

Formatting with the Graduate Studies Manuscript Template

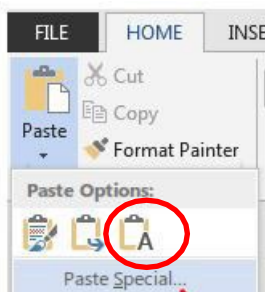
The template (Manuscript_Master_Template_v6.dotx) has been created for graduate students writing a thesis, project or dissertation. (Once you open the template, a new file with a .docx extension will be created.) The margins, page numbers, headings, type and other aspects of the template have been formatted to follow the university's formatting guidelines. The template has been checked for accessibility by the university's web compliance coordinator and was determined to be compliant with section 508 accessibility guidelines.

Please keep in mind, however, that the template is not foolproof. **You must perform some aspects of formatting yourself. This means that you still need to be familiar with the university's formatting guidelines to format your manuscript properly.** For example, the list of references, capitalization in headings, and some aspects of the table of contents must be formatted manually.

To use the template, save it to your computer and either copy and paste your text into the document or type your content directly in the template. **If you chose to copy and paste, use the 'Keep text only' option when pasting.** Otherwise, you may end up pasting the incorrect formatting from your original document into the template. We also recommend that you make a backup copy of your original manuscript before you begin.

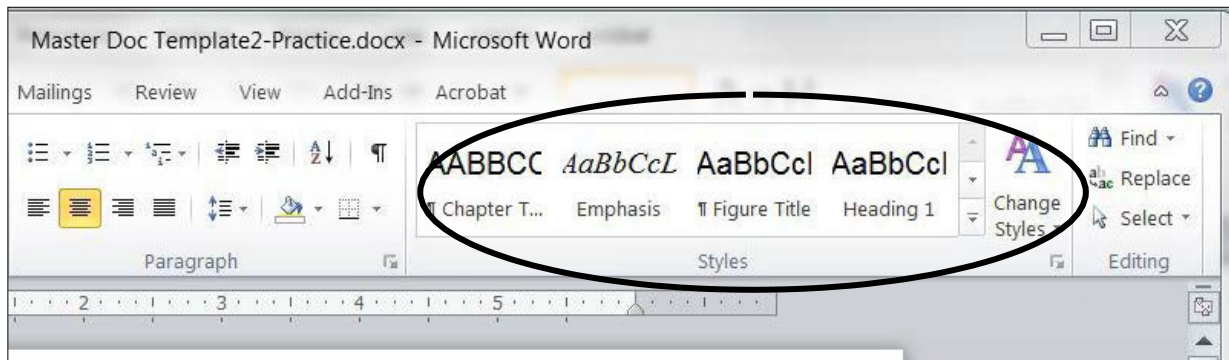
To copy and paste into the template:

1. In your original document, select the text you wish to copy and click on the 'copy' icon, as usual.
2. In the template, place your cursor where you want paste the text.
3. On the menu at the top of the screen, click on the arrow just below the paste icon. A dropdown box will appear. Choose the 'Keep Text Only' option (clipboard with letter A).



Use Styles to Format Titles and Headings

Use the Styles ribbon in the document template to help you format the headings and text and enable you to create the table of contents automatically. **Note that you must do some formatting, such as capitalization, yourself.**



For example, to format a first-level heading, type the heading and **select the text**, then click on “Heading 1” in the Styles list to format. (Styles can be viewed from the Home tab.) To format the text in your document, use “Thesis body text”. Do not use the Normal default setting in Word.

The corresponding styles and formatting for each text element are listed in the table below.

Styles for Formatting the Thesis/Project/Dissertation

Item	Style in “Styles” Ribbon	Correct Formatting
Manuscript title (title & committee pages)	Thesis Title	Arial 12 point, all caps, double-space
Chapter titles	Chapter Title	Arial 12 point, all caps, double-space (Turn on Caps Lock)
Abstract and Acknowledgements title at top of page	Chapter Title	Arial 12 point, all caps, text begins on next double-spaced line. (Turn on Caps Lock)
Text in body of document	Thesis body text	Arial 12 point, double space
First level heading	Heading 1	Arial 12 point, centered, titles that exceed one line are single spaced. Capitalize the first letter in each major word.
Second level heading	Heading 2	Arial 12 point, underlined, flush left (text begins on next double-spaced line). Capitalize the first letter in each major word.
Third level heading	Heading 3	Arial 12 point, underlined, flush left, period at end of heading. You will need to type the period. Text begins on the same line following the heading. Capitalize the first letter in each major word.
Table titles	Table Title	Arial 12 point. A period follows the table number. Tables are labeled at the top. Capitalize the first letter in each major word.*
Figure title	Figure Title	Arial 12 point. A period follows the figure number. Figures are labeled at the bottom.

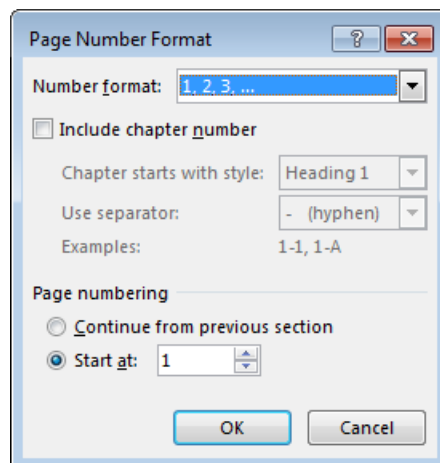
Item	Style in “Styles” Ribbon	Correct Formatting
Appendix title	Chapter Title	Arial 12 point, all caps, double-space. (Turn on Caps Lock.) Top margin should be 4 inches. You may need to adjust the top margin manually.
References (title only)	Chapter Title	Arial 12 point, all caps, text begins on next double-spaced line.

* Some programs require that you follow APA style for table and figure titles. If so, you will need to format you table and figure titles manually.

Pagination

The template has been formatted with the correct pagination so you should not need to worry about the page numbering. However, if you should accidentally delete a section break, it may affect your pagination. The section breaks divide your paper into separate sections and are used to apply different page numbering to each section in the template.

- To insert a section break, go to the last page where you wish to have one type of page numbering (e.g. “i, ii, iii...”), before the numbering changes to another type of numbering (e.g. “1, 2, 3...”).
 - Note: it is helpful at this point to turn on “reveal formatting” by activating the “¶” button under the “Home” tab.
- Place your cursor at the bottom of the page, after all text and other content. Then click on the “Page Layout” tab.
- Click on “Breaks,” and a drop down box will appear. Under “Section Breaks,” choose “Next Page.” This will insert a section break.
- Now, on the next page (the page where you want the new page numbering to begin), double-click in the footer (the bottom of the page where the page numbers should be). The “Header and Footer Tools/Design” tab will be revealed.
- Under the “Header and Footer Tools” tab, click on “Page Number,” then click on “Format Page Numbers.” The “Page Number Format” box will appear, pictured below.



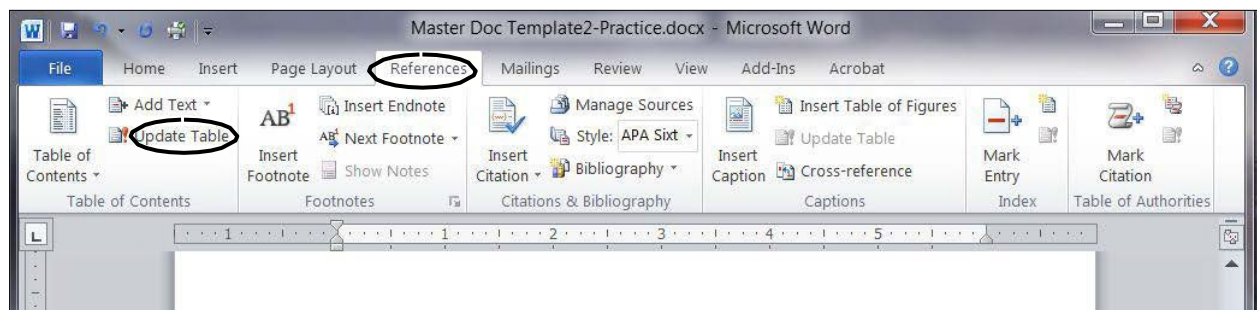
- Make the necessary changes—like choosing which type of numbering you want (e.g. “i, ii, iii...” or “1, 2, 3...”) and at which number you want the section’s numbering to begin.
 - **Note:** In order to be in compliance with the formatting requirements for your thesis, project or dissertation, do not check the “Include chapter number” box.

Creating/Updating the Table of Contents

The table of contents has been created for you: you will need to update it once you have entered all your text and formatted your chapter titles and headings using the styles in the style ribbon. The template is set up to include chapter titles, appendices, and first and second level headings. **If you do not use the styles in the style ribbon, the table of contents will not update.** It is best to update the table of contents last - *after* you have finished writing your manuscript and formatted your headings.

Steps to Update your Table of Contents

1. In your document, go to the Table of Contents page and single-click on the page. The table of contents should appear with a gray highlight.
2. Click on the References tab in the formatting ribbon. Then single-click on the Update Table icon (in the Table of Contents section of the Style ribbon). *Note: You can also right-click to get the new dialog box, then click Update Field..*



3. A new dialogue box should appear. It will ask whether you want to update page numbers only or update the entire table. The first time you update the table of contents, choose “Update entire table.” The headings, chapters and appendices you added to your manuscript should now be included in the table of contents. If you make changes later without adding or deleting headings, you can use the “Update page numbers only” option.



Check Formatting

After you create the table of contents, check to make sure that all your chapter titles, headings and appendices were included. Remember that only the items formatted using the styles in the style ribbon will show up in your table of contents. You may need to clean up the formatting manually.

Check the following:

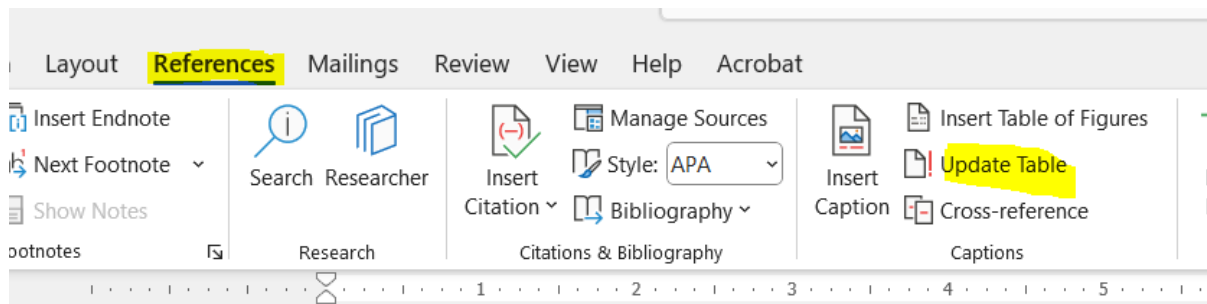
- The table of contents is double-spaced.
- Chapter titles are all capital letters.
- A colon follows Chapter number in the table of contents (CHAPTER ONE: CHAPTER TITLE). If you did not use colons in the document chapters you will need to add them in the table of contents.
- Appendix titles are in all capital letters.
- A colon follows the appendix letter (APPENDIX A: TITLE). You will need to make this correction yourself.
- Common Issues:
 - The chapter title in the Table of Contents will sometimes appear on two lines instead of one. (For example, CHAPTER ONE will be on a line by itself with a page number, and the CHAPTER TITLE will be on the next line down, with the same page number repeated.) The chapter title and number should be all on one line.
 - Solution: Use *shift+enter* to insert a line break when typing the chapter title in the text. See the “Tips” section on page 7 of this document.
 - A chapter title will be all caps in the text, but not properly capitalized in the Table of Contents.
 - Solution: Activate the “Caps Lock” key while you type the chapter title in the text or use the Change Case tool in Word. Then, highlight the whole title and format it as a chapter title by using the Styles ribbon. When you update your Table of Contents, the chapter title will be all caps.

Creating/Updating the List of Tables and List of Figures

A List of Tables and List of Figures have been created in the template for you. You can update it after placing all of your tables and figures in the document. Use the Figure Title and Table Title styles in the style ribbon to format your figure and table titles.

Steps to Update your List of Tables/Figures

1. Go to the List of Tables page and single-click on the List of Tables. The page should appear with a gray highlight.
4. Click on the References tab in the formatting ribbon. In the “Captions” section, single-click on “Update Table.” *Note: You can also right-click to get the new dialog box, then click Update Field.*
- 2.

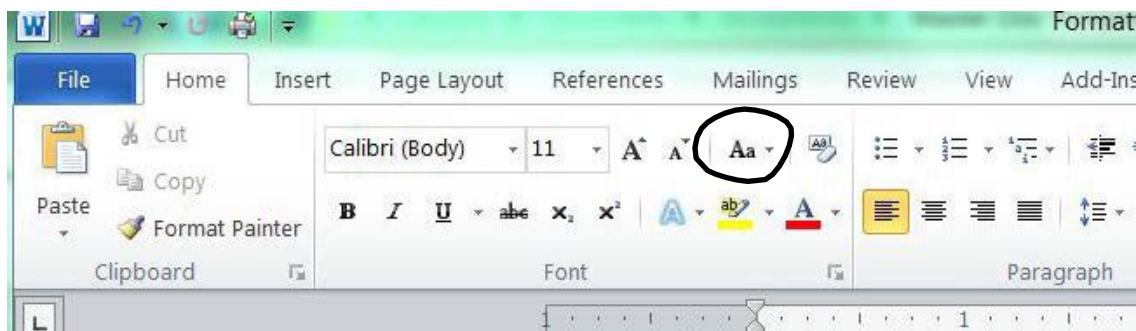


3. A new dialogue box will appear. If this is the first time you are updating the table, choose “Update entire table.” If you only need to update the page numbers, choose “Update page numbers.”
4. Check the table for proper formatting.

Tips

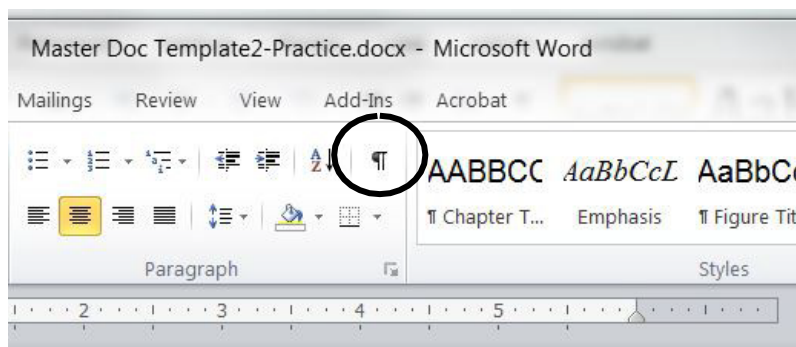
I.) Quickly capitalize each word in a heading using the “change case” function.

1. Select the text you want to change
2. Click on the “Change Case” icon (home tab)
3. From the drop-down menu, choose “Capitalize each word”



II.) Reveal the formatting marks in the document.

This will make it easier to format correctly and avoid mistakes. You will be able to identify page breaks, sections breaks, and spacing in the document. Click on the paragraph symbol (“¶”) to show or hide formatting.



III.) Properly formatting chapter title.

Use *shift+enter* when breaking the text into two lines (hold down the shift key while hitting the enter key). Otherwise, each line will appear as a separate entry in the table of contents. You can also use this method for long headings (those more than one line), or allow the text to wrap automatically as you type.

- a. Type CHAPTER ONE.
- b. Then use *shift+enter* to create a line break.
- c. Type the CHAPTER TITLE.

IV.) Other tips.

- Pay attention to order of pages and remove blank pages. Use the Reveal Formatting tool (“¶”) to locate page breaks and section breaks in the document.
- Title and Committee pages – check the space above and below dividing lines – there should be an equal amount of space above and below.
- If you included a lot of images in your document (graphs, photos, etc.) try converting it to a pdf document before submitting it and check to make sure none of the images has moved to a different page. Use page breaks to keep images in place.
- Check throughout the document for proper formatting. See the [Guide to Thesis, Project, and Dissertation Formatting](#) for examples and more information.

Improving Accessibility

While the template is designed to meet most aspects of accessibility compliance, there are additional steps you can take to better improve access to those using assistive technology to view your work.

Creating Tables

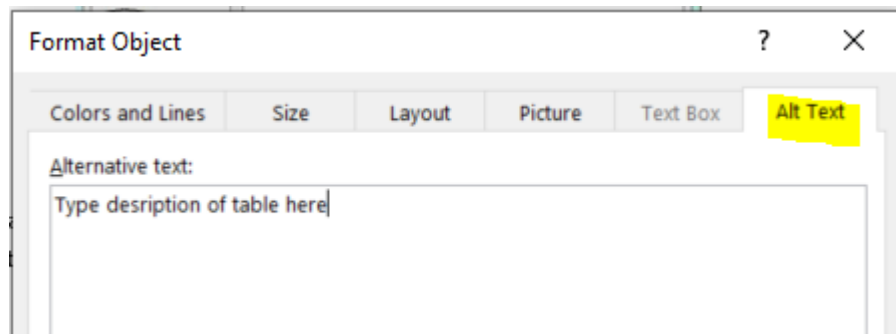
When creating tables in your manuscript, using the “Insert table” function and identifying the header rows will make your manuscript accessible to a greater number of people. Click on the “Insert” tab, then click on Table.

- Specify the table size (number of rows and columns).
- To identify the header rows, click in the table; the “Table Tools” tab should become visible.
- Click on the “Layout” tab. Then click on “Repeat Header Rows.” This is also helpful if your table spans more than one page.
- Use high-contrast colors in tables and graphs.
-

Add Alternative Text (Alt Text)

Adding alternative text to images will help them be recognized more accurately by a screen reader. A short title or description is all that is needed. Your table or figure title will also help identify the image.

- Right-click on the image, then click “Format Object” or “Format Picture” or in newer versions of Word, Format Autoshape/Picture).
- Click on “Alt Text”. Add description of table or image.



- Click “Save” at bottom of dialogue box.