ETD FORMATTING

Tips for the dissertation and thesis
Notes on Formatting

Instructions on how to avoid the most common problems are included in this presentation.

Most Common Problems Include:

- **Margins**
- **Triple Space**
- **Table of Contents**
  - Align Roman Numerals by Periods
  - Matching page numbers and titles
  - Alignment of Page Numbers
- **Page Numbers on Preliminary Pages**
- **Block Quotes**
  - Triple Space before and after quote
The best way to set margins is by the section breaks:

- Section breaks are found under Page Layout – Breaks – Section Breaks - Next Page.

- You would place the cursor at the end of the page. For example, the cursor would be at the end of the abstract to set the margin for the Title Page. The cursor would be at the end of the title page to set the margin for the dedication or approval page. The cursor would be at the end of the List of Figures to set the margin for the first page of Chapter I. To set the margin for the 2nd page of Chapter I, it would be at the end of the 1st page of Chapter I. Insert a section break for the next page.

- When the cursor goes to the next page, go into Page Layout, Margins, Custom Margins. This will allow you to change the margin. Title Page, 1st page of each chapter and 1st page of the references has a 2 inch top margin. All other pages have a 1 ½ inch top margin.

Use Section Breaks next page to control margins and page numbers.
Margins of the Paper
- 1 ½ Inch top and left margin; 1 inch bottom and right margin
- 2 inch top margin on the following pages
  - Title Page
  - 1st page of each chapter
  - 1st page of the references

Page Numbers
- Preliminary Pages
- Text
  - In the preliminary pages, The page number should be one inch from the bottom of the page
  - In the text, follow your style guide which may include
    - Bottom center
    - Bottom right
    - Top right

Section Breaks are the best way to control page numbers and margins within the paper.

Always use Section Break - next page
Double spaces are used in the following places in the paper:

- *The text should be double spaced*
- *Between Chapter and the Chapter title*
- *Between table titles and the table*
- *Between the figure and the figure titles*
Formatting Requirements for Electronic Thesis and Dissertation

Triple spaces are one of the most common problems because of misunderstanding.

Triple space = 2 single spaced blank lines between two lines of text. Remember a double space is a single spaced blank line between two lines of text.

- Triple spaces are used in the following places in the paper:
  - Between the title and the text on the approval page and the acknowledgments
  - Between the chapter titles and the text
  - Before and after block quotes
  - Before and after tables and figures
  - Between References and the 1st entry
Table of Contents

Follow the step by step instructions on how to set up the table of contents

Remember the margins are 1 ½ inch top and left and 1 inch bottom and right

All items are double spaced except for subheadings which are single spaced

- TABLE OF CONTENTS is centered on the page
- Double space under the title and type Page at the right margin
- Double space under Page and begin with LIST OF TABLES and LIST OF FIGURES (if needed)
- Add the page numbers after the title – for example LIST OF TABLES iv
- To set the tab for the page numbers:
  - Click on the arrow in the lower right corner of the “Paragraph” section. This opens a box. Click on “Tabs” in the lower left corner. This opens a “Tabs” box. Type the actual position from the ruler bar for your right margin into the “Tab Stop Position” box (for example: 6.0). Then, under “Alignment,” select “right.” Under “Leaders,” select option #2 with the dots. Hit Set and then OK
Table of Contents

Roman numerals must be aligned by their periods – use these steps to ensure they line up correctly

- Double space under LIST OF FIGURES, type CHAPTER at the left margin
- Double space under CHAPTER, begin with I. INTRODUCTION
- Set your first tab to align the Roman numerals for the chapter titles by their periods.
  - Click on the arrow in the lower right corner of the “Paragraph” section. This opens a box. Click on “Tabs” in the lower left corner. This opens a “Tabs” box. Type the actual position from the ruler bar into the “Tab Stop Position” box (for example: .5). Then, under “Alignment,” select “decimal.” Under “Leaders,” select “none.” Hit Set and then OK.
Table of Contents

Using these instructions for the page numbers will ensure they are aligned at the right margin and under the ‘e’ in Page

- Repeat page number insertion
  - Click on the arrow in the lower right corner of the “Paragraph” section. This opens a box. Click on “Tabs” in the lower left corner. This opens a “Tabs” box. Type the actual position from the ruler bar for your right margin into the “Tab Stop Position” box (for example: 6.0). Then, under “Alignment,” select “right.” Under “Leaders,” select option #2 with the dots. Hit Set and then OK.
Use the following to add subheadings to the table of contents

- Click on the arrow in the lower right corner of the “Paragraph” section. This opens a box. Click on “Tabs” in the lower left corner. This opens a “Tabs” box. Type the actual position from the ruler bar where you would like the first level subtitles to start into the “Tab Stop Position” box (for example: 1.0). Then, under “Alignment,” select “left.” Under “Leaders,” select “none.” Hit Set and then OK.

- Now, in the document, at the left margin where your subtitle should be placed, hit the tab key. It will take you to the position you pre-set. Type the subtitle, type the page number, place the cursor in front of the page number, hit the tab and your subtitle, dot leaders and page number are done.

- Repeat the tab for the page numbers
Page Numbers an inch from the bottom of the page:

- Go to insert, Page number, format page numbers – pick small roman numeral for preliminary pages and Arabic numbers for the text. Start with ii for preliminary pages and 1 for text.

- Then go back to insert, page number, bottom of page, option 2. This will open up the footer when the page number is inserted. Make sure the page number begins at the top of the footer and the bottom ruler is at one inch. Try setting the footer to .7 to begin with and adjust as needed to get the one to appear on the ruler.

- Below the page number is an inch from the bottom of the page - I inserted the page number at the bottom of the page and set the footer to .7 and the bottom ruler is at 1 inch.
Block Quotes

A block quote is a quotation exceeding three lines in length

- Block quotes are single spaced
- All lines are indented .5 from the left margin
- Triple space before and after the block quote
- Do not use quote marks unless they are in the original
Ways to Avoid the Most Common Problems

Preliminary Pages

- Make sure to follow directions on how to set up these pages
- Samples are located at the back of the Thesis/Dissertation Manual
- Include the page number via insert page number
- Use section breaks before and after the title page
Ways to Avoid the Most Common Problems

Table of Contents

- Double check your page numbers
- Double check your titles (including subheadings) – make sure they match word for word – including punctuation
- Use tabs to set up roman numerals and page numbers with the leads
- A sample is located at the back of the Thesis/Dissertation Manual
Ways to Avoid the Most Common Problems

- Make sure the page numbers correspond
- Verify the titles match word for word including capitalization
- Include only the title – the description is not included
- If possible, make the titles brief.

List of Tables and List of Figures
Ways to Avoid the Most Common Problems

- Look at every page of your document after converting it to a PDF.
- Make sure the margins have not moved.
- Make sure there are no subheadings by themselves at the bottom of the page.
- Make sure there are no single lines at the top and bottom of the page.
- Double check page numbers.

Review your Document