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 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. 13

 List the correct month and year of your graduation. 13

 Include the names of your committee members. List your thesis supervisor(s) first, and designate them as your Thesis Supervisor(s). 13

 There should be no page number on the Title Page. 14

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 The copyright date is the year of graduation. 14

 There should be no page number on the Copyright Page..... 14

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 Begin preliminary page numbers on the first page following the Certificate of Approval..... 14

 Preliminary page numbers begin with a lower-case Roman numeral ii and run consecutively throughout the preliminary pages..... 16

 Page numbers should be centered in the footer, ½ to 1 inch above the bottom of the page..... 16

 HEADINGS 17

 Major headings should be consistently formatted in a professional manner. Each subheading order should be consistently formatted in a professional manner. 17

Spacing around major headings should be consistent throughout the preliminary pages and the manuscript text. Spacing around subheadings should be consistent throughout. 19

Different order subheadings should have a distinct style. 20

Headings may not be placed at the bottom of the page without at least two lines of text below them. 20

TABLE OF CONTENTS..... 21

 All major headings from the manuscript must be included. Entries should be consistently spaced. 21

 The entries here must match corresponding titles in the text, but should not carry over boldface, italics, or underlining from the text. 22

 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. . 24

 Page numbering for the List of Tables / List of Figures entries should be lower-case Roman numerals. 24

 Page numbers listed should be accurate. 25

 Entries should not run into the page number column. 25

 Page numbers should be vertically aligned by the rightmost digit. 27

LIST OF TABLES / LIST OF FIGURES..... 29

 Entries should be single-spaced, with a double space between them. 29

 Captions listed must match corresponding captions in the text, but should not carry over boldface, italics, or underlining from the text. 30

 Pages numbers listed should be accurate. 32

 Entries should not run into the page number column. 32

 Page numbers should be vertically aligned by the rightmost digit. 34

TABLES / FIGURES 34

 Table captions must not extend beyond the width of the table it is describing. 34

 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. 34

REFERENCES / NOTES..... 36

The References heading should be treated / formatted as a major heading and included in the Table of Contents..... 36

References should be single-spaced, and indenting conventions should be consistent..... 36

There may be a single- or double-space between entries. 37

Entries should not break across a page. 38

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 Enter key to get down to the top of the next page.



Eu vis erroribus consulatu, quem debet ea sed, vix rebum porro ut. Nam
causae detracto facilisis id. Dicit audire dissentiunt est at. Populo equidem
inani elit. No qui sonet debitis instructor, usu et labore aperiri. ¶

If you turn on the paragraph markers in your document, Entering down looks like this. The problem with Entering 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.

2 ¶

CHAPTER 2 ¶

Te eos augue exerci, mei ne exerci moderatius. Unum ullum partem cu

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.

causae detracto facilisis id. Dicit audire dissentiunt est at. Populo equidem
inani elit. No qui sonet debitis instructor, usu et labore aperiri. ¶

2 ¶

CHAPTER 2 ¶

Te eos augue exerci, mei ne exerci moderatius. Unum ullum partem cu me
no ius, pri ne elit epicurei mnesarchum. Sea sanctus blandit eu, id sea dicit
tation animal signiferumque, sed minim legere voluptaria in. Melius quae

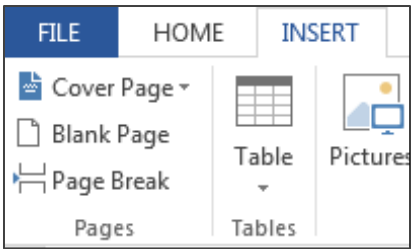


Chapter 2 slides down the page, and so your major heading is no longer top-aligned.

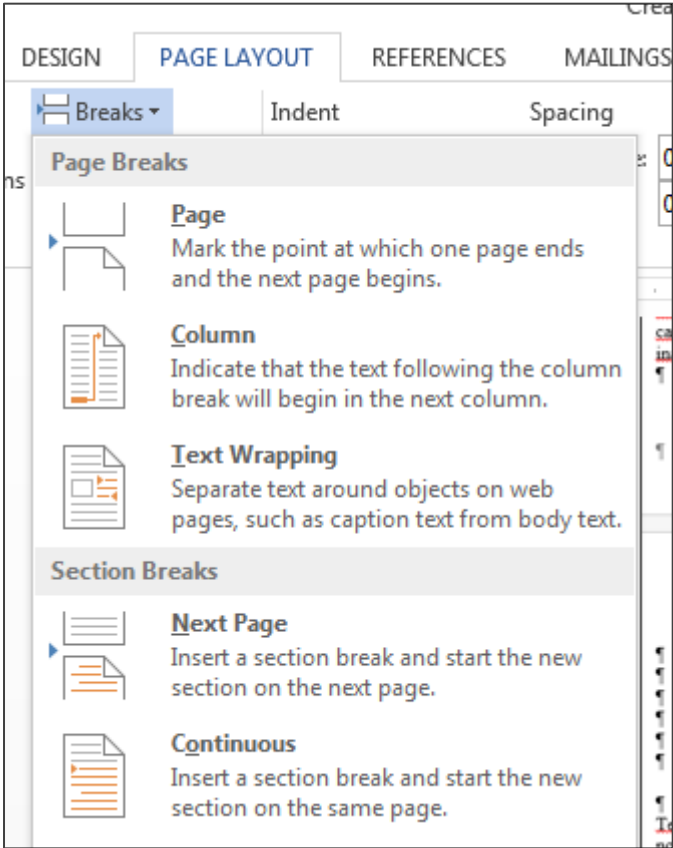
Page breaks are also important when you have a series of pages that includes vertically-centered text. For example, in your Preliminary Pages, your Certificate of Approval, Epigraph, and Dedication all need to be vertically centered on the page. The easiest way to make sure these pages stay centered is to use page breaks.

To insert a page break, simply press Ctrl + Enter.

OR, click INSERT, Page Break.



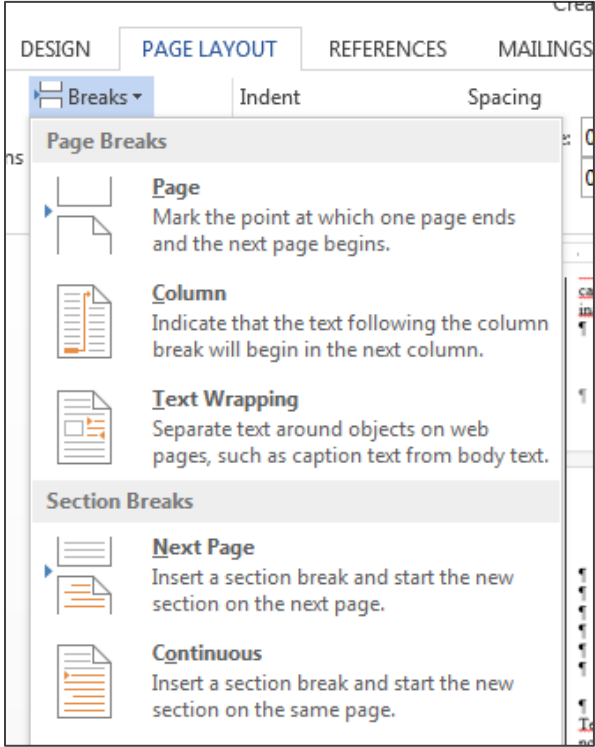
OR, click PAGE LAYOUT, Breaks, and then select Page from the top of the list.



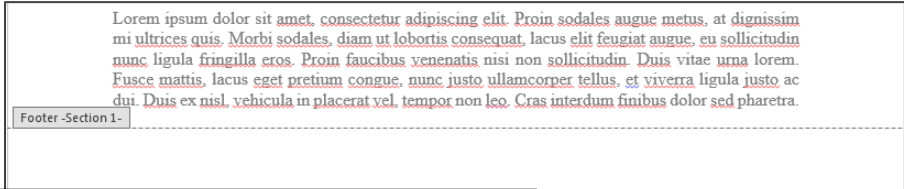
SECTION BREAKS

Although section breaks may be 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.

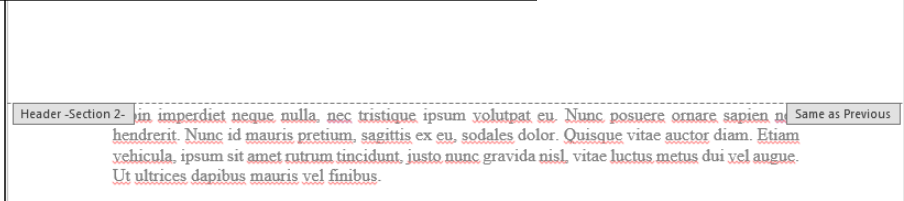
Insert a section break by clicking **PAGE LAYOUT, Breaks**, and then **Next Page** at the bottom of the page that represents the end of Section 1.



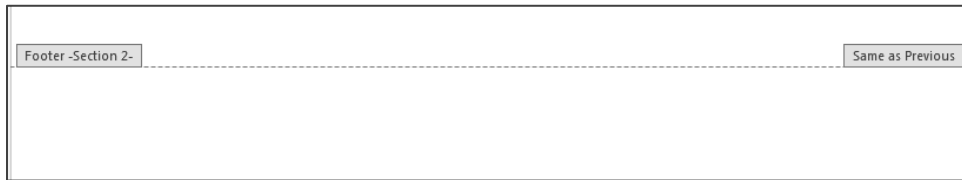
To shift from non-numbered Preliminary Pages (Title Page, Copyright) to numbered Preliminary Pages (everything that follows), insert a section break at the bottom of your last non-numbered preliminary page to separate it from the page that immediately follows, using the step above.



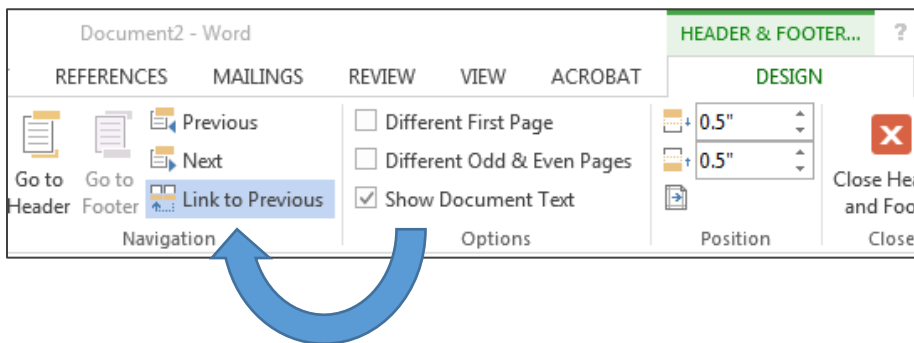
Double click on the footer, and you will see different sections.



To ensure that each section has its own distinct footer style (where your page numbers will go), double-click on the Section 2 footer. Here you will see the Same as Previous tab.



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 click Link to Previous, found under the DESIGN tab.

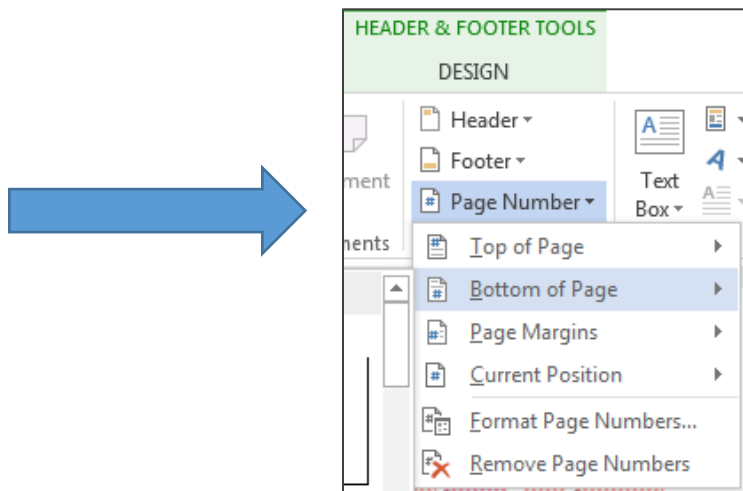


Once the blue highlighting goes away, you know the Link has been broken.

This breaks the connection between the footers in different sections.



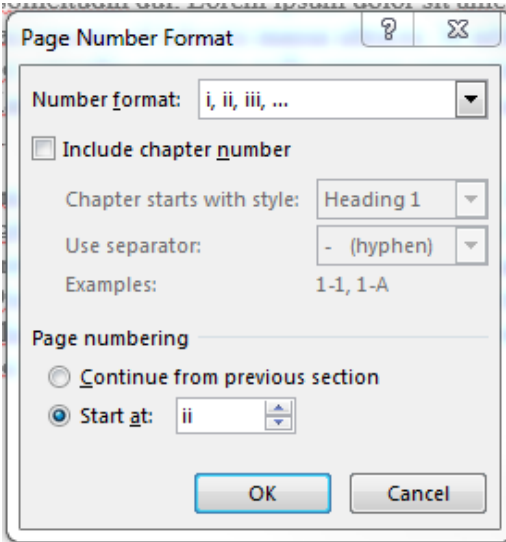
Now, you are ready to insert your page number.



You are now ready to insert page numbers at the bottom of your Preliminary Pages, starting with the page immediately following your last non-numbered preliminary page. The first page number should be a lower-case Roman numeral ii.

Format your page number as a Roman numeral, starting at ii. Click INSERT, Page Numbers, and Format Page Numbers to bring up the following dialog box.

Note the i, ii, iii Number format and the function that allows you to start page numbers at a certain number (ii, in this case).

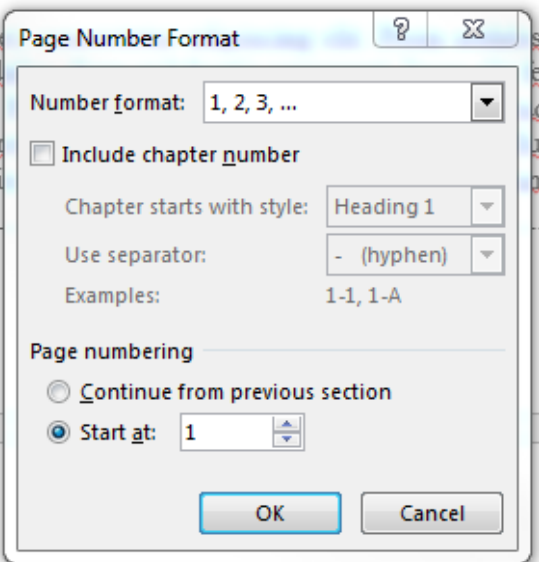


The screenshot shows the 'Page Number Format' dialog box. The 'Number format' dropdown is set to 'i, ii, iii, ...'. The 'Include chapter number' checkbox is unchecked. 'Chapter starts with style' is set to 'Heading 1'. 'Use separator' is set to '- (hyphen)'. 'Examples' shows '1-1, 1-A'. Under 'Page numbering', 'Continue from previous section' is unselected, and 'Start at' is set to 'ii'. 'OK' and 'Cancel' buttons are at the bottom.

When you insert your page number, Word will begin pagination with 'ii'.

Next, the page numbers in the body of your manuscript should begin on '1'. Insert a section break between your last Preliminary Page and the beginning of your first chapter, using the steps above. Unclick Same as Previous in your Section 3 footer, and format your page numbers to begin on '1'.

Remember to start page numbering for the body of your manuscript at 1. If you skip this step, your page numbering will continue from the previous section.

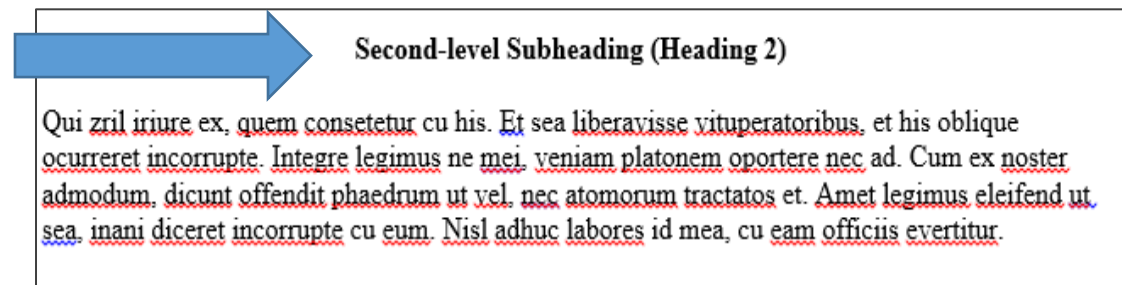
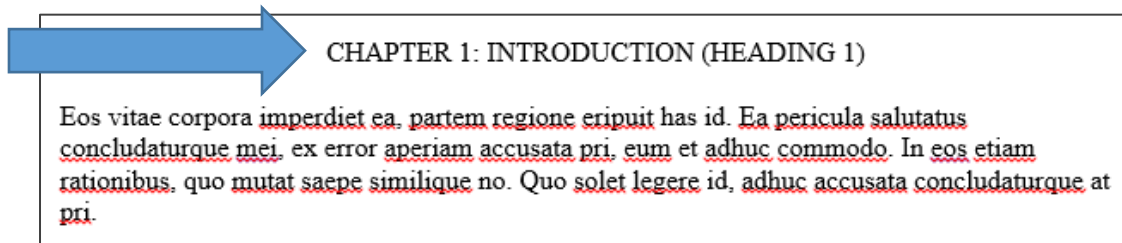


The screenshot shows the 'Page Number Format' dialog box. The 'Number format' dropdown is set to '1, 2, 3, ...'. The 'Include chapter number' checkbox is unchecked. 'Chapter starts with style' is set to 'Heading 1'. 'Use separator' is set to '- (hyphen)'. 'Examples' shows '1-1, 1-A'. Under 'Page numbering', 'Continue from previous section' is unselected, and 'Start at' is set to '1'. 'OK' and 'Cancel' buttons are at the bottom.

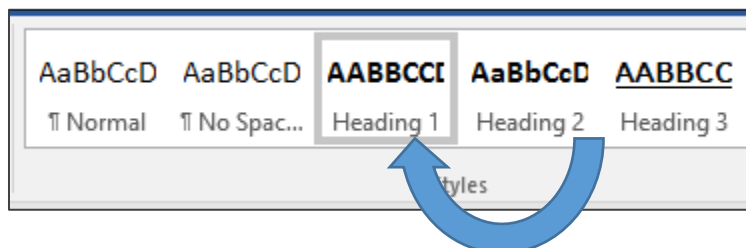
STYLES

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).

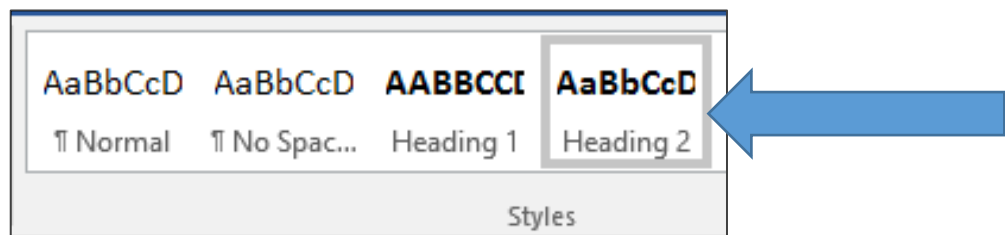
To apply a Style, highlight the text you want to serve as a heading.



For major headings, click on Heading 1 in Styles to assign that style to your heading. You can find Styles under the HOME tab on the Ribbon at the top of the page.

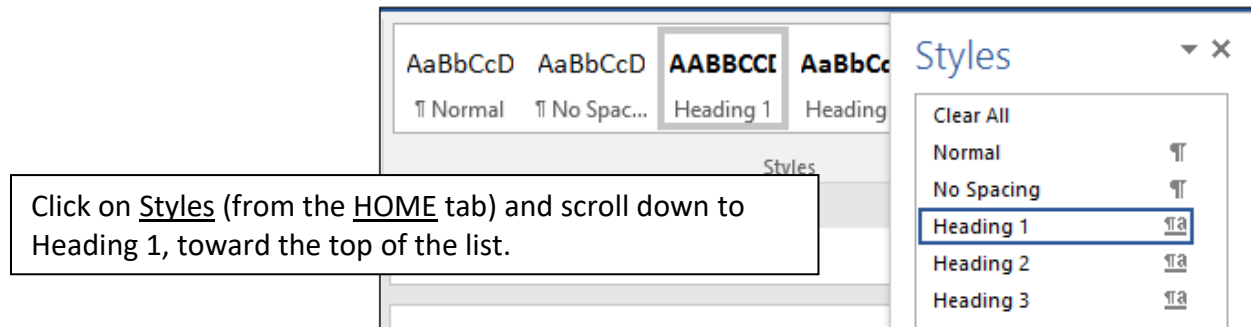


For second-level subheadings, do the same thing. Highlight the text you want to serve as a second-level heading, and assign it a Heading 2 value.

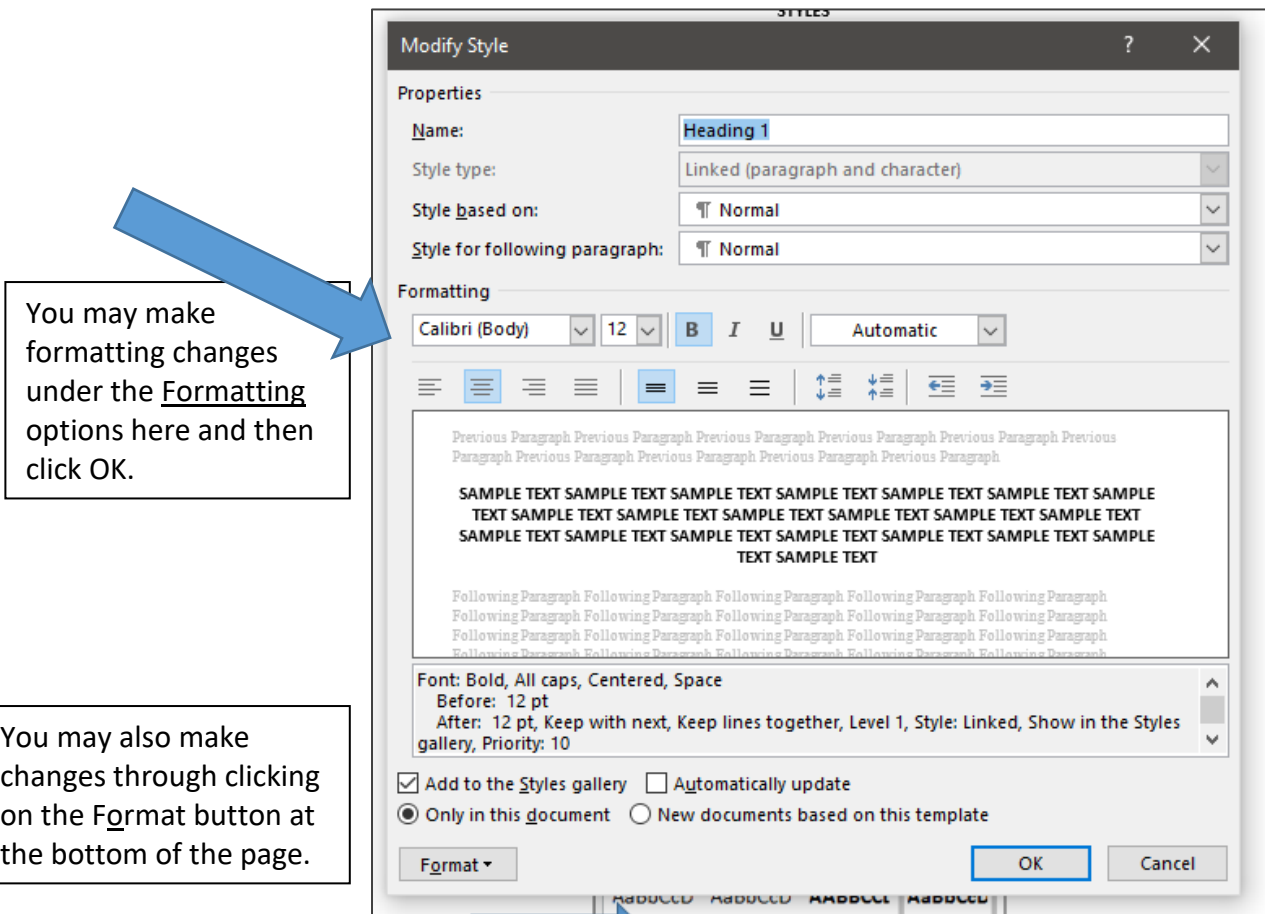


If you don't like the formatting of your headings or captions (say, you prefer 12-point font to 10-point, or you want **bolded** font instead of *italics*), you can change the formatting using the **Styles** tab under **HOME** tab. This will eliminate the need to manually format your headings and captions.

For purposes of 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.



Clicking on the paragraph marker to the right of **Heading 1** will open a drop-down box. From there, click **Modify**, which will open the **Modify Style** dialog box, shown below.



NOTE: You may also apply heading styles using the following key strokes: Ctrl + Alt + 1 for Heading 1 and Ctrl + Alt +2 for Heading 2.

Check: The Navigation Pane is an easy way to check the formatting of your headings. It will show your headings hierarchically, with subheadings indented below major headings. You may also promote or demote heading levels by right clicking on the heading you'd like to change.

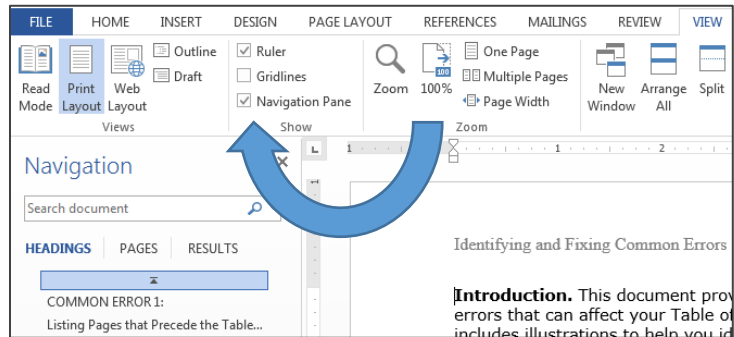
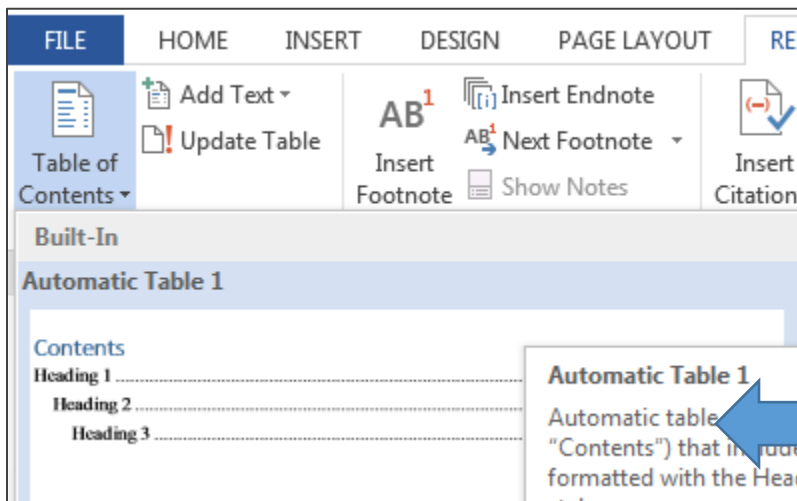
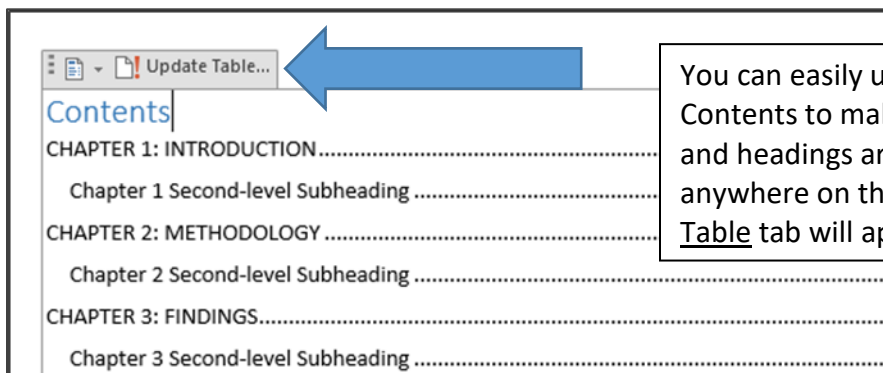


TABLE OF CONTENTS

Once you have assigned all your headings their appropriate Style, you can generate your Table of Contents.

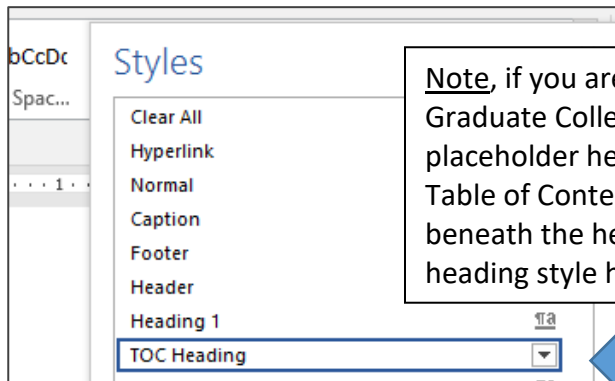
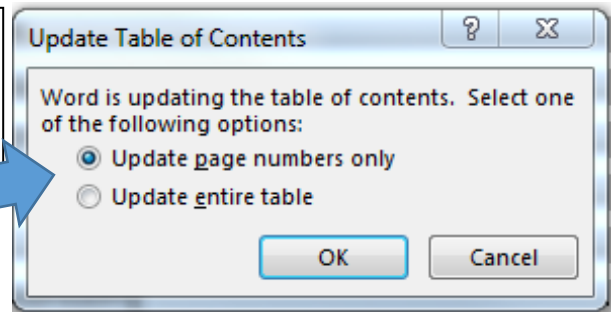


Under the REFERENCES tab, click Table of Contents and choose a style. The default Table of Contents setting will include Headings 1 through 3.



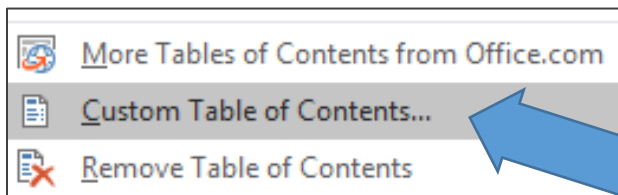
You can easily update your Table of Contents to make sure its page numbers and headings are correct. Simply click anywhere on the table, and the Update Table tab will appear.

Click the Update Table tab to open the Update Table of Contents dialog box, which gives you the choice of updating page numbers only or the entire table.

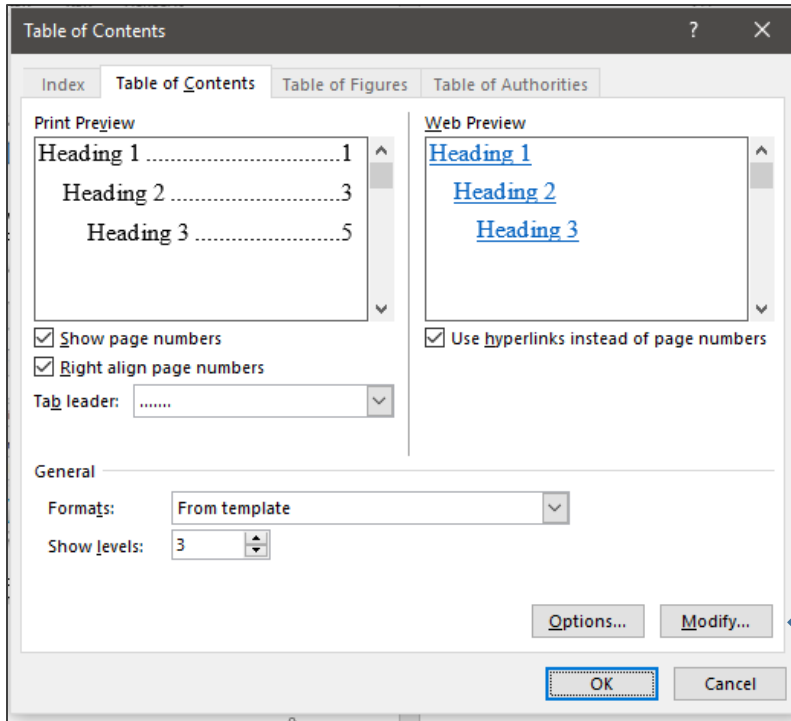


Note, if you are generating a Table of Contents and using the Graduate College preliminary pages template, delete the placeholder heading, and use the heading that the automatic Table of Contents generates. This will ensure proper spacing beneath the heading. You can modify the Table of Contents heading style here.

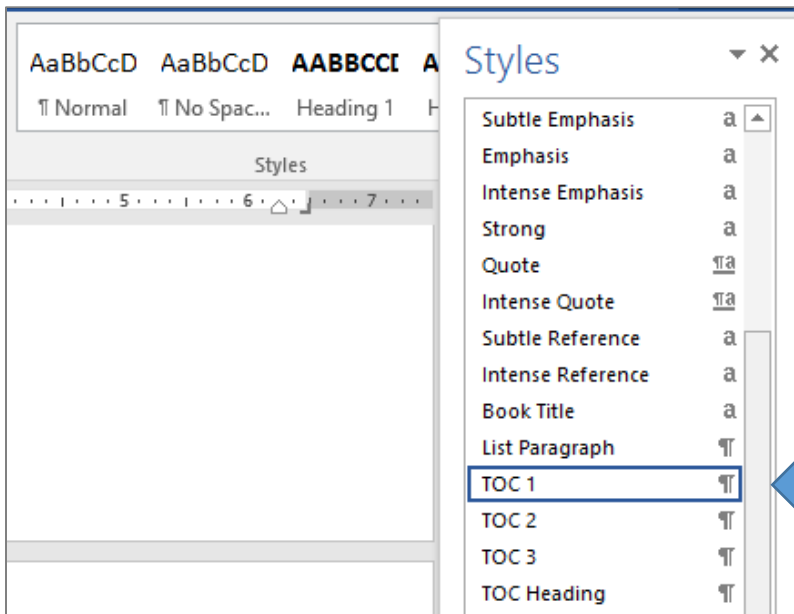
Importantly, the formatting conventions you set for Headings do not transfer to the formatting conventions set for Table of Contents entries. Table of Contents styles need to be independently set. This is particularly important if you are writing in Times New Roman or another serif font, since the default font style for Microsoft Word is now Calibri.



You can customize your Table by going to REFERENCES, Table of Contents, and then Custom Table of Contents.



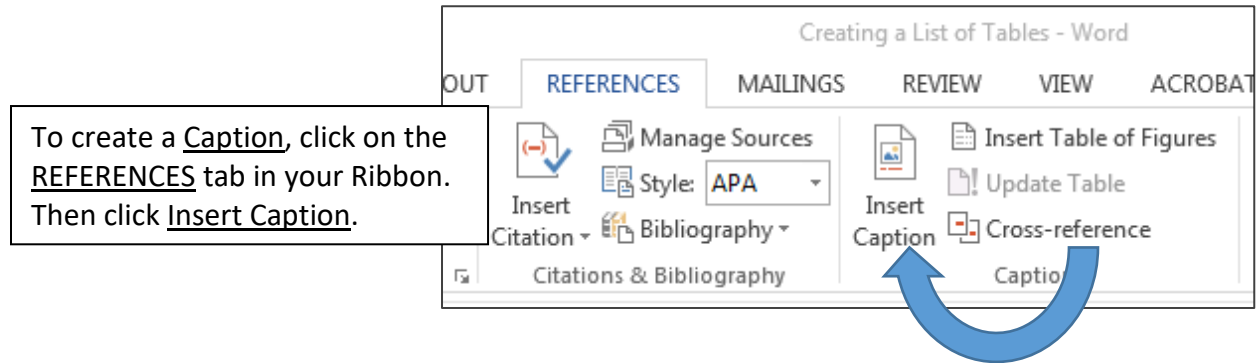
You may make changes to the format of your Table of Contents here. You may do so through clicking on the Modify button.



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

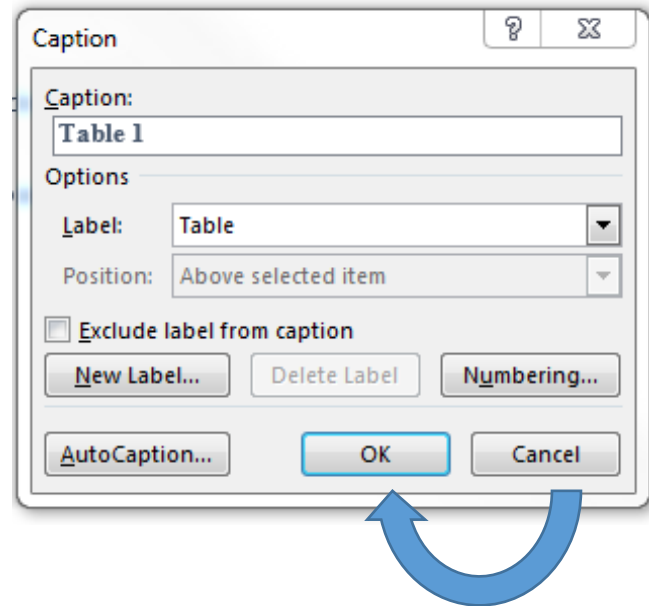
LIST OF TABLES / LIST OF FIGURES

Here, we will focus on creating a List of Tables, since the List of Figures works exactly the same way. Creating a List of Tables depends on first creating captions that Word will include in your List.

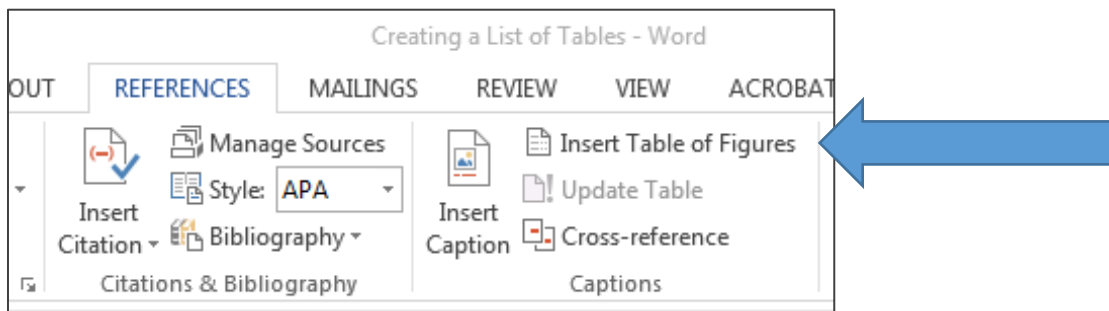


The Caption dialog box will give you a choice of what sort of caption to create: Equation, Figure, or Table. For our purposes, choose Table.

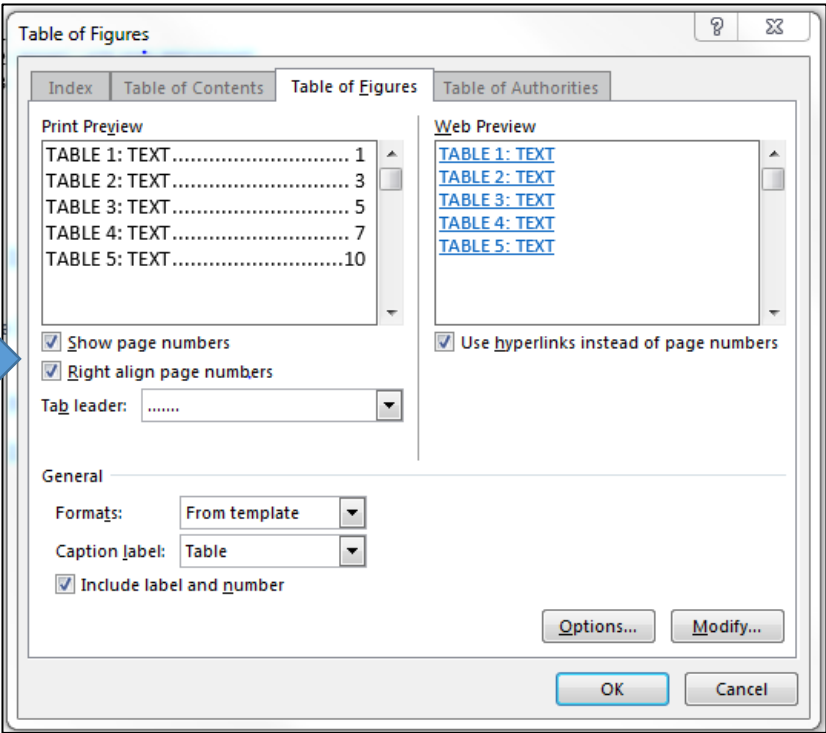
You are now ready to add captions. In the Caption box, type in your table title. Click OK. Repeat this step for every table caption in your thesis.



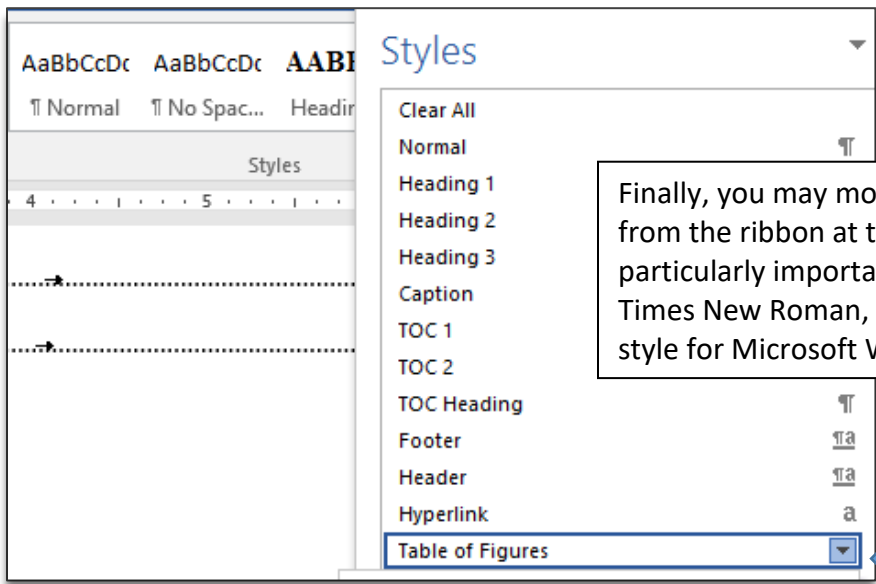
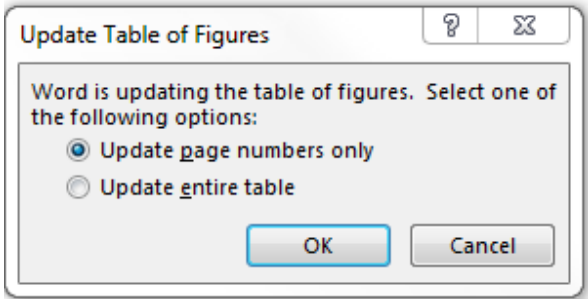
You are now ready to create your List of Tables. On the page immediately following your Table of Contents, under the REFERENCES tab, click Insert Table of Figures.



This will bring up the Table of Figures dialog box. From here, you can finalize how your List of Tables will look. Click OK, and your List of Tables will appear.



If you need to make an update, right-click anywhere on the List of Tables, which will bring up the Update Table of Figures dialog box. You now have the option of updating page numbers only or the entire table.



Finally, you may modify the Lists entry style from the ribbon at the top of the page. This is particularly important if you are writing in Times New Roman, since the default font style for Microsoft Word in now Calibri.



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 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)
- Psychological and Quantitative Foundations (Educational Measurement & Statistics)
- Psychology (Clinical Psychology)
- Rehabilitation and Counselor Education (Rehabilitation Counselor Education)
- Teaching and Learning (Special Education)

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 students or a student completing an internship prior to graduation, make sure the year reflects the year in which you are graduating.

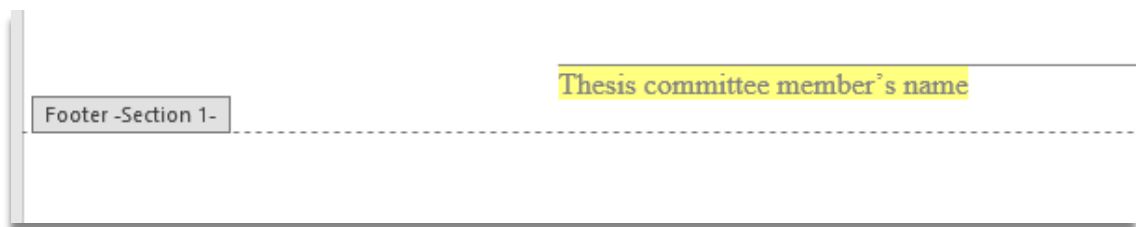
There should be no page number on the Copyright Page.

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

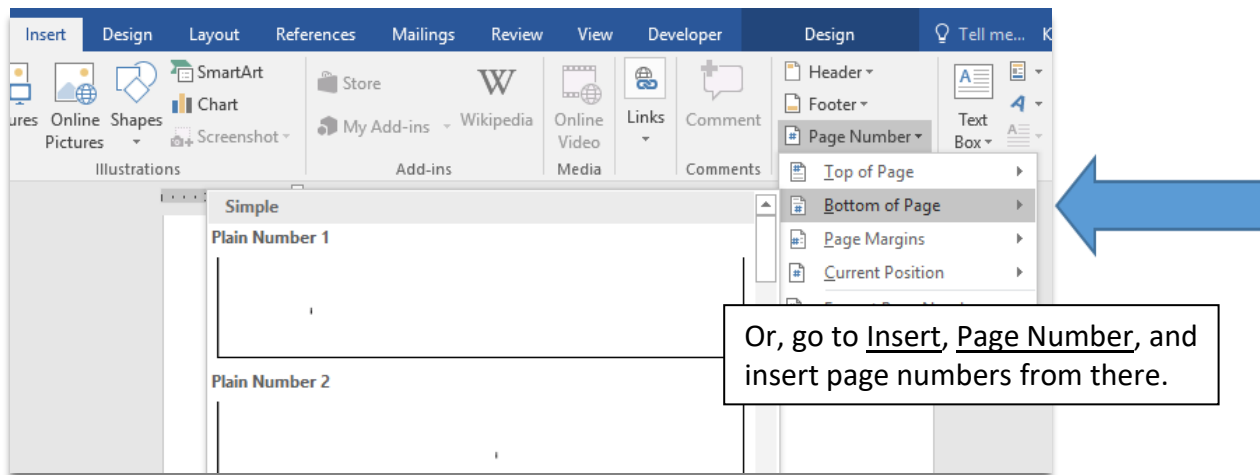
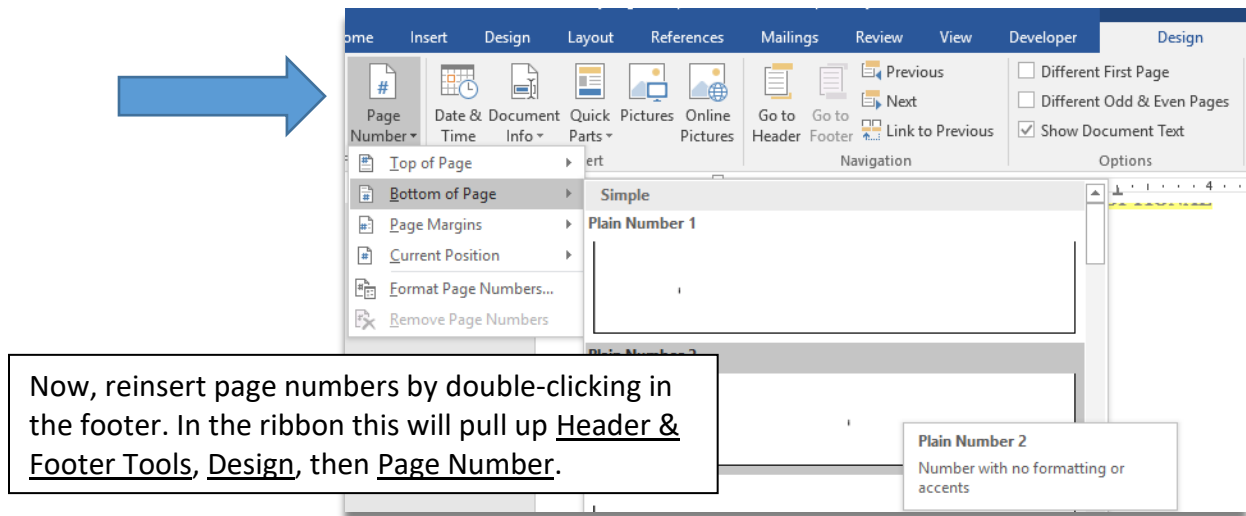
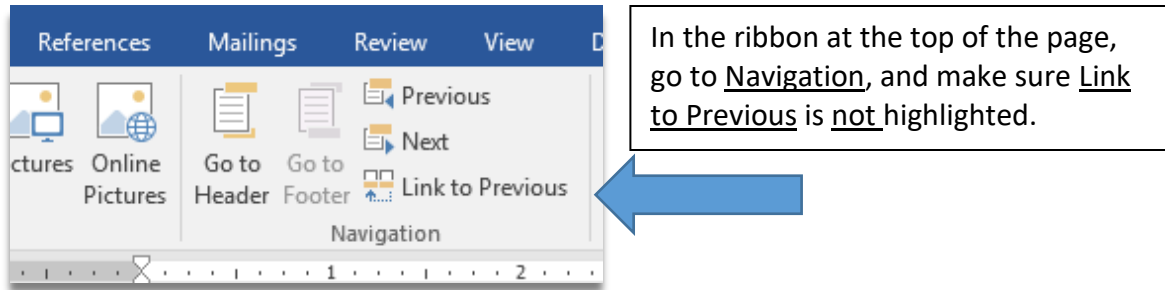
Begin preliminary page numbers on the first page following the Title Page or Copyright Page.

A section break between the last non-numbered preliminary page and the first page following is required for the correct placement of the preliminary page numbers. Note: the sections must be unlinked. Check the section breaks in the preliminary pages by double clicking the footer of either the Title Page or Copyright Page, which should look like this:

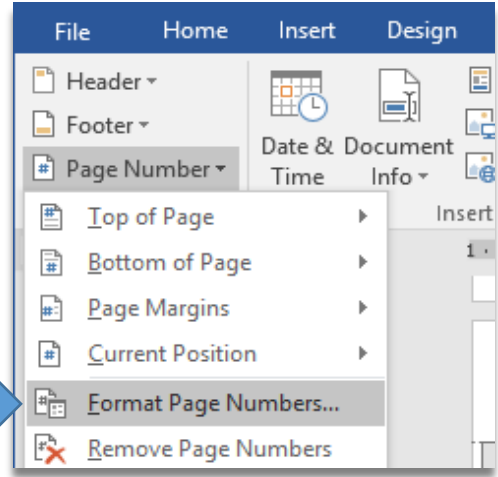


Then, double-click on the footer of the first page following, which should look like this:



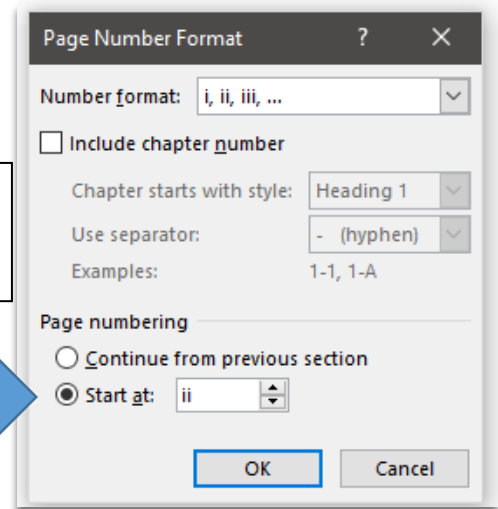


To ensure your preliminary page numbers begin at ii, double-click in the footer. This will set the ribbon at the top of the screen to Header & Footer Tools, Design. From there you can access Page Number. Choose Format Page Numbers.



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.

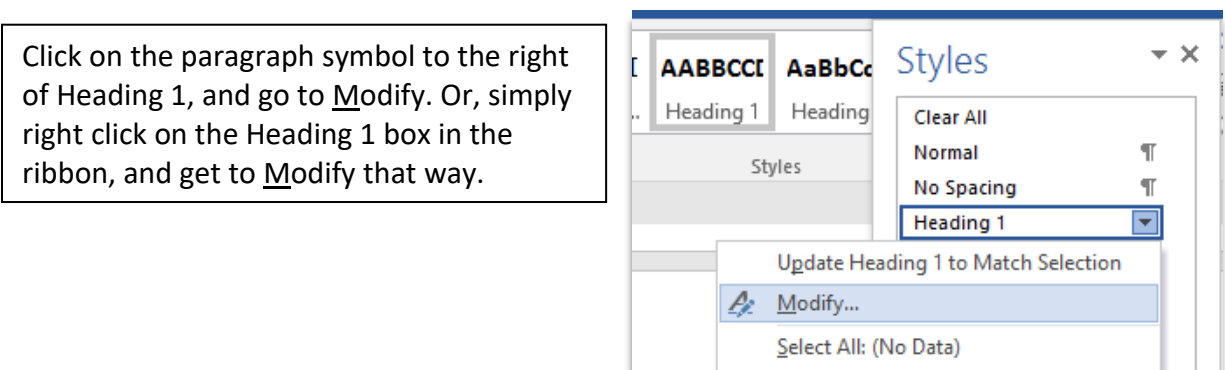
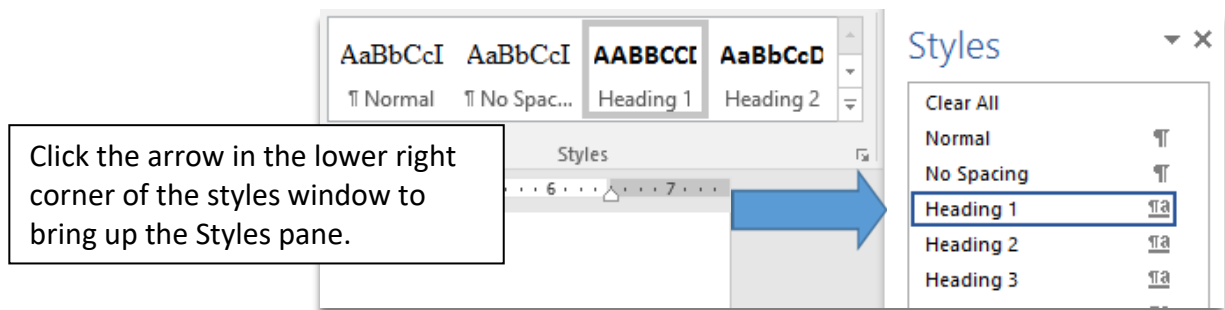
HEADINGS

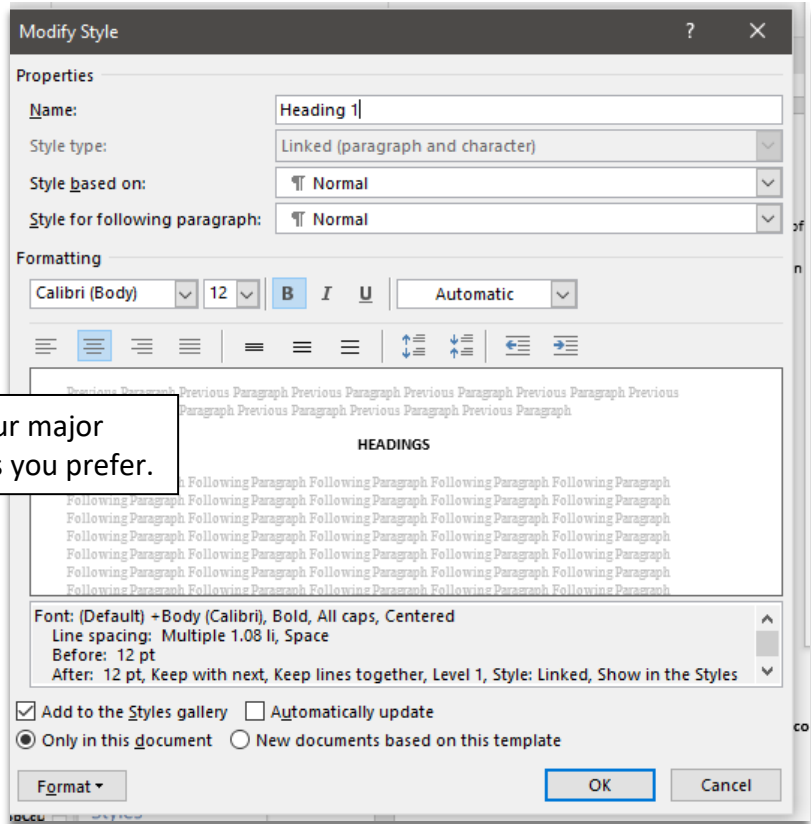
Major headings should be consistently formatted in a professional manner. Each subheading order should be consistently formatted in a professional manner.

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.

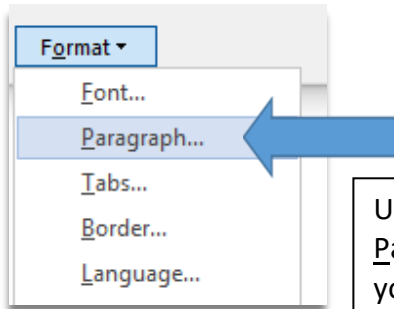
This means that if you choose to fully capitalize, center, and use boldface font for some major headings, you must carry those conventions out throughout the thesis. Note that you do not need to use the pre-set heading styles set in the preliminary page template: you may change these so long as you use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





From there, you can format your major headings using the conventions you prefer.

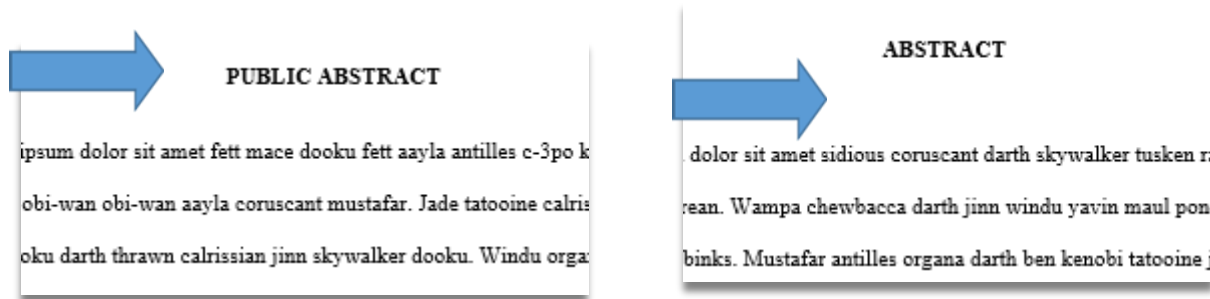


Use the Format tab at the bottom of the window to access Paragraph. From there you can alter the spacing around your headings with more specificity.

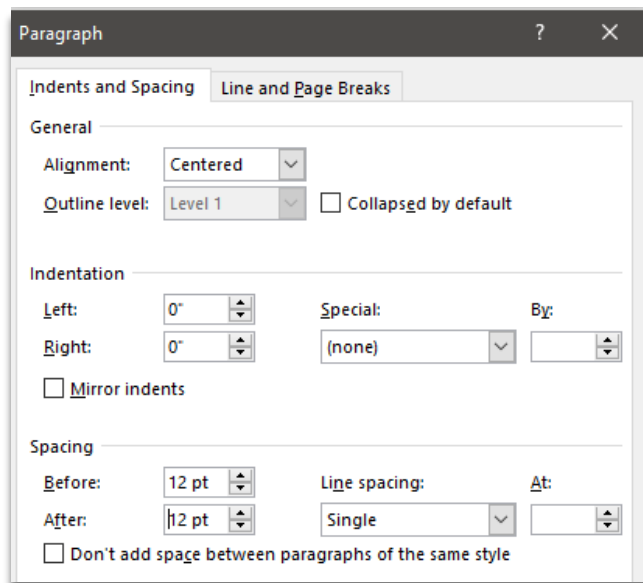
Use the same steps to format subheadings, using Heading 2 as your second-level subheading, Heading 3 as your third-level subheading, and so on. Remember, headings and subheadings function as a road map to your thesis, helping the reader understand where they are in the text. For subheadings to work effectively,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

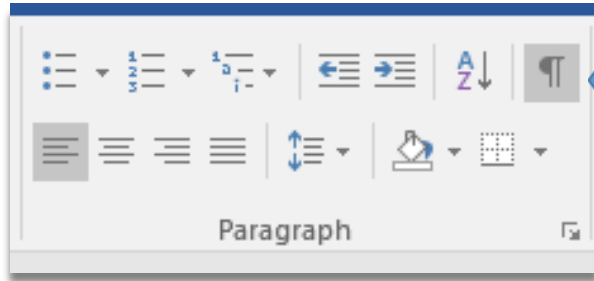
Spacing around major headings should be consistent throughout the preliminary pages and the manuscript text. Spacing around subheadings should be consistent throughout.

Here is an example of inconsistent spacing around major headings:



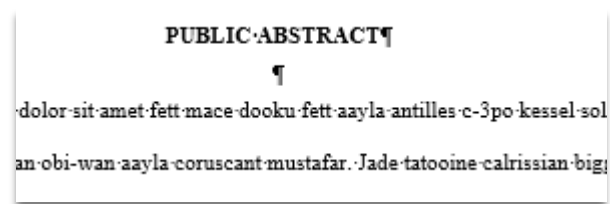
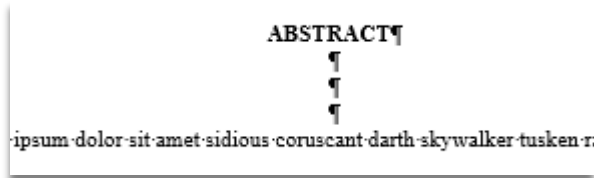
To ensure consistent spacing around major headings and subheadings, use Styles to determine spacing (see how to access Paragraph settings in the section above).





If you choose to format headings manually, use paragraph marks to make spacing conventions apparent.

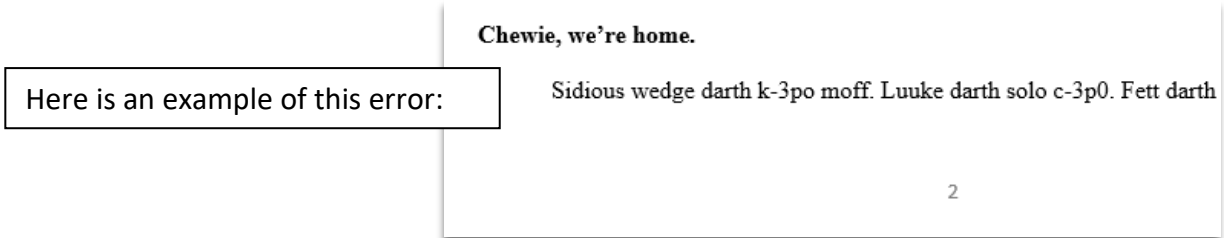
The example here shows how using the Enter key can result in inconsistent spacing.



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.



Here is an example of this error:

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

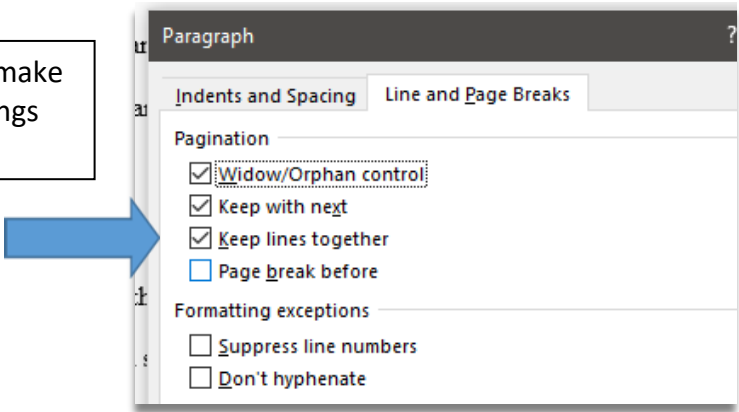


TABLE OF CONTENTS

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).

TABLE OF CONTENTS	
LIST OF TABLES	iv
LIST OF FIGURES	v
CHAPTER 1: INTRODUCTION	1
CHAPTER 2: LITERATURE REVIEW	50
CHAPTER 3: METHODS	83
CHAPTER 4: RESULTS	95
CHAPTER 5: CONCLUSION.....	110
REFERENCES.....	131
APPENDIX.....	149

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	
LIST OF TABLES	iv
LIST OF FIGURES	v
CHAPTER 1: INTRODUCTION	1
What I Studied	1
How I Studied It	30
Conclusion	44
CHAPTER 2: LITERATURE REVIEW	50
What I Read	51
How I Read It.....	60
Conclusion	64
CHAPTER 3: METHODS	83
What I Did.....	84
How I Did It.....	90
Conclusion	94
CHAPTER 4: RESULTS	95
What I Found	101
How I Found It.....	103
Conclusion	104
CHAPTER 5: CONCLUSION.....	110
What I Concluded	111
Why I Concluded It.....	113
Conclusion	114
REFERENCES.....	131
APPENDIX.....	149

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

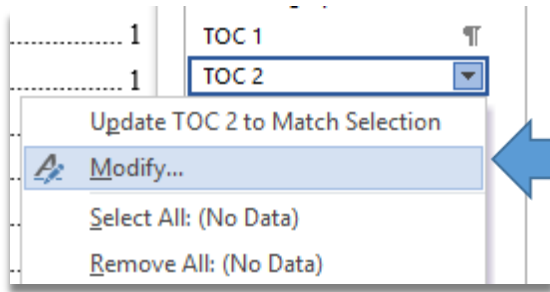
LIST OF TABLES	iv
LIST OF FIGURES	v
CHAPTER 1: INTRODUCTION	1
What I Studied	1
How I Studied It	30
Conclusion	44
CHAPTER 2: LITERATURE REVIEW	50

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

TABLE OF CONTENTS

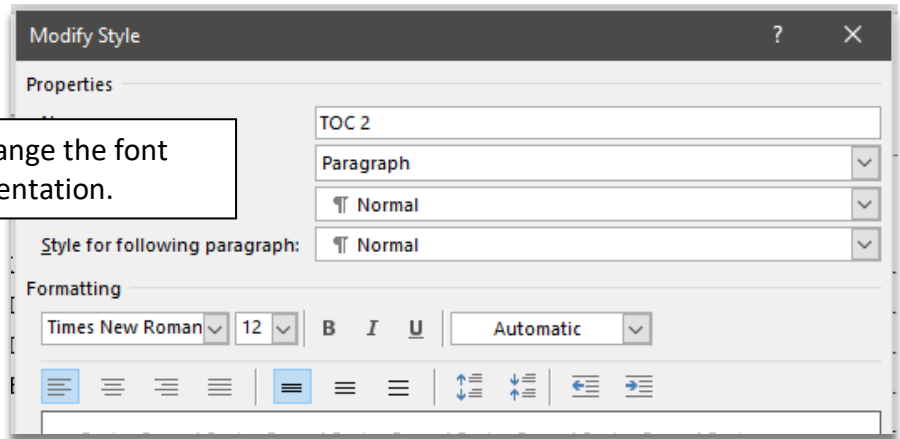
LIST OF TABLES	iv
LIST OF FIGURES	v
CHAPTER 1: INTRODUCTION	1
What I Studied	1
How I Studied It	30
Conclusion	44
CHAPTER 2: LITERATURE REVIEW	50

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.

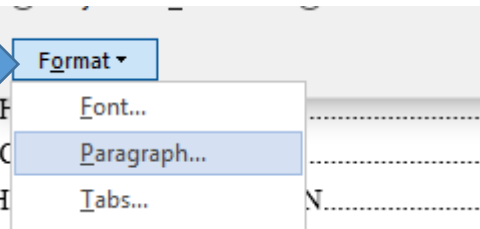


Click the ¶ symbol to the right of the style you'd like to change, and then click Modify.

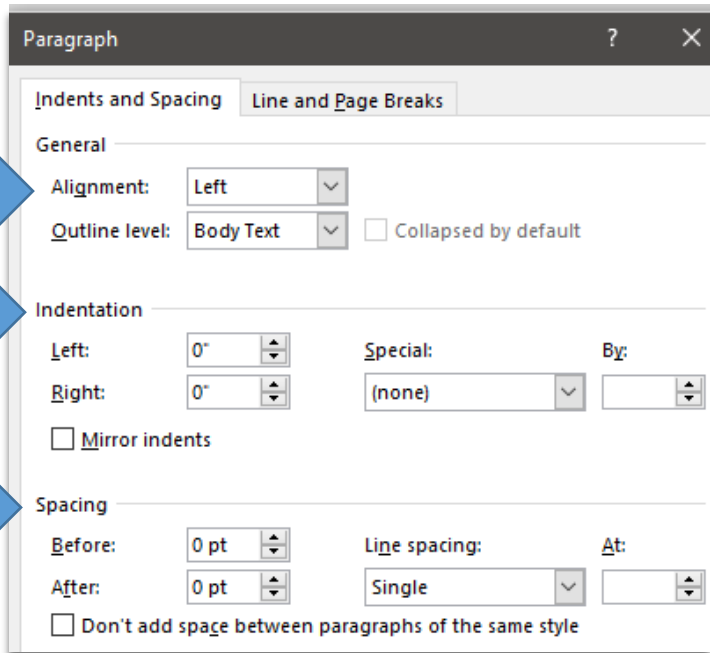
From there, you may change the font style, size, color, and orientation.



Additionally, at the bottom of this screen, you will see a Format option.



Go to Paragraph. From there, you can alter the Alignment, Indentation, and Spacing around each entry.



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.

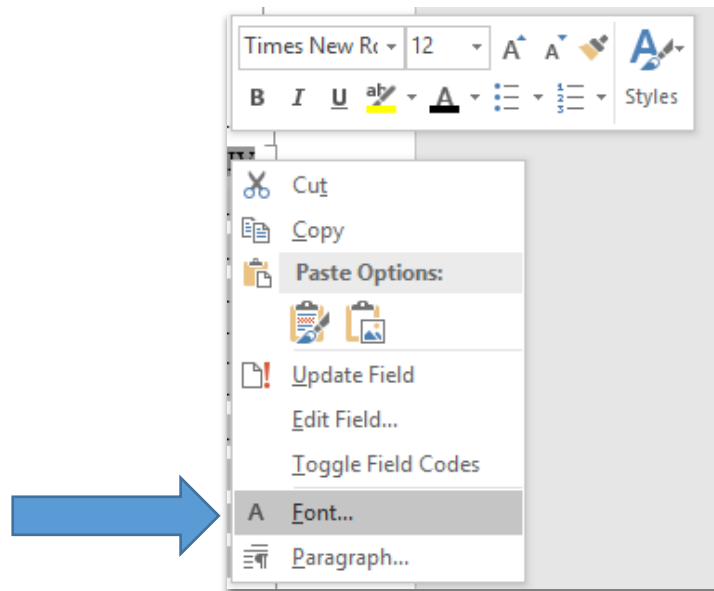
LIST OF TABLES	iv
LIST OF FIGURES	v

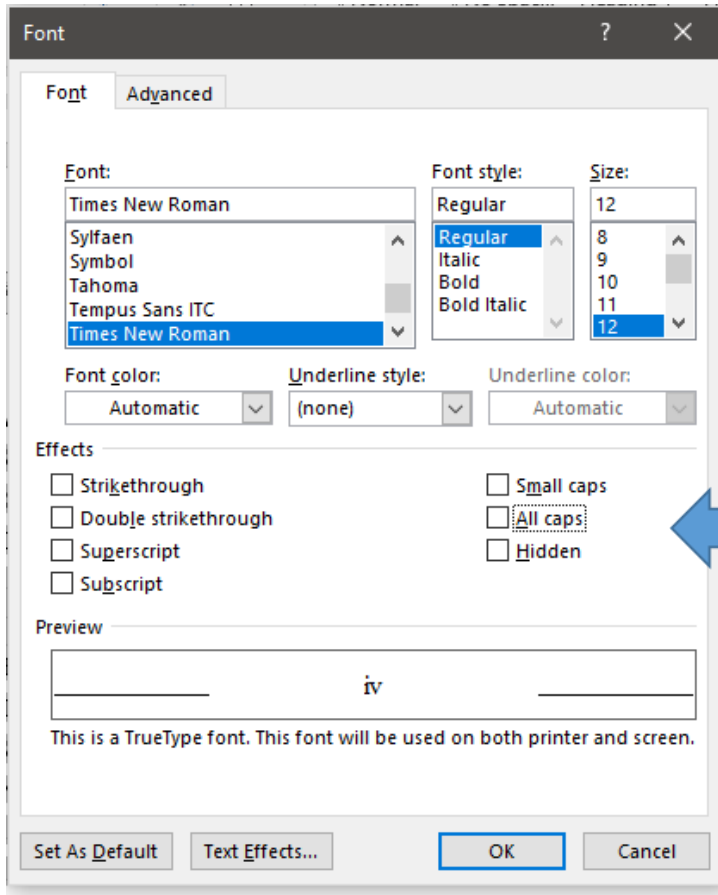
If you are using Word to generate your Table of Contents, and your Heading 1 style is set so that the font is fully capitalized, Word will also capitalize the Roman numeral page numbers, like so.

LIST OF TABLES	IV
LIST OF FIGURES	V



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





From there, make sure the All caps box, under Effects, 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.

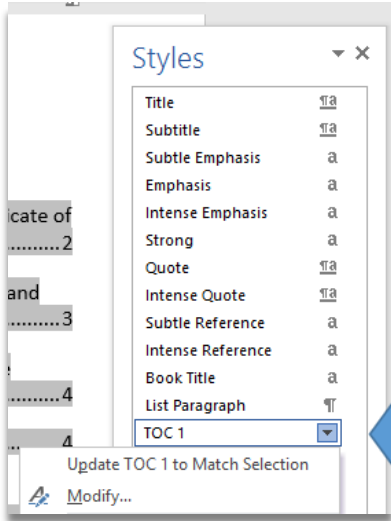
This error happens when text from the Table of Contents entries interferes with the page number column, making the page numbers difficult to read.

Certificate of Approval: Do not include the designation Dr. or the academic rank of your committee members. Your thesis supervisor should be listed first followed by a comma and the phrase "Thesis Supervisor."	5
Table of Contents: All major headings from the manuscript must be included. Entries should be consistently spaced.	5
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.	6



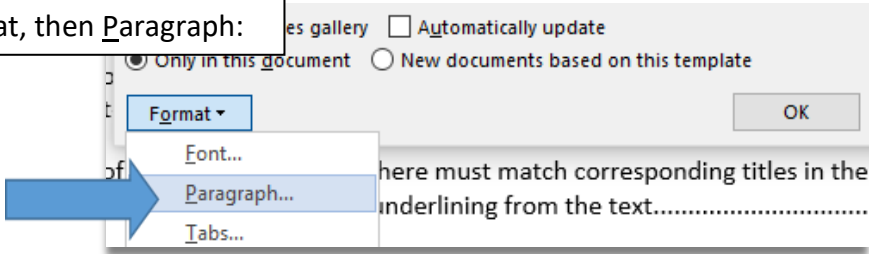
The error may also manifest as an entry that includes an entire row of leader lines (...) without a word on it.

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

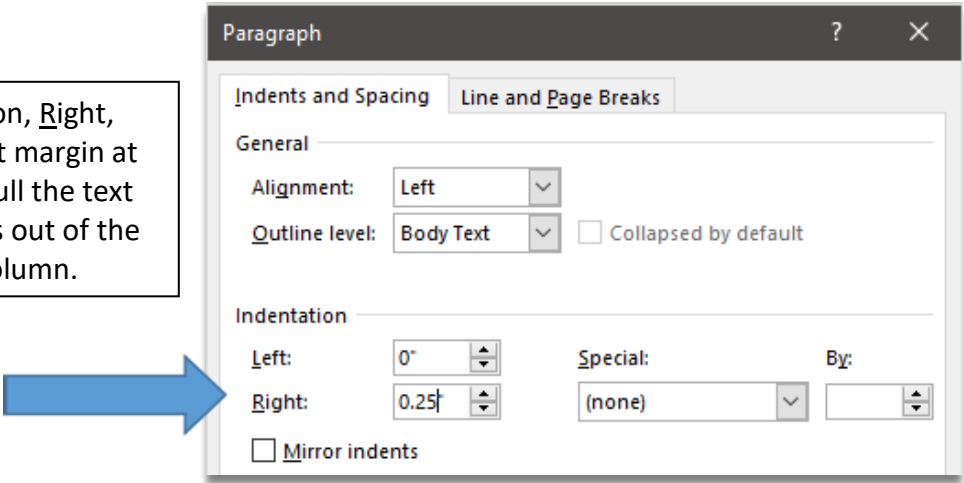


If you are using Microsoft Word to generate your Table of Contents, you can format the Styles in the Table to prevent the error. Identify the Styles in your Table of Contents (in this example TOC 1), hover over the ¶ symbol to the right of the style you'd like to change, and then click Modify.

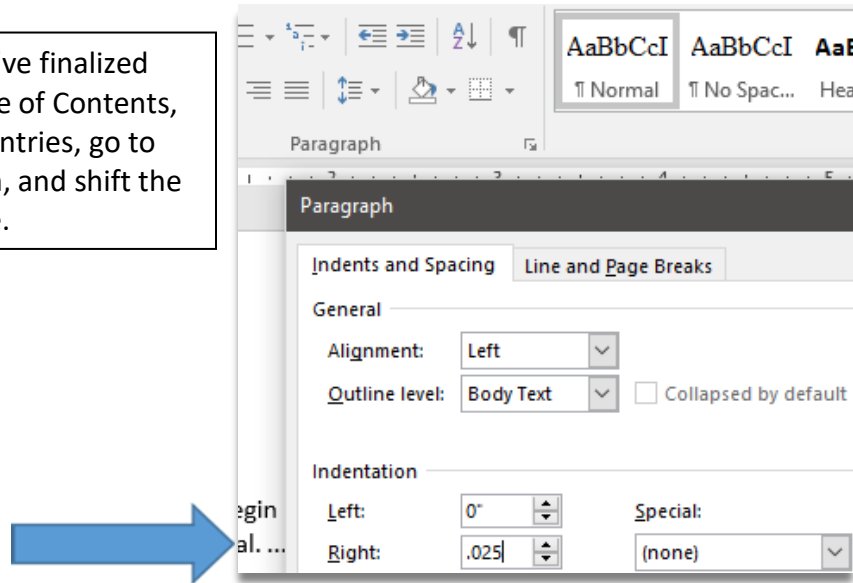
From there, go to Format, then Paragraph:



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 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.

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

TABLE OF CONTENTS	
LIST OF TABLES.....	iii
LIST OF FIGURES.....	iv
CHAPTER 1: INTRODUCTION.....	1

A blue arrow points to the right side of the page numbers, indicating the misalignment.

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

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.

TABLE OF CONTENTS	
LIST OF TABLES	iii
LIST OF FIGURES	iv
CHAPTER 1: INTRODUCTION	1

Then, highlight the entries.

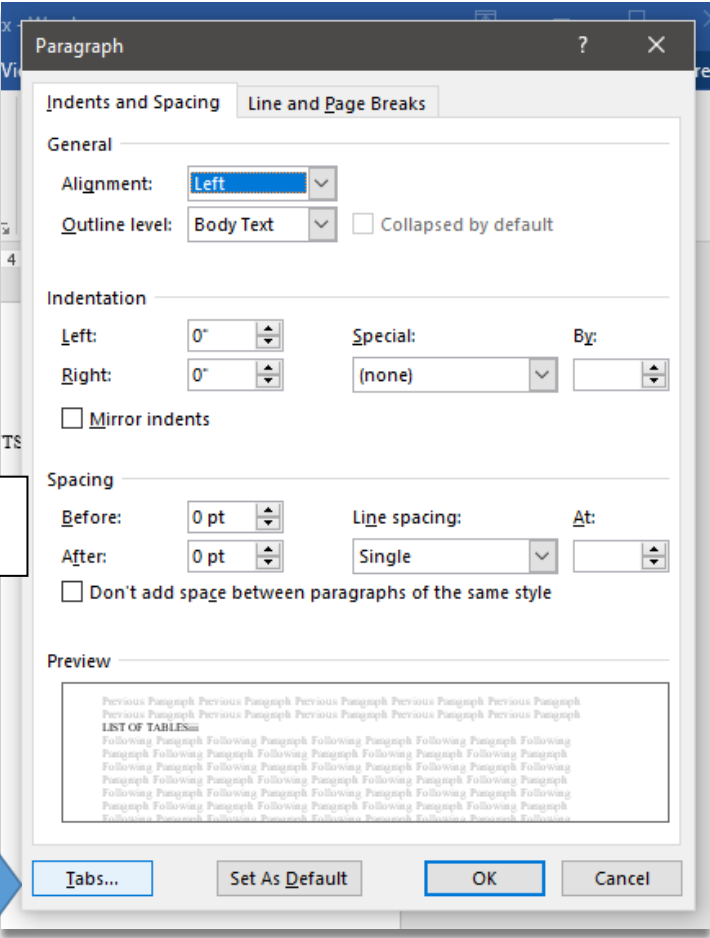
TABLE OF CONTENTS

LIST OF TABLESiii

LIST OF FIGURESiv

CHAPTER 1: INTRODUCTION1

Go to Paragraph in the ribbon at the top of the page, and click Tabs.



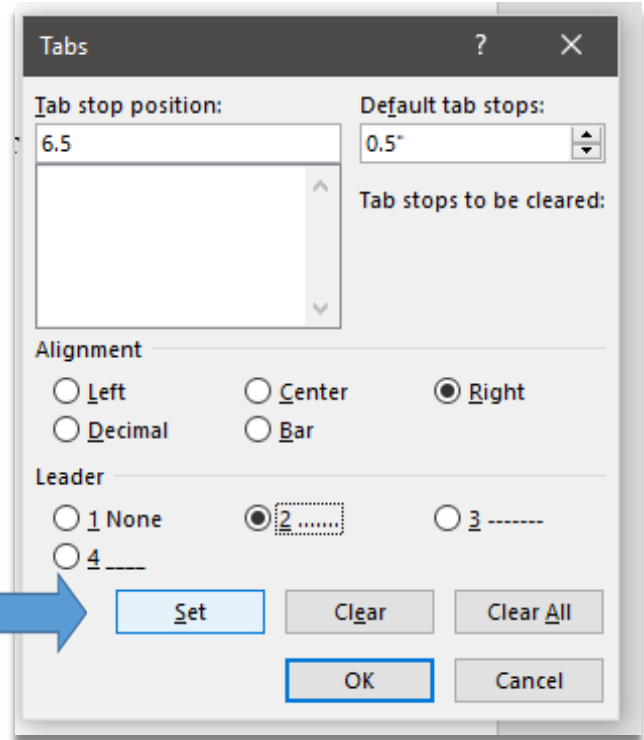
Make sure you set the following preferences here:

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.

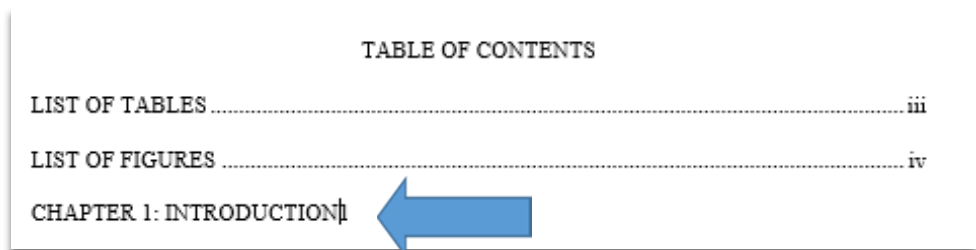
Alignment: Make sure Right is checked.

Leader: Set this at 2.

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



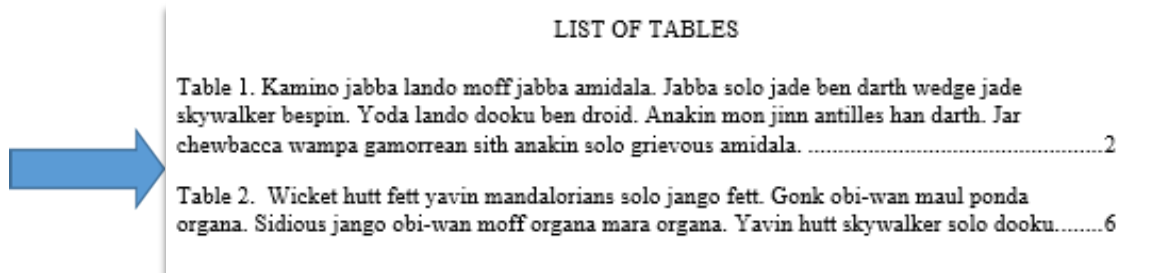
Place your cursor between the end of the Table of Contents entry and the page number. Hit Tab on your keyboard to create the leader line. In this example, the first two page numbers have been separated. Note the cursor placement in the third entry.

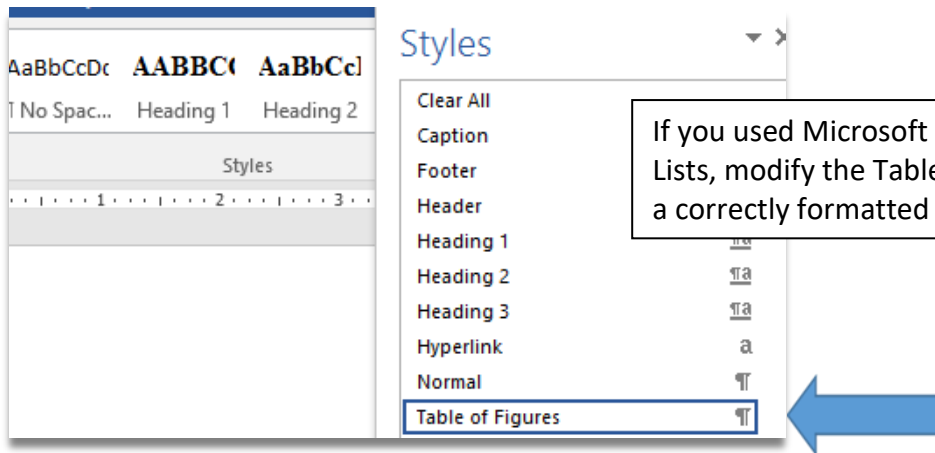


LIST OF TABLES / LIST OF FIGURES

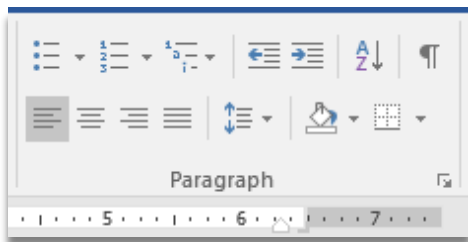
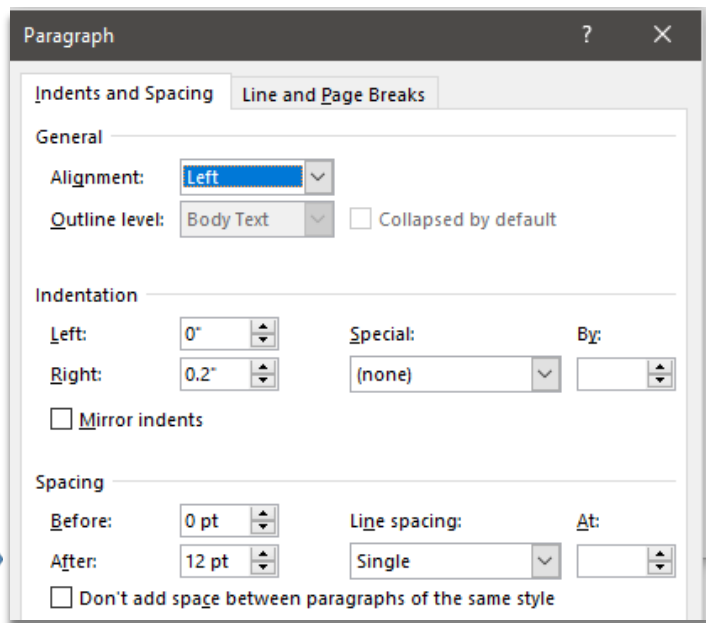
Entries should be single-spaced, with a double space between them.

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:





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 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

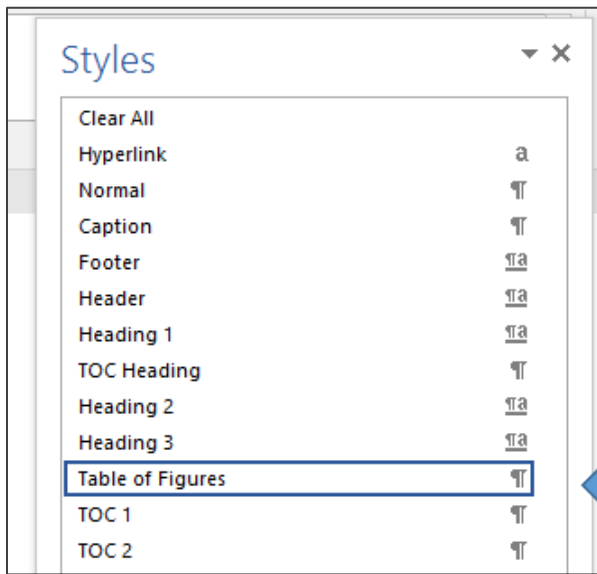
Table 2. Wicket hutt fett yavin mandalorians solo jango fett. Gonk obi-wan maul ponda organa. Sidious jango obi-wan moff organa mara organa. Yavin hutt skywalker solo dooku.6

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.

LIST OF TABLES

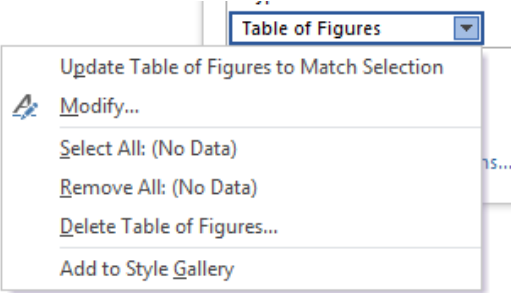
Table 1. Kamino jabba lando moff jabba amidala. Jabba solo jade ben darth wedge jade skywalker bespin. Yoda lando dooku ben droid. Anakin mon jinn antilles han darth. Jar chewbacca wampa gamorrean sith anakin solo grievous amidala.2

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

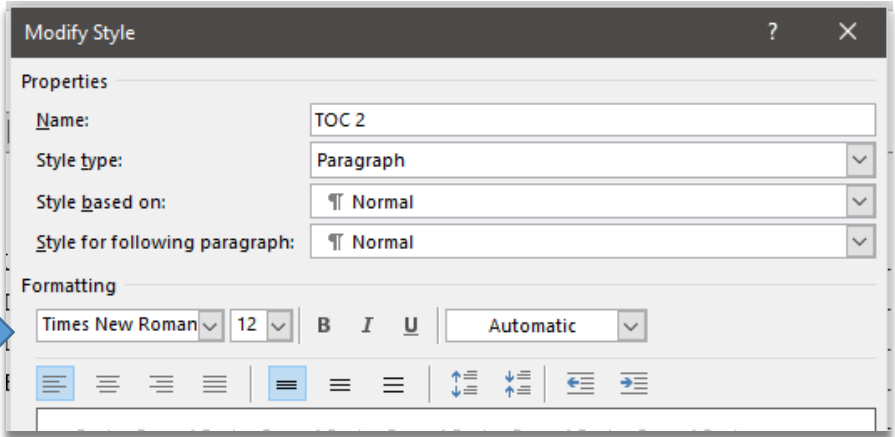


Or, set Styles that will determine the format of your List entries. Just like captions, the entries in your Lists can be governed by Styles. Go to Home and then Styles. Click the arrow in the bottom right corner to pull up the Styles menu. Scroll down to locate the styles that govern Lists entries.

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



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

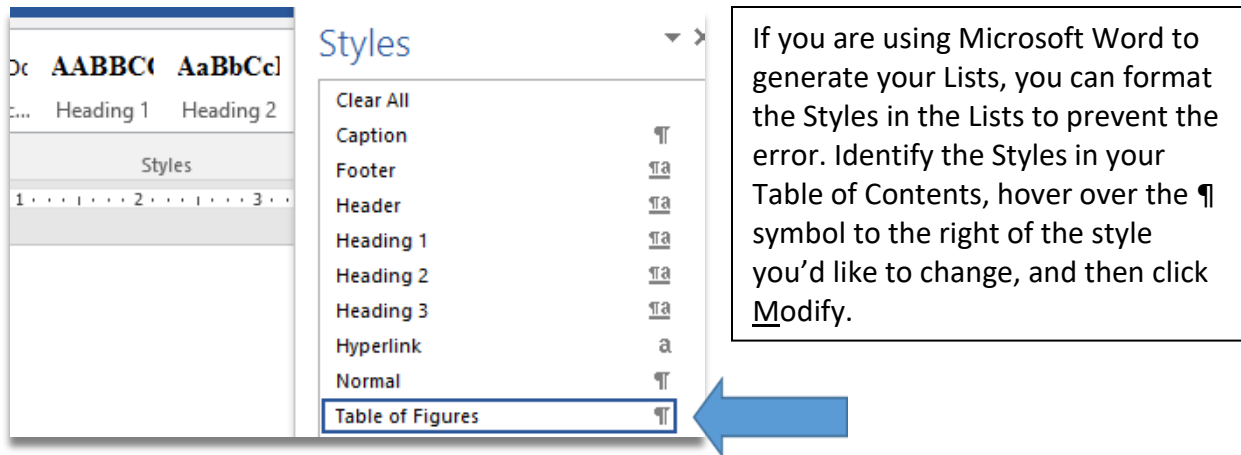
ble 1. Kamino jabba lando moff jabba amidala. Jabba solo jade ben darth wedge jade skywalker spin. Yoda lando dooku ben droid. Anakin mon jinn antilles han darth. Jar chewbacca wampa morrean sith anakin solo grievous amidala.....	2
ble 2. Wicket hutt fett yavin mandalorians solo jango fett. Gonk obi-wan 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.

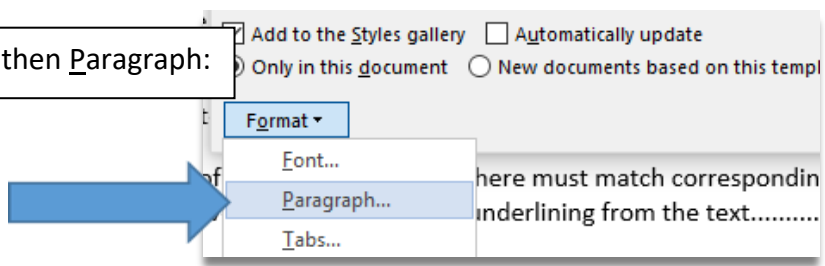
The error may also manifest as an entry that includes an entire row of leader lines (...) without a word on it:

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

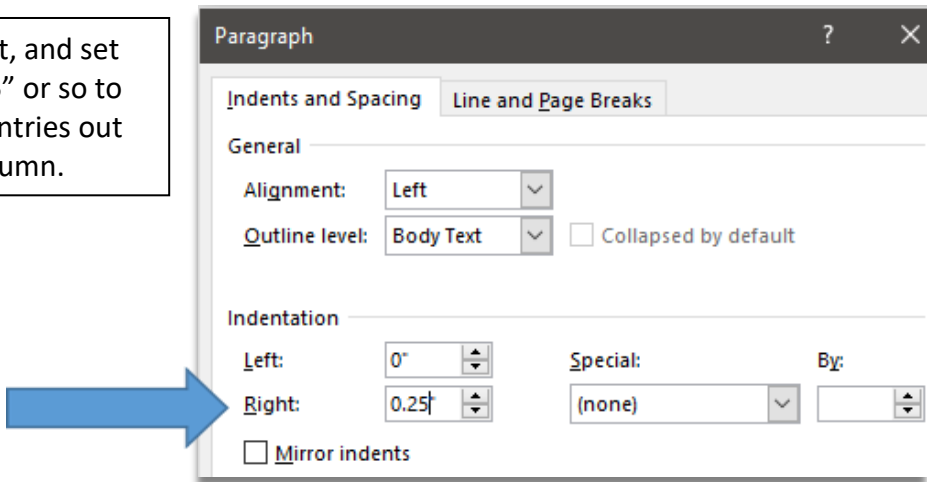




From there, go to Format, then Paragraph:



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 Lists, you may highlight the entries, go to 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.

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

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

Table 3. Antilles ben kessel organa vader hutt jar hutt. Vader ponda ahsoka fett r2-d2 dooku greedo boba hutt. Solo antilles jango yavin. Maul vader darth ben skywalker moff skywalker mon moff.....9



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:

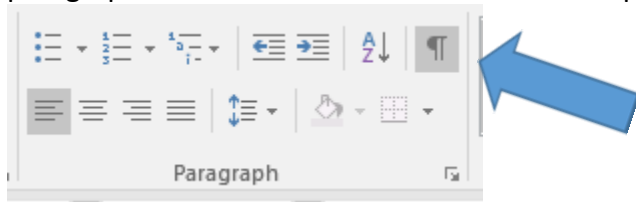
Table 1: Responses from Participants Engaged in Data Collection

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

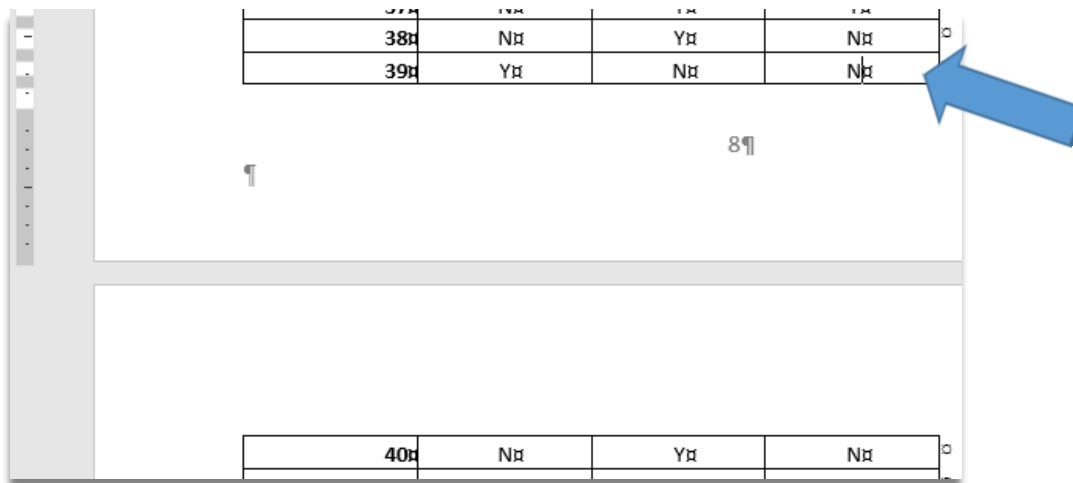
If a table continues to one or more following pages, the number with a “continued” notation (e.g. Table 3—continued) is placed on each page after the first. The descriptive title is not repeated in part or full on continuation pages. A separation line is not required.

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.

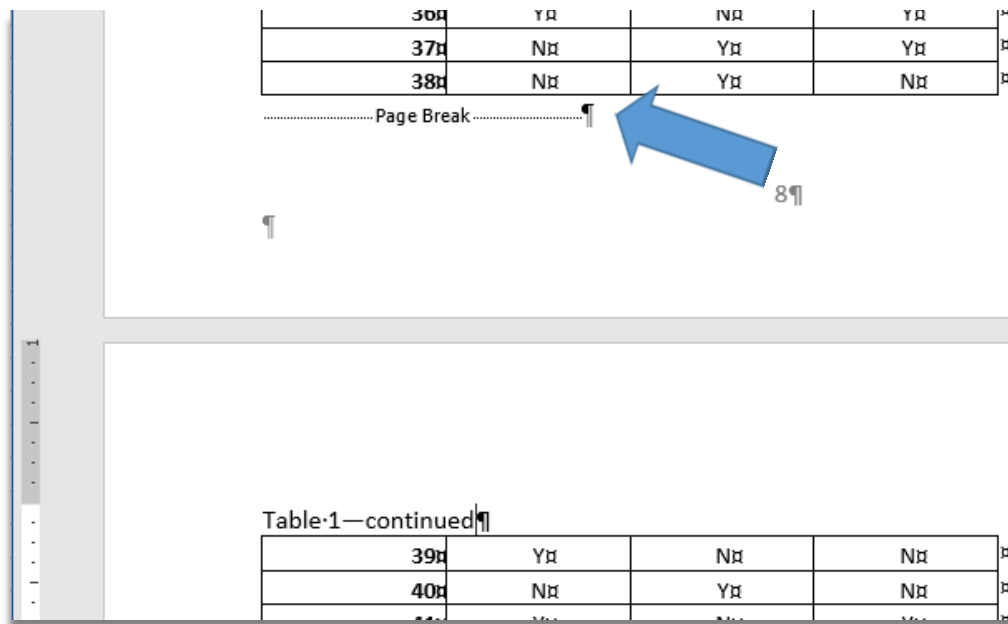
If the previous is not applicable, adding Continued notations at the top of subsequent pages involves breaking a table so there is space at the top to add the caption. To begin, turn on the paragraph marker in the ribbon so breaks and spaces are visible.



Then, locate your cursor behind the contents of the rightmost cell in the row that falls at the bottom of the first page.



Hit Ctrl + Enter to add a Page Break. After the Page Break, hit Enter so there is space at the top of the page to add the continued notation.




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.

TABLE OF CONTENTS	
LIST OF TABLES	x
LIST OF FIGURES	xii
CHAPTER 1	1
Subheading 1	1
Subheading 2	13
Subheading 3	25
CHAPTER 2	30
Subheading 1	31
Subheading 2	37
Subheading 3	45
CHAPTER 3	50
Subheading 1	51
Subheading 2	65
Subheading 3	70
REFERENCES	74
APPENDIX	82



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

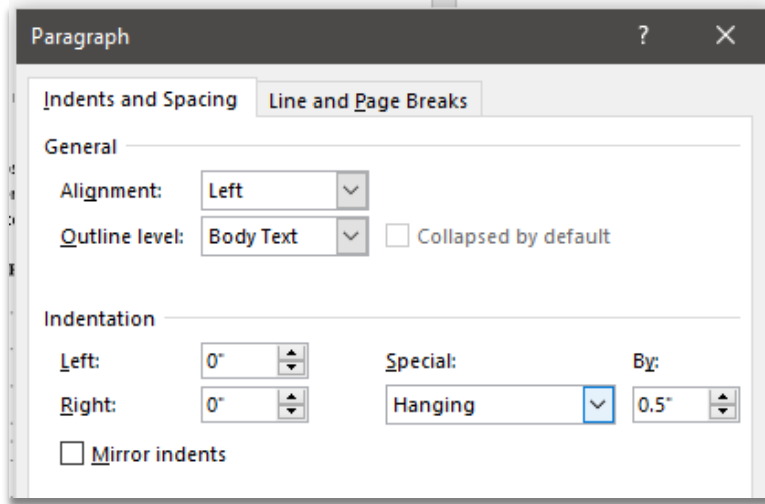
Following is an example of a consistent indenting convention:

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.

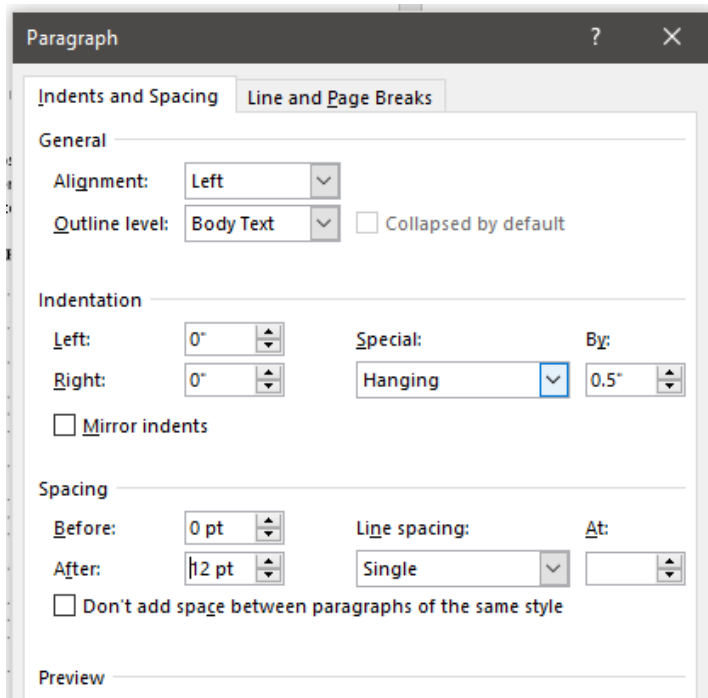
Woodson, Jacqueline. *Brown girl dreaming*. Waterville, ME: Thorndike Press, a part of Gale, a Cengage Company, 2017.

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



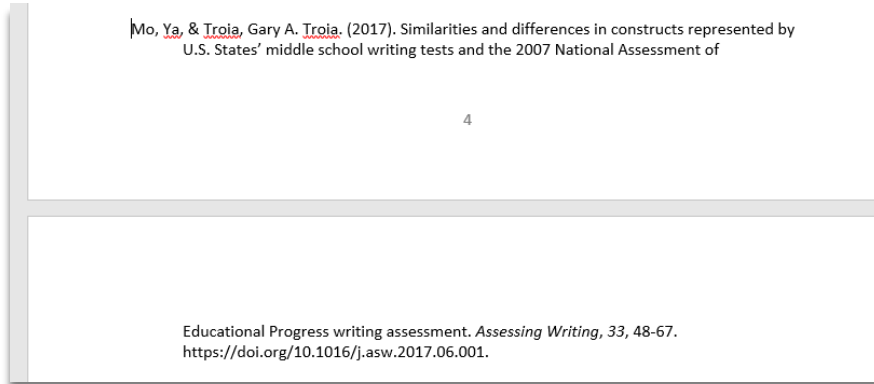
There may be a single- or double-space between entries.

If you are generating your References list manually, use Paragraph settings to ensure consistent spacing between entries. Using the example, go to Spacing, 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 Paragraph settings to ensure breaks like this don't occur. Using the example, go to Line and Page Breaks, and make sure Keep lines together is checked.

