TABLE OF CONTENTS

PART I: BASIC MICROSOFT WORD TOOLS

The following information is intended to help you understand and implement a variety of Microsoft Word tools that will make formatting your thesis easier.

PAGE BREAKS

A page break is a marker in Word that tells your document that whatever follows the break should begin at the top of a new page. Imagine you are at the end of a chapter in your manuscript and you want to start the next chapter on a new page. A lot of times students use the <u>return</u> key to get down to the top of the next page.

If you turn on the paragraph markers in the document, <u>returning</u> down looks like this. The problem with <u>returning</u> to a new page is that, when you make edits or add text, Word doesn't know to keep your subsequent text at the top of the next page.
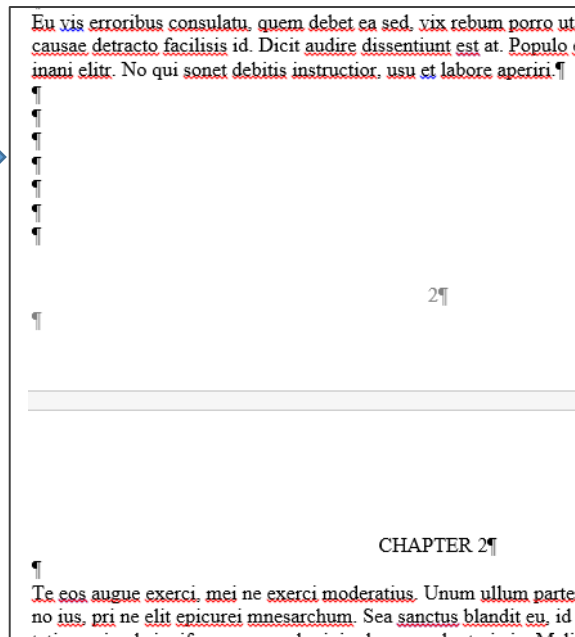
Keeping with our example, let's say you add text to the end of Chapter 1, and so Chapter 1 now ends at the bottom of the page, not the middle. See what happens to the beginning of Chapter 2.

Chapter 2 slides down the page, and your major heading is no longer top-aligned.
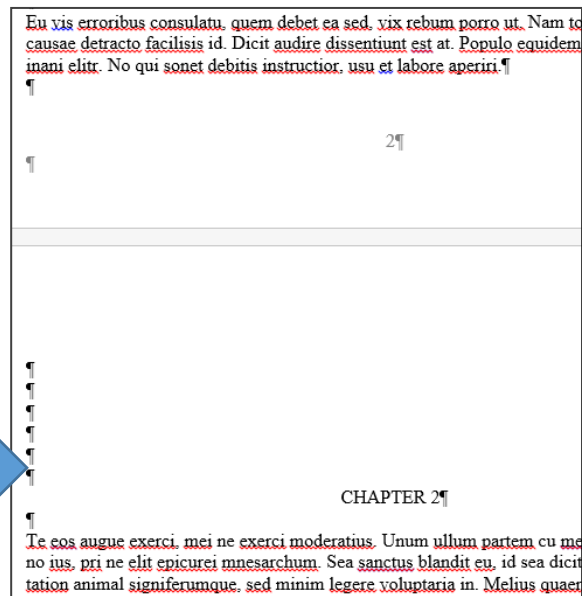
To insert a page break, simply press shift + fn + return.

Or, you can insert a page break this way:
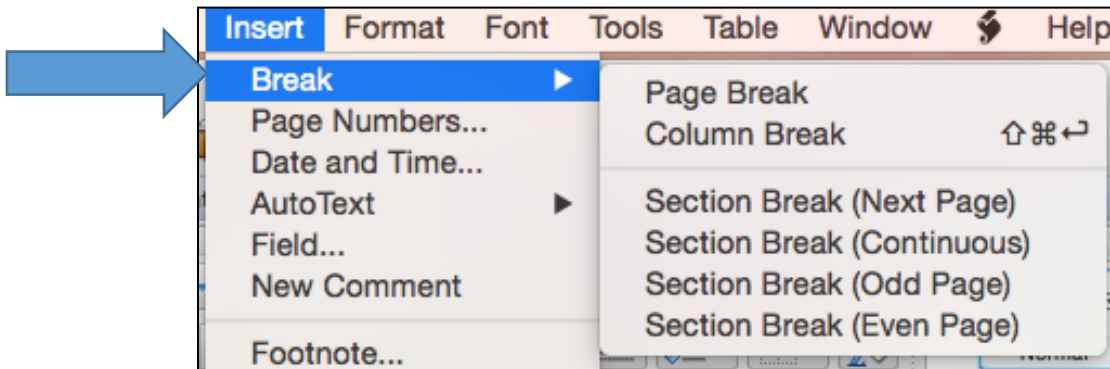
SECTION BREAKS

Although section breaks may be a little bit trickier than page breaks, understanding how they work can save you a lot of time. For example, section breaks allow you to shift both the location and appearance of page numbers.
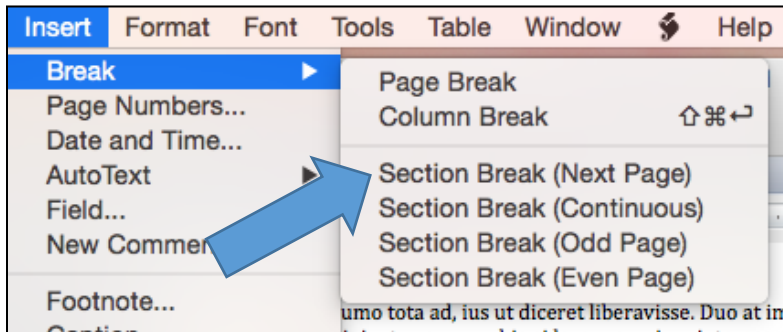
Insert a section break by clicking Insert, Break, Section Break (Next Page). This will start your next section on the following page.

To shift from non-numbered Preliminary Pages (Title Page, Copyright) to numbered Preliminary Pages (everything that follows), insert a section break at the bottom of your Certificate to separate it from the page that immediately follows, using the step above.

Double click on the footer, and you will see the different sections.

Footer -Section 1-   Close ⊗ su del

Header -Section 2-   Same as Previous   Close ⊗ ris graeco. Id facer virtute instructior vix,

Te brute postea accusamus quo, quo ut nullam maluisset suscipiantur, in vix
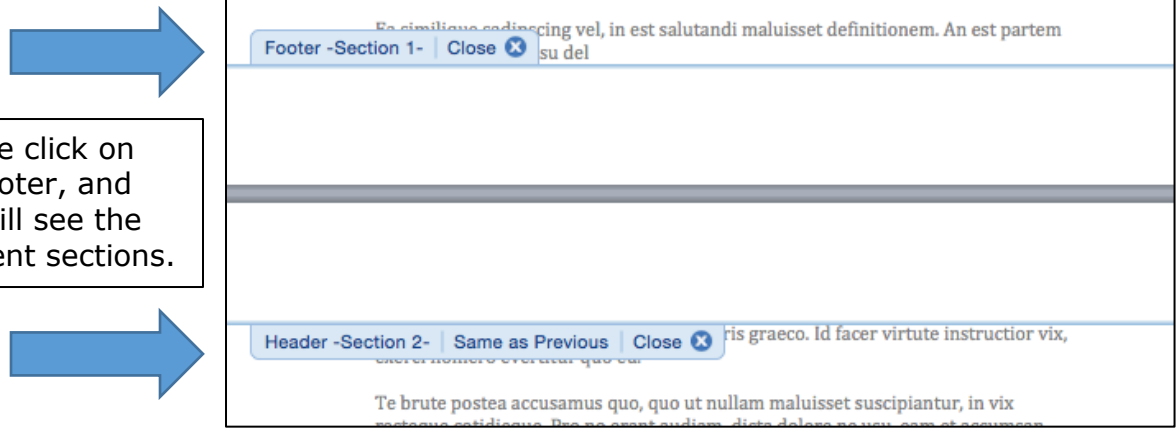
To ensure that each section has its own distinct footer style (where your page number will go), click on the Section 2 footer. Here you will see the Same as Previous tab:

Footer -Section 1-   Close ⊗ su del

Header -Section 2-   Same as Previous   Close ⊗ ris gr

Te brute postea accusamus quo, quo ut nullam
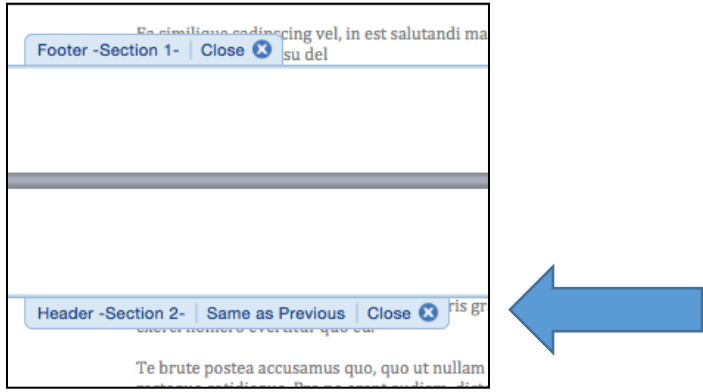
This tab lets you know that Word is set up to keep the document's footers consistent, despite the introduction of different sections. To turn this function off, simply unclick Link to Previous, found here:
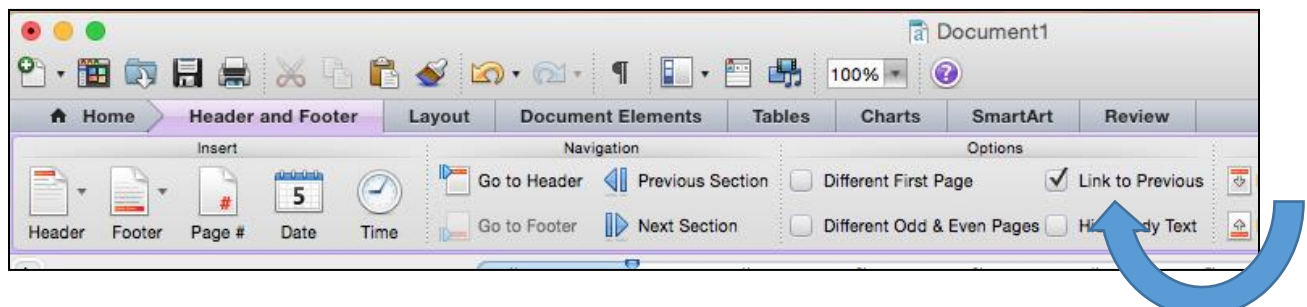
This breaks the connection between the footers in different sections, allowing you to place different page number styles into your footers:

Footer -Section 2- | Close ⊗
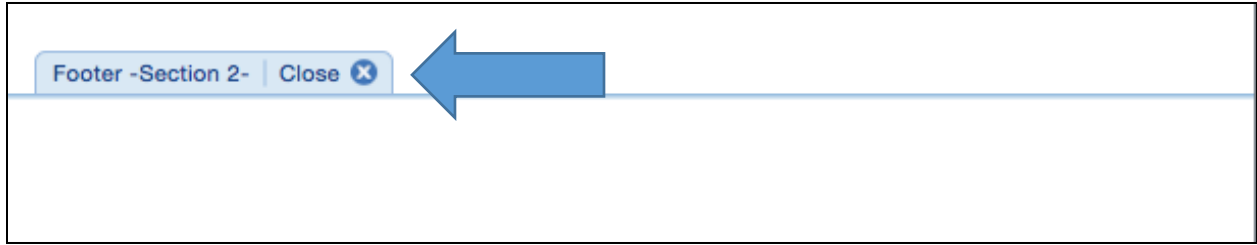
You are now ready to insert page numbers into your Preliminary Pages, starting with the page immediately following your non-numbered Preliminary Pages. The first page number should be a lower-case Roman numeral ii.

Insert   Format   Font
Break   ▶
Page Numbers...
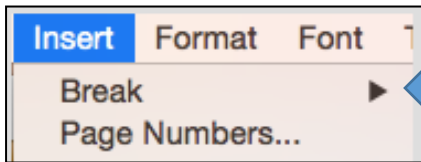
Once you've clicked on Page Numbers, click on the Format button.

Page Numbers

Position: Preview
Bottom of page (Footer) ⬍

Alignment:
Right ⬍

☑ Show number on first page

Format...   Cancel   OK
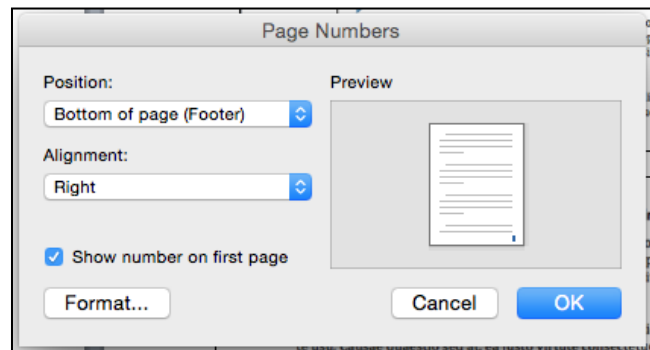
Then format your page number as a Roman numeral, starting at ii:

Page Number Format

Number format: i, ii, iii, ... ⬍
☐ Include chapter number _____
   Chapter starts with style Heading 1 ⬍
   Use separator: - (hyphen) ⬍
   Examples: 1-1, 1-A
Page numbering _____
   ○ Continue from previous section
   ● Start at: [ii] ⬍

                  Cancel   OK
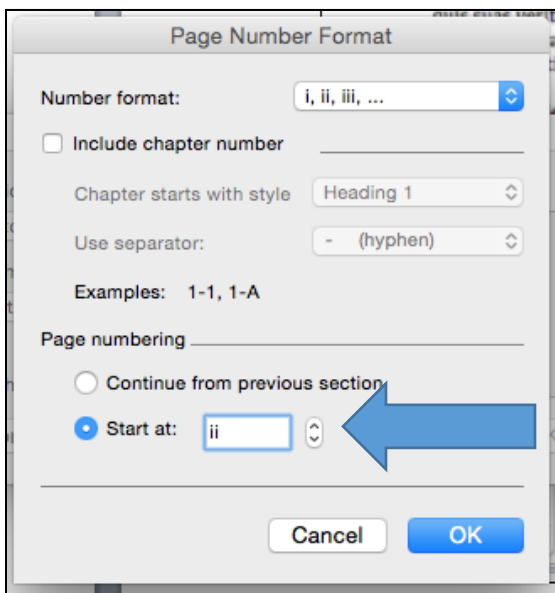
Set the Number format to lower-case Roman numerals, and then set the Start at at ii.

Next, page numbers in the body of your manuscript should begin with a '1'.

To begin, insert a section break between your last Preliminary Page and the beginning of you first chapter. Make sure you unclick <u>Same as Previous</u>, and format your page numbers to begin on '1', using the steps outlined above.

STYLES

Styles help you to achieve a professional and consistent appearance throughout your thesis. They also allow you to automatically generate a Table of Contents and List of Tables and / or List of Figures. Your chapter titles, for example, will be major headings (Heading 1), while sections within the chapter may be designated second-level headings (Heading 2).

To apply a Style, highlight the text you want to serve as a heading.

Major Heading (Heading 1)

Lorem ipsum dolor sit amet, justo quaeque quaestio ex eos, id his malis intellegam, quis suas veritus mel ex. Vero eius sea id, ei vel graeco reprimique cotidieque. Ne nullam placerat vel, cu harum legendos sententiae quo. Sit tota imperdiet ea. Solum posse instructior eu est.

Second-Level Subheading (Heading 2)

Lorem ipsum dolor sit amet, justo quaeque quaestio ex eos, id his malis intellegam, quis suas veritus mel ex. Vero eius sea id, ei vel graeco reprimique cotidieque. Ne nullam placerat vel, cu harum legendos sententiae quo. Sit tota imperdiet ea. Solum posse instructior eu est.

Wisi clita sapientem sit ei, est ne dissentias honestatis, aliquip voluptaria assueverit

For major headings, under the <u>Home</u> tab, click on <u>Heading 1</u> in <u>Styles</u> to assign that style to your heading.
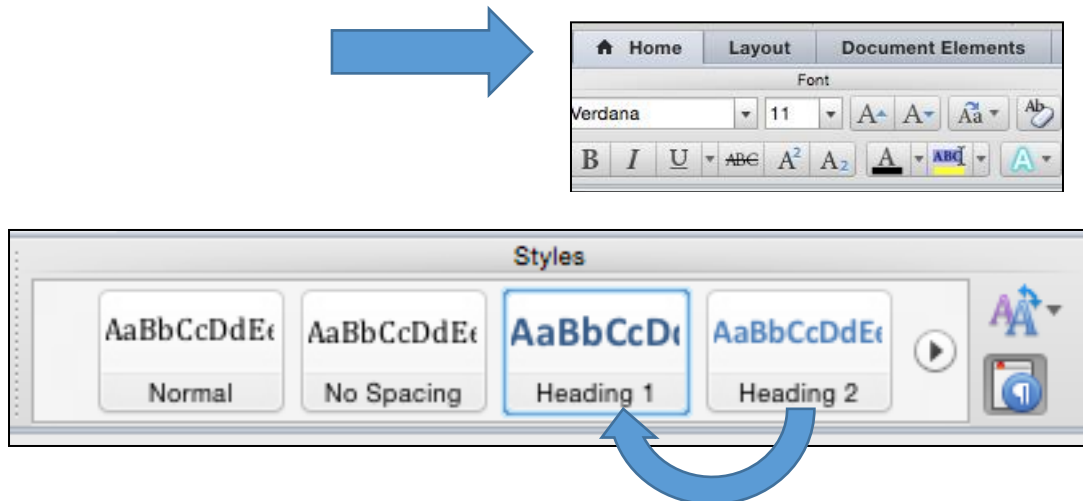
For second-level subheadings, do the same thing. Highlight the text you want to serve as a second-level heading, and assign it a Heading 2 value.
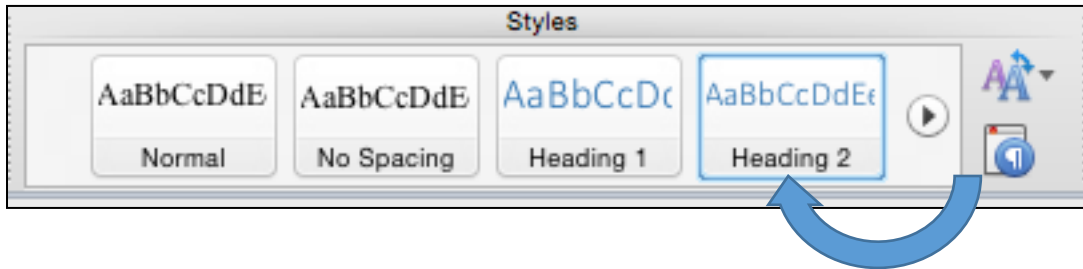
If you don't like the formatting of your headings or captions (say, you prefer 12-point font to 10-point, or you want **boldface** font instead of *italics*), you can change the formatting using the Styles tab under the HOME tab. This will eliminate the need to manually format your headings and captions.

For this example, we will focus on heading styles, knowing that you can change any sort of style (headings, captions, titles) you'd like. They all work in the same way.

Click on Styles (From the HOME tab) and scroll down to Heading 1, toward the top of the list.
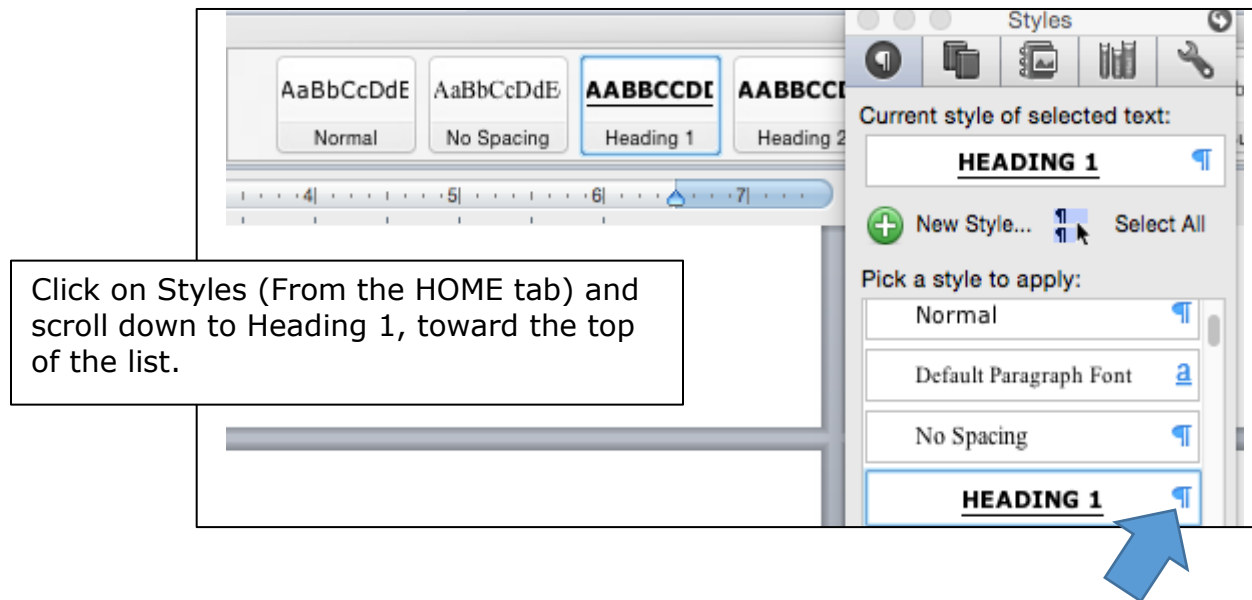
Click on the paragraph marker to the right of Heading 1 to open a drop-down box. Then, click Modify Style, which will open the Modify Style dialog box, shown below.

Modify Style

Properties

Name: Heading 1

Style type: Paragraph

Style based on: ¶ Normal

Style for following paragraph: ¶ Normal

Formatting

Verdana | 11 | **B** *I* U A

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
CLICKING ON THE PARAGRAPH MARKER TO THE RIGHT OF HEADING 1 WILL OPEN A DROP-DOWN BOX. FROM THERE, CLICK MODIFY STYLE, WHICH WILL OPEN THE MODIFY STYLE DIALOG BOX, SHOWN BELOW.
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following
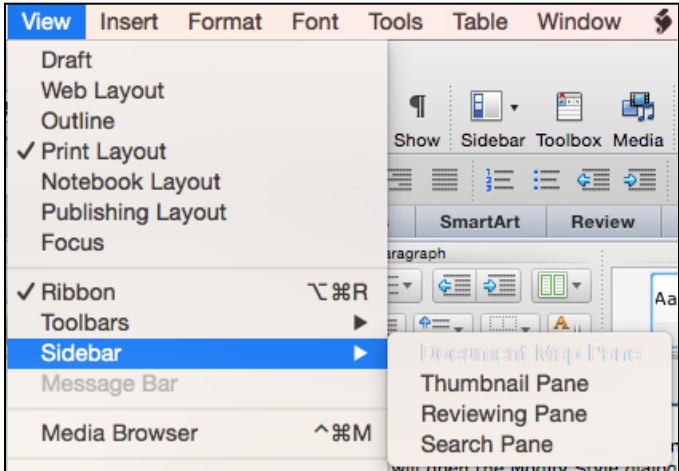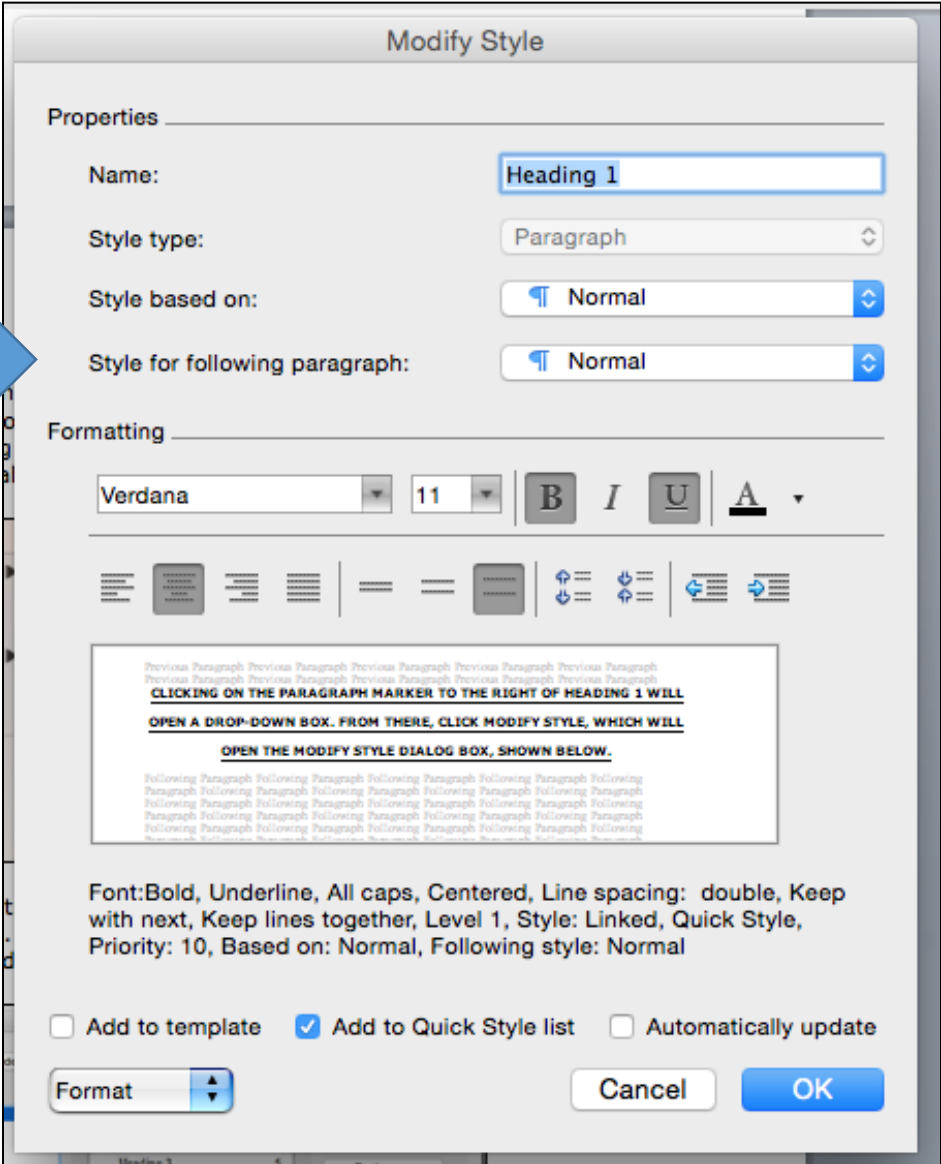
Font:Bold, Underline, All caps, Centered, Line spacing: double, Keep with next, Keep lines together, Level 1, Style: Linked, Quick Style, Priority: 10, Based on: Normal, Following style: Normal

☐ Add to template   ☑ Add to Quick Style list   ☐ Automatically update

Format ▲▼   Cancel   OK

You may make formatting changes under the Formatting options here and then click OK.

You may also make changes through clicking on the Format button at the bottom of the page.

View Insert Format Font Tools Table Window

Draft
Web Layout
Outline
✓ Print Layout
Notebook Layout
Publishing Layout
Focus

✓ Ribbon ⌥⌘R
Toolbars ▶
Sidebar ▶
Message Bar

Media Browser ^⌘M

¶ Show | Sidebar | Toolbox | Media

SmartArt | Review

Document Map Pane
Thumbnail Pane
Reviewing Pane
Search Pane

Check: The Document Map Pane is an easy way to check the formatting of your headings. It will show your headings hierarchically, with subheadings indented below major headings. To bring up the Document Map Pane, go to View, Sidebar, and then Document Map Pane.
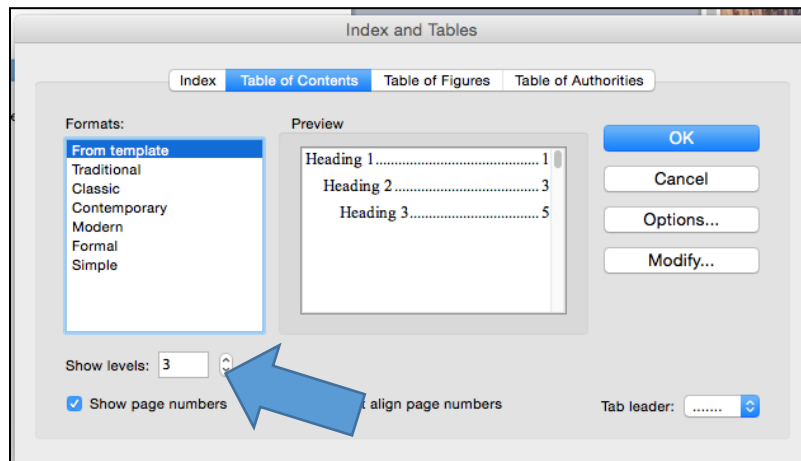
TABLE OF CONTENTS

Once you have assigned all your headings their appropriate Style, you can generate your Table of Contents.
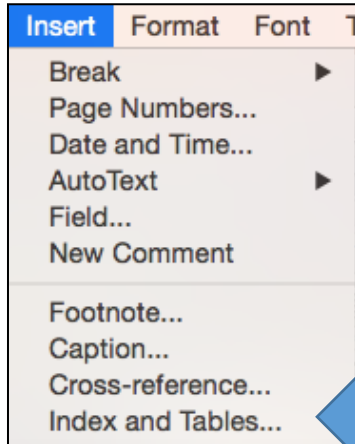
Under the Insert tab, click Index and Tables. This will bring up the options that allow you to insert a Table of Contents or List of Tables or Figures. Choose Table of Contents.
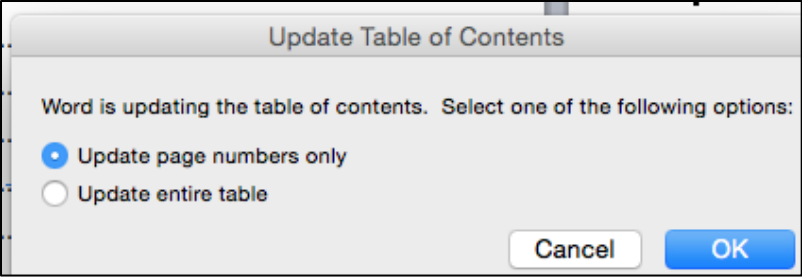
The default Table of Contents setting will include Headings 1 through 3.
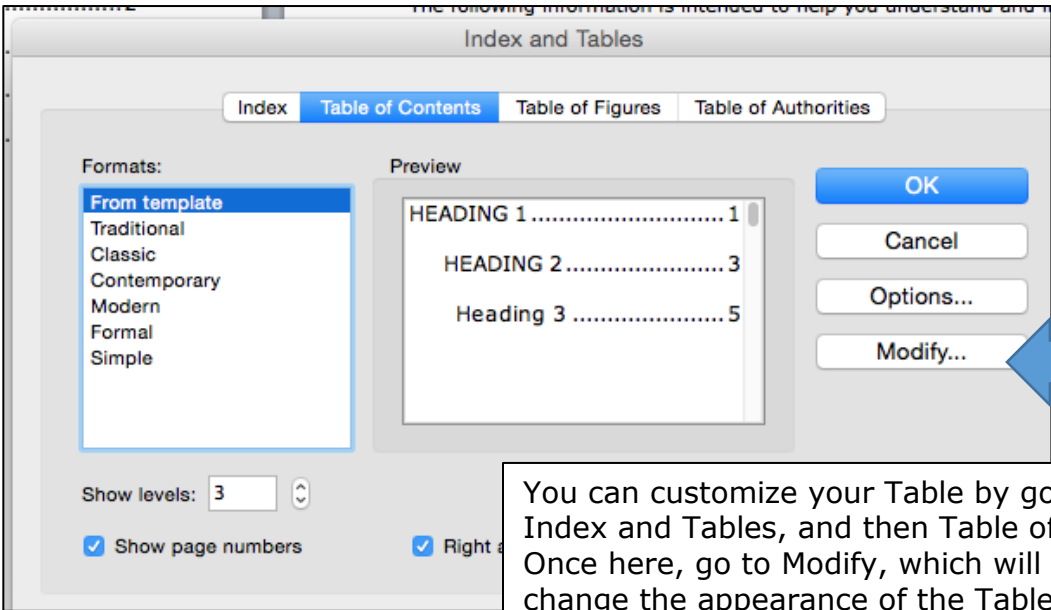
Updating your Table of Contents to make sure page numbers are correct and the headings are accurate is easy. Right click anywhere on the table, and the Update Field tab will appear.
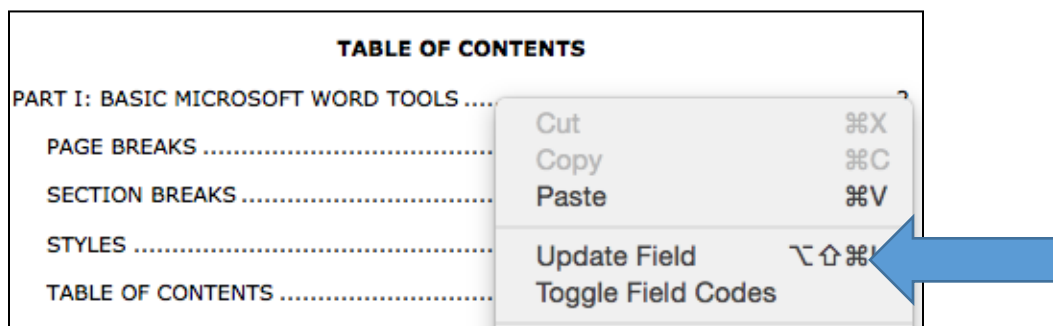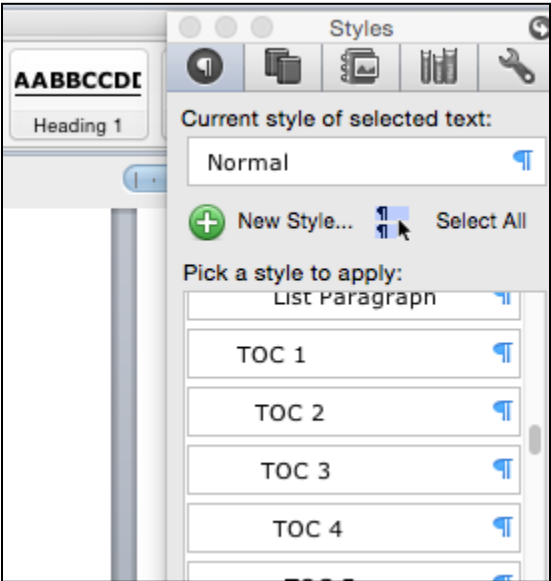
Click the <u>Update entire table</u> tab to update the entire table. Or, you may choose to update the page numbers only.

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

- ● Update page numbers only
- ○ Update entire table

Cancel   OK

<u>Importantly</u>, the formatting conventions you set for Headings do not transfer to the formatting conventions set for Table of Contents entries. Table of Contents styles need to be independently set. This is particularly important if you are writing in a font style that differs from the Microsoft Word default, Cambria.

Index and Tables

| Index | Table of Contents | Table of Figures | Table of Authorities |

Formats:
- From template
- Traditional
- Classic
- Contemporary
- Modern
- Formal
- Simple

Preview

HEADING 1 1

HEADING 2 3

Heading 3 5

OK
Cancel
Options...
Modify...

Show levels: 3

☑ Show page numbers   ☑ Right

You can customize your Table by going to Insert, Index and Tables, and then Table of Contents. Once here, go to Modify, which will allow you to change the appearance of the Table entries.
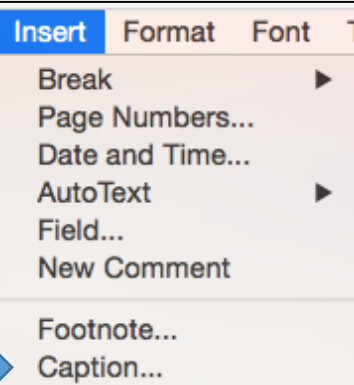
Styles

AABBCCDI
Heading 1

Current style of selected text:
Normal ¶

⊕ New Style...   Select All

Pick a style to apply:
List Paragraph ¶
TOC 1 ¶
TOC 2 ¶
TOC 3 ¶
TOC 4 ¶

Or, you can modify the Table of Contents entry styles from the ribbon at the top of the page.
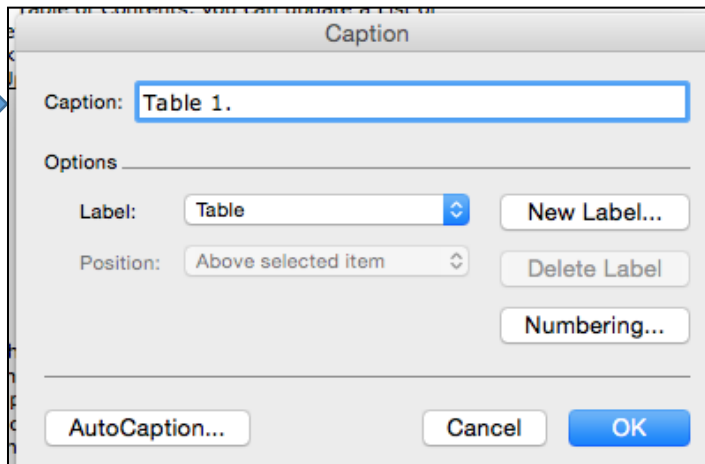
9

LIST OF TABLES / LIST OF FIGURES

For the purpose of explanation, we will focus on creating a List of Tables, since the List of Figures works in exactly the same way. Note: Macs use the language of Table of Figures to refer to these Lists.
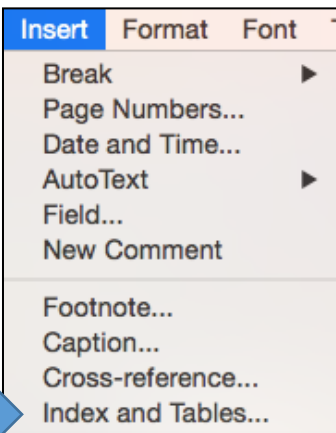
Create a caption for each of your tables. Creating a List of Tables depends on creating captions that Word will know to put in your list. Click on the Insert tab in your toolbar, and then click on Caption.

Insert Format Font
Break ►
Page Numbers...
Date and Time...
AutoText ►
Field...
New Comment

Footnote...
Caption...

The Caption dialog box will give you a choice of what sort of caption to create: Equation, Figure, or Table. For our purposes, choose Table. Type in your table caption. Click OK. Do this for every table caption in your thesis.

Caption

Caption: Table 1.

Options

Label: Table

Position: Above selected item

New Label...

Delete Label

Numbering...

AutoCaption...   Cancel   OK

You are now ready to create your List of Tables. On the page following your Table of Contents, go to Insert, Index and Tables, Table of Figures.

Insert Format Font
Break ►
Page Numbers...
Date and Time...
AutoText ►
Field...
New Comment

Footnote...
Caption...
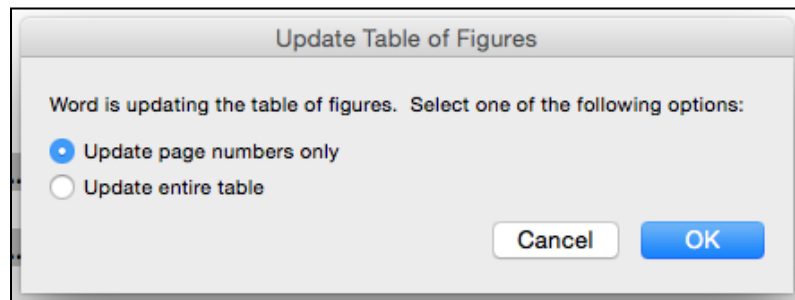Cross-reference...
Index and Tables...

This will bring up the Table of Figures dialog box. From here, you can finalize how your List of Tables will look. Make sure you click <u>Show Page Numbers</u> and <u>Right Align Page Numbers</u>. You can also choose the <u>Tab Leader</u> (the dots that connect the caption entry with its page number) there.
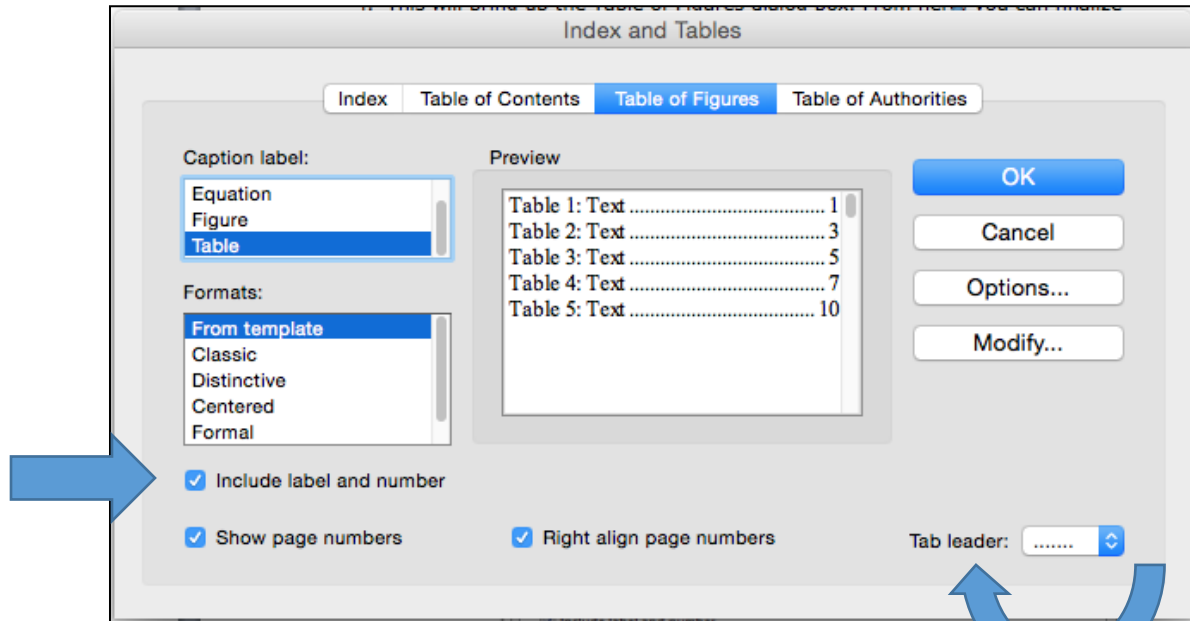
As with the Table of Contents, you can update a List of Tables to reflect any changes you've made to your thesis. Either right click, or click anywhere on your List and press <u>control</u>, and then click <u>Update Field</u>:
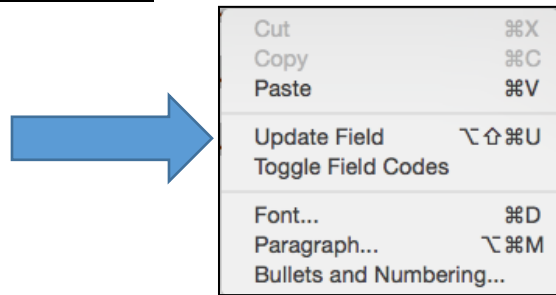
You now have the option of updating page numbers only or updating the entire table.

Styles

Current style of selected text:

Table of Figures ¶

⊕ New Style...   Select All

Pick a style to apply:

Clear Formatting

Normal ¶

Caption ¶

Table of Figures ¶

List: Styles in Use

Normal

No Spacing

Heading 1

Finally, you may modify the Lists entry style (Table of Figures) from the ribbon at the top of the page. This is particularly important if you are writing in a font that differs from the default Word font.

....2

....3

PART II: FORMATTING REQUIREMENTS: MAKING CORRECTIONS

Following is advice on how to correct common formatting errors. The information is organized by selected formatting requirement, which allows you to access only those directions pertinent to your required format corrections.

TITLE PAGE

Make sure you list your degree and subtrack as they are listed on MyUI. If you have an official subtrack, it can be included in parentheses after your degree.

Even though it may be commonplace to use your subtrack as shorthand for your degree, you must list your degree correctly on both your Title Page. The following degree and subtrack pairings are common, although the list is not comprehensive:

- Business Administration (Accounting)
- Business Administration (Marketing)
- Civil and Environmental Engineering (Structures, Mechanics & Materials)
- Educational Policy and Leadership Studies (Higher Education & Student Affairs)
- Pharmacy (Medicinal & Natural Products Chemistry)
- Pharmacy (Pharmaceutical Socioeconomics)
- Pharmacy (Pharmaceutics)
- Psychological and Quantitative Foundations (Counseling Psychology)

List the correct month and year of your graduation.

The month and year of your graduation are made up of a) either May, December, or August and b) the year you are graduating.

Include the names of your committee members, List your thesis supervisor(s) first, and designate them as your Thesis Supervisor(s).

The Graduate College requires that you list the names of your committee members on the Title Page of your thesis. Be sure to designate your thesis supervisor by including the phrase Thesis Supervisor after their name.

There should be no page number on the Title Page.

If there is a page number on your Title Page, it may be that a section break has been compromised in your preliminary pages. Please review the information on section breaks in this document.

COPYRIGHT

The copyright date is the year of graduation.

If you anticipate a fall graduation, but move your graduation to spring, be sure to update the copyright year in your thesis. If you are an MSTP student or a student completing an internship prior to graduation, make sure the year reflects the year in which you are graduating.

There should be no page number on the Copyright Page.

If there is a page number on your Copyright Page, it may be that a section break has been compromised in your preliminary pages. Please review the information on section breaks.

PRELIMINARY PAGE NUMBERS

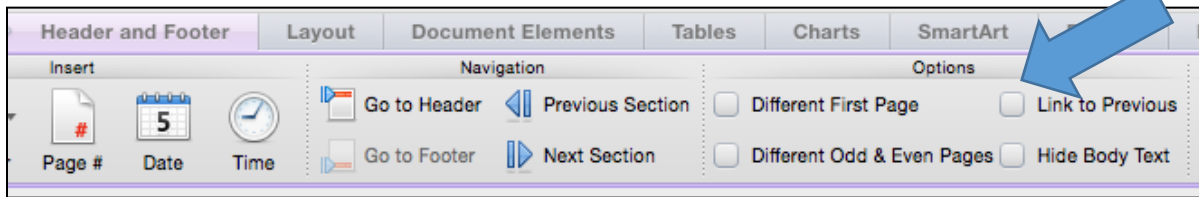**Begin preliminary page numbers on the first page following the unnumbered preliminary pages.**

A section break between the last unnumbered preliminary page and the first page following is required for the correct placement of the preliminary page numbers. Note: the sections must be <u>unlinked</u>. Check the section breaks in the preliminary pages by double clicking the footer, which should look like this:
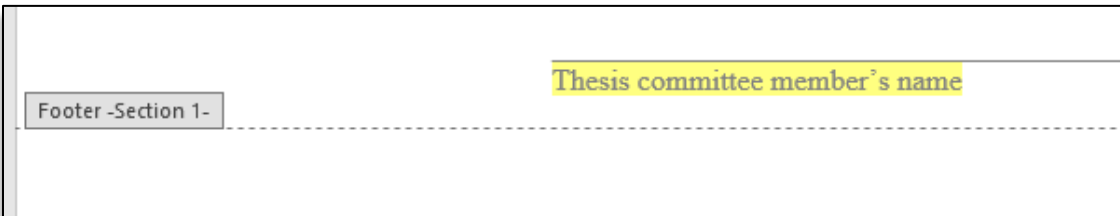
Then, double-click on the footer of the first page following the unnumbered preliminary page, which should look like this:
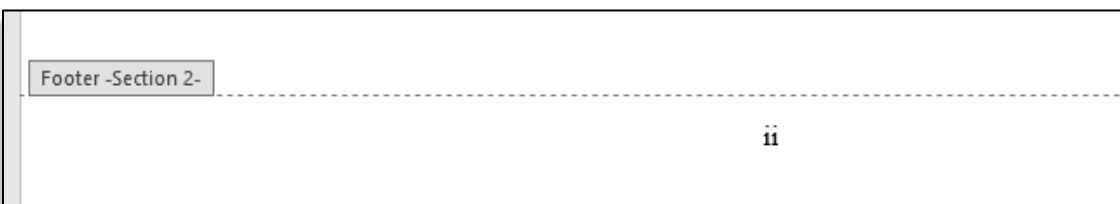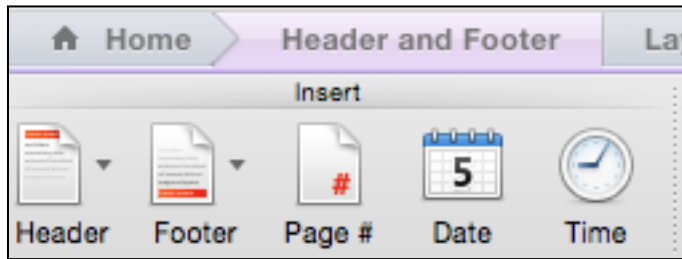

In the ribbon at the top of the page, go to <u>Header and Footer</u>, and make sure <u>Link to Previous</u> is <u>not </u>highlighted.
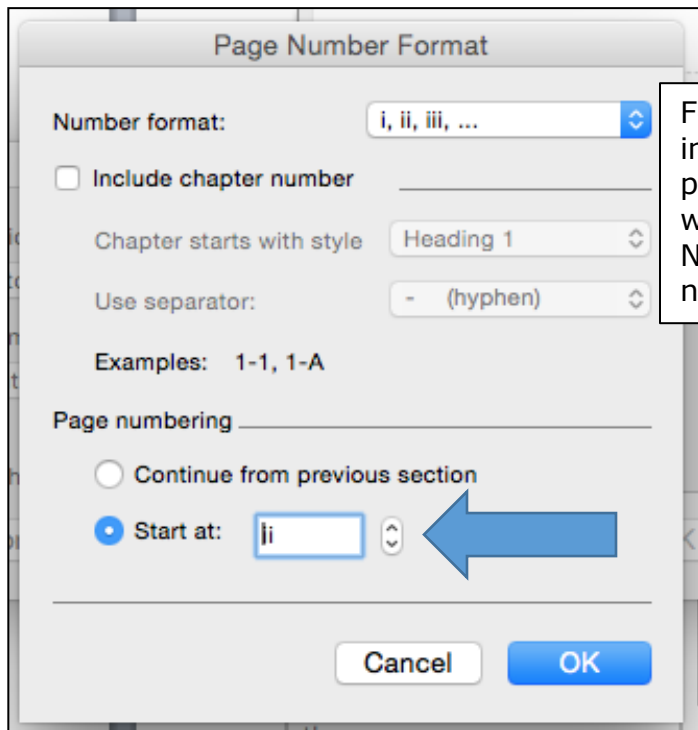
Now, reinsert page numbers by double-clicking in the footer. In the ribbon this will pull up Header & Footer Tools, Insert, then Page #.

Or, go to Insert, Page Number, and insert page numbers from there.

Preliminary page numbers begin with a lower-case Roman numeral ii and run consecutively throughout the preliminary pages.

Follow the directions immediately above to insert page numbers. From this window, you can set the Number format at Roman numbers, Start at: ii.

If your preliminary page numbers don't run consecutively throughout the preliminary pages, check to make sure extra section breaks haven't been introduced into the preliminary pages. You can do this by double-clicking on the footer of each page.

Page numbers should be centered in the footer, ½ to 1 inch above the bottom of the page.

Even if your manuscript page numbers appear in a different place on the page, preliminary page numbers must be centered in the footer.
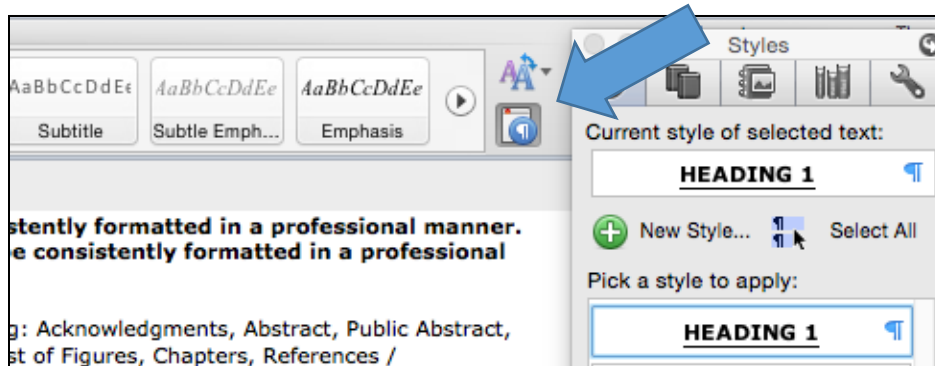
HEADINGS

Major headings should be consistently formatted in a professional manner. Each subheading order should be consistently formatted in a professional manner.

Major headings include the following: Acknowledgments, Abstract, Public Abstract, Table of Contents, List of Tables, List of Figures, Chapters, References / Bibliography, and Appendix. These headings must all be formatted using the same convention.

This means that if you choose to fully capitalize, center, and use boldface font for some major headings, you must carry those conventions out throughout the thesis. Note that you do not need to use the pre-set heading styles set in the preliminary page template: you may change these so long as you use a consistent convention throughout the thesis.

Use Styles to ensure consistent heading format. For example, set Heading 1 to function as your major heading style. In the ribbon at the top of the page, under the Home tab, go to Styles.

Click the arrow in the lower right corner of the styles window to bring up the Styles pane.
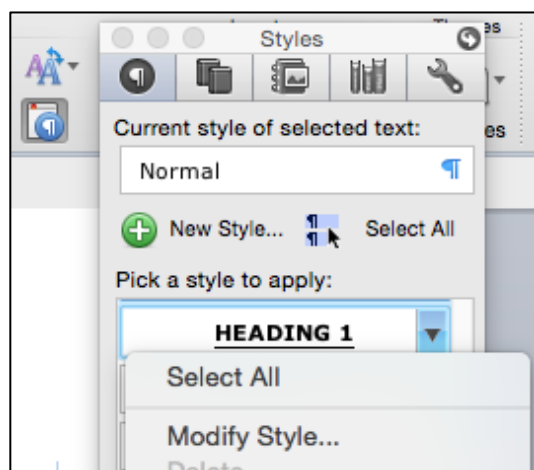
Click on the paragraph symbol to the right of Heading 1, and go to Modify Style. Or, simply right click on the Heading 1 box in the ribbon, and get to Modify Style that way.
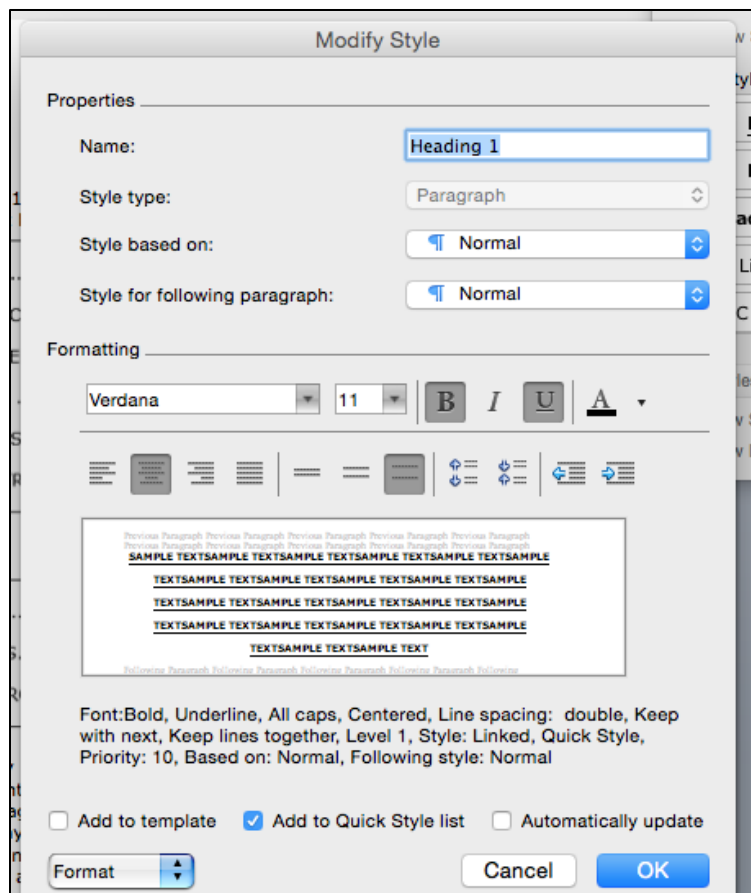
From here, you can format your major headings using the conventions you prefer.

You may also use the Format tab at the bottom of the window to access Paragraph. From there you can alter the spacing around your headings with more specificity.

Use the same steps to format subheadings, using Heading 2 as your second-level subheading, Heading 3 as your third-level subheading, and so on. Remember, headings and subheadings function as a road map to your thesis, helping the reader understand where they are in the text. For subheadings to work effectively, each subheading level must carry a consistent format throughout the thesis.

Spacing around major headings should be consistent throughout the preliminary pages and the manuscript text. Spacing around subheadings should be consistent throughout.

Here is an example of inconsistent spacing around major headings:
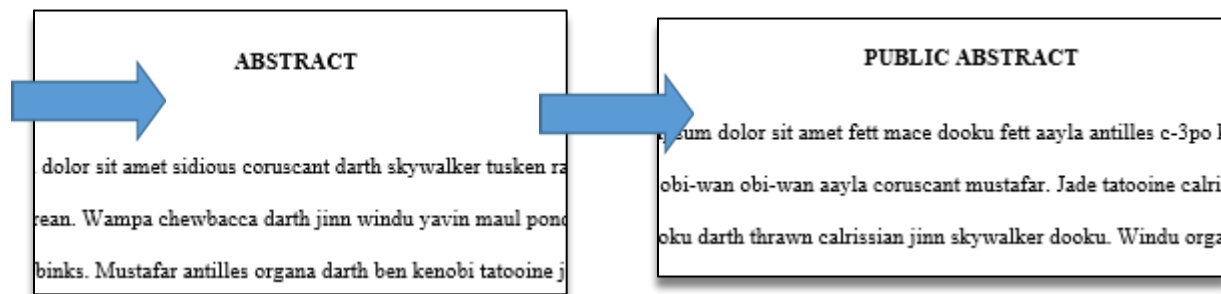
To ensure consistent spacing around major headings and subheadings, use Styles to determine spacing (see how to access Paragraph settings in the section above).
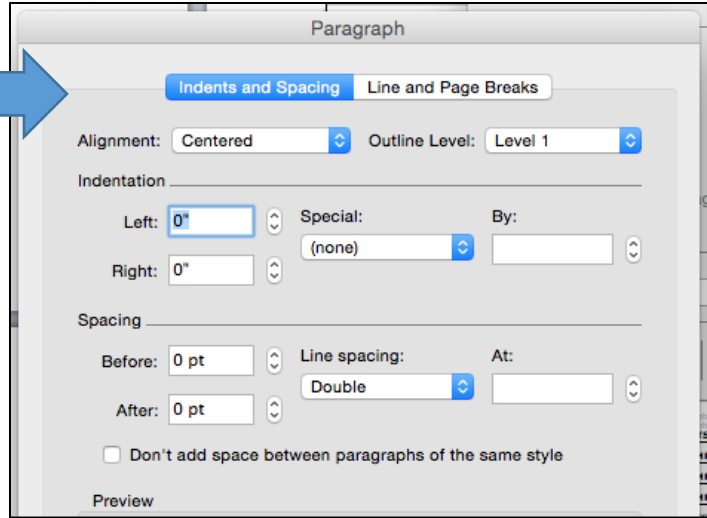
If you choose to format headings manually, use paragraph marks to make spacing conventions apparent.

The example here shows how using the <u>return</u> key can result in inconsistent spacing.
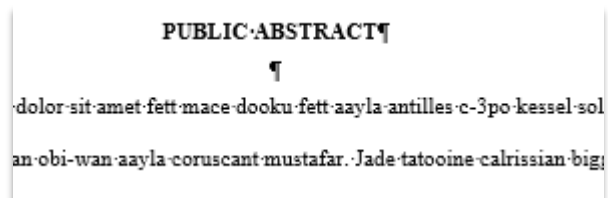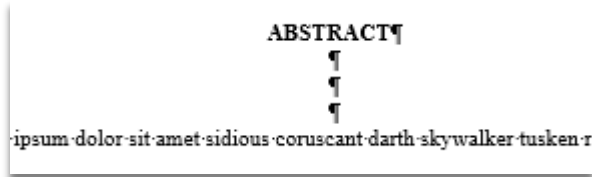

Different order subheadings should have a distinct style.

Make sure each subheading level has a distinct style. This helps the reader understand more clearly the structure of your thesis. You may use italics, boldface font, numbering, text alignment, or even font size to help differentiate each subheading level.

Headings may not be placed at the bottom of the page without at least two lines of text below them.

To keep this error from happening, make sure the Paragraph setting on headings and subheadings is set as follows:
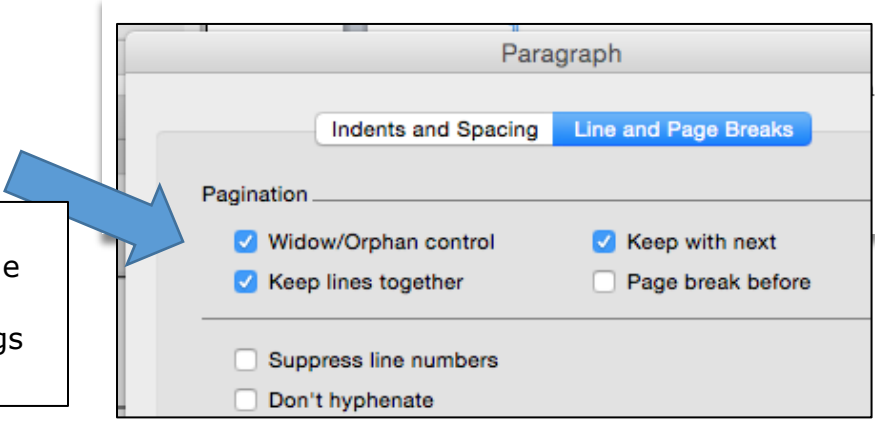
TABLE OF CONTENTS

All major headings from the manuscript must be included. Entries should be consistently spaced.

Major headings that must be listed in the Table of Contents include the following: List of Tables (if applicable), List of Figures (if applicable), Chapters, References / Bibliography, and Appendix (if applicable).

Note: You may include subheadings in the Table of Contents. If you do so, however, you must include all instances of a give subheading level. Including subheadings for one chapter but not another is incorrect.

TABLE OF CONTENTS

The entries here must match corresponding titles in the text, but should not carry over boldface, italics, or underlining from the text.

To ensure entries in the Table of Contents match heading / subheading text from the manuscript, generate your Table of Contents using Word's automated features.
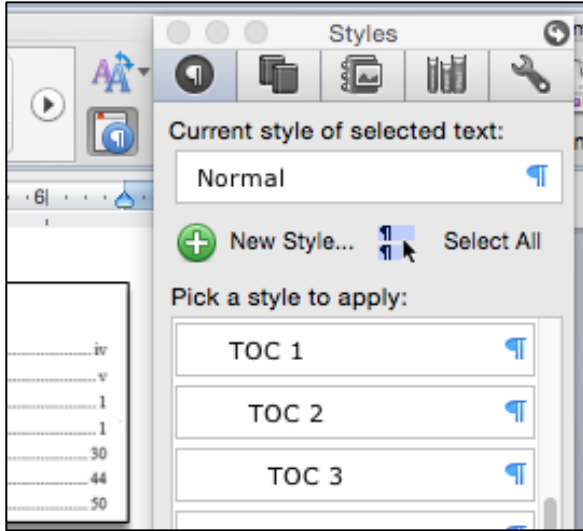
While you may use italics or boldface font as part of your headings / subheadings styles, you may not carry over those conventions into your Table of Contents entries.
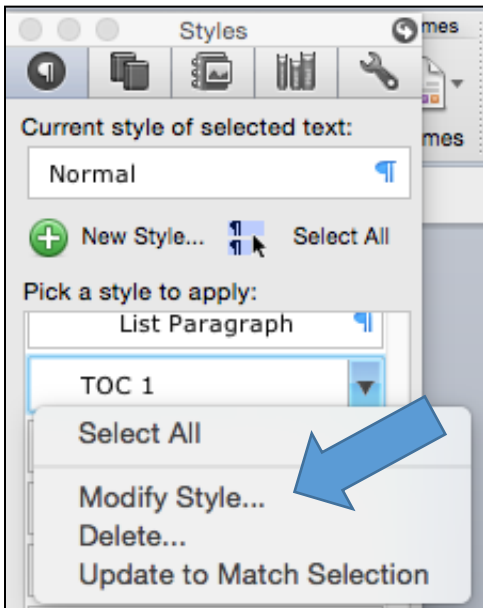
TABLE OF CONTENTS

To correct the error, highlight the boldface or italicized font in the Table of Contents, and delete the extra formatting manually.
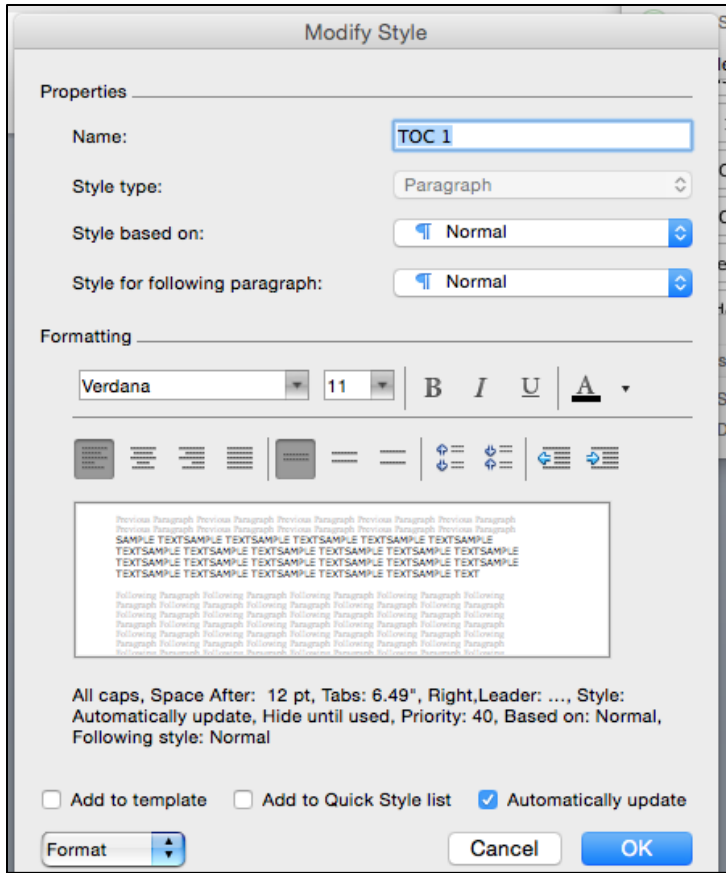
TABLE OF CONTENTS

Or, set Styles that will determine the format of your Table of Contents entries. Just like headings / subheadings, the entries in your Table of Contents are governed by Styles. Go to Home and then Styles. Click the arrow in the bottom right corner to pull up the Styles menu. Scroll down to locate the styles that govern Table of Contents entries.

Click the ¶ symbol to the right of the style you'd like to change, and then go to Modify Style.

From there, you may change the font style, size, color, and orientation.

Do not include the preliminary pages that include or come before the Table of Contents. Do not include an entry for the Table of Contents in the Table of Contents.

Your Table of Contents should include only those major headings that follow the Table of Contents page. If you are using Word to generate your Table of Contents, Word will include all headings that have a Heading 1 style assigned to them, which may include headings that precede or include the Table of Contents. Should this happen in your Table of Contents, carefully highlight the entries and delete them.

Page numbering for the List of Tables / List of Figures entries should be lower-case Roman numerals.

Roman numeral page numbers should be lower case in the Table of Contents, like below.
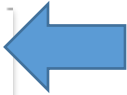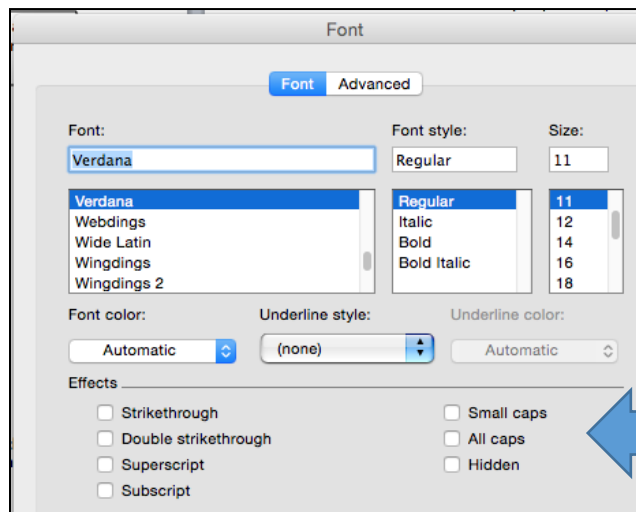
If you are using Word to generate your Table of Contents, and your Heading 1 style is set so that the font is fully capitalized, Word will also capitalize the Roman numeral page numbers, like so.

To correct this error, carefully highlight the Roman numeral you want to change, right click, and choose <u>Font</u>. Or, select <u>Font</u> from the Ribbon at the top of the screen.

From there, make sure the All caps box, under <u>Effects</u>, is not checked. This should format the Roman numerals as lower case letters.

Page numbers listed should be accurate.

The easiest way to ensure page numbers are accurate is to use Microsoft Word tools to generate your Table of Contents. Otherwise, you will need to manually check the page numbers listed against the content of the thesis.

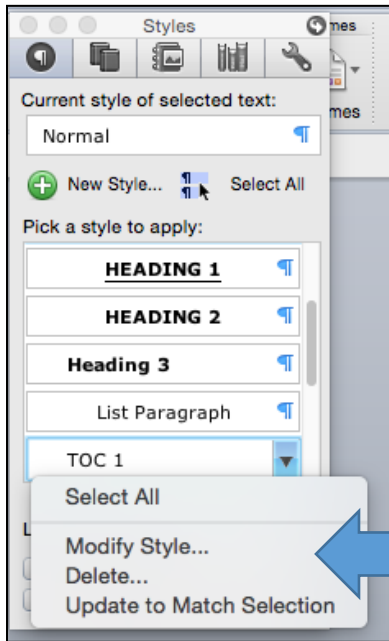**Entries should not run into the page number column.**

This error happens when text from the Table of Contents entries interferes with the page number column, making the page numbers difficult to read.

The error may also manifest as an entry that includes an entire row of leader lines (…) without a word on it.

Table of Contents: Do not include the preliminary pages that include or come before the Table
....9

If you are using Microsoft Word to generate your Table of Contents, you can format the Styles in the Table to prevent the error. Identify the Styles in your Table of Contents (in this example TOC 1), hover over the ¶ symbol to the right of the style you'd like to change, and then click Modify Style.

From there, go to Format, and then Paragraph.
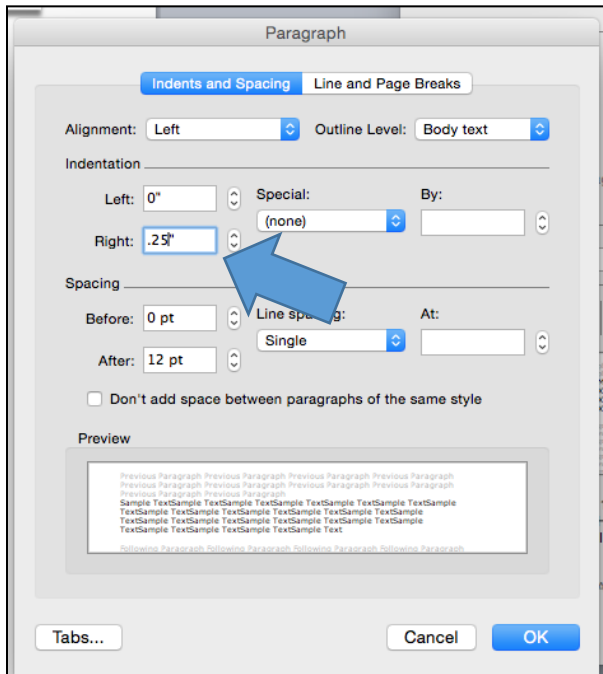
Go to Indentation, Right, and set the right margin at 0.25" or so to pull the text from the entries out of the page number column.

24
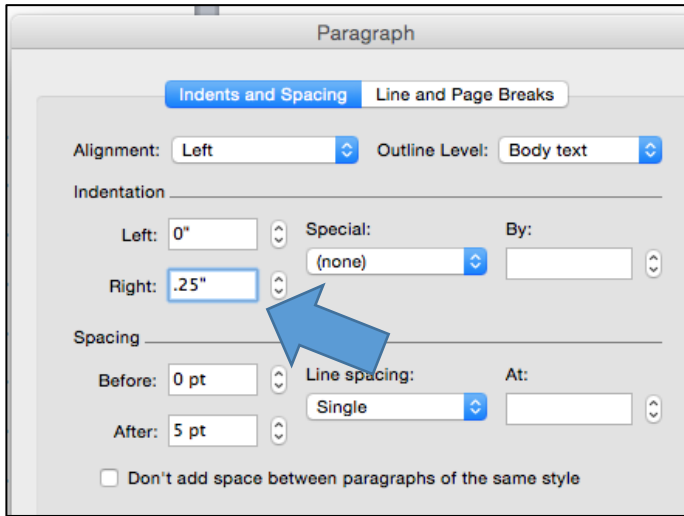
Alternatively, once you've finalized the entries in your Table of Contents, you may highlight the entries, go to Format and then Paragraph in the ribbon, and shift the right margin from there.

Finally, if you want to correct the error manually, simply place your cursor at the beginning of the interfering word, and use the space bar to move the word down a line of text.

Page numbers should be vertically aligned by the rightmost digit.

To correct this error, generate your Table of Contents using Microsoft Word tools.

Here is an example of page numbers that don't vertically align:

If you are manually constructing a Table of Contents, you may set tabs to ensure your page numbers line up. To begin, delete any leader lines that have been inserted manually.

Then, highlight the entries.
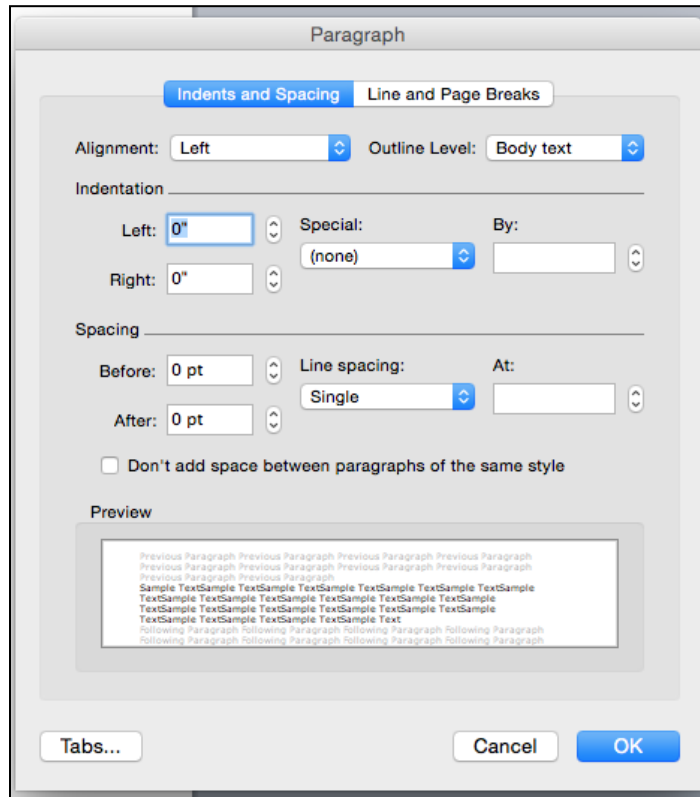
Go to Format and then Paragraph in the ribbon at the top of the page, and click Tabs.
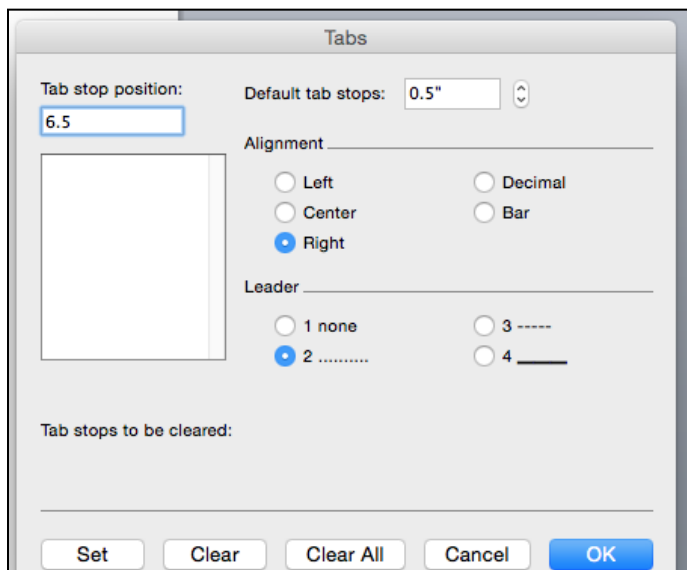
Make sure you set the following preferences here:

Tab stop position: Set this at 6.5 if you have a 1 inch left margin, and at 6.0 if you have a 1.5 inch left margin.

Alignment: Make sure Right is checked.

Leader: Set this at 2.

Make sure to click Set before you click OK, or else your settings won't hold.

Place your cursor between the end of the Table of Contents entry and the page number. Hit tab on your keyboard to create the leader line. In this example, the first two page numbers have been separated. Note the cursor placement in the third entry.
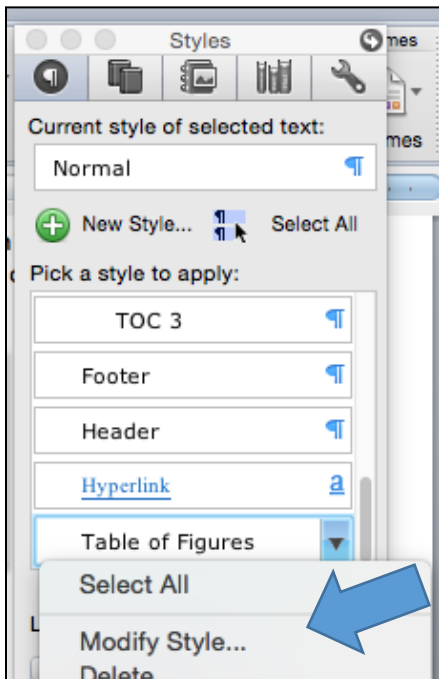
LIST OF TABLES / LIST OF FIGURES

**Entries should be single-spaced, with a double space between them.**

This requirement ensures the entries in your List of Tables and/or List of Figures are easy to read. Here is an example of what single-spaced entries with a double space between looks like:

LIST OF TABLES

Table 1. Kamino jabba lando moff jabba amidala. Jabba solo jade ben darth wedge jade skywalker bespin. Yoda lando dooku ben droid. Anakin mon jinn antilles han darth. Jar chewbacca wampa gamorrean sith anakin solo grievous amidala. 2

Table 2. Wicket hutt fett yavin mandalorians solo jango fett. Gonk obi-wan maul ponda organa. Sidious jango obi-wan moff organa mara organa. Yavin hutt skywalker solo dooku.........6

If you used Microsoft Word to generate your Lists, modify the Table of Figures style to create a correctly formatted List.

The Paragraph setting should be 12 pt After, Single Line spacing.
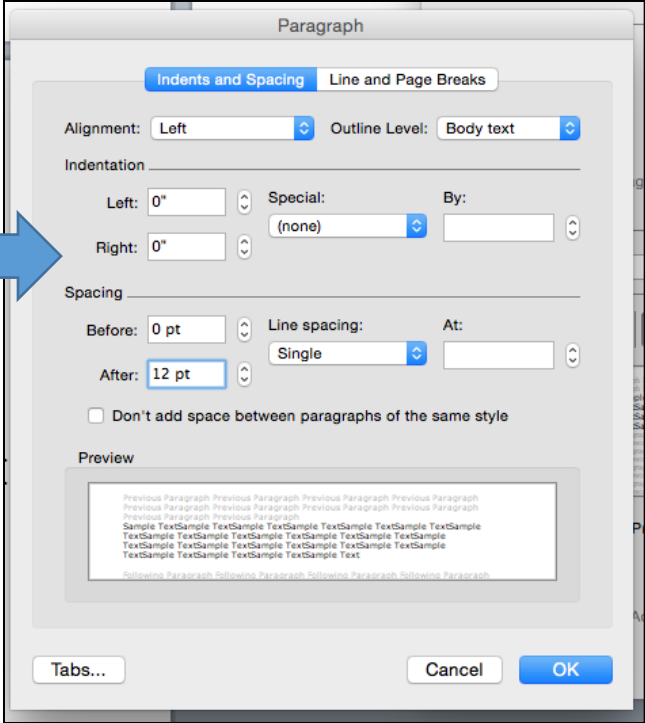
You may also manually highlight the text in the List, and enter the same settings from the Format, Paragraph option in the ribbon at the top of the page.

Captions listed must match corresponding captions in the text, but should not carry over boldface, italics, or underlining from the text.

To ensure entries in the List of Tables / List of Figures match heading / subheading text from the manuscript, assign Styles to headings / subheadings. Then, generate your Table of Contents using Word's automated features.

While you may use italics or boldface font as part of your caption styles, you may not carry over those conventions into your List entries.

LIST OF TABLES

Table 1. Kamino jabba lando moff jabba amidala. Jabba solo jade ben darth wedge jade skywalker bespin. Yoda lando dooku ben droid. Anakin mon jinn antilles han darth. Jar chewbacca wampa gamorrean sith anakin solo grievous amidala. 2
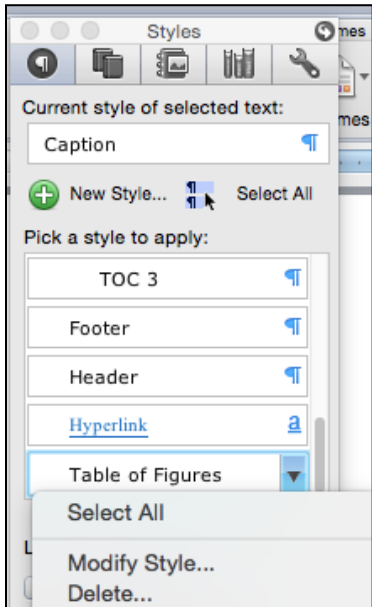
Table 2. Wicket hutt fett yavin mandalorians solo jango fett. Gonk obi-wan maul ponda organa. Sidious jango obi-wan moff organa mara organa. Yavin hutt skywalker solo dooku. 6

To correct the error, you may carefully highlight the boldface or italicized font in the Table of Contents, and then take the extra formatting out manually.
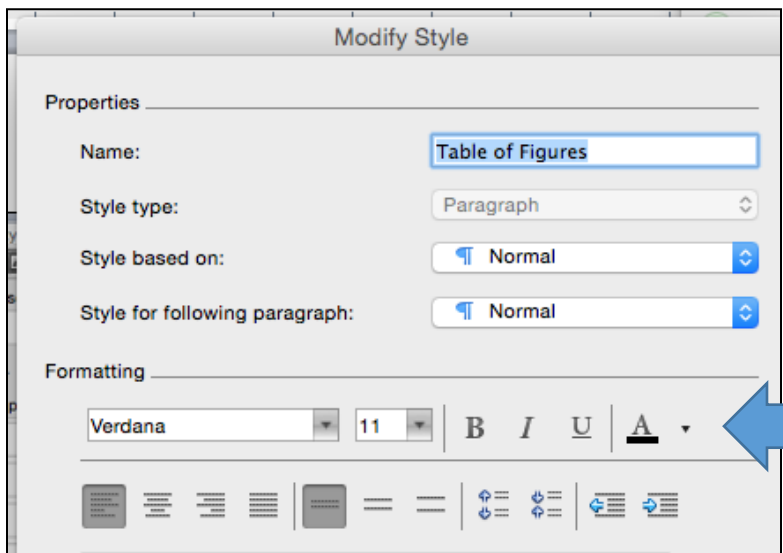
Or, set Styles that will determine the format of your List entries. Just like captions, the entries in your Lists are governed by Styles. Go to Home and then Styles. Click the arrow in the bottom right corner to pull up the Styles menu. Scroll down to locate the Table of Figures style. Then, go to Modify Style.

From there, you may change the font style, size, color, and orientation.

Pages numbers listed should be accurate.

The easiest way to ensure page numbers are accurate is to use Microsoft Word tools to generate your Lists. Otherwise, you will need to manually check the page numbers listed against the content of the thesis.

Entries should not run into the page number column.
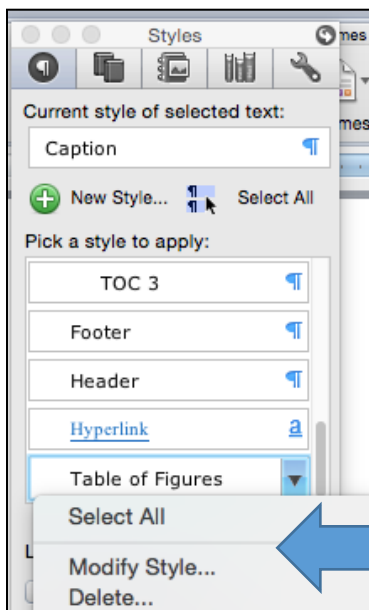
LIST OF TABLES

ble 1. Kamino jabba lando moff jabba amidala. Jabba solo jade ben darth wedge jade skywalker spin. Yoda lando dooku ben droid. Anakin mon jinn antilles han darth. Jar chewbacca wampa morrean sith anakin solo grievous amidala..2

ble 2. Wicket hutt fett yavin mandalorians solo jango fett. Gonk obi-wan maul ponda organa. dious jango obi-wan moff organa mara organa. Yavin hutt skywalker solo dooku.....................6

This error makes the page numbers difficult to read.

The error may also manifest as an entry that includes an entire row of leader lines (…) without a word on it:

Table of Contents: Do not include the preliminary pages that include or come before the Table
....9
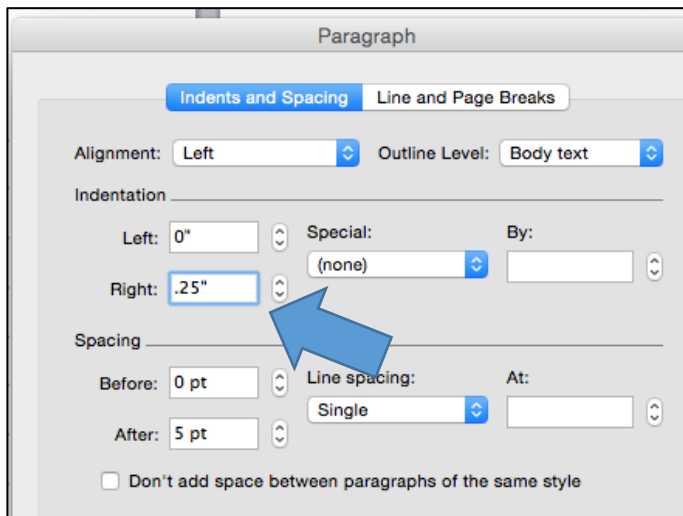
Set Styles that will determine the format of your List entries. Just like captions, the entries in your Lists are governed by Styles. Go to Home and then Styles. Click the arrow in the bottom right corner to pull up the Styles menu. Scroll down to locate the Table of Figures style. Then, go to Modify Style.

From there, go to Format, and then Paragraph.
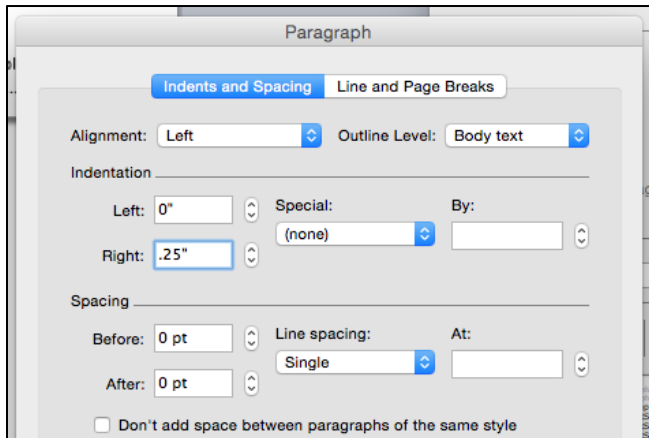
Go to Indentation, Right, and set the right margin at 0.25" or so to pull the text from the entries out of the page number column.

Alternatively, once you've finalized the entries in your Table of Contents, you may highlight the entries, go to Format and then Paragraph in the ribbon, and shift the right margin from there.

Finally, to correct the error manually, simply place your cursor at the beginning of the interfering word, and use the space bar to move the word down a line of text.

Page numbers should be vertically aligned by the rightmost digit.

Here is an example of page numbers that don't vertically align:

To correct this error, generate your Lists using Microsoft Word tools. See the information here. If you are manually constructing a List, see the information here.

TABLES / FIGURES

Table captions must not extend beyond the width of the table it is describing.

A compromise of this formatting requirement looks like this:

Table 1: Responses from Participants Engaged in Data Collection

	Question 1	Question 2	Question 3
Response 1	Y	N	Y
Response 2	N	N	Y

The correction looks like this:

Table 1: Responses from Participants Engaged in Data Collection

	Question 1	Question 2	Question 3
Response 1	Y	N	Y
Response 2	N	N	Y

If a table continues to one or more following pages, the number with a "continued" notation (e.g. Table 3—continued) is placed on each page after the first. The descriptive title is not repeated in part or full on continuation pages. A separation line is not required.

Continued tables are those that extend beyond one page. If the table is a page long or shorter, one solution is to locate the table on its own page. This adheres to the following formatting requirement: Gaps around tables are allowed if the table is larger than half a page.

If the previous is not applicable, adding Continued notations at the top of subsequent pages involves breaking a table so there is space at the top of the subsequent page to add the caption. To begin, turn on the paragraph marker in the ribbon so breaks and spaces are visible.
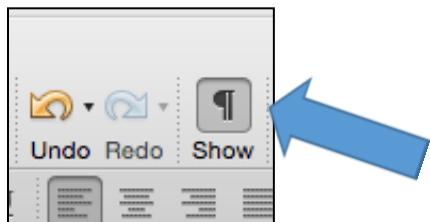
Then, locate your cursor behind the contents of the rightmost cell in the row that falls at the bottom of the first page.

Add a page break (Insert, Break, Page Break). After the Page Break, hit <u>return</u> so there is space at the top of the page to add the continued notation. Enter the Continue notation at the top of the subsequent page.

REFERENCES / NOTES

The References heading should be treated / formatted as a major heading and included in the Table of Contents.

Major headings include the following: Acknowledgments, Abstract, Public Abstract, Table of Contents, List of Tables, List of Figures, Chapters, References / Bibliography, and Appendix title. These headings must all be formatted using the same convention.

In the Table of Contents, the References entry must be formatted consistently with other major heading entries.

References should be single-spaced, and indenting conventions should be consistent.

Following is an example of a consistent indenting convention:

Levine, Gail Carson. *Ella enchanted*. New York: Harper, an imprint of HarperCollins Publishers, 2017.

Valente, Catherynne M. *The girl who circumnavigated Fairyland in a ship of her own making*. London: Corsair, 2013.

Woodson, Jacqueline. *Brown girl dreaming*. Waterville, ME: Thorndike Press, a part of Gale, a Cengage Company, 2017.

If you are generating your References list manually, use <u>Paragraph</u> settings to ensure indenting conventions are consistent. Using the example, go to <u>Indentation</u>, and set Special at Hanging, 0.5".
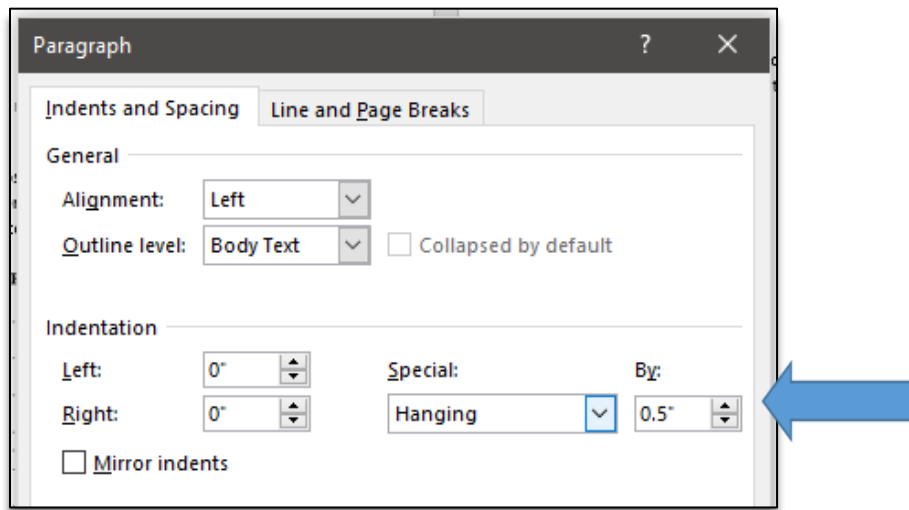

There may be a single- or double-space between entries.

If you are generating your References list manually, use <u>Paragraph</u> settings to ensure consistent spacing between entries. Using the example, go to <u>Spacing</u>, and set After at 12 pt and Line spacing at Single.
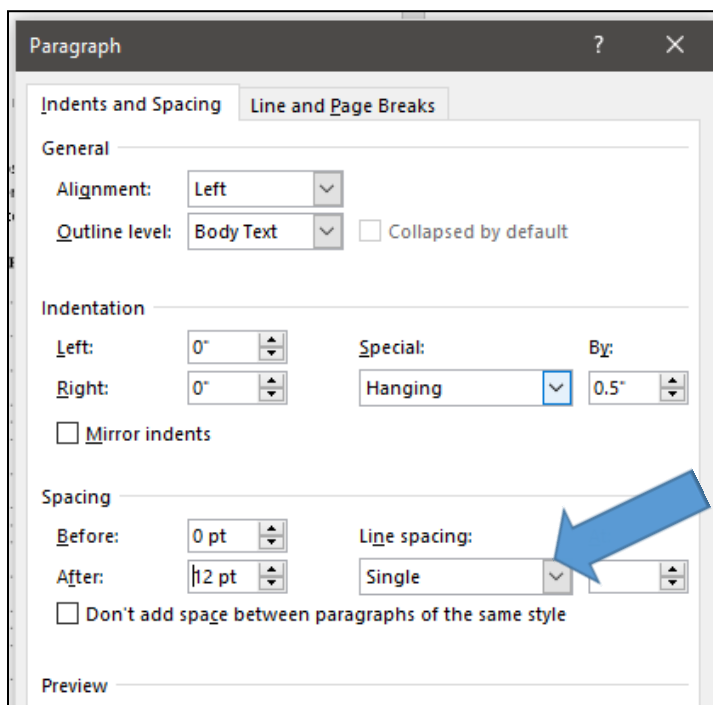
Entries should not break across a page.

When an entry breaks across a page, it begins at the bottom of one page and ends at the top of the next.
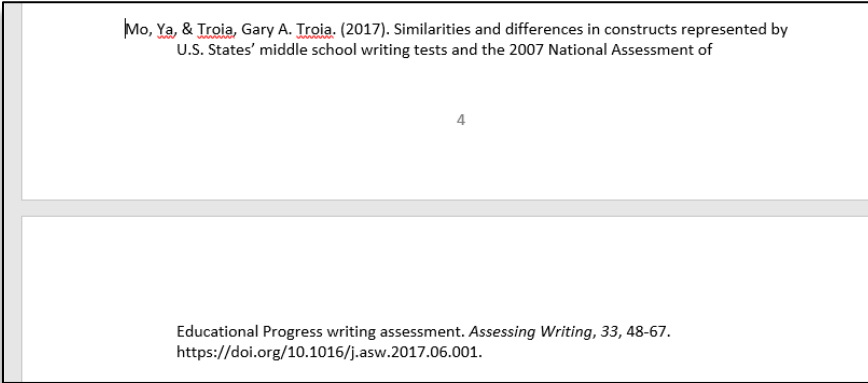
If you are generating your References list manually, use <u>Paragraph</u> settings to ensure breaks like this don't occur. Using the example, go to Line and Page Breaks, and makes sure <u>Keep with next</u> is checked.