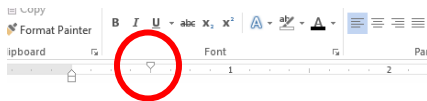


## Table of Contents Formatting Instructions

1. "Table of Contents" is on the first line of the page, centered, upper and lower case letters, and in boldface type. (i.e. **Table of Contents**)
2. First listed in the Table of Contents is the Abstract. It is written with all capital letters in boldface type. (i.e. **ABSTRACT**)
3. Dot leaders (the series of dots linking the Chapter to the Page Number) are not in boldface type.
4. Acknowledgements/Dedication (if applicable) are listed after the abstract and are not in boldface type.
5. Chapter One follows. "Chapter One" is written with all capital letters in boldface type. The name of chapter one is capitalized and in boldface type. (i.e. **CHAPTER ONE: Introduction**) Subsequent chapters are the same. Following the chapter number and title, sections within the chapter are in regular font and should be indented by ½ an inch. Instead of using the "Tab" button to make the indentation, use the downward facing arrow on the ruler above the document to move the chapter sections to the proper indentation (see picture below). Using this methods prepares the Table of Contents for page number alignment. If there is a set of sections within the chapter sections, the title of those sections should be indented by ½ an inch further (see "CHAPTER TWO: Review of Literature" – page 5 of this guide – for an example).



**ABSTRACT**.....

Acknowledgements.....

Dedication.....

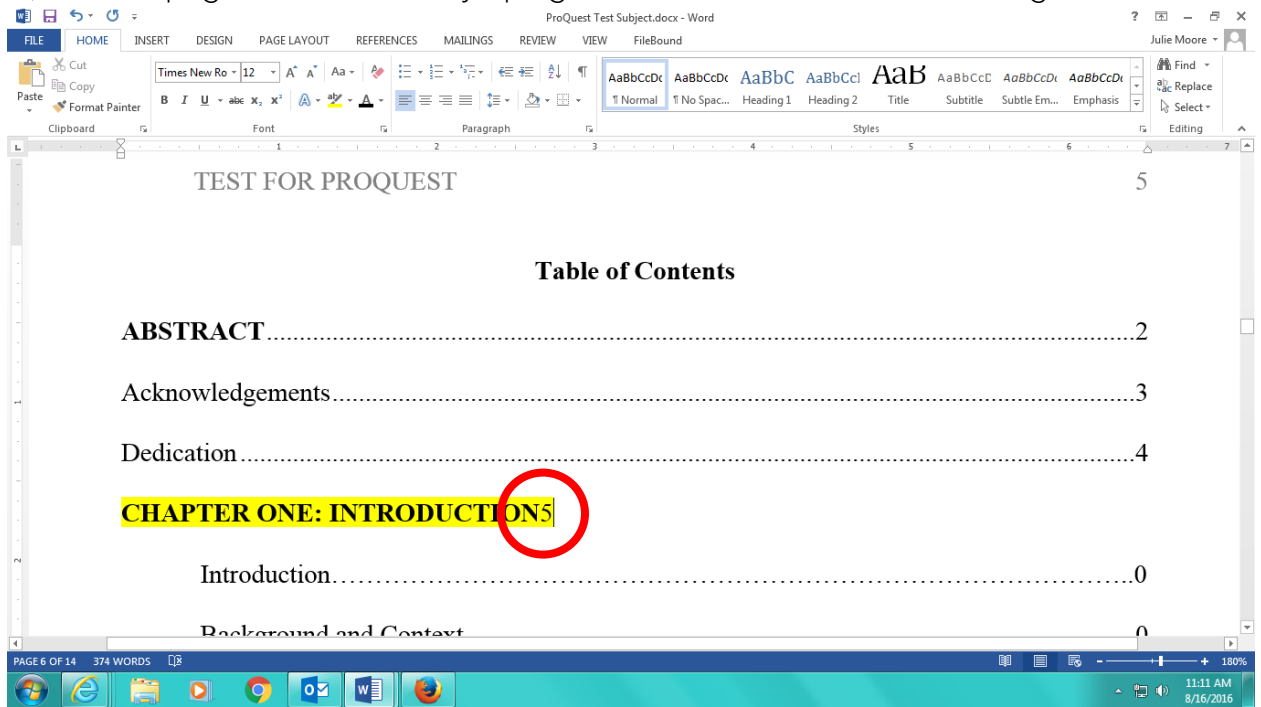
**CHAPTER ONE: INTRODUC**

Introduction.....

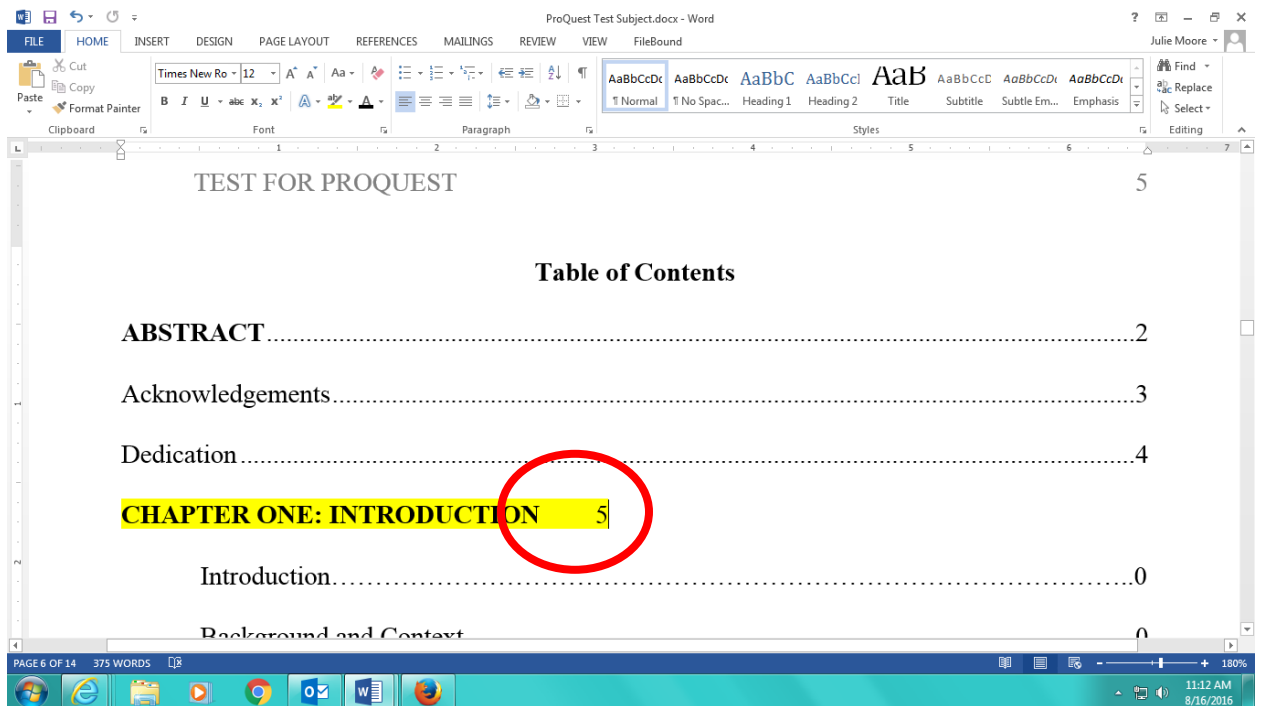
Background and Context .

6. Page numbers listed in the Table of Contents should be aligned under the page number in the Header and should be right-justified to the 1" margin. A few simple steps will perfectly align your Table of Contents page numbers.

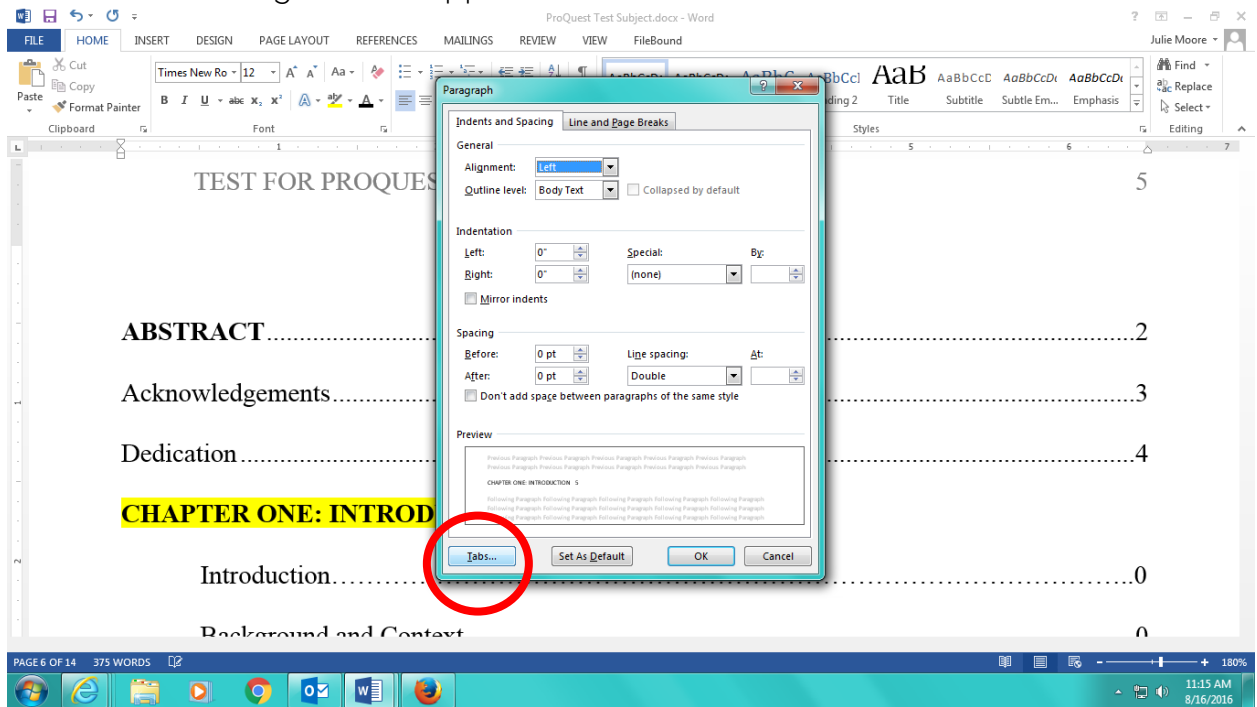
A) Put the page number directly up against the last word of the heading:



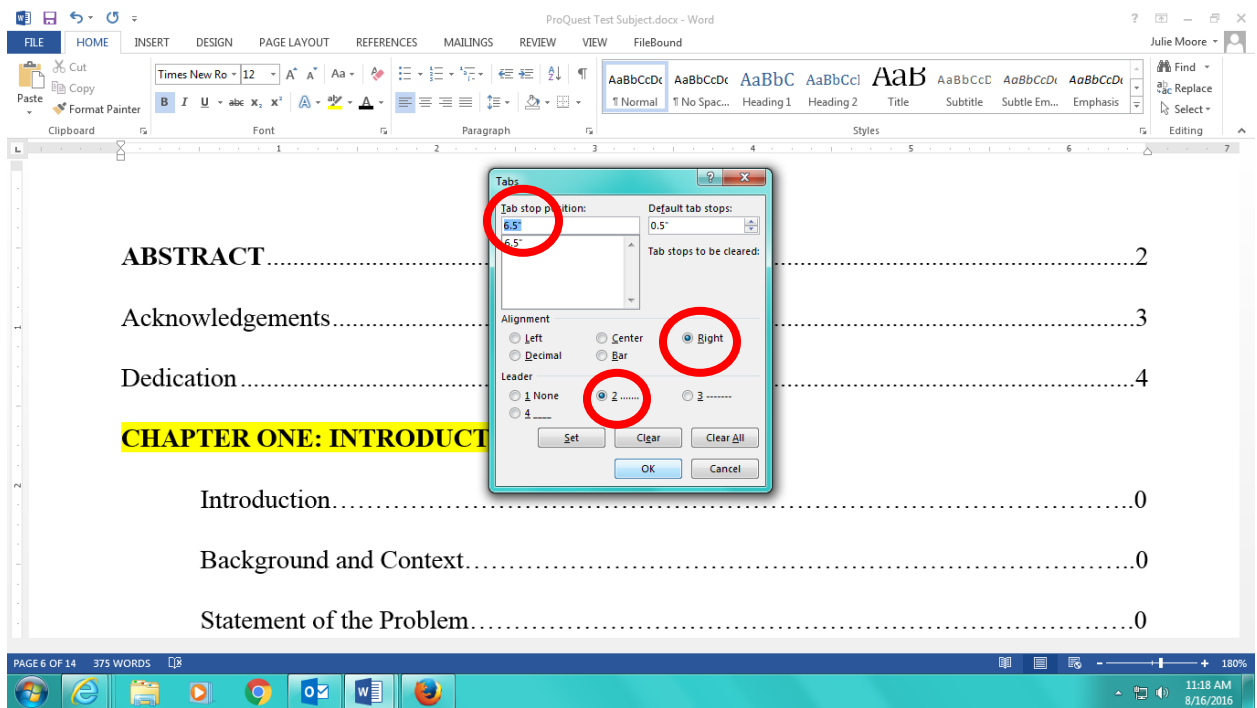
B) Click the "Tab" button on your keyboard once.



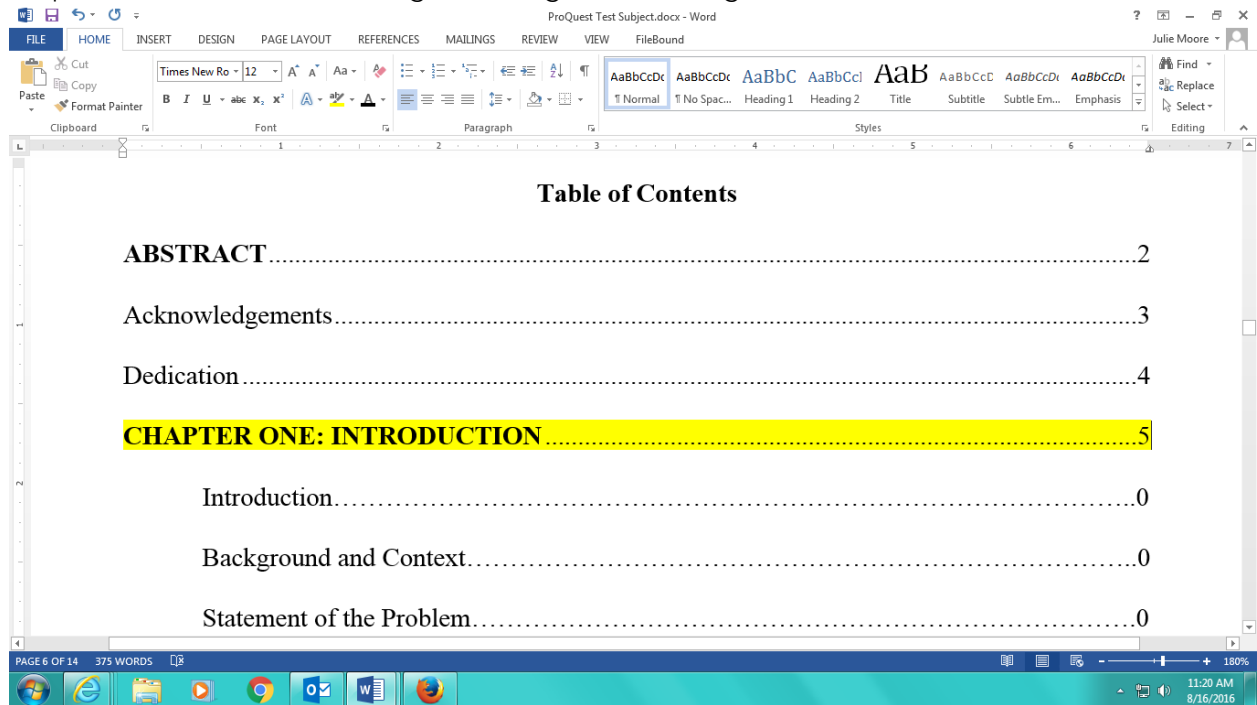
- C) Click on the arrow in the bottom right-hand corner of the "Paragraph" box on the "Home" tab. Click on the "Tabs..." button in the bottom left-hand corner of the dialog box that appears.



- D) Under "Tab Stop Position" type "6.5". Under "Alignment" click "Right." Under "Leader" click "2". Click "Set" and then click "OK."



- E) Your result should look like the picture below (note: do not highlight the heading you are working on – we did in this guide to show what your result should look like). After doing the first heading, you should be able to repeat steps A and B without having to change the settings each line.



Important note: For Chapter headings that are in boldface type, the dot leaders will default to boldface type. Please change the dot leaders to regular type.

7. Margins should be 1" on all sides.
8. "TITLE" should be in the Header. To open the Header, click on the "Insert" tab, and click on the "Page Number" menu to insert the proper type of header for the dissertation. You will want to select "Top of the Page" and "Plain Number 3." Change the font and font size to Times New Roman 12 pt.
9. Appendices are listed directly after References. Include the appendix letter and title for each appendix (see example below).
10. Tables: A separate page. Use the steps for aligning page numbers for this list.
11. Figures: A separate page. Use the steps for aligning page numbers for this list.

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