding and modifying automatic heading numbering
Step 1: Click the “More” button to see the full range of choices. It will rename itself “Less.” Note that the word “Chapter can be changed to any other preferred word, i.e. “Section,” etc. or deleted.

Recommended “starter” configuration selections are indicated in green ovals. These are kept simple (at zero, no tab) to try to avoid one of MSWord’s more annoying traits: shifting headings into the left margin. If this trouble arises, just return here to re-set the “Aligned at” figure to “0” again.

Note the selection of “space” instead of “tab character.” This puts a simple character space after the number, so that complex tab settings do not interfere with heading choices such as centering, if this paragraph alignment is later preferred. Finally, click “Okay. Feel free to return to re-configure this as you become more familiar with MSWord’s sophisticated capacity.

Now note in your styles list that all headings have become numbered. This may not be entirely desirable, as you may prefer to have lower levels of headings without numbers (commonly starting with Heading 4 or 5). Just go to that heading style in the format/styles list, then to format/numbering, then change the numbering to “None.” Warning: be sure to repeat this step with ALL levels of headings following: Headings 5, 6, 7, 8, and 9. If you do not remove the numbering from lower levels, MSWord, which is engineered to correct for consistency, will re-impose the numbering on all levels of headings above any numbered heading style that remains numbered.
General Styling Tips

Left aligned headings can be pleasantly inviting with some “space before” to provide white space above it and prevent it from looking “uptight” against the top margin. You can use up to 172 points of “space before” in the design, though 60 pts is more common. Centered Heading 1s are common, even when other heading levels remain left aligned.

Font style for headings can also be amended, but carefully.

Underlining is not recommended because the reader is inclined to view more than one underlined word as a block, and thus skip reading it for content. This template uses bolding for headings, with lower font sizes to indicate lower levels of subheadings. Indentation or centering is generally not needed with these configurations, as these tend to make headings less visible. Automatic numbering can be added to all lower level headings if desired. Italics would not be used when numbering is present, as this creates “visual clutter.” However, if numbering is not being used, subheadings can usefully alternate regular bold and italic bold. Since this can be changed easily using format/styles so that all headings of the same type (style) will change together and update together, you can try out a change to see if you like it, and amend it again as your own sense of style evolves.

Example: Heading 1 is in “all CAPS” style. If you do not wish this, go to format/styles/modify/format/font, and simply UNtick the “All caps” feature. If Upper/Lower case is preferred, a larger font size is recommended (18 pt).

Heading 1 and Head1 also have “page break before” configured to make page breaks and section breaks between chapters, preliminary pages, reference list, and
appendices unnecessary. Head 1 is configured “based on Heading 1” and will automatically adopt any changes you make to Heading 1, to keep them consistent. Sometimes MSWord will annoyingly add automatic numbering to “Head 1.” Instructions for how to remove this can be found below.

**Heading Levels**

You may wish to use numbered headings down to Heading 3 or perhaps Heading 4 (Go to a Heading 1, format/styles/modify/format/numbering/, then go to /customize for additional options such as control of tabs.)

You may also wish to use minor, unnumbered headings, which you do not want to appear in your Table of Contents. It is more useful and labour-saving to re-configure a lower level of heading for this use, than to just use a regular paragraph. Using a heading style keeps them consistent, and avoids the repetitious labour of reconfiguring of an ordinary paragraph. This also makes them visible in “View/Document Map” (Mac: “View Navigation pane/Document map”). This is useful for avoiding scrolling, which is hard on the eyes.

However, if you configure your Heading 1, 2, 3 to be numbered, the following headings (4-9) will also automatically adopt numbering. This is both annoying and cluttered. It is easy to remove the automatic numbering from headings to make them usable as minor headings. Just use format/styles/ to click on the chosen style, then modify/format/numbering, and select “none.” It will also be necessary to remove the automatic numbering from all following headings, down to and including Heading 9, to prevent MSWord from “correcting” your action.
If you do not wish headings below a certain level to appear in the Table of Contents, you then can configure your Table of Contents (Insert/reference/Index and Tables/Table of Contents/Level) to show only the levels you wish to appear there (commonly Headings 1, 2, and 3).
Appendix 5: Paragraphs

The trouble with “Normal”

The most basic paragraph style is “Normal.” MSWord is set up so this is the standard paragraph style. The problem with this “Normal” style is that it is too global. If you modify it, say making it double-spaced for use as a regular paragraph, you will change all headings and all other paragraphs also, which would create a lot of work to re-configure them all. Thus, “Normal” is much more useful if left plain, single spaced and un-indented, as this style is what all other styles are based on. Then, you only change “Normal” if you want to make truly global changes, like changing the font of the whole document.

This template provides specialized paragraph styles, including for regular paragraphs.

Regular text paragraphs

In this template, the main body paragraph is “para”; all others are named “para_something..” They all have functional names so the most tired writer can remember their specialized use. This is better than trying to remember “Body text 1”, “Body text indent 2” and “block text” late at night. It also places them alphabetically in the styles list close to Heading and Normal, to make it less time consuming to search the style list. All of these styles are “middle of the road” in design, and may not be perfectly

Name

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configured for your material. They can be modified to suit, but try them for a while until you get a feel for what you want.

**Paragraph spacing**

Main text paragraphs may be double-spaced or one-and-a-half line spacing. 1½ line spacing is preferred for 11 pt font for better cohesion.

Regular paragraphs may be indented or not. Indented paragraphs provide white space, which indicates a “breather” for the reader.

You may wish to have both indents and an extra line of space, as these paragraphs do.

If you do not want indents, you need to provide another “signal” to your reader that you are beginning a new step in your text. For fully left aligned paragraphs, provide 12-18 pts or more of line spacing “before” and “after.”

**Specialized paragraphs**

“**Para**” – The “regular” paragraph is a specialized style

This “para” paragraph style has been created for use as a standard format for your text, rather than re-configuring “Normal.” This style will be automatically generated by hitting “Enter” at the end of any heading. It will also be automatically generated by hitting enter at the end of some specialized paragraph styles when this is the logical next step. This is how styles can be configured to make writing smoother for the user.

If you wish to change a style later, it is easy to again use Format/Styles to change the configuration, font, or structure of your specific paragraph. Always click “add to
template” to ensure MSWord saves the change. When you “okay” the changes, all paragraphs of that type will change throughout the document, instead of your having to do this manually.

Other paragraphs styles provided by this template

The following common styles have been created for you to start with. See the Format/styles list or the “style pane” on the menu bar, to view the sample paragraph styles provided. Included in this template from the thesis template are the following list. However, there are some additional specialized styles added for this SIAT proposal template which you may find useful. Please explore the format/styles and formatting sidebar to see the many styles available.

“para_block”, for long scholarly quotations. These are single spaced and justified to signal that this is previously published material.

Also: “para_interviewee_quote” for quotations from your research participants. These are provided with a tab to accommodate names, and hanging indent for even alignment. Not justified, so they appear more informal than scholarly quotes. These are 1.5 line spacing, not single, as these are original material in your work.

16. “para_numbered” for point form or emphasized text that has a sequential relationship. An extra “normal” enter mark will be necessary as a spacer after the end of a group of these paragraphs.

- “para_bullets” for point form or emphasized material that is clustered but not essentially sequential. An extra “normal” enter mark will be necessary as a spacer after the end of a group of these paragraphs. To create this single empty space paragraph, just hit enter to create another empty “para_bullet,” then click on “clear formatting” in the style box.
“par-refs” is the style for reference list entries. They are single spaced with a hanging indent of .5 inch, and with a bit more than one line of space between, to make extra “enter” marks unnecessary. They have “keep lines together” so they do not break at the bottom of a page.

“para_figure_placement” is for placing graphics “in line with text” without interference by the regular paragraph’s first line indent. Be sure to ensure that your figure insertion default is “inline with text.” See Tools/options/Edit/Insert pictures box. Choose “inline with text”. Alignment of this paragraph is a personal preference, and should reflect your default (most common) usage. In this template, it is left-aligned, but if centering is preferred, this is changed with format/styles/modify/. It has “keep with next” configured, and will generate “para_spacer & notes” if you hit enter at the end of this paragraph, so that standard spacing is provided after all tables, table notes and graphics, and to keep this figure “glued” to both its caption and its notes, as a unit, so they stay together on one page. See Figures section for how to use this style.

“para_spacer & notes_figures_capbelow” is designed to follow “para_figure_placement,” when notes, such as copyright permission notices, are required between the figure and the caption below it. This style also has “keep with next” to help keep the figure unit together.

“para_spacer & notes_tables & figs_captabove” is designed to follow a table (or figure when the caption is above both) to provide for any notes, citation, or copyright information required. It provides standard spacing after tables and figures and prevents this final part of the table or figure unit from moving to the top of the next page. This allows the text on the next page to start right at the top margin, instead of having unsightly irregular spacing caused by an empty paragraph [enter ¶] mark. This keeps the top page margin is inconsistent in the document. Adjustments to the alignment, space before and after, and font are acceptable in this style. Sometimes, in final editing, a single spacer paragraph needs to have its “space after” reduced to help squeeze the whole table/figure unit into a page. Use format/paragraph to adjust this.

**Paragraph style provided by MSWord**

**Table [#]** “Caption” Style is generated when you use Insert/Reference/Caption to create a caption for a table or figure. If you wish to have chapter based numbering, first ensure that you have automatic numbering in Heading 1, then in Insert/Reference/Caption, click “Numbering” button, to select “include chapter number. Select your preferred punctuation, i.e. 1.1 or 1-1. Repeat this when you insert a figure caption, so that both figures and tables have chapter-based numbers. After inserting the caption (and its number), add the punctuation of your choice after, then ALWAYS add a tab. The tab is needed in the List of Tables and Figures. “Caption” is used for all tables and for all figures when the caption is placed above the figure. It is configured to provide consistent spacing between it and the preceding text, and to allow a bit of space before the table or figure. It is also configured with “keep with next” to stay together with the following table or figure. Sometimes, in final editing, a caption needs to have its “space before” reduced to help squeeze the whole table/figure unit into a page. Use format/paragraph to adjust it.
Caption2 is available for use after “Caption” if you wish to use “Caption” only for short phrases that will go into the List of Tables and List of Figures, but also wish to have more extensive descriptive material in the text. When used regularly, it is recommended that you adjust the “space after” of the “Caption” style to eliminate space between these. If used only occasionally, use “format/paragraph on the individual caption to adjust this.

“Footnote text” is never used in the body of a document. It is generated when you use Insert/Reference/Footnote to create a footnote. For notes within the body, such as citations and notes after tables and figures, use “para_spacer & notes”. The style can be modified for a tab and hanging indent and space before and after. Footnotes are traditionally 2 pts smaller than the main text. Do not use first line indent, as it makes it hard for the reader to scan through footnote numbers.

“Footer” or “Header” styles are never used in the body of a document. They are used exclusively for text in the header and footer (see View/Header and Footer), for such features as running heads.

Caption-related styles provided by this template

Figure [#] “Caption_below_figures” is provided for those who prefer the traditional look of differential captions: above tables and below figures. First use Insert/reference/caption to insert the caption, choosing the label “Figure”, where you wish it to appear, and then complete the text. Finally, click on this style to obtain the spacing and other features needed for a caption below. This can also be done with the Edit/Replace function, by searching for all “Caption” styles with the word Figure in them, and replacing them with “Caption_below_figures” with the word Figure in them. Sometimes, in final editing, a single caption needs to have its “space after” reduced to help squeeze the whole unit into a page. Use format/paragraph to adjust this.

How to create new paragraph styles to suit your needs

You can use Format/Styles to set up any additional specialized paragraph styles you wish. Example: If you wish to have your paragraphs following headings and block quotes to have no indent, this can be set up to work smoothly for you. Note, however, that this is a traditional literary style, not required in most works today.

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1 A typical footnote. Be very careful, when pasting text from other documents into a footnote, to avoid copying the ¶ “paragraph mark” or “enter mark” following the text. This mark will bring undesirable and inconsistent formatting into the footnote, and also create an extra empty paragraph that is hard to get rid of. If you wish to reconfigure the footnote to include more or less space between, to add a tab and matching hanging indent, or to eliminate the hanging indent, click on a footnote, and use format/styles/modif/modify/format/ to make the changes. Do not add “empty” paragraphs for spacing. This “footnote text” style is configured with “keep lines together” to prevent them from breaking onto the next page. This will not prevent them from moving entirely to the next page, if the insertion of the footnote conflicts with a regular paragraph’s “widow and orphan control” – the need to keep two beginning or end lines of a paragraph together. Break up some paragraphs of main text to push more text onto a following page to eliminate the conflict. See
How to create this new style? First, click in a regular indented “para.” Go to Format/Styles and click the “New Style” button. It will automatically offer you a menu with “based on para” already configured. Give your new style a name. Something with “para” then an underscore and the letter a will place it immediately after “para” in the list. Consider “para_alternate” for example to place it immediately after “para.”

Change “Style for following” to “para” to automatically generate the indented style by hitting enter at the end, and then configure format/paragraph to change Indent/Special to “None.” Keep all other configurations the same. Click “Add to template” and Okay. Click on the new style in the list to apply it to the paragraph where you have your cursor.

With this style available, you can click on “para_alternate” whenever needed. However, a minor time investment will make writing much smoother. Go to each heading style, and to the box called “Style for following paragraph.” Scroll down the list to find and click on your new “para_alternate.” Click “Add to template” and Okay. Go to the “para_block,” and any other style you want followed with this non-indented “para_alternate,” and do the same. With these changes, each time you hit enter at the end of a heading or a block quote, your non-indented paragraph (“para_alternate”) will automatically start, and when you hit enter at the end of it, it will automatically create an indented paragraph (“para”).

This is the kind of design thinking behind all such specialized paragraph styles and their configurations to make writing easier, not just satisfy end-product “looks”.

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2 Note that you are setting up a “menu” list, so it is helpful to cluster your paragraph styles alphabetically, rather than having to search up and down a list to find the different paragraph styles.
Treating “Table Grid” – the default table setup – as a “style

When you insert a table in this template, the default table style is indicated as “Table Grid”. If you wish, you can change the default table style, or choose a onetime use table style, by going to Table/insert/table, and clicking the autoformat button to find a list of pre-configured table styles. Just remember to choose one that will print clearly. It must meet the graphics quality standards for submission to the library.

Professional tip: consistency in tables throughout the document is appreciated by readers. However, different styles can be used judiciously, to signal to the reader that there is a significant difference in the data you are presenting. For example, simple tables, like “Table Grid” or “Table Professional” with its white-on-black heading row, are good for numeric data, while “Table Contemporary”, with alternating grey and light grey rows is excellent for textual tables.
These table styles, once used or set as the default, are included on the Format/styles and formatting sidebar, at the bottom of the alphabetical list. Like any paragraph or heading style, a table style can be modified to suit your own tastes. Modify by going to Format/Styles and formatting, find the table style, and go to “modify” to open the choices box. Note how much more extensive the choices are than for paragraphs. Explore the “Apply formatting to” window, to see how you can center or bold some rows or columns, but not others. You can adjust the text-to-lines placement (top, centre of cell, or bottom); change the font and borders, add tabs such as decimal tabs to align numeric data, and adjust the table properties such as centering on the page. And much more. Experiment with these choices. Once configured, these choices will be automatic each time you insert a table of that style.
Tip: Make one change at a time, and always tick the “add to template” button. If the change does not happen, go back and do it again, taking care to click on the icon, rather than the text, representing your choice. MSWord can be a bit cranky about this, but setting your general preferences for all your tables is an excellent labour (and memory) saver. Avoid over-customizing to any single table, as you may find yourself manually adjusting too many other tables.