

UAB Format Manual
For Theses and Dissertations



(Updated Fall 08)

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**For additional information, Microsoft Word templates, current deadlines,
and forms, visit the Graduate School Website: www.uab.edu/graduate**

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Office hours: 8 a.m. - 5 p.m. Monday through Friday

About this Manual

This manual outlines UAB requirements regarding the physical appearance of all theses and dissertations published through this university.

Responsibilities and Requirements

Responsibilities of the Student

It is the student's responsibility to be aware of and adhere to all applicable deadlines and requirements pertaining to completing a graduate degree. Consult with your department for program specific guidelines and requirements, the IRB/IACUC offices to ensure that your training and research approval is correct and current, and the Graduate School website for applicable deadlines and forms.

Responsibilities of the Committee

Signatures of committee members and program directors on the approval forms indicate their assurance that they have examined your document and have found that it is of professional quality from all standpoints, including writing quality, technical correctness, and professional competency, and that the document conforms to acceptable standards of scholarly presentation.

Responsibilities of the Graduate School

After the final defense, theses and dissertations will be reviewed by the Graduate School. Those which do not display a professional scholarly appearance will not be approved by the Graduate School Dean and will be returned to the committee chair for further review.

Electronic Theses and Dissertations (ETD)

ETDs are published through a joint effort of the Graduate School and the UAB libraries. Visit the Graduate School website for information about important publication and distribution choices you will need to make. Paper submission is no longer an option.

Application for Degree

Your **Application for Degree** must be in the Graduate School **before your approval form can be completed** and/or by the posted deadline. Also, if any changes occurred to your committee after your admission to candidacy, these changes must be submitted on the Change of Committee Form (available on line at [www.graduate.edu / online forms](http://www.graduate.edu/online_forms)) before your approval form can be created. **This application is semester specific. It does not carry over into a subsequent semester.**

The Approval Form

No later than two weeks before your public defense, submit your **Request for Thesis or Dissertation Approval Forms** online (www.graduate.edu / Online forms). This in an official UAB document on which all information must be accurate (e.g., your name, the title of your document, and committee members' names). Entering incorrect or incomplete information on the approval form request may significantly delay the creation of your official approval form.

You will be notified via e-mail (typically within one week) when your approval form is ready to be picked up. At that time you will be asked to go to the Graduate School to go over remaining graduation requirements and to check your approval form for accuracy.

Final Steps in the Review Process

Instructions for completing the final steps of the review process will be included in the packet with your approval form. Read these instructions carefully before submitting your document for format review. Your document and all applicable forms are due two weeks following your public defense.

Organization of the Thesis or Dissertation

Note: All pages must adhere to the prescribed margins (1 ½ inch left, 1 inch right, top, and bottom). Page numbers on preliminary pages (with the exception of the title page and copyright page) are lower case roman numerals, bottom center. You may find it easier to create the preliminary pages as a separate document, create a PDF of each document, and then combine the PDF files, rather than working with section breaks.

The preliminary pages must be arranged in the order listed here and must adhere to these instructions.

1. Title Page - required (see sample - page 9)

Page is counted as page i but not visibly numbered; title is centered between the margins, 2 inches from the top of the page and in all capital letters; year of degree conferral is at the 1 inch bottom margin.

2. Copyright Page—optional (see sample - page 10)

Page is counted as page ii but not visibly numbered; the year is at the 1 inch bottom margin.

3. Abstract—required (see sample – page 11)

The Abstract Page and all following pages are visibly numbered (page ii if no copyright page is included; page iii if there is a copyright page; title begins 1 inch from the top of the page. The program name on your Abstract page must match that on your approval form. The Abstract may not exceed 350 words.

4. Dedication – optional

Page is numbered; title is centered 2 inches from the top of the page

5. Acknowledgments – optional

Page is numbered; title is centered 2 inches from the top of the page

6. Table of Contents—required (see sample – page 12; page 18 for preprint/reprint)

Page is numbered; title is centered 2 inches from the top on the first page – 1 inch down on the continuing pages

Note: The Table of Contents must show the correct page-number designation for each entry, (do not list the Table of Contents itself) beginning with the Abstract page. All first-, second- and third-level headings must be word for word as they appear in the text. Numerals indicating page numbers are aligned at the right-hand margin and connected to the appropriate entry by dot leaders, the line of evenly spaced periods. (See page 23 for instructions for adding dot leaders.) Typing in a row of periods results in unaligned numbers at the right margin and is not acceptable.

7. List of Tables—required if any tables are used (see sample – page 13; page 19 for preprint/reprint)

Page is numbered, title is centered 2 inches from the top – 1 inch down on the continuing pages

Note: Titles in the List of Tables must match word for word those in the text. Tables appearing in appendices are not included in this list.

8. List of Figures—required if any figures are used (see sample – page 13; page 19 for pre-print/reprint)

Page is numbered, title is centered 2 inches from the top – 1 inch down on the continuing pages

Note: Titles in this list must match word for word those in the text. Figures appearing in the appendices are not included in this list.

9. List of Abbreviations—optional – If you include a List of Abbreviations page, entries are alphabetized. (see sample – page 14). Consult your own style guide for other specific requirements pertaining to abbreviations.

Page is numbered, title is centered 2 inches from the top

Note on abbreviations: It is common practice that all abbreviations and acronyms be spelled out at the first mention in the text with the abbreviation following in parentheses. Thereafter, the abbreviation only is used. Follow the practice of your style guide in determining how special terms are used and which terms do not require explanation.

The Body of the Thesis or Dissertation (See sample page of text - page 15)

From this point through the end of the document, all pages are numbered with Arabic numerals either in the upper right hand corner or at the bottom center. Begin with page number 1 and continue with consecutive numbers, consistently placed, through the end of the document, including appendices. Avoid leaving wide empty spaces at the bottom of pages, other than for the last page of sections.

You may find it easier to create the 2 inch top margin on the first pages of chapters etc., by hitting the enter key 2-3 times instead of resetting the top margin through Page Setup.

Reference Material

Title is centered 2 inches from top on the first page; continuing pages begin 1 inch from top

Appendices

Appendices are optional (unless IRB or IACUC approval was required). Appendices may include information that is relevant to the study but inappropriate or too detailed to be included in the body of the paper. **Do not place unfinished or unpublished journal articles or articles that have been published elsewhere in the appendix of your thesis or dissertation.**

If IRB or IACUC approval was required for your research, the appropriate, current permission letter(s) or form(s) must be included in an appendix. Your own name must appear on the IRB form. The IACUC protocol number must match the number issued at the time of your admission to candidacy and the approval must be current.

Each appendix has a separate title page (see sample, page 8)

All material in the appendices must fit within the required margins. (IRB/IACUC forms may need to be reduced in size in order to conform to margin requirements).

Pages continue the numbering of the text.

Preparing Your Thesis or Dissertation for Publication

Style and Format

Your style guide (e.g., *The APA Manual*, *CBE Manual*, or a professional journal in your field of study) governs such things as how sources are referenced and cited in the text, how tables and figures are designed, and how special terms are used (e.g., abbreviated, hyphenated, capitalized, italicized). Consult your committee on your choice of style guide.

This *UAB Format Manual* governs the physical appearance of your final document; for example the design, order, and contents of preliminary pages and appendices, width of margins, and page numbering system (see pages 2 & 3 for pagination requirements).

The *UAB Format Manual* takes precedence over the style guide in the following areas:

Margins

- All pages, including preliminary pages, pages with illustrations, landscape pages, and appendices must have a 1½ inch left margin in order to allow space for binding.
- Top, bottom, and right margins are 1 inch
 - Exceptions: (a) Page numbers are placed within the margin, ½ inch from the edge of the page, (b) the first page of each chapter may have a 2-inch top margin, (c) the last page of a section may have a wider bottom margin, (d) where widow/orphan lines have been avoided, a slightly wider bottom margin may occur, and (e) headings or subheadings that appear as a single line at the bottom of a page should be moved to the top of the following page, leaving a wider than usual bottom margin.

Font Size and Style

- Use 12-point Times New Roman or other common serif type font for all text (including headings) throughout the document. (LaTeX users may use the default font)

Line Spacing

- Use standard double spacing throughout the document.
 - Exceptions: (a) long quotes may be single spaced, (b) references may be single spaced with a double space between each entry, and (c) headings, subheadings, and figure captions may be single spaced.

Illustrative Material: Figures and Tables

If previously published material is used, written permission to use the material must be obtained from the copyright holder and submitted with your document. These permissions are not included in the document.

(See sample table, page 16; sample figure, page 17)

- Figures, tables, photographs and other illustrative material must conform to margin requirements and be of high professional quality.
- Illustrations should be presented consistently throughout the text. They should be placed on the page consistently with the same amount of space separating them from lines of text. (Large figures, photographs, or tables may be displayed on separate pages).
- Titles and captions should be consistently worded and consistently placed.

Heading and Subheading Options

Headings and subheadings must be used consistently throughout your document and must match your table of contents word for word. Determine how many levels of headings your longest section requires and use those levels in the same order throughout your document. The system of headings/subheadings described in the following table results in an easy to follow, professional appearance and is approved by the Graduate School (see sample, page 15). However, these may be adapted for your own needs or you may follow the heading/subheading style of your style manual or journal.

	For a document with 3 levels of headings	For a document with 4 levels of headings
1st level	ALL CAPS CENTERED	ALL CAPS CENTERED
2nd level	Upper and Lower Case, Centered	Upper and Lower Case, Centered
3rd level	<i>Upper and Lower Case, Flush Left, Italics</i>	<i>Upper and Lower Case, Flush Left, Italics</i>
4th level		<i>Indented, initial caps, italics, end with a period. Text follows on same line....</i>

	For a document with 5 levels of headings
1st level	ALL CAPS CENTERED
2nd level	Upper and Lower Case, Centered
3rd level	<i>Upper and Lower Case, Centered, Italics</i>
4th level	<i>Upper and Lower Case, Flush Left, Italics</i>
5th level	<i>Indented, initial caps, italics, end with a period. Text follows on same line....</i>

Spacing

An important consideration in heading style is the spacing above and below headings and subheadings. This should also be consistent throughout the document. The following guidelines result in a professional appearance but may be adapted for your own needs.

- First level headings (the first page of sections or chapters) are placed 2 inches down from the top of the page. You need not reset the margin; simply move the first line of text down by pushing the enter key 3 times.
- Subheadings should be separated from the last line of the paragraph they follow by the addition of an extra line of empty space—2 times the standard double space (i.e., hit the enter key one extra time).
- Text begins one standard double space below headings and subheadings.
- A subheading that immediately follows another heading or subheading requires no additional empty lines of space. Subheadings are separated by a standard double space.
- Subheadings that fall at the bottom of a page should be moved to the top of the following page if there is not room for that subheading and at least of 2 lines of text. This will leave a wider than normal bottom margin.

THE PREPRINT/REPRINT OPTION

The preprint/reprint option (i.e., journal articles that appear as chapters) is for students who have written closely related articles which have already been published (reprint) accepted for publication, are under review for publication, or are being prepared for publication (preprint). Students considering this option **must first obtain the approval of the graduate committee**. Doctoral students are typically expected to be first author on a minimum of three articles. Master's level students are typically expected to be first author one or two articles; however, these things are at the discretion of the department and/or the graduate committee and are not dictated by the Graduate School.

Style and format of the preprint/reprint option

In most matters regarding style and format, preprint/reprint manuscripts conform to the requirements described in this manual for the traditional manuscript. However, there are some significant differences.

1. Format of the Table of Contents

- Each preprint or reprint included in the main body should be identified in the table of contents as a separate section with the complete title as it appears on the cover sheet of each manuscript. (See sample, page 18)
- Subheadings from the general introduction and general summary sections are included in the table of contents.
- Subheadings that occur within the individual manuscripts are not listed in the table of contents.

2. Lists of Tables and Figures

- Numbering of tables and figures begins with number 1 within each article. The title of each article appears on the list pages. (See sample, page 19).

3. Copyright Regulations

- If an article to be used in the thesis or dissertation has previously been published, the publisher owns the copyright. The student must include a copyright permission statement on the title page of that section of the manuscript. (See sample, page 20) A copy of the permission letter must be submitted to the Graduate School but is not included in the document.
- If the reprint material has coauthors who are pursuing a graduate degree at UAB, the candidate must consult with these coauthors concerning their permission for the reprints to be used. In no case shall the same paper be included in more than one thesis or dissertation.

4. Organization of the Document

The body of the thesis or dissertation has three divisions.

- The Introduction – describing the relationship among the various articles.
- Preprint or Reprint Articles
 - Manuscripts should be arranged in the most appropriate order.
 - Each preprint/reprint manuscript has its own title page with appropriate citation information (see sample, pages 20-21). This is the page number listed in the table of contents.
 - The wording of previously published material must exactly match the published version. It is therefore necessary to review the article as published, rather than as it was submitted.
 - Published errors may be corrected in the dissertation; notification that corrections have been made appears on reprint title pages by adding the statement "Format adapted and errata corrected for dissertation." (see sample, page 20)
- Summarizing discussion or conclusion.

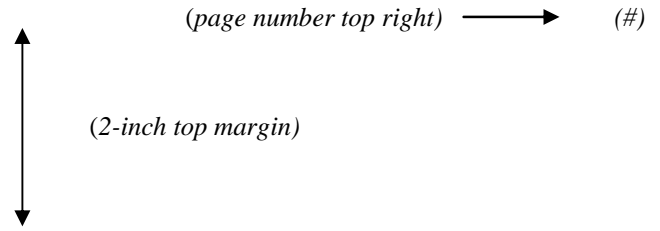
5. Reference Materials and List of General References

- Each preprint or reprint article will have its own list of references which appear at the end of each article. Each article may retain the reference style in which it was (or will be) published.
- A List of General References for material in the introduction and conclusion is included after the summary conclusions.

Tables and Figures

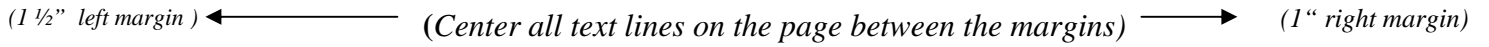
As in traditional manuscripts, tables and figures in preprint/reprint manuscripts should be placed consistently throughout the document. If you choose to place figures at the end of each article, place them after the references.

(Sample Appendix Title Page)
Each appendix has a separate title page



APPENDIX A ← *(All caps; no bold;
Standard double space)*

SAMPLE PAGES ← *(The title of the Appendix appears in the Table
of Contents)*



Note: For consistency throughout all UAB Theses and Dissertations, follow these sample pages carefully. Templates for many of these pages are available at the Graduate School website

- *Explanations of detail appear in italics.*
- *Instructions for using Microsoft Word for formatting are in Appendix B.*

(Sample Title Page)

(page number top right) → (#)

(2-inch top margin)

THE TITLE OF THE DOCUMENT IS IN CAPITAL LETTERS,
CENTERED, SINGLE SPACED *(Centered between margins)*

(Lower case letters approximately 6 -8 single spaces below the title)

by

(1 regular double space)

YOUR NAME HERE

(All capital letters; use the same form of your name for all publications)

(2 double spaces)

JOHN W. SMITH, COMMITTEE CHAIR
WILLAIM G. ADAMS
CATHERINE G. BOWER
JAMES L. COLLINS
RICHARD DEAN

(All capital letters; single spaced; do not list degrees; committee chair first, list others alphabetically)

(1½ " left margin) ←

(Center all text lines on the page between the margins)

→ *(1" right margin)*

A DISSERTATION [or THESIS]

(1 regular double space)

Submitted to the graduate faculty of The University of Alabama at Birmingham,
in partial fulfillment of the requirements for the degree of
Doctor of Philosophy [or Master of Science, etc.]

(Begin second line with "in", lower case letter)

(1 regular double space)

BIRMINGHAM, ALABAMA

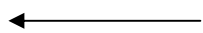
(1 regular double space)

2008 *(Year of graduation on the 1 inch bottom margin)*

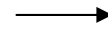
9 *(No page number is printed on this page)*

(Sample Copyright Page)

(1½- inch left margin)



(Center all text lines on the page between the margins)



(1“ right margin)

(Single space; centered)

Copyright by

Your Full Legal Name *(As it appears on the title page)*

The Year of Degree Conferral

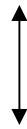
(Date is on the 1-inch bottom margin)

10



(No page number is printed on this page)

(Sample Abstract Page)



(1- inch top margin)

TITLE OF THESIS OR DISSERTATION: CENTERED, ALL CAPTIAL LETTERS;
SINGLE SPACED; PRECISELY AS IT APPEARS ON THE TITLE PAGE
AND ON THE APPROVAL FORM

(regular double space)

YOUR NAME HERE

(regular double space)

YOUR PROGRAM NAME – AS IT APPEARS ON YOUR APPROVAL FORM

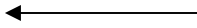
(regular double space)

ABSTRACT

(regular double space)

The Abstract may not exceed 350 words. Lines of text are double spaced. Page numbers are bottom-center with small roman numerals. If the abstract extends to a second page, that page has a 1” top margin.

(1½- inch left margin)



(Center all text lines on the page between the margins)



(1“ right margin)

(Sample Table of Contents Page)

(2-inch top margin; subsequent pages have 1-inch top margin)



TABLE OF CONTENTS

Page

ABSTRACT..... iii

(Instructions for adding these dot leaders are on page 23)

DEDICATION v

ACKNOWLEDGMENTS vi

LIST OF TABLES ix

LIST OF FIGURES x

LIST OF ABBREVIATIONS xii

CHAPTER *(Use the Chapter and number designation here only if also used in the text. If you prefer that chapters be named only (and not numbered), do not use the word Chapter or number the chapters here).*

1 THE TITLE OF CHAPTER ONE 1

(Include first 3 levels of headings; Subheadings are single spaced)

Second-Level Subheading(s) 3

Third-Level Subheading(s) 4

2 THE TITLE OF CHAPTER TWO; IF TITLES EXTEND TO MORE THAN ONE LINE, THEY ARE SINGLE SPACED 15

Second-Level Subheading(s) 18

Third-Level Subheading(s) 20

3 THE TITLE OF CHAPTER THREE..... 29

The Second-Level Subheading(s) 32

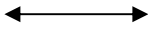
The Third-Level Subheading(s) 34

LIST OF REFERENCES 52

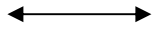
APPENDIX: TITLE HERE IF ONLY ONE APPENDIX..... 54

A LETTER AND TITILE HERE IF MORE THAN ONE APPENDIX 58

B TITLE OF SECOND APPENDIX..... 60



(1 1/2-inch left margin)



(1-inch right margin)

*(2- inch top margin for first page;
subsequent pages have 1 inch top
margin)*



***(Sample List of Tables or
Figures Page)***

List of figures follows the same format

LIST OF TABLES [OR FIGURES]

(One regular double space after the title. Another regular double space after Page)

<i>Table</i>	<i>Page</i>
1 Each Item Must Have a Title and a Number	13
2 If a Title Extends to More Than One Line, it may be Single Spaced	16
3 Titles should not Extend into the Numbering at the Right Margin; <i>(stop text about here and start next line)</i> Second Line is aligned with the first line.	23
4 The Titles in the Lists Must Exactly Match the Titles in the Text; Carefully Check Capitalization and Punctuation	32
5 Each Type of Illustrative Material Should Have Its Own List	45
6 Do Not List Material in Appendices	99

*(1 1/2-inch
left margin)*

*(1- inch right
margin)*

(Text ends 1 inch from bottom of page)

(Sample first page of text)
Other systems of headings are acceptable, but headings and spacing should be used consistently throughout the document and be consistent with the Table of Contents.

(Page number top right corner → 1
Begin with number 1)

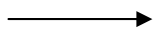
(2-inch top margin for first page;
subsequent pages have 1-inch top
margin.

CHAPTER 1

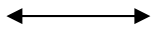
(1 regular double space)

TITLE OF SECTION IN ALL CAPITAL LETTERS;
CENTERED; SINGLE SPACED IF TITLE EXTENDS TO TWO LINES

(Indent each para-
graph ½ inch)

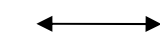


The first paragraph begins 2 spaces (standard double space) below the title. Use 12-point Times New Roman font style. Use standard double space between lines of text (except for long quotes that extend to more than 4 lines).



(1 ½-inch left
margin)

The system of headings shown on this page is one that is commonly used, but it is only one of many acceptable formats. Remember that the primary goal is consistency. Determine how many levels of headings your longest section requires and use those levels in the same order throughout the manuscript. Avoid using underlining and italics in the same manuscript (use one or the other). Italics are preferred.



(1-inch right
margin)

(Leave 4 spaces [2 regular double spaces] above headings that follow text.
Leave only a regular double space above headings that immediately follow other headings)

Level Two Heading

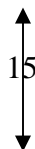
Level two headings are centered with upper and lower case letters (capitalize all important words, prepositions of 4 letters or more, and the last word even if only 2 or 3 letters). Do not change font size. Use boldface type only if specified in your style guide.

Level Three Heading

Level three headings are flush left, upper and lower case, and italicized. Multiple numbers (Section 1.53) are not used unless specified in your style guide.

Level four heading. Level four headings are indented, have initial capitalization (only the first word capitalized), are italicized, and end with a period. Text follows on the same line.

(Text extends to 1 inch bottom margin)



(Sample Table)

Tables are usually presented on the page with text, as on this page. Vertical lines typically do not appear in tables in professional publications and there are only three horizontal lines: one above the column headers, one below the column headers, and one at the bottom of the table (see Table 1). Refer to your own style guide for guidance.

Tables should be presented in a consistent manner throughout the document (i.e., numbered and titled the same way and with consistent space separating the table from the text). Tables (even tables in appendices) may not extend into the margins.

If necessary in order to fit material into a table, font size may be reduced as low as 9 pt. See Appendix B for instructions for creating tables in Microsoft Word.

Table 1

Title of the Table should match your own style guide

Column 1 header	Column 2 header	Column 3 header
First section of data	1.55*	.35
Subsection	23.25	.85
Subsection	2.15	.78
Second section of data	3.35	.89
Subsection	88.35	1.00
Subsection	.25	.98

Tables and figures are expected to be the original work of the author. If you use a table, or even a part of a table, that has previously been published, citing the source is not acceptable documentation. Obtain **written permission from the publisher**, submit the permission letter to the Graduate School when you submit your document, and place the following note, single spaced, immediately below the table:

Note: From [or data in column 1 are from]“Title of Article” by A. A. Author and B. B. Author, 2004, *Title of Journal*, 38, p. 124. Copyright 2004 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

(Sample Figure)

Small figures may be placed on the page with text (see Figure 1). Larger figures should be placed on separate pages. Figures may also be placed on the page horizontally, with the top of the figure on the edge to be bound. Figures should be placed immediately after the first mention in the text or at the end of the chapter in which they are first mentioned. The style of the figure number and title should be consistent throughout the document and should have the same amount of empty space around the figure. All figures, regardless of placement in the document, must maintain the required margins (1 ½” left, 1” right).

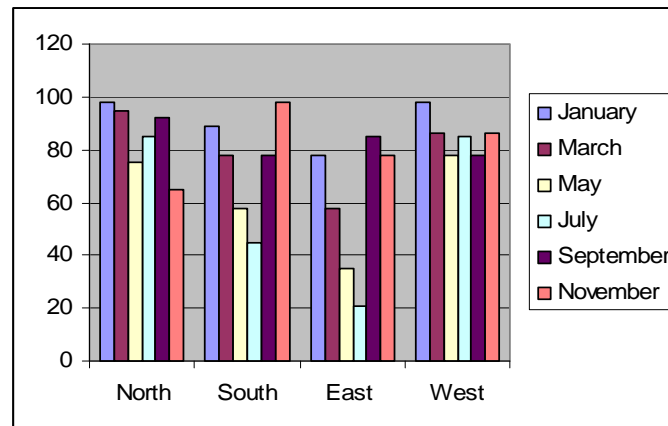


Figure 1. The descriptive title of the figure goes here.

Figures are expected to be the original work of the author. If you use a figure that has previously been published, citing the source is not acceptable documentation. **Obtain written permission from the publisher**, submit the permission letter to the Graduate School when you submit your document, and place the following note, single spaced, immediately below the figure:

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subsequent pages have 1-inch top margin)

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List Pages***

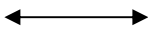
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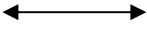
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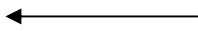
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(All capital letters)

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(Text is centered between the margins)



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APPENDIX B

INSTRUCTIONS FOR FORMATTING IN MICROSOFT WORD

Instructions for Formatting in Microsoft Word

(Templates for many pages are available on the Graduate School website.)

**Consistency within the document is necessary for a professional appearance.
Think about consistency as you create your document.**

Setting Margins

Margins affect many aspects of appearance, so it is often best to set the required margins for your document as soon as you begin work. If you create your preliminary pages or chapters as separate Microsoft Word documents, be sure to set the correct margins in each document. You can create the 2 inch top margin on the first pages of chapters etc., by hitting the enter key 2-3 times, instead of resetting the top margin through Page Setup.

Note: Separate word files may be saved as PDF files and then combined into a single PDF for submission.

Table of Contents and List Pages: Inserting Dot Leaders

Dot leaders (the row of periods leading from the text to the page number) should be inserted automatically so that the page numbers align correctly on the right margin. Insert dot leaders by going to **Format/Tabs** and setting

*Tab stop position to 6; Alignment to Right; and Leader to 2..... hit **SET**, then **OK***

Type your first entry at the 1 ½ inch left margin and push the tab key. (In order to indent for subheadings either press the space bar [not the tab key] or use the **Increase Indent** button.) The same dot leader method should be used for the lists of tables and figures.

Do not allow text to extend into the line of page numbers at the right. Start another line approximately 1 inch before the row of numbers.

Inserting Page Numbers

Because page numbers appear differently on preliminary pages and the body of the manuscript, you may prefer to create the preliminary pages as a separate document.

Insert page numbers by going to **Insert/Page Numbers** and choosing the desired placement (Position: **bottom**; Alignment: **center** for preliminary pages - **top, right** for the remainder of the manuscript, or you may continue bottom center pagination). In the same dialog box, click on **Format** to choose roman numerals (for preliminary pages) or arabic numerals (for text pages). The first page of text begins as Arabic number 1. All pages are numbered consecutively through the end of the document, including pages in the appendix.

Correcting Problems with Headings and Subheadings

If you have problems with Microsoft Word automatically changing your heading style, check the following settings on your computer:

In Tools/AutoCorrect Options

Choose the *AutoFormat* tab and deselect *Built-in Heading Styles*

Choose the *AutoFormat as You Type* tab and deselect *Built-in heading style*

Text Alignment and Hyphenation

Justified text in Microsoft Word often leaves awkward gaps between words, making the text difficult to read. For a more easily readable text, align text to the left and set auto-hyphenation. This will maintain a right margin that does not exceed 1 ½ inches.

Automatic hyphenation can be set for the entire document as follows:

1. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
2. Select the **Automatically hyphenate document** check box.
3. Hyphenation zone should be set at 0.25 – the default on most computers
4. Do not limit consecutive hyphens

One caution: Check titles and subtitles and any other areas in which hyphenation would be inappropriate or confusing and manually remove the hyphenation in those places by hitting the return key before the word you wish to move to the next line.

Hyphens versus Dashes

Hyphens and dashes are not interchangeable and must be used correctly and consistently throughout the document. Hyphens are used at the end of lines of text to divide words between syllables or to connect words that together modify another word (e.g., long-term memory; two-year-old child). Dashes are used to separate parts of a sentence—as in this sentence. In formal writing, dashes are used very sparingly.

In Microsoft Word, to format dashes as you type

1. In the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
2. Select the **Hyphens (--) with (—)** check box.
3. Then, when you want a dash to occur, type in two hyphens then the next word (without hitting the space key). (-- becomes —)

Line spacing

To set the required double spacing, go to **Format/Paragraph**. Under **Spacing** find **Line Spacing** and choose **Double** from the drop down menu. The **Before** and **After** field should be set at **0** (to prevent extra spaces from being added between paragraphs and around headings and sub-headings, making spacing inconsistent)

To change parts of the text (i.e. block quotes or individual entries in the reference pages) from double to single spacing, select the text you wish to change, go to **Format/Paragraph** and choose **Single** from the drop down menu.

Tables

In most journals and style guides, vertical lines are eliminated and tables have only three horizontal lines: one above the column headers, one below the column headers, and one at the end of the table (see sample on page 16). In Microsoft Word, this style can be created by placing your cursor inside the table and clicking the **Table** button. Choose **Table AutoFormat**. Select **Table Simple 1** from the list. In *Apply special format to*, deselect *last row*.

Hanging Indent—required for some reference styles

Select the text (or set before you begin typing)

Go to **Format/Paragraph** and find **Indentation**. Under **Special**, choose **Hanging**.

Preventing Widow and Orphan lines

A widow is the last line of a paragraph printed by itself at the top of a page. An orphan is the first line of a paragraph printed by itself at the bottom of a page. Microsoft Word usually corrects these by default, but if not, you can set the following options:

- In the **Format** menu, click **Paragraph**, and then click the **Line and Page Breaks** tab.
- Select the **Widow/Orphan control** check box.

If a subheading falls at the bottom of the page and there is not room for that subheading and at least 2 lines of text, move the subheading to top of the next page. This will result in an unusually wide bottom margin.

PDF files

Preview your Word document before creating the PDF...

*Go to **Print Preview** and set the size to **Whole Page**. Look carefully at each page, checking for consistency in presentation.*

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http://dissertations.umi.com/etd_tutorial_proquest.pdf or the staff in Sterne Library can help you.

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