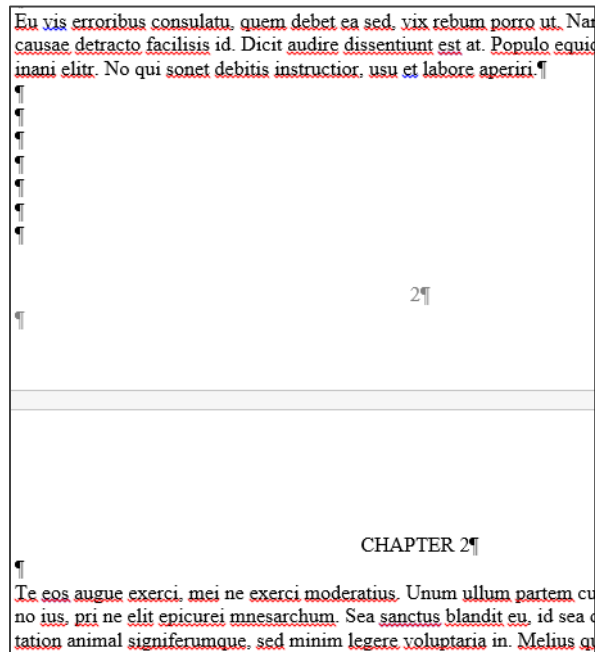


## Page Breaks

A page break is a marker in Word that tells your document that whatever follows the break should begin at the top of a new page.

Imagine you are at the end of a chapter in your manuscript and you want to start the next chapter on a new page. A lot of times students use the return key to get down to the top of the next page.

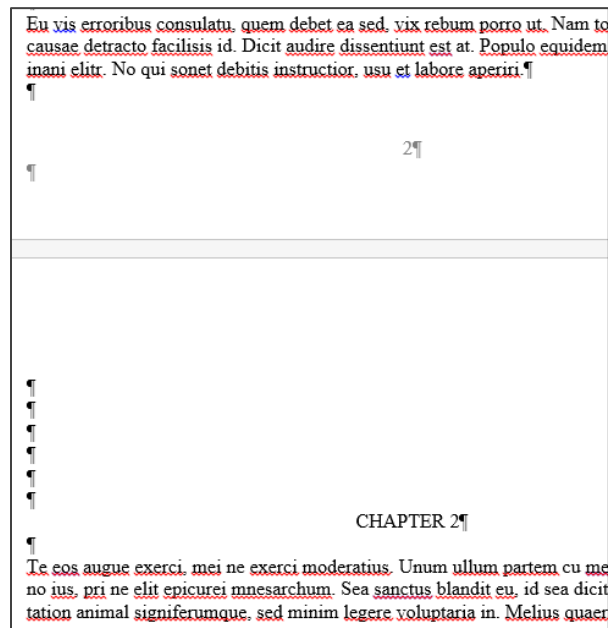
If you turn on the paragraph markers in the document, returning down looks like this:



The problem with returning to a new page is that, when you make edits or add text, Word doesn't know to keep your subsequent text at the top of the next page.

Keeping with our example, let's say you add text to the end of Chapter 1, and so Chapter 1 now ends at the bottom of the page, not the middle. See what happens to the beginning of Chapter 2.

Chapter 2 slides down the page, and your major heading is no longer top-aligned.

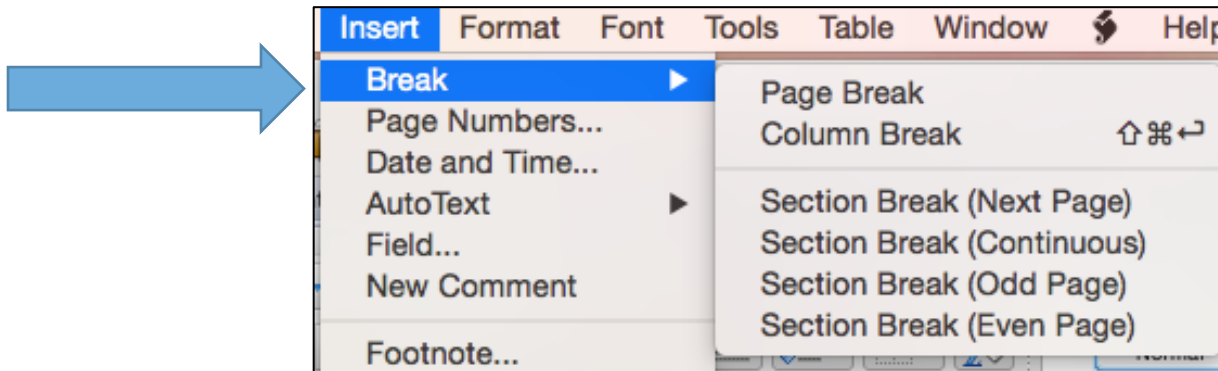


## Page Breaks

Page breaks are also important when you want to separate pages that include vertically-centered text. For example, in your Preliminary Pages, your Certificate of Approval, Epigraph, and Dedication all need to be vertically centered on the page. The easiest way to make sure these pages stay centered is to use page breaks.

To insert a page break, simply press shift + fn + return.

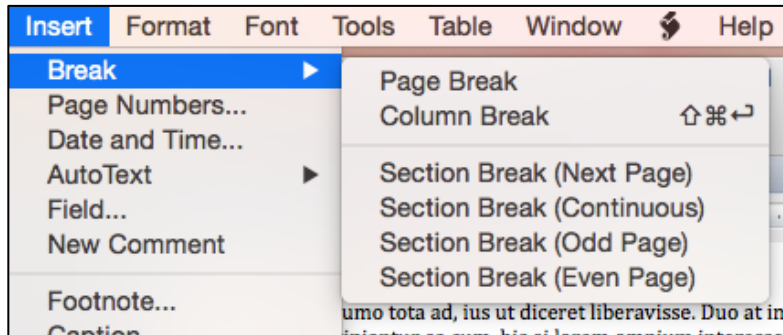
Or, you can insert a page break this way:



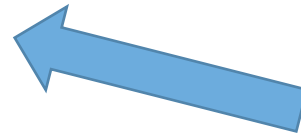
## Section Breaks

Although section break may be a little bit trickier than page breaks, understanding how they work can save you a lot of time.

Ever wonder how you can shift both the presence and appearance of page numbers? Section breaks.

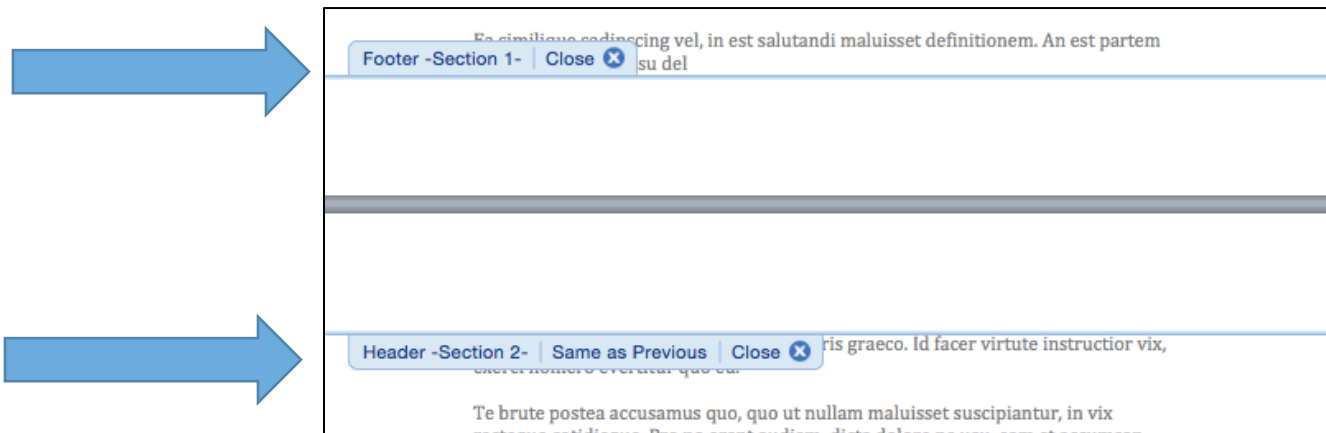


Insert a section break by clicking Insert, Break, Section Break (Next Page). This will start your next section on the following page.



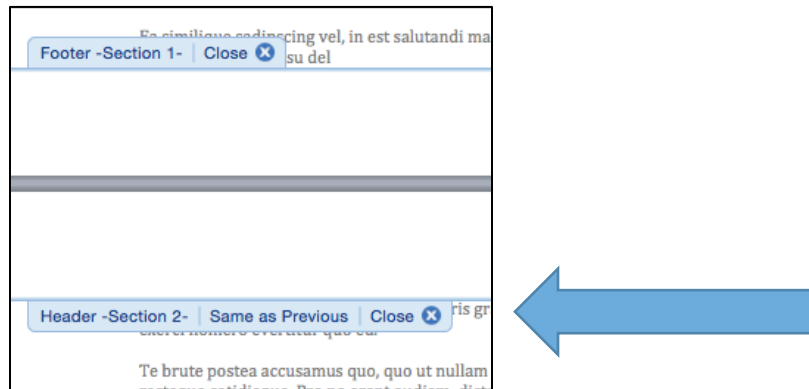
To shift from non-numbered Preliminary Pages (Title Page, Copyright, and Certificate of Approval) to numbered Preliminary Pages (everything that follows), insert a section break at the bottom of your Certificate to separate it from the page that immediately follows, using the step above.

Double click on your footers, and you will see the different sections:

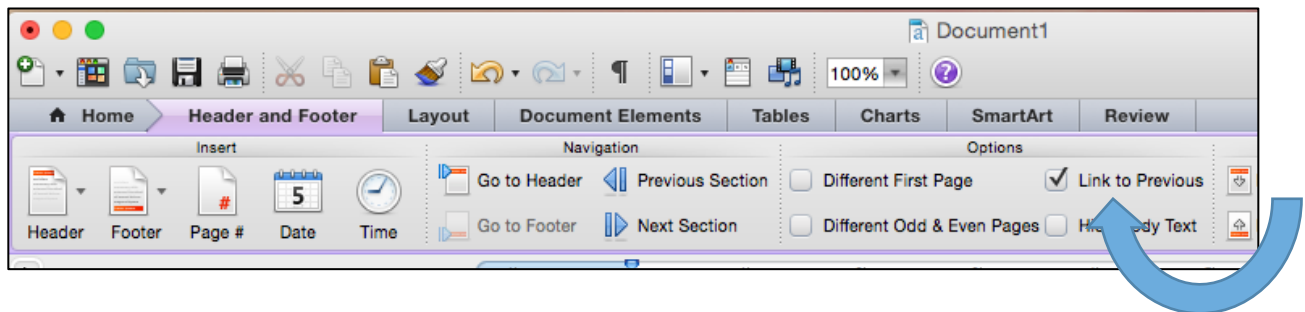


## Section Breaks

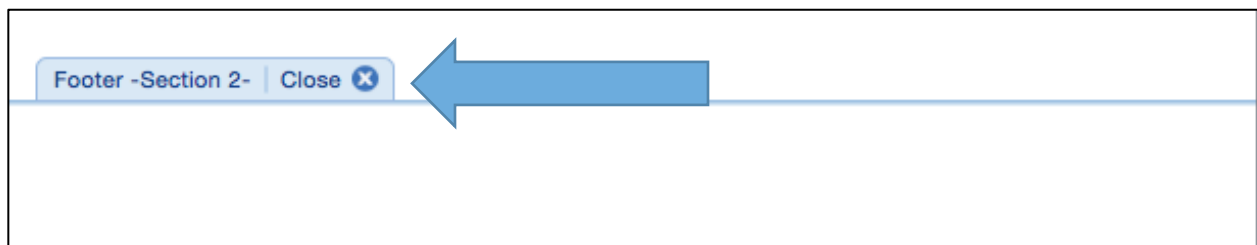
To ensure that each section has its own distinct footer style (where your page number will go), click on the Section 2 footer. Here you will see the Same as Previous:



This tab lets you know that Word is set up to keep the document's footers consistent, despite the introduction of different sections. To turn this function off, simply unclick Link to Previous, found here:

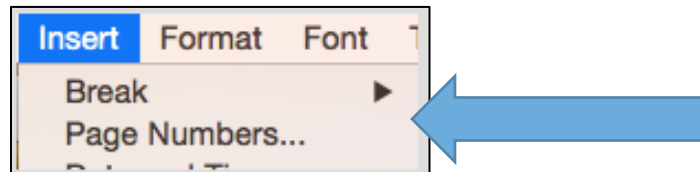


This breaks the connection between the footers in different sections, allowing you to place different page number styles into your footers:

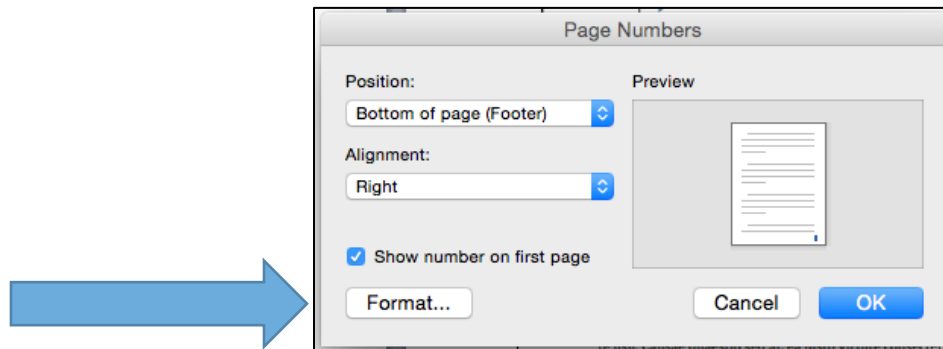


## Page Numbers

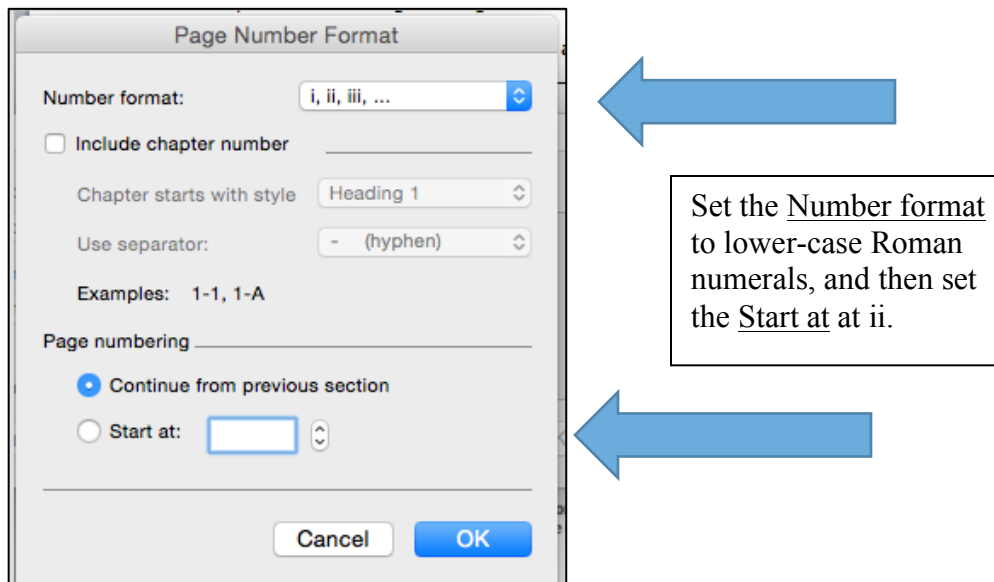
You are now ready to insert page numbers into your Preliminary Pages, starting with the page immediately following your Certificate of Approval. The first page number should be a lower-case Roman numeral ii.



- Once you've clicked on Page Numbers, click on the Format button:



- Then format your page number as a Roman numeral, starting at ii:



Next, page numbers in the body of your manuscript should begin with a '1'.

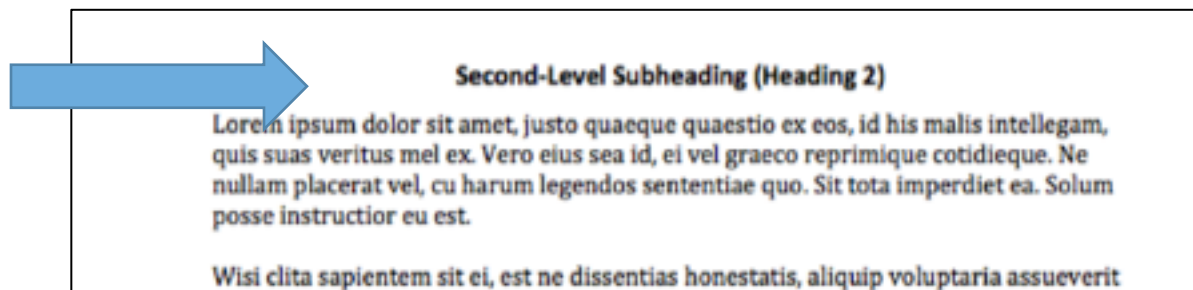
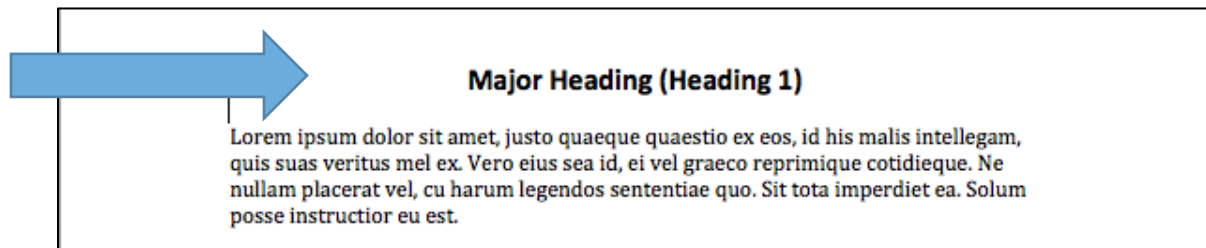
- To begin, insert a section break between your last Preliminary Page and the beginning of your first chapter. Make sure you unclick Same as Previous, and format your page numbers to begin on '1', using the steps outlined above.

## Table of Contents

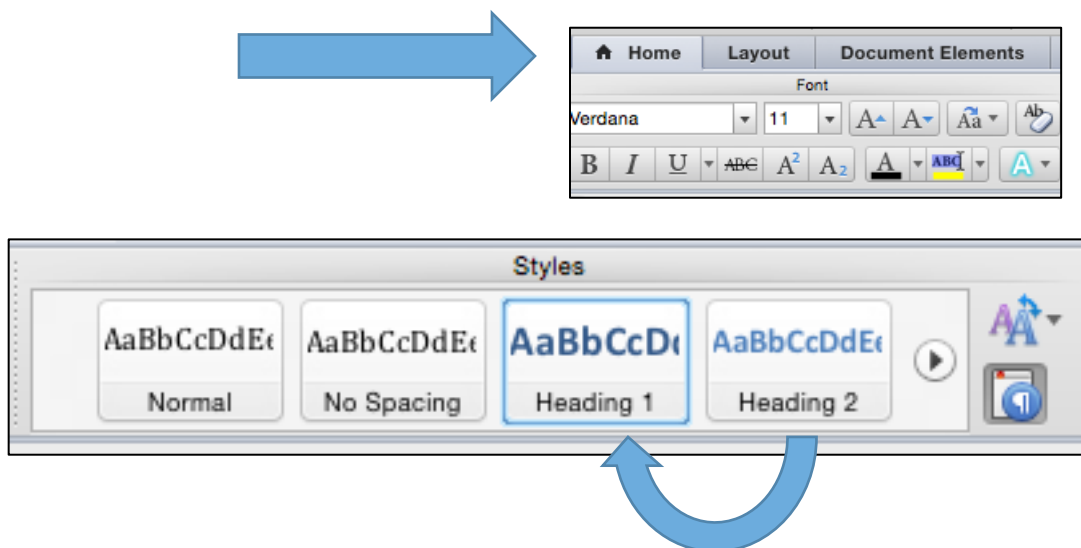
Here we explain the steps of generating a Table of Contents with Microsoft Word.

In your manuscript, different sections will have different headings. Your chapter titles, for example, will be major headings (Heading 1), while sections within the chapter may be set off by second-level headings (Heading 2).

- First, apply Styles to your headings. Creating a Table of Contents depends on creating headings that Word will know to put in your list.
- Highlight the text you want to serve as a heading.

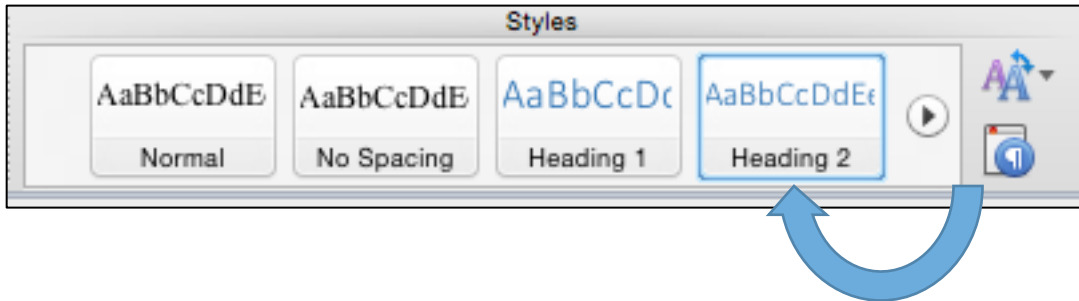


- For major headings, under the Home tab, click on Heading 1 in Styles to assign that style to your heading.

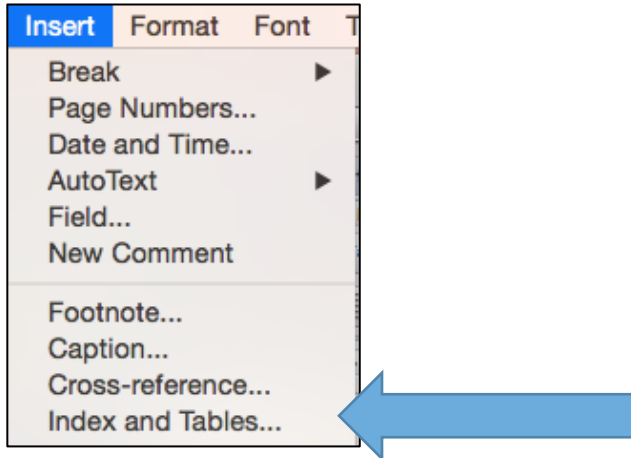


## Table of Contents

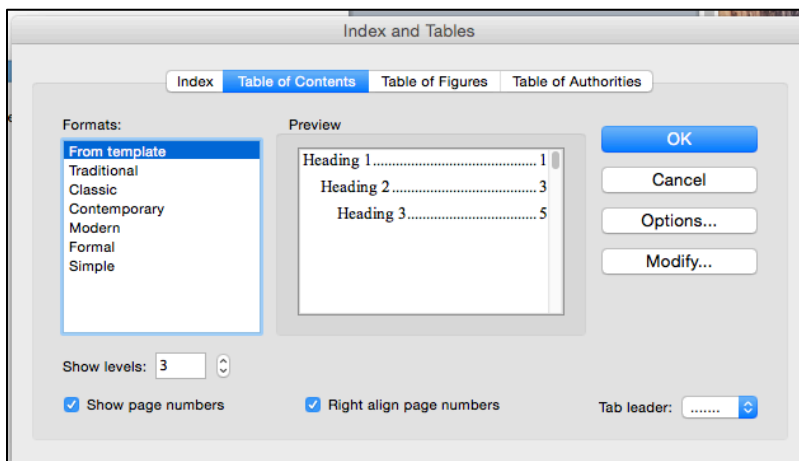
For second-level subheadings, do the same thing. Highlight the text you want to serve as a second-level heading, and assign it a Heading 2 value.



- Once you have assigned all your headings their appropriate Style, you can generate your Table of Contents. Under the Insert tab, click Index and Tables. This will bring up the options that allow you to insert a Table of Contents or List of Tables or Figures.

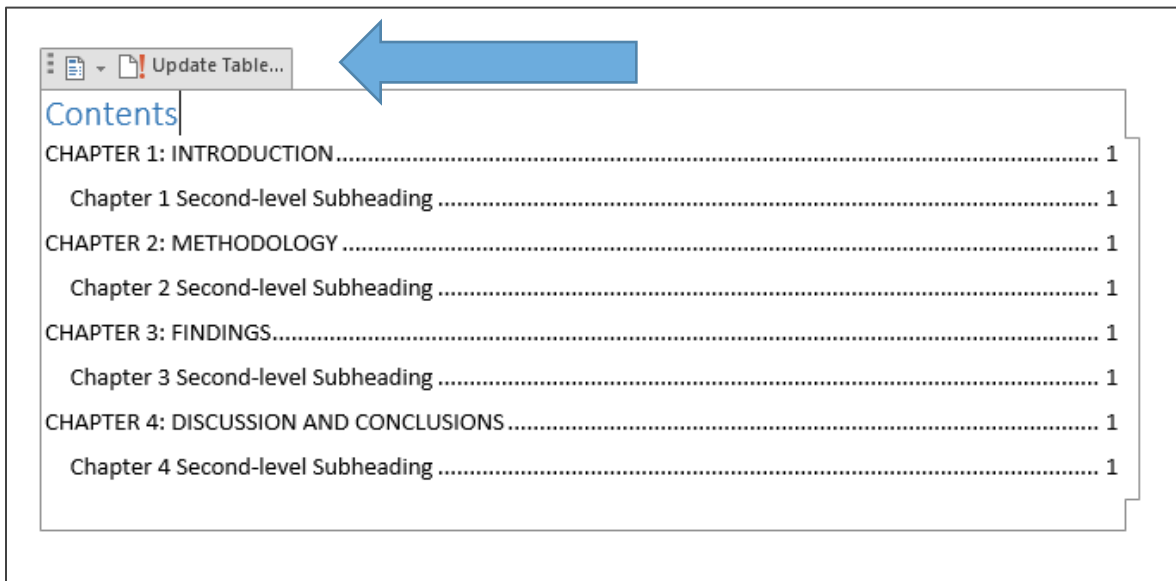


- Your Table of Contents will include all the headings you assigned throughout your manuscript text. Click on the page where you want to include your Table of Contents and press OK.

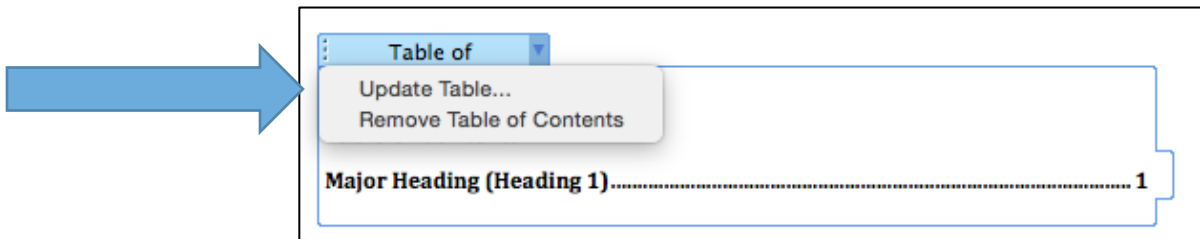


## Table of Contents

- Updating your Table of Contents to make sure page numbers are correct and the headings are accurate is easy. Simply click anywhere on the table, and the Update Table tab will appear.



- Click the Update Table tab to open the Update Table of Contents dialog box, which gives you the choice of updating page numbers or the entire table:



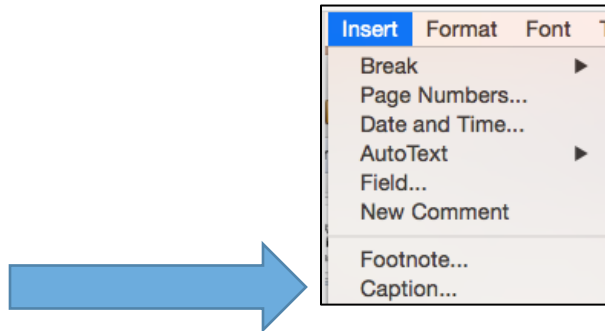
If you have made any revisions to your thesis, update your Table of Contents to ensure it reflects the most recent version of your thesis.



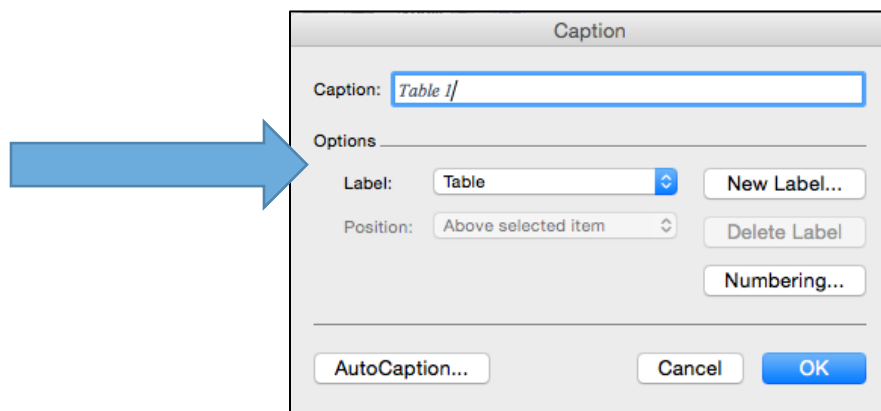
## List of Tables / List of Figures

For the purpose of explanation, we will focus on creating a List of Tables, since the List of Figures works in exactly the same way. Note: Macs use the language of Table of Figures to refer to these Lists.

- Create a caption for each of your tables. Creating a List of Tables depends on creating captions that Word will know to put in your list. Click on the Insert tab in your toolbar, and then click on Caption.

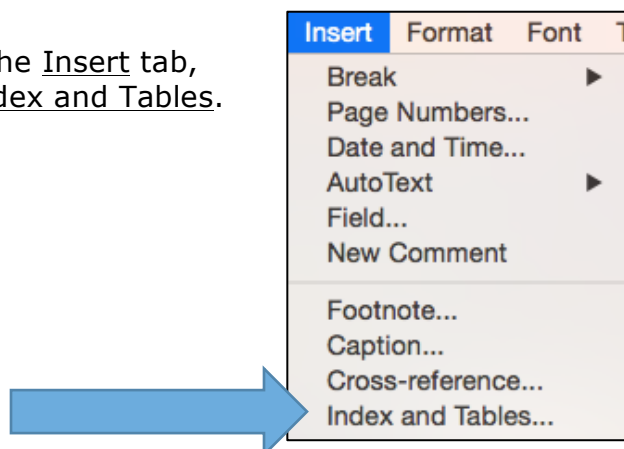


- The Caption dialog box will give you a choice of what sort of caption to create: Equation, Figure, or Table. For our purposes, choose Table.



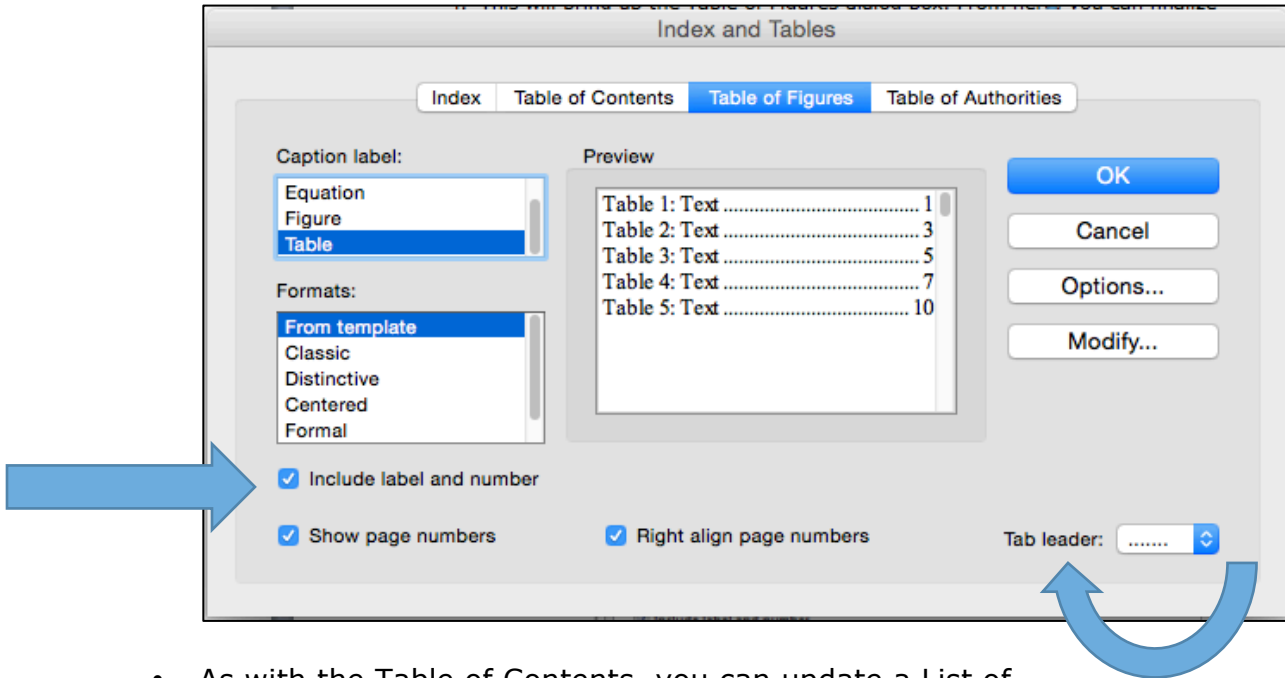
- In the box below Caption in the same dialog box, type in your table title. Press OK. Do this for every table caption in your thesis.

- Under the Insert tab, click Index and Tables.

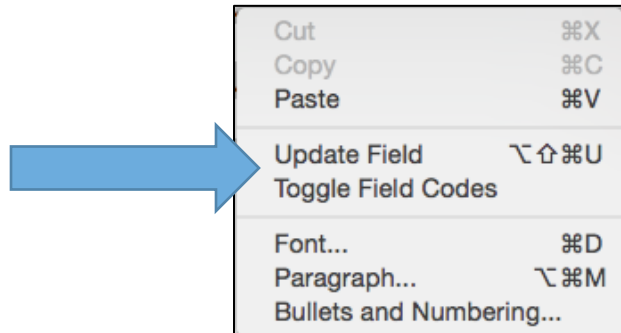


## List of Tables / List of Figures

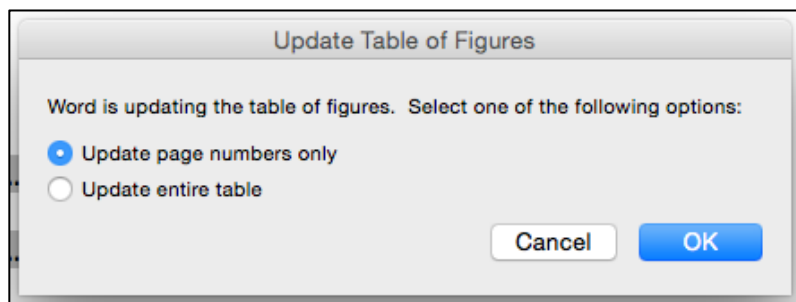
- From here, you can finalize how your List of Tables will look. Make sure you click Show Page Numbers and Right Align Page Numbers. You can also choose the Tab Leader (the dots that connect the caption entry with its page number) there.



- As with the Table of Contents, you can update a List of Tables to reflect any changes you've made to your thesis. Simply click anywhere on your List, press control, and then click Update Field:



- You now have the option of updating page numbers only or updating the entire table.

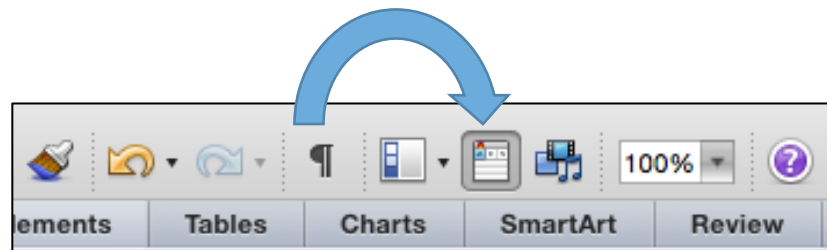


## Headings and Captions

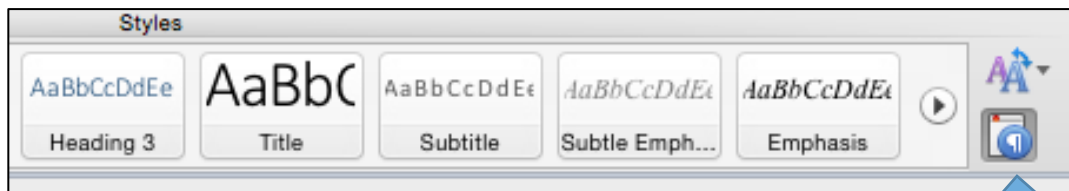
If you don't like the formatting of your headings or captions (say, you prefer 12-point font to 9-point, or you want **bolded** font instead of *italics*), you can change the formatting using the Styles tab under HOME tab. This will eliminate the need to manually format your headings and captions.

For purposes of example, we will focus on heading styles, knowing that you can change any sort of style (headings, captions, titles) you'd like. **They all work in the same way.**

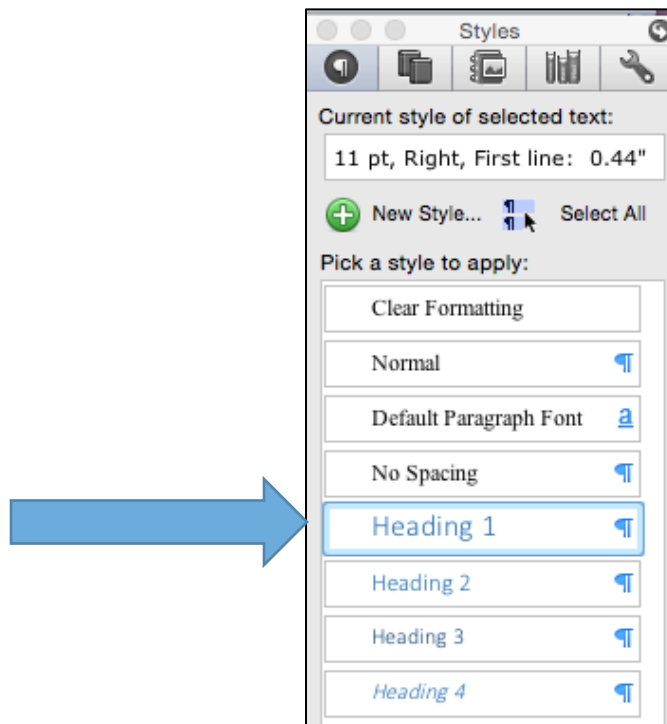
Click on the Styles icon in your toolbar.



Or, click on the icon beside the Styles choices under the Home tab.

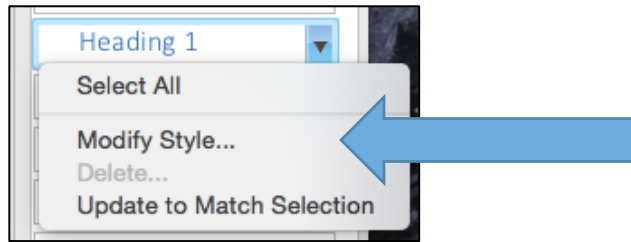


This will bring up your Styles descriptions, and from here you can alter how your headings appear.

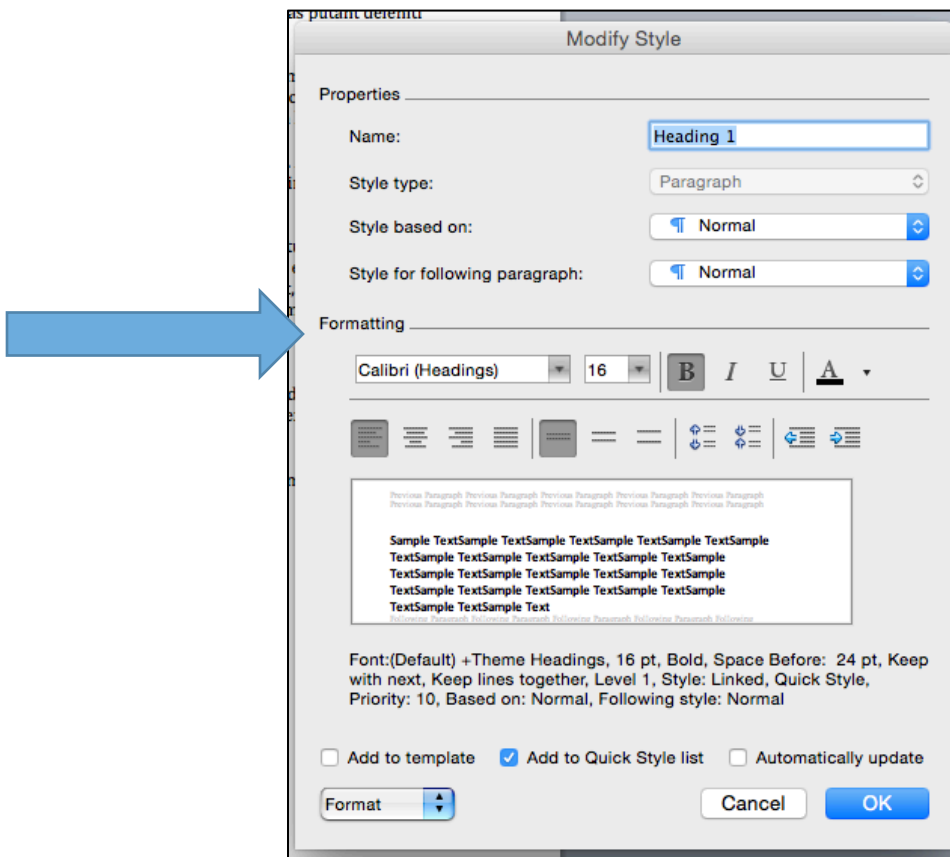


## Headings and Captions

Hover your mouse over the Heading 1 listing, and a dropdown box will appear. This will allow you to modify the heading format:



Click on Modify Style.



About one-third of the way down the Modify Style box are Formatting options, which show you current heading styles. You may make changes here and then click OK.

## Common Formatting Errors

This portion of the document provides information about common formatting errors that can affect your Table of Contents and List of Tables / List of Figures. It includes illustrations to help you identify these errors and basic information on how to fix them.

Below is a list of common errors and where they can occur within your thesis:

<b>Common Formatting Error</b>	<b>Table of Contents</b>	<b>List of Tables / List of Figures</b>
1. Listing pages that precede the Table of Contents	X	
2. Use of upper-case Roman numerals	X	
3. Use of <b>boldface</b> , <i>italics</i> , or <u>underlining</u> for stylistic purposes	X	X
4. Inconsistent spacing	X	X
5. Descriptive titles (entries or table/figure captions) run into the page number column	X	X
6. Page numbers do not right align	X	X

There is also a final recommendation about keeping your Table of Contents simple. After all, the more detail you include, the greater chance you have of introducing errors.

## Common Formatting Errors

### COMMON ERROR 1:

#### Listing Pages that Precede the Table of Contents

ABSTRACT .....	ii
PUBLIC ABSTRACT .....	iii
TABLE OF CONTENTS .....	iv
LIST OF TABLES .....	v
LIST OF FIGURES.....	vi
CHAPTER 1: INTRODUCTION .....	1

#### Correction

LIST OF TABLES .....	v
LIST OF FIGURES.....	vi
CHAPTER 1: INTRODUCTION .....	1

**Note:** Preliminary pages that come before your Table of Contents (Acknowledgements, Abstract, Public Abstract, etc.) should not be listed. Make sure the preliminary pages before your Table of Contents are not marked as major headings. This way Word will not place them in your Table of Contents. Or, if you do mark them as major headings, make sure to carefully highlight the entries in the Table of Contents and delete them once the Table has been constructed.

## Common Formatting Errors

### COMMON ERROR 2:

#### Use of Upper-Case Roman Numerals

LIST OF TABLES .....	IV
LIST OF FIGURES.....	V

#### Correction

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v

**Note:** The Table of Contents should reflect the page numbering convention you've used in your preliminary pages: lower-case Roman numerals. If you create an automated Table of Contents using Microsoft Word, your Table of Contents will reflect all of the page number formatting you've used.

## Common Formatting Errors

### COMMON ERROR 3:

#### **Use of Boldface, Italics, or Underlining** (for non-scientific or scholarly purposes)

LIST OF <i>TABLES</i> .....	iv
LIST OF <i>FIGURES</i> .....	v
<b>CHAPTER 1: <u>INTRODUCTION</u></b> .....	1
<b>CHAPTER 2: <u>LITERATURE REVIEW</u></b> .....	20

#### Correction

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v
CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW .....	20

**Note:** Although you may choose to use certain conventions in your headings within the manuscript text, these conventions (such as **bolded** font or *italics*) should not be replicated in the Table of Contents OR in the List of Tables / List of Figures. You may manually remove bolded, italicized, or underlined font from your Table of Contents and List of Tables / List of Figures once it has been constructed.



## Common Formatting Errors

COMMON ERROR 4:

### Inconsistent Spacing

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v
CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW.....	20
CHAPTER 3: METHODOLOGY .....	45
APPENDIX.....	150

### Correction

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v
CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW.....	20
CHAPTER 3: METHODOLOGY .....	45
APPENDIX.....	150

**Note:** While you may be tempted use spacing to set off different elements of the thesis in your Table of Contents, entries should be spaced in a way that is consistent and visually pleasing.

## Common Formatting Errors

### COMMON ERROR 5:

#### Descriptive Titles Run into the Page Number Column

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v
CHAPTER 1: AN INTRODUCTION TO THE THESIS, WITH SPECIAL ATTENTION GIVEN TO MY ACADEMIC BACKGROUND .....	1
CHAPTER 2: LITERATURE REVIEW, INCLUDING BOTH PRIMARY AND SECONDARY SOURCES .....	20
CHAPTER 3: METHODOLOGY:WHAT I DID AND THE MEANS THAT I WENT ABOUT TO DO IT.....	45

#### Correction

LIST OF TABLES .....	iv
LIST OF FIGURES.....	v
CHAPTER 1: AN INTRODUCTION TO THE THESIS, WITH SPECIAL ATTENTION GIVEN TO MY ACADEMIC BACKGROUND .....	1
CHAPTER 2: LITERATURE REVIEW, INCLUDING BOTH PRIMARY AND SECONDARY SOURCES .....	20
CHAPTER 3: METHODOLOGY:WHAT I DID AND THE MEANS THAT I WENT ABOUT TO DO IT .....	45

**Note:** Sometimes longer entries overlap with or run into their corresponding page numbers. An easy solution is to let Word generate your Table of Contents, as it will not allow text to intrude on the page number column. If you craft a Table of Contents by hand and this error occurs, use the space bar to drop the interfering text down to the next line.

## Common Formatting Errors

### COMMON ERROR 6:

#### Page Numbers Don't Right Align

LIST OF TABLES.....	iii
LIST OF FIGURES.....	iv
CHAPTER 1: INTRODUCTION.....	1
CHAPTER 2: LITERATURE REVIEW.....	20

#### Correction

LIST OF TABLES .....	iii
LIST OF FIGURES.....	iv
CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW.....	20

**Note:** The Word automated Table of Contents function will automatically ensure your page numbers are right-aligned.

If you construct a Table of Contents manually, you can align your page numbers through setting your Tabs to ensure the Leader Lines (...) are consistent.

1. Type your entries and their page numbers into your Table of Contents (for example, LIST OF TABLES iii).
2. Highlight the entries, click on Paragraph in the Toolbar, and then click on Tabs.
3. For a page layout with 1-inch margins, set the Tab stop position at 6.5.
4. Set the Alignment at Right.
5. Set the Leader at 2.
6. Click Set at the bottom of the Tabs box, or else the settings will not hold.
7. Click OK, and un-highlight the text.
8. The Ruler at the top will now show a carrot symbol, which marks the 6.5 stop position you just created.
9. Go to your Table of Contents, press Tab, and Word will automatically separate your entries and their corresponding page numbers with leader lines.
10. The numbers will automatically right align.

## Common Formatting Errors

FINAL RECOMMENDATION:

### Keep It Simple!

CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW .....	20
1.1 Primary Source Documents .....	21
1.1.1 Archival Materials.....	22
1.1.1.a The University of Iowa .....	25
1.1.1.b The University of Illinois .....	28
1.1.2 Personal Letters.....	29
1.2 Secondary Source Documents .....	33
1.2.1. Books.....	37
1.2.2. Journals.....	39
1.1.3. Additional Electronic Sources .....	40

### Alternative

CHAPTER 1: INTRODUCTION .....	1
CHAPTER 2: LITERATURE REVIEW .....	20

**Note:** Because it is easier to introduce errors the more details you include, keep it simple.