General Formatting for Senior Thesis

**Font:** Times New Roman 12 is the preferred font for the body of the thesis.

**Alignment:** Left align.

**Spacing:** Double space, no extra space between paragraphs. Put only one space after end punctuation marks.

**Margins:** 1.25 inches right and left, 1 inch top and bottom.

**Page numbers:** Page numbers should be placed in the bottom right corner of the page using the same font as the main text.

**Indentation:** Use the tab key on the keyboard to indent the first line of each paragraph ½ inch.

**Paragraphs:** Do not begin a paragraph with a single line of text at the bottom of a page or end a paragraph with a single line of text at the top of a page.

Microsoft Word Formatting Tools

**Use the Paragraph Group on the Home Ribbon to Format**

- Use the alignment tools in the **Paragraph** group to center titles.
- Expand the **Paragraph** group to access options to change line spacing.
- **Line spacing** should be set to double.
- **Spacing** should be set to zero before and after. This means that no extra spacing will be put before or after a paragraph.
- Word automatically uses the **Widow/Orphan control** to prevent paragraphs from ending with a single line of text at the bottom or top of a page. If this does happen, click on the **Line and Page Breaks** tab and select **Widow/Orphan control** to prevent single lines.
Pages and Pagination

Pages shown in **bold** are required.

**Front matter** is all the introductory elements that come before the main text of the thesis. Possible pages are listed below. Pages shown in bold are required. The title page and blank page do not show page numbers; all introductory pages that follow are numbered with lower case Roman numerals in the order that they appear.

- **Title Page**—no page number.
- **Blank Page**—no page number.
- **Abstract**—page number is Roman numeral iii.
- **Table of Contents**—page number is Roman numeral iv.
- List of Tables—if using a List of Tables number it with the next Roman numeral in order.
- List of Figures—if using a List of Figures number it with the next Roman numeral in order.
- **Acknowledgements**—use the next Roman numeral.

**Text and back matter** are numbered with Arabic numerals beginning with the first page of actual text, either the Introduction or Chapter 1. Begin with page number 1 and continue throughout the rest of the thesis including all the elements that come after the main body of the thesis—Appendices, Work Cited, References, Bibliography and Glossary.

- **Introduction**—if you include an introduction start numbering with Arabic numeral 1 on this page.
- **Chapters**—numbering with Arabic numerals will generally begin on the first page of chapter 1.
- Appendices—appendix cover pages are counted but not numbered; actual appendices are numbered. Include permission documents from Human and Animal Participants Committee, if appropriate.
- **Works Cited, References, Bibliography as specify by Divisional Guidelines for Senior Studies**—pages are numbered.
- **Glossary**—pages are numbered.
The title page should have the same margins as the rest of the thesis—
1.25 inch left and right margins, 1 inch top and bottom margins.

The text should be formatted horizontally and vertically.

The font should be the same as the rest of the thesis.

The title should be typed in all capital letters.

There is no page number on title page.

Insert page break below typed text.
A Blank Page Follows the Title Page

The Abstract is the First Numbered Page

Insert a section break on the blank page to create a new section. This will enable you to control the page numbering on the following page.

See page 11 and 12 for information on page and section breaks.

2 inch top margin—enter twice, double spaced

Abstract

The abstract summarizes your thesis in 200 words or less. The abstract page should have a two inch top margin. The word abstract should be centered at the top of the top of the page using capital and lower case letters. Text should be double spaced. The abstract page should be numbered with a lower case Roman numeral iii at the bottom right of the page.
This is an example of a simple Table of Contents showing the tab stops. The arrows before title names show where the tab key was pressed.

See page 14 for instructions on setting up tabs.
This is an example of a List of Tables showing the tab stops. The arrows before title names show where the tab key was pressed. See page x for instructions on setting up tabs.

Include a List of Tables if your document has four or more tables.
Include a List of Figures if your document has four or more tables.

**LIST OF FIGURES**

<table>
<thead>
<tr>
<th>Figure</th>
<th>Title of Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title of Figure 1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Title of Figure 2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Title of Figure 3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Title of Figure 4</td>
<td>4</td>
</tr>
</tbody>
</table>

Section Break (Next Page)
You will need to change the numbering starting with Chapter 1.

See pages 12 and 13 for information on numbering pages.
Appendices

Appendices follow the last chapter of your thesis. The appendix cover pages are counted but are not numbered. The actual appendices, however, are numbered. The word APPENDICES should be centered on the page. You can use the Page Layout group on the menu bar to align the text vertically. You will need to use section breaks before and after the title pages to change the alignment. Another option is to enter eleven times with spacing set to double spaced like it is with the rest of the text. This will center the word APPENDICES vertically on the page.
APPENDICES

APPENDIX A

No page number is displayed; however, the page is counted.

Text of the Appendix A

This page is numbered with the appropriate Arabic numeral. For example, if the last numbered page was 35, you would count the Appendices Title page and the Appendix A title page to make this page number 38.

APPENDIX B

No page number is displayed; however, the page is counted.
Use the Show/Hide Tool

Select the Show/Hide tool on the Home ribbon to display formatting marks. The formatting marks are also called nonprinting characters because even when showing they do not print. The purpose of this tool is to reveal how the text is formatted. For example, you can see how many times you have pressed enter or where a page break occurs. This is helpful for formatting purposes.

The paragraph in the box above shows an arrow where the tab key was pressed. There are dots between the words indicating spaces, and the symbol at the end of the paragraph that looks like a paragraph sign indicates that the enter key was used. Two other symbols may be useful to see when formatting your thesis—the page break and the section break.

To hide the formatting marks, click on the Show/Hide tool to deselect.

Starting a New Page Using Page Breaks

If you want to start a new page in a document, such as when starting a new chapter, you can advance to the next page by inserting a page break. This is similar to using the enter key to advance to the next line. Using the page break eliminates using the enter key to move to the next page and provides more control over the formatting of the document. It will keep blank spots from appearing in the middle of a page when you have added text to your document.

1. Click after the last text or graphic on the page.
2. On the Insert tab, in the Pages group, click Page Break. This will force a new page to follow.
Control Page Numbers Using Section Breaks

**Section Breaks**

Section breaks are used to create a different layout or formatting change in a section of a document. When you create a new section by inserting a section break, you can format the section as if it were a separate document. This will allow you to see where the break is in the document.

**Insert a Section Break to Change Numbering**

1. To change page numbering, click on the page prior to the one which will have the new format. For example, if you want to change from Roman to Arabic numerals click after the text on the last page numbered with a Roman numeral.

2. In the **Page Setup** group on the **Page Layout** tab, click **Breaks**.

3. In the **Section Breaks** group, click the Next Page section break.

Insert pages numbers from the **Insert** tab in the **Header & Footer** group or, if the footer is active, in the **Header & Footer Tools Design** tab.

To format the page numbers, click on **Page Number** again and select **Format Page Numbers**. You will be able to select the starting page number and the number format.
Control Page Numbering and Formatting

When a header or footer is selected, it becomes active and the **Header & Footer Tools Design** ribbon is displayed. Above the footer on the right side of the document is a text box that says, *Same as Previous*. This indicates that the formatting is the same as in previous sections. In order to format the page differently, you must break the link to the previous page. Do this by clicking the yellow **Link to Previous** tool in the **Navigation** section of the **Header & Footer Tools Design** ribbon. When you click it, the tool will be deselected and unavailable.

Insert page numbers from the **Insert** tab in the **Header & Footer** group, or in the **Header & Footer Tools** if the footer is active.

To format page numbers, click on the **Page Number** again and select **Format Page Numbers**. You will be able to select the starting page number and the number format.
Using Tab Stops to Format the Table of Contents and Lists of Tables and Figures

Using tabs is an easy way to align text in a table or list. Tabs are tools that allow you to use the tab key on the keyboard to advance to a specific place on the page. By default the tab is set up at 1/2 inch intervals. Tabs can easily be set to different intervals. There are several types of tabs that may be selected from the tab stop including the left and right tab stop.

You will use the Left Tab and the Right Tab to align the chapter titles and page numbers on your Table of Contents. To scroll through the tabs, click on the tab stop to the left of the horizontal ruler. When the tab stop displays the Left Tab, click on the bottom edge of the ruler at ½ inch to the right of the margin. This will insert the tab on the ruler. When you press the tab key, the blinking cursor will move in ½ inch.

Change to the Right Tab stop. Click by the right margin. This will put the Right Tab stop where the page numbers will go. If you want to delete the tab stop just click on the tab stop, drag it down toward the page, let go, and it will disappear.