Common Formatting Mistakes

1. Did not use SBC Dissertation Template
2. Use the Template for Proposal, and discard it for dissertation
3. Send in previous edition
4. Undo the changes
5. Headings that are too long
6. Hanging widows
7. Extra spaces
8. Indented citation using quotation marks

Things to Cover for Formatting

1. How to create an automatic Content Page and set up your Headings? How to use Heading 1,2,3,4,5 etc?
2. How to insert Table of Figures.
3. How to set your page numbers & and 1st page of every chapter or section from the right hand corner to the bottom middle.
4. How to avoid hanging widow.
5. How to do your footnotes.
6. How and when to use Section Breaks Next Page & Continuous?
7. How to use the SBC Template for Proposal and Dissertation?
8. How to use Review and Accept Changes.
9. How to use Easy Bib (App) or Eturabian.com for Biblio. How to do a proper Biblio entry (esp. Rick's use of the term "wrap around.").
10. How to use Grammarly to check your grammar.
11. Why YouTube is your best teacher, if you don’t have a teacher beside you?
12. How to view the format of your dissertation?
13. How to use search and replace to make changes that are found all over the dissertation.

Useful Software

Go to [www.Grammarly.com](http://www.grammarly.com/) to download a free version of Grammarly today.

Download Zotero into your computer.

Download Easybib in your hand phone.

Some Advice

1. Use a color background to protect your eyes.
2. Study and Bring along a hard copy of SBC Standard.
3. Use a different table.
4. Be prepared for many editions. The frustration is both ways.

YouTube

Pass this to your helper!!!

Watch the following links to help format Microsoft Word.

1. How to set up the document according to Turabian 9th edition

<https://www.youtube.com/watch?v=EzekMxO7TT4>

2. How to insert footnote

<https://www.youtube.com/watch?v=DGfbbCsZi6Q>

3. How to Create a Microsoft Table of Contents

<https://www.youtube.com/watch?v=4hXH0QqQbi0>

<https://www.youtube.com/watch?v=TzEr_zcaCIk>

4. How to insert page numbers on a specific page

<https://www.youtube.com/watch?v=sK28kJrNODA>

5. How to insert the first page in a different section without affecting the other page numbers

<https://www.youtube.com/watch?v=wAZi-J1Uito>

6. How to indent your text

<https://www.youtube.com/watch?v=kEcpi98IEns>