

*Guidelines for the
Preparation of a
Thesis/Dissertation/
Doctoral Research Project*

A Publication of the Graduate School,
Southern Illinois University Edwardsville,
Edwardsville, Illinois

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INTRODUCTION

The successful completion of a thesis/dissertation/doctoral research project is the culmination of a student's work in fulfilling the requirements for a graduate degree at Southern Illinois University Edwardsville. The process is demanding, rigorous, time-consuming, challenging, and, sometimes, discouraging. It is also one of the most rewarding aspects of graduate study because it is your topic, your proposal, your research, and your writing.

These guidelines are prepared by the Graduate School as one resource in helping you achieve the standards expected for an academic work. Please work closely with your committee chair and the rest of your committee. Remember that these guidelines are exactly that. They are not intended to supersede the suggestions, recommendations, and requirements presented by your committee.

Consult with your committee to determine if any particular style is preferred. Some departments will require a specific style while others will leave that decision to the discretion of the student. Examples of style manuals include, among others, Turabian, the American Psychological Association, and the American Institute of Biological Sciences, the Modern Language Association, and the University of Chicago Press. Whatever style is selected, familiarize yourself with its requirements and be consistent within that style.

A thesis/dissertation/doctoral research project is an academic work; as such, creative use of bold and italics and dramatic changes in point size are discouraged even though word processing packages provide some interesting temptations. Adherence to a traditional format is expected. The cover page is standard for every thesis/dissertation/doctoral research project.

STUDENT CONDUCT CODE AND STUDENT ACADEMIC CODE

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with Policy 3C1 Student Conduct Code and Policy 3C2 Student Academic Code. These documents describe the University's expectations for student social and academic conduct, the process utilized for adjudicating alleged violations, and sanctions that may be imposed for violation of the standards.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is defined as including, without limitations, the act of representing the work of another as one's own. It may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgement or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of citations.

Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. Sanctions, which may be imposed for violation of the Student Academic Code, range from a failing grade on an individual assignment through separation from the University. Students who have questions relative to academic ethics and academic misconduct should consult with their advisors or instructors.

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CHAPTER I

PREPARING TO WRITE

Advisory Committee

An advisory committee composed of at least three graduate faculty members advises students in the preparation of the Thesis/Dissertation/Doctoral Research Project, evaluates its quality when completed, and supervises and evaluates the Thesis/Dissertation/Doctoral Research Project defense. **Note: The Committee Approval page is no longer required.**

Research with Human Subjects, Animals, or Biohazardous Materials

Involving Human Subjects

All research involving human subjects must comply with regulations found in the Faculty and Student Guide to Research with Human Subjects handbook. Proposals for such research must be cleared by the Institutional Review Board and approved by the Graduate Dean before data collection is started. The IRB Chairperson and the Graduate Dean signify this approval on the Thesis/Dissertation/Doctoral Research Project title registration form. Federal regulations require mandatory training for all researchers, including students writing a Thesis/Dissertation/Doctoral Research Project.

Involving Animals or Biohazards, Including Recombinant DNA

All proposals for research involving animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) and the Graduate Dean before beginning any data collection and before you have any involvement with the animals. All proposals for research involving biohazardous materials, including recombinant DNA, must be reviewed and approved by the Institutional Biosafety Committee (IBC) and the Graduate Dean before beginning any data collection or acquisition of material.

See the Office of Research and Projects Ethical Compliance website for information regarding:

- Faculty and Student Guide to Research with Human Subjects
- Information on research with animals, biohazardous materials, including Recombinant DNA
- Mandatory training for Research with Human Subjects
- Mandatory training for Responsible Conduct of Research

<http://www.siue.edu/compliance/index.shtml>

Registration of Thesis/Dissertation/Doctoral Research Project Title

The title of a Thesis/Dissertation/Doctoral Research Project or doctoral project must be filed in Graduate Records using the “Registration of Thesis or Doctoral Project/Dissertation Title

Form.” **The form is due by the first day of the graduation term.** This form can be obtained from Graduate Records. <http://www.siu.edu/registrar/gradstudentrecords/>

During the course of the research, if the student or committee determines that the original title needs to be amended or if the committee membership has changed, the same form is used. For relatively minor change of title, e-mail joolson@siue.edu to record the change. In your e-mail, indicate the old title and how the new one should read.

Course Registration for Thesis/Dissertation/Doctoral Research Project

Register for the appropriate amount of Thesis/Dissertation/Doctoral Research Project credit. Refer to graduate catalog. While working on a Thesis/Dissertation/Doctoral Research Project or other required creative effort at the graduate level, a student must register for the appropriate course number, specifically designated for that purpose. The Thesis/Dissertation/Doctoral Research Project ordinarily may be counted for no more than 6 and no less than 3 semester hours.

UNIV 500

Graduate students who wish to access campus resources without registering in course work may enroll in UNIV 500 for \$37.50 per semester. No credit is associated with this “course.” This will enable the students to have a valid I.D. that permits the use of campus facilities to work on special projects, including Thesis/Dissertation/Doctoral Research Project and other work leading to the completion of graduate course work. It does not entitle the student to enroll in other course work at the same time, nor does the enrollment meet the criteria for eligibility for various forms of financial assistance, including graduate assistantships.

Request for Additional Thesis/Dissertation/Doctoral Research Project Credit

Under special circumstances, a student’s advisory committee may recommend that the student be permitted to apply as many as 10 semester hours of Thesis/Dissertation/Doctoral Research Project credit toward degree fulfillment. The form needed to initiate this procedure is located at <http://www.siu.edu/registrar/gradstudentrecords>

Thesis/Dissertation/Doctoral Research Project Formatting

The Graduate School regularly reviews manuscripts for acceptability and appropriateness of form. A Thesis/Dissertation/Doctoral Research Project will ordinarily be rejected if it has misspelled words, is below acceptable standards of academic quality, and has less than the required space in the left-hand margin, is inconsistent within it, or lacks appropriate citation.

Templates for Microsoft Word and LaTeX are available on the [Graduate Students Website](#).

Style Manuals

Students should consult their committee for guidance in choosing a style manual. Style manuals may be found online and many are available in the Lovejoy Library at the information desk as well as the Lovejoy Library website <http://libguides.siue.edu/>. A few examples of style manuals are MLA, APA, and Chicago Style.

Electronic Submission of the Final Draft

A final draft of the Thesis/Dissertation/Doctoral Research Project must be submitted to the Graduate School website through ProQuest no later than the Friday preceding exam week of the term in which the student intends to complete degree requirements. Students will be charged a \$95 processing fee by ProQuest upon completion of the submission process. For guidelines and more information on electronic submission go to: [SIUE Graduate Students-Electronic Thesis & Dissertation \(ETD\) System](#)

All theses, dissertations, and doctoral research projects must satisfy Graduate School requirements in order to be approved. After the Graduate School has approved your manuscript and it has been successfully defended, Graduate Records will verify all degree requirements have been satisfied at which time your manuscript will be forwarded to ProQuest for publishing.

Please keep in mind, if your thesis is not formatted properly and approved by the chair by the established deadline, your graduation will be deferred to the next term. It is very important that you attend a workshop in order to learn how to meet these requirements.

CHAPTER II

REQUIRED FORMATTING

The Graduate School requires that certain aspects of formatting be uniform across all of the manuscript regardless of the style manual observed in the development.

Margins

The minimum dimensions are: Left-hand side, 1-1/2"; right and bottom, 3/4"; top, 1". It is especially important to leave the proper marginal space at the left-hand side in order to accommodate binding. This standard applies to all pages within the Thesis/Dissertation/Doctoral Research Project, including appendices, such as a survey questionnaire and a Letter of Informed Consent.

Page Numbers

The title page and the first page of the text are not part of the numeration, although, they are counted as the first page of the section. Front matter, pages between the title page and the first page of the text, are numbered with lower case Roman numerals centered at the bottom of the page. Of the frontmatter pages receiving numbers, the first page following the title page is number ii. The copyright page (if included) is not counted, nor is it part of the numeration. Pages succeeding the first page of the text receive Arabic numerals placed at the top right, through the end of your text.

NOTE

[Appendix D](#) contains instructions for creating a document with two numbering schemes in Microsoft Word.

Spacing

The manuscript should be double-spaced. Footnotes and long quotations are to be single-spaced. Long quotations are those exceeding five lines. These should be indented at each margin. **EACH CHAPTER SHOULD BEGIN ON A NEW PAGE.** Triple spacing should separate a chapter heading from the first line of the text that follows. Section headings within a chapter can be emphasized by triple spacing above them and double-spacing below them.

Borrowed Material

Other than brief excerpts, copyrighted material used in the Thesis/Dissertation/Doctoral Research Project may be used only with written permission of the copyright owner.

Formal Elements

Footnotes, bibliographic entries, various headings, tables and figures, etc. **must be presented in a consistent format throughout** the Thesis/Dissertation/Doctoral Research Project.

NOTE

Do not use running heads

CHAPTER III

SUGGESTED FORMATTING


Font and Point Size

The point size should be readable without being excessively large or too small. Most students use 12-point. The font should provide clarity while presenting an appropriate academic image. Suggestions include Courier or Times New Roman.

Organization of Headings within the Manuscript

In general, a Thesis/Dissertation/Doctoral Research Project will contain 2-4 levels of headings, depending on the author's style and the committee's suggestions. As headings decrease in value, they should also decrease in prominence.

Style is an individual decision; however, the decreasing prominence should be clearly identifiable. Determine a style that works for you, and be consistent with it. **There is no "wrong" way as long as consistency is established and maintained.** Below are examples of a few heading styles.

 [Appendix B](#) contains instructions for using the Styles menu in Word to incorporate your headings into a built-in Table of Contents.

The Graduate School's Preferred Heading Format

First Level. The title of a chapter is considered a first level heading; in other words, it has the highest value. Starting on a new page, it should be centered with all caps and no underline. Example:

CHAPTER II

REVIEW OF LITERATURE

Second Level. Place second level headings flush left with an underline. Use caps on the first letter of each major word. Examples:

The Revolution

Third Level. These headings are ordinarily positioned flush left without an underline. To distinguish these from second level headings, only the first letter of the first word will assume a capital unless the word is a proper noun. The use of italics is effective with third level headings. Examples:

Battlefields and meeting sites

Fourth Level. Seldom does a Thesis/Dissertation/Doctoral Research Project require four levels of headings. When a fourth level is used, the style can take a number of different forms. One of the more typical is the placement of the heading within the paragraph with the first line of text followed by a period. Bold type can be effective with this style. Example:

Robert E. Lee. Perhaps one of the most famous names associated with Civil War history is that of Robert E. Lee who...

APA Style Headings

<https://owl.english.purdue.edu/owl/resource/560/16/>

First Level. The title of a chapter is considered a first level leading; in other words, it has the highest value. Starting on a new page, it should be centered, Boldface, with upper and lower case headings, Example:

Chapter II

Review of Literature

Second Level. Place second level headings flush left. Use caps on the first letter of each major word and boldface. NOTE: Headings after 2nd level are optional to include in your Table of Contents.

The Revolution

Third Level. Indented, boldface, capitalize the first letter of the first word and any proper nouns, period at the end of the heading.

Civil War leaders. Start paragraph text after the period.

Fourth Level. Indented, boldface, italicized, capitalize the first letter of the first word and any proper nouns, period at the end of the heading.

Robert E. Lee. Perhaps one of the most famous names associated with Civil War history is that of Robert E. Lee who...

Chicago Style Headings

First Level. The title of a chapter is considered a first level heading; in other words, it has the highest value. Starting on a new page, it should be centered, Boldface or Italics, capitalize the first letter of all major words.

Chapter II

Review of Literature

Second Level. Second level headings should be centered, regular type, and capitalize the first letter of all major words.

The Revolution

Third Level. Third level headings should be positioned flush left, Boldface or Italics type, capitalize the first letter of all major words.

Civil War Leaders

Fourth Level. Fourth level headings should be positioned flush left, regular type, capitalize the first letter of the first word and any proper nouns.

Battlefields and meeting sites

Fifth Level. Starts the beginning of the paragraph. Boldface or italic type, capitalize the first letter of the first word and any proper nouns, end with a period. Start the paragraph text after the period.

Robert E. Lee. Perhaps one of the most famous names associated with Civil War history is that of Robert E. Lee who...


Figures and Tables

Tables and Figures should be placed within the body of the manuscript as close to where they are discussed as possible.

Tables and figures must be presented **CONSISTENTLY** throughout the manuscript.

Note the positioning of the table number and heading/caption(all caps in Turabian). APA style uses cap/lower case and underline for the heading as seen in Table 15.

Every table should have a line at the bottom to indicate the end of data. Table lines should extend the width of the data set. Lines should be parallel and all lines should assume the same length.

NOTE  [Appendix C](#) contains instructions for using the Insert Caption function to create a built-in Lists of Figures/Tables.

Chicago/Turabian Style

Use a triple space to the body of the figure, and leave at least 3 blank lines between a figure and its caption.

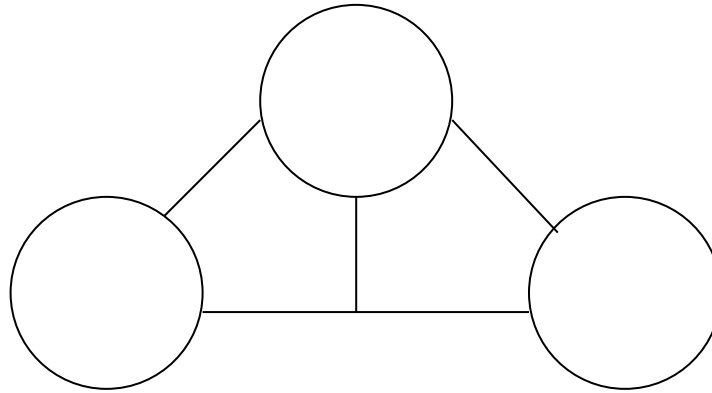


Fig. 4. Changing reproductive linkages in a species comprising fourteen populations.

Leave a triple space between the caption and the first line of text following the figure and its caption.

Assuming that this is the last line of text, space down three lines to the table.

Table 10

ESTIMATED NATIONAL INCOME OF INDIA AT 1948-49 PRICES
1900-1901 to 1930-31 BY SELECTED YEARS

	1900-1901	1910-11	1930-31
Total Income			
Amount	51,000	67,410	76,430
Index	100.0	122.1	126.5
Agricultural Production			
Amount	39,760	44,330	38,070
Index	100.0	111.5	95.7

Source: R.V. Rao, A.K. Ghosh, and M. Darta, Papers on National Income and Allied Topics, Avila Publishing House, 1962, 22-23.

APA Style

APA Style is very generous with allowance for space between lines of text and figures/tables. Use at least a double space between text and figures/tables.

Figure 4. Changing reproductive linkages in a species comprising fourteen populations.

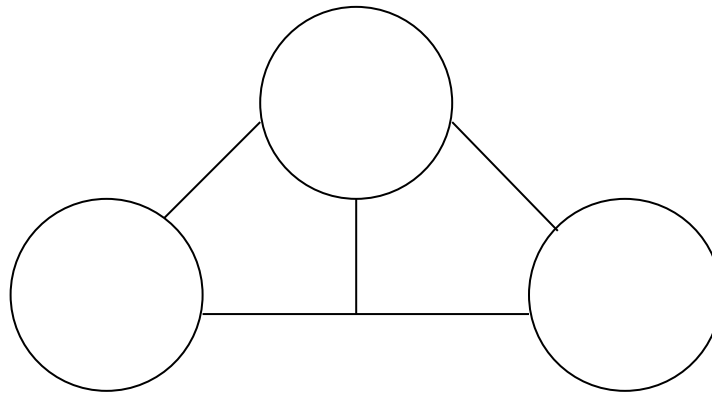


Table 15

Mean Numbers of Correct Responses by Children With and Without Pre-training

		Grade		
Group	<u>n</u>	3	4	5
Verbal Tests				
Girls				
With	18	220	297	301
Without	19	240	251	260
Boys				
With	19	281	290	306
Without	20	232	264	221

Note. Maximum score = 320.

Scores are reported for the number of children out of 20 in each group who completed all tests.

Bibliography

The bibliography lists the sources used in writing the Thesis/Dissertation/Doctoral Research Project. It is also appropriate to use “Selected Bibliography” or “Works Cited.” Some departments suggest a heading of “References.”

- Bibliography should start on its own page after the last page of the manuscript body.
- The heading should be formatted to match the other major parts of your thesis (ABSTRACT, TABLE OF CONTENTS)
- Ordinarily, citations are arranged alphabetically by the last name of the author.
- Runover lines in a bibliography can be handled in one of two ways: Either indent the author’s name 5 spaces and place the runover line(s) flush left – or – Place the author’s name flush left and indent the runover lines 5 spaces.
- Unless the graduate committee specifies otherwise, each entry of the bibliography should be single-spaced within the entry with a double space between entries.

Appendix

An appendix is not necessarily a requirement for a Thesis/Dissertation/Doctoral Research Project, but many committees will expect its inclusion. The appendix can contain one or more elements that are supplemental to the manuscript. Where several different elements (e.g., letters, tables, figures, survey) are placed in the appendix, division into parts is preferred. Use letters or numbers to identify the parts, and specify the parts in the Table of Contents. Ordinarily, if the appendix contains several different parts, the appendix is called “Appendices.”

- The bibliography should start on its own page after the last page of the bibliography
- The heading(s) should be formatted to match the other major parts of your thesis (ABSTRACT, TABLE OF CONTENTS)

NOTE: If you have any issues with your formatting, it is always best to contact your thesis reviewer for assistance - Daleana Wylde (dwylde@siue.edu) or Christina McGuiggan (cmcuigg@siue.edu).

CHAPTER IV

ORDER OF PARTS

Front matter

[Title Page](#) (required- see template) (no page number)

[Copyright page](#) (optional) (no heading and no page number)

[Abstract](#) (optional)

Acknowledgments (optional)

[Table of Contents](#) (required)

[Lists of Figures](#) (required if figures are present)

[List of Tables](#) (required if tables are present)

Preface (optional).

[Manuscript Body](#)

[Bibliography](#)

[Appendix](#) (optional)

Title Page

The style of the cover page is standard for every Thesis/Dissertation/Doctoral Research Project. The template **MUST** be followed exactly. Do not use bold, italics, underline, or point size larger than standard text. This page is not numbered, but it is counted as page one of the front matter.

The Title page consists of four sections (title/byline, degree, advisory committee, and graduation date) all centered horizontally. Each section is about seven line spaces apart.

Title (capitalize the first letter of all major words and proper nouns)

Double space

By your first name and last name, your highest degree achieved

Enter down 7 to 8 line spaces

A (choose one) Thesis/Dissertation/Doctoral Research Project Submitted in Partial
Fulfillment of the Requirements
for the Degree of
(choose one) Master/Doctor of (choose one) Arts/Fine Arts/Science/Education
in the field of your major

Enter down 7 to 8 line spaces

Advisory Committee:

- The Advisory Committee should include **at least three names**.
- Should match your registration of thesis title.
- One should be noted as the chair.
- Double line space this section.
- **Do NOT include the Dr. before committee names. You may include a comma and the credential if you wish. For example, PhD.**

Enter down 7 to 8 lines spaces

Graduate School
Southern Illinois University Edwardsville
(choose one) May/August/December, Year of Graduation

An example is shown on the next page.

Southern Illinois University Edwardsville Sample Thesis

By Eddy Cougar, Bachelor of Arts

A Thesis Submitted in Partial
Fulfillment of the Requirements
for the Degree of
Master of Arts
in the field of English

Advisory Committee:

Stephen Hansen, Chair

Jerry Weinberg

Susan Morgan

Graduate School
Southern Illinois University Edwardsville
May, 2016

Optional Copyright Page

- Position the Copyright on the center of the page with nothing else on the page.
- This page is not numbered or counted in the front matter.

@ Copyright by _____ Your Name _____ Month _____ 20 _____
All rights reserved

Optional Abstract

ABSTRACT

TITLE

by

AUTHOR

Chairperson: Professor First Name and Last Name

- Structure the title ABSTRACT and the title of your manuscript in the same format as your major/chapter headings.
- Double space to the first line of text.
- Double space the text
- The abstract must start on its own page.

Table of Contents

Some liberty in style can be taken with the Table of Contents. Chapters can be numbered with Roman or Arabic numerals, but whatever is used in the Table of Contents should appear consistently in the manuscript pages. Some students choose to eliminate the use of chapter numbers; while acceptable it is not highly recommended. **Consistency in wording, capitalization, and numbering must be observed between headings in the Table of Contents and those within the body of the Thesis/Dissertation/Doctoral Research Project.**

NOTE

[Appendix B](#) contains instructions for creating an automatic built-in Table of Contents which makes consistency in wording, capitalization and numbering more accurate.

Guides to the Table of Contents:

- Major headings (ABSTRACT), chapter headings (INTRODUCTION) and second level headings (Problem Statement) if included are required to be shown in the Table of Contents; however, third, fourth, and fifth level headings are optional.
- Do not include the Table of Contents in your Table of Contents
- *REFERENCES* and *APPENDICES* are major parts of your thesis. They should be formatted like the major parts in your front matter and should be placed flush left. These are not counted as chapters since they are major sections like ABSTRACT.
- Page numbers must be justified to the right and fan out to the left. Your page numbers must line up under each other to the right.
- Connecting dots must connect your heading and the page number.
- Do not allow your wording to stick out over your page numbers. If this happens, move the wording to a run over line.
- Run over lines, seen as second level headings under Chapter V above, are indented at least to the first letter of the line above.

List of Figures and List of Tables

While some variation in style is permitted in the structure, the lists are required if even one figure or table is present in the manuscript. These pages are placed immediately after the Table of Contents in the front matter. These lists are used to assign page numbers to the placement of tables and figures within the Thesis/Dissertation/Doctoral Research Project. The title that describes tables and figures in the front matter must read **exactly** as they appear within the manuscript. The list must contain connecting dots and page numbers. The student and the graduate Thesis/Dissertation/Doctoral Research Project committee will determine placement of tables and figures within the manuscript. Ordinarily, tables and figures are placed within the manuscript close to where they are first discussed.

 [Appendix C](#) contains instructions for using the Insert Caption function to create an automatic built-in Lists of Figures/Tables.

Guidelines for the Lists

- Each list should be positioned on its own page in the front matter
- Alignment of numbers under ‘g’ in Figure and ‘b’ in Table
- Run over line indented at least 3 spaces.
- Right justify of page numbers.
- *LIST OF FIGURES* or *LIST OF TABLES* heading at the top of the page should be formatted like the rest of the major parts of your thesis.
- Headings/captions **MUST** match the entry in the List of Figures or List of Tables.
- Single spacing within entries and double space in-between entries.
- Connecting dots to page numbers.

Examples

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NOTE: IN YOUR MANUSCRIPT EACH LIST SHOULD BE ON ITS OWN PAGE

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APPENDIX A

AN EXAMPLE OUTLINE

A. INTRODUCTION

In either outline or paragraph style, state the conditions, situations, facts, concepts, and experiences in which the problem had its origin - the sequence of thought that led up to the problem.

B. THE PROBLEM

1. Statement of Problem
2. Explanation - identify elements broadly
3. Basic Assumptions
4. Hypotheses, if appropriate
5. Definitions
6. Delimitations
7. Limitations
8. Purpose(s) or Objective(s)
9. Justification or Merits of the Study

C. REVIEW OF RELATED LITERATURE

D. PROCEDURES

1. Nature and sources of bodies of evidence (data) needed to solve problem including steps to identify and select sources and to determine sample size.
2. Plan for collecting and recording data - including specific steps to develop and pretest instruments and to record information.
3. Processing data - checking, analyzing, comparing, statistically treating, tabulating, charting, graphing, or whatever must be done to the data to produce the findings. Determining scope and adequacy. Applying inductive and deductive reasoning.
4. Drawing inferences, conclusions, generalizations, and recommendations.

E. BIBLIOGRAPHY

Should include all works consulted in preparing the Thesis/Dissertation/Doctoral Research Project, whether or not they have been cited directly in the text. The referencing system and bibliography should correctly and consistently follow established practices of the discipline as are found in published style manuals. Only

one system of referencing is to be used throughout and should be accompanied by a single bibliography or reference list.

F. APPENDICES

Items to be included in appendix might consist of instruments, tests, statistical formulas, raw scores, or whatever else may be useful to the reader but is not essential to the body of the Thesis/Dissertation/Doctoral Research Project.

NOTE: Parts A; B; and C may constitute Chapter I of the Thesis/Dissertation/Doctoral Research Project or dissertation, or D may be a separate chapter, which may either precede or follow the chapter on related literature.

APPENDIX B

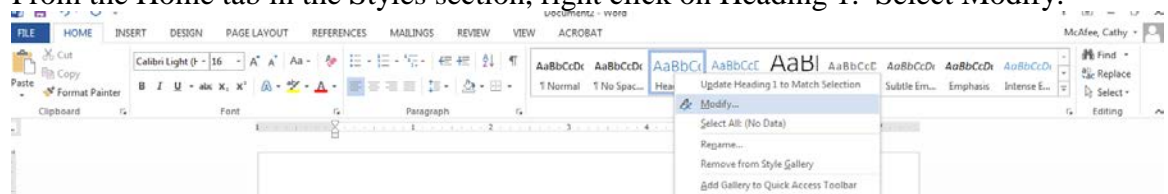
CREATING AN AUTOMATIC TABLE OF CONTENTS

By using the Styles section of the Home tab, you can create an automatic table of contents that will update your Table of Contents from your headings along with the page numbers on command.

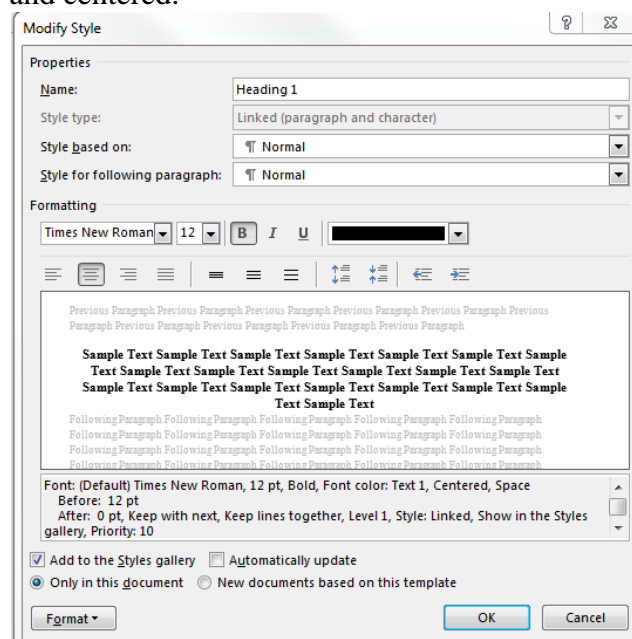
Using the Styles Menu for Headings



1. Determine how you will format your headings and how many levels of headings you will use in your manuscript.
2. From the Home tab in the Styles section, right click on Heading 1. Select Modify.



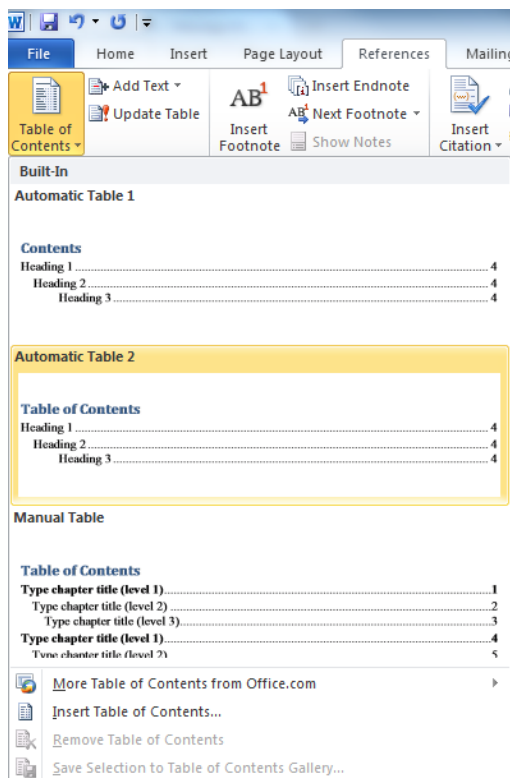
3. A pop up window will appear. Use the Formatting options to match your chosen heading style for Heading 1. In this case, we are using Times New Roman, font size 12, boldface, black text, and centered.



4. Repeat steps 2 and 3 for the rest of the heading levels you plan to use.
5. Once you have modified the format for the levels of headings you will need in your manuscript, you can apply the headings.
 - a. If you are applying the style as you are using in the manuscript, click on the heading level from the Styles menu just before you start to type.
 - b. If you have already typed your manuscript and are applying the headings afterwards, highlight the heading text and then click on the heading level in the Styles menu. You may need to adjust your spacing before and after the heading once you apply the style.
6. If you have more than three levels of headings, you may not want to include all of the levels in the Table of Contents. From the References Level, in the Table of Contents Section, click on Add Text. Select the levels you do not want to include in the Table of Contents.

Inserting the Built-in Table of Contents

1. To insert your Table of Contents, place your cursor at the top of the page where your Table of Contents will be located.
2. From the References Tab, in the Table of Contents section, click on Table of Contents. A drop down menu will appear. Choose Automatic Table 2.



3. Once you have inserted your Table of Contents, you can edit it as needed.
 - a. Highlight all the text in your Table of Contents and click on the Home Tab. Change the font style and size to match the rest of your manuscript.
 - b. Change the color and format of the Table of Contents heading to match the other major headings in your thesis. For example, should it be all caps and centered to match?
4. Often your Table of Contents will have two entries for your Chapter headings. The word Chapter and the number one line and the title of the chapter on the line beneath it. You can edit this in a couple of ways. The Graduate School prefers that you delete the line with the word Chapter and the number. Type the word Chapter with just the c capitalized. You can then insert a Roman Numeral or Arabic Numeral in front of the Chapter title.
5. If you have more than three levels of headings, you may not want to include all of the levels in the Table of Contents. From the References Level, in the Table of Contents Section, click on Add Text. Select the levels you do not want to include in the Table of Contents.
6. You will most likely need to make changes to your manuscript after you have completed your rough draft. You will need to update your Table of Contents after any changes to make sure your page numbers are accurate. To update your table, From the References Tab click on Update Table. If you have not adjusted your headings, choose update page numbers only. If you have added or changed your headings, choose update entire table. **NOTE: IF YOU UPDATE ENTIRE TABLE ANY EDITS YOU HAVE MADE TO THE TABLE WILL BE OVERWRITTEN.**

APPENDIX C

CREATING A BUILT-IN LIST OF FIGURES/TABLES

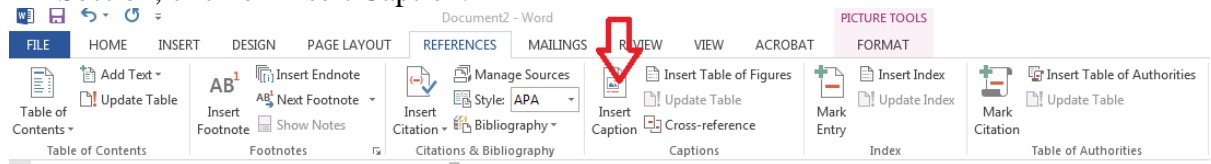
Like with the Table of Contents, Microsoft Word has the ability to create a built-in list of figures and tables.

Using the References Tab to Insert Captions

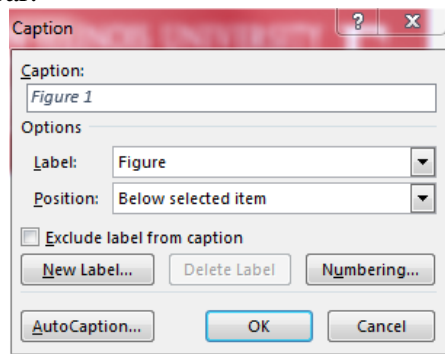
1. Place your object within your manuscript.



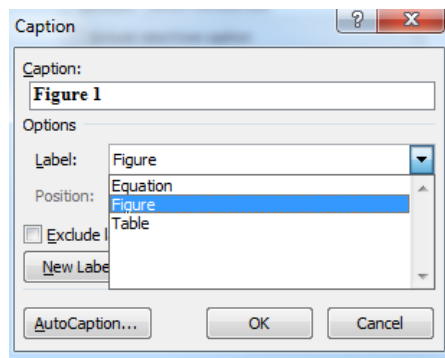
2. Click on the object so it is highlighted. Then from the References Tab, in the Captions Section, click on Insert Caption.



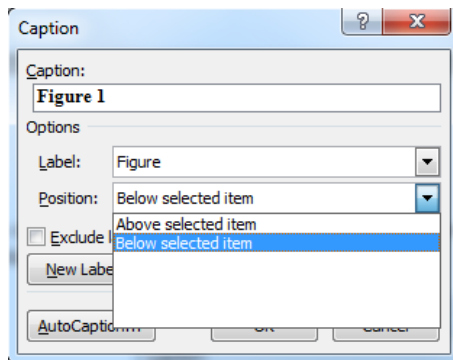
3. A pop up block will appear.



4. You can change the label type by clicking on the arrow in the Label: field and selecting a different label type.



5. You can change the position of the label to fit your style manual placement by pulling the down arrow next to the Position: field.



6. When you have selected the correct type of label and the correct position for the label, press ok. A label will appear in the position you selected.



Figure 1

7. Type or copy and paste your caption after the label. You will be able to edit the label on the Home tab to fit the font style, color, and size for the rest of your manuscript.



Figure 2 SIUE Graduate School Word Mark

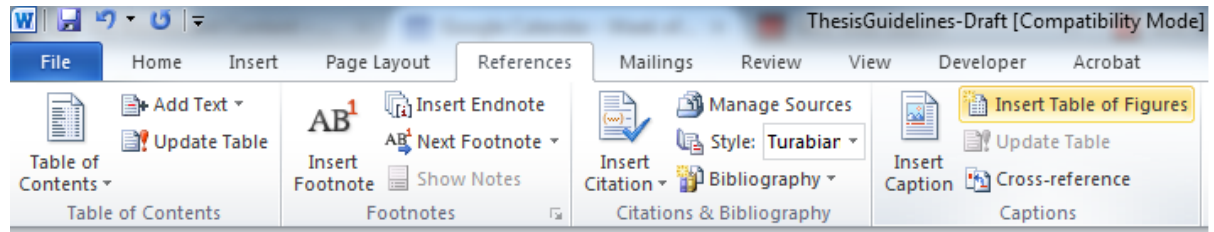
8. Repeat steps 1 through 7 for all of your figures and tables. Microsoft Word will automatically number the object (Figure 2, Table 3) as you insert your captions according to the order the objects are placed within your manuscript.

Using the References Tab to Create the List of Tables/Figures

If you have both figures and tables, you will require both a List of Figures and List of Tables. Each list must be on its own page in the front matter.

9. Go to the first page after your Table of Contents. At the top of the page type List of Figures or List of Tables, whichever list you are inserting. Use the Styles menu to apply Heading 1 formatting.
10. Space down three line spaces.

11. Click on the References Tab and click on Insert Table of Figures.



12. Below is the list from the figure we inserted in step 7.

Figure 1 SIUE Graduate School Word Mark..... 25

13. You can make adjustments to the list to fit your style manual. For example in the below list, I decided didn't want the word Figure in front of every entry so I backspaced to delete it and added the words Figure and Page as headings. I put my cursor in front of the number 1. and spaced over so that the 1. Was lined up under the g in figure.

Figure	List of Figures	Page
1. SIUE Graduate School Word Mark		25

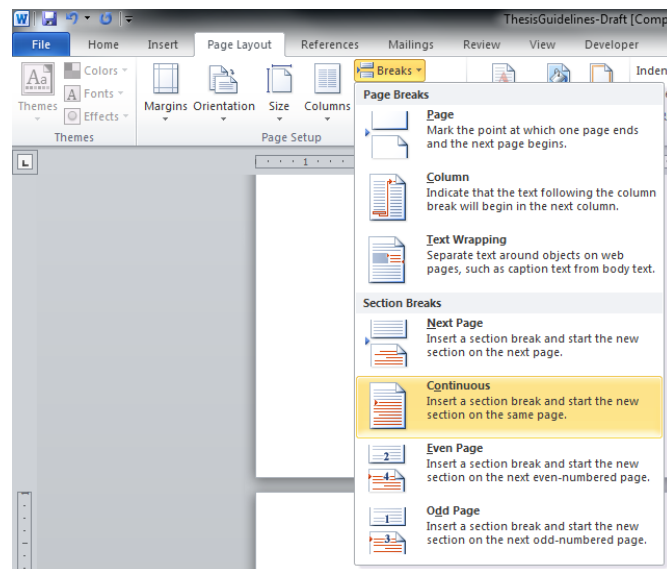
14. Repeat steps 9 through 13 for the List of Tables and any other lists you need to insert.

APPENDIX D

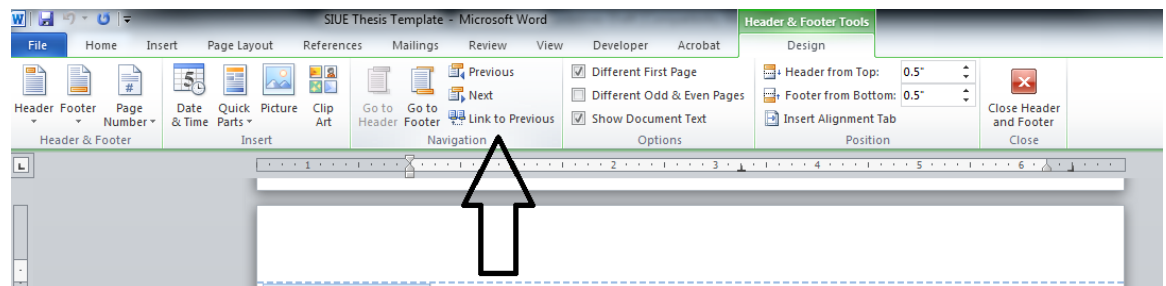
CREATING TWO NUMBERING SCHEMES IN WORD

It is best to insert page numbers after you have completed your front matter and at least the first several pages of your manuscript.

1. Go to the Page Layout Tab of Microsoft Word.
2. Place your cursor at the beginning of your first heading in your manuscript.
3. In the Page Setup section of the Page Layout Tab select Breaks and choose Section Break Continuous.

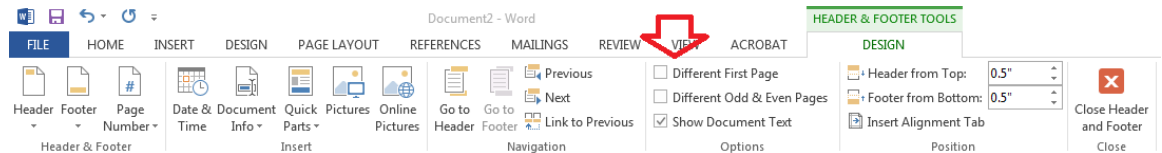


4. Double click on the top of the page to open the header and footer.
5. From the Design Tab in the Navigation Section- make sure Link to Previous is not highlighted in your header or footers on the first page of your manuscript.

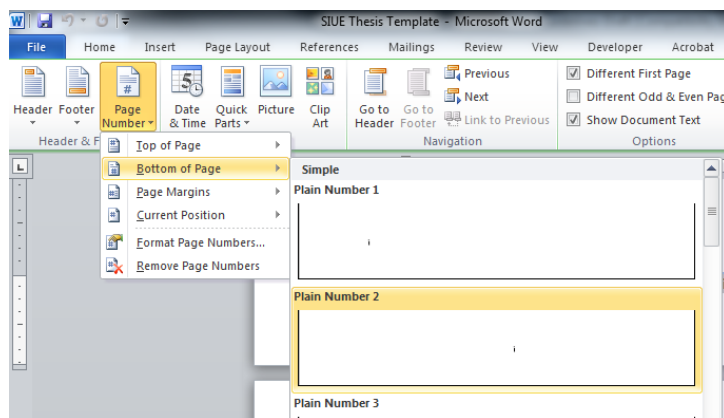


6. Go back to your Title Page

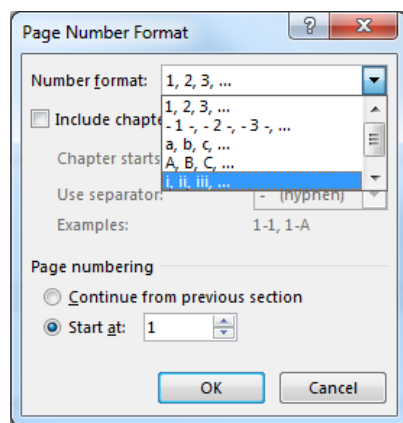
7. From the Design tab, in the Options Section, make sure Different First Page is not checked. It is important before you try to insert a page number that you have this option unchecked.



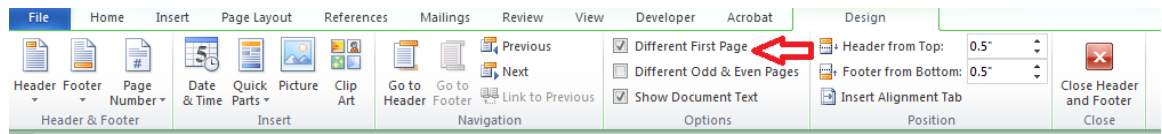
8. From the Design Tab in the Header and Footer section click on Page Number and select bottom of the page. A picture of several options will show up to the left of the drop down. Choose Plain Number 2 option.



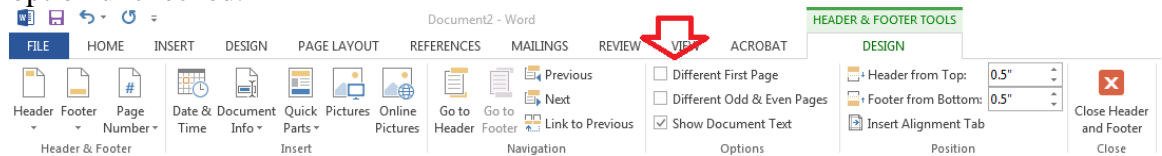
9. Go back to the Page Number option on the Design Tab of the Header and Footer section. This time select Format Page Numbers.



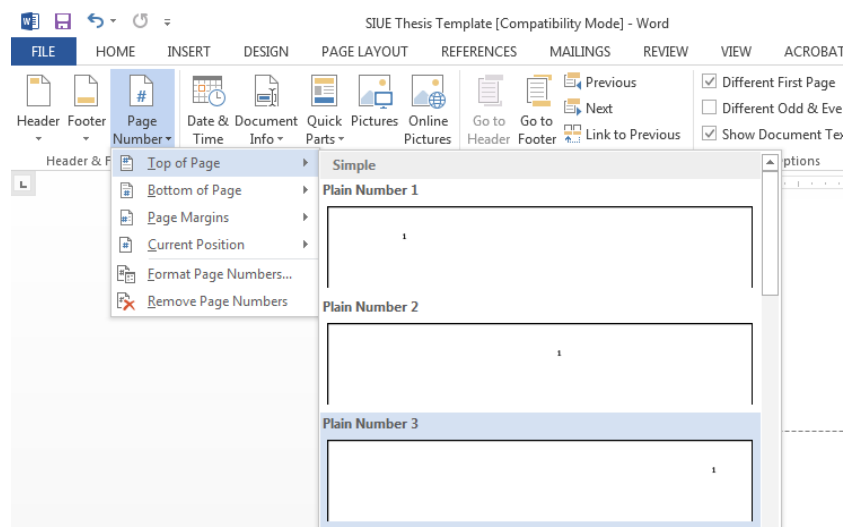
10. From the Design Tab in the Option section, now select Different First Page. We do not number the first page, but we do count it. The page number at the bottom of the title page should disappear.



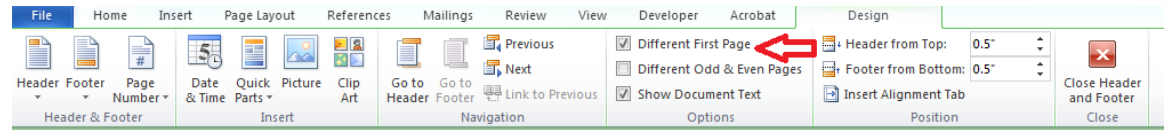
11. If you do not include a Copyright page, skip to step #13. If you include a Copyright page, you will want to place your cursor at the top of the Copyright page and insert a section break, like in step #3.
12. You may need to repeat insert a page number (step #7) on the next page, which will typically be your Abstract page.
13. Scroll through your front matter and make sure your pages are numbered correctly.
14. Once your front matter is numbered correctly, go to the 1st page of your manuscript. If the header is not already open, double click the top of the page to open it.
15. From the Design tab, in the Options Section, make sure Different First Page is not checked. It is important before you try to insert a page number that you have this option unchecked.



16. From the Design Tab in the Header and Footer section click on Page Number and select top of the page this time. A picture of several options will show up to the left of the drop down. Choose Plain Number 3 option this time.



17. From the Design Tab in the Option section, now select Different First Page. We do not number the first page, but we do count it. The page number 1 should disappear.



18. The second page of your manuscript should be numbered with a 2. If you see any other type of numeral, go back to the Page Number option on the Design Tab of the Header and Footer section and select Format Page Numbers. Pull down the arrow for Number Format and select the 1, 2, 3.

