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Miami University requires all theses and dissertations to be submitted to OhioLINK’s Electronic Theses and Dissertations service. Before submission, all documents must be formatted according to a set of guidelines established by the University Graduate School. These guidelines are spelled out in the Guide for Writing Theses and Dissertations which is available at http://www.units.muohio.edu/gradschool/ThesisGuidelines.pdf. Theses and dissertations must be submitted to OhioLINK two weeks prior to the conclusion of the semester. This handout contains information about achieving proper formatting using Microsoft Word 2007.

**Document Structure**

Your document must be assembled in the following order

1. **Front Matter**
   a. Certificate for approving the Dissertation (Dissertation only)
   b. Abstract
   c. Title Page
   d. Copyright Page*
   e. Table of Contents
   f. List of Tables
   g. List of Figures
   h. Dedication*
   i. Acknowledgements* (* denotes optional sections)

2. **Main Body**
3. **Back Matter** (Appendices, Reference List)

**Basic Formatting Information**

**Document Assembly**

It is important to understand some basic formatting features of MS Word before proceeding. Many graduate students write their thesis or dissertation a chapter at a time, with each section being a separate file. Then, when they assemble their work into a single document, they use the enter key to insert paragraph breaks to skip to the next page. In order to correct this, take the following steps (see figure 1 for illustration):
Page Breaks and Section Breaks

Page breaks vs. section breaks
Understanding the function of page breaks and section breaks is critical when using Word to achieve the graduate school formatting guidelines.

- **Page Breaks** – Simply forces a new page at the point inserted. Use to begin a new chapter or section where formatting changes are not needed.
- **Section Breaks** – Allows for formatting changes, such as restarting numbering, changing aspect ratio, margins, etc…. Section breaks come in two main varieties; next page and continuous.

How to insert page and section breaks
To insert a page or section break (see figure 2 for an illustration):

1. Select the Page Layout tab
2. Go to Breaks under page setup.
3. Select the necessary type of break
Page Numbering

The Requirements
The page numbers in Miami Theses and Dissertations must conform to a specific set of guidelines. These guidelines are:

What gets numbered
• Title page is first numbered page, but no number appears on it.
• Copyright page (if included) also is numbered with no number appearing
• First page of TOC is the first page that has a number appear on it.

How numbers appear
• Numbers appear on the bottom of the page in the center
• Front matter is numbered in lower case Roman numerals (ii, iii, iv, etc.).
• The body, appendices and back matter are numbered with standard Arabic numbers (1, 2, 3, etc.).

How to:
1. Turn on reveal formatting
2. Go to final page that will be without a number (title page or copyright page).
3. Highlight and delete the page break that should be there
4. Insert a next page section break.
5. Go to the first page of the TOC (the first page on which a page number actually appears).
6. Insert page number centered on the bottom of the page
   a. Insert Tab> Page Number > Bottom of Page > Plain Number 2 (Figure 3)
7. Click in the newly-created footer and highlight the page number

8. Deselect “link to pervious in the tool bar (figure 4)

9. Open page numbering format window (figure 4)

10. In the page number format panel, select the proper format and choose to begin numbering at ii (figure 4).
11. Repeat steps 1-10 for the first page in the body of your text, but remember to:
   a. change the page break and the end of the front matter to a section break;
   b. change the format to arabic numerals;
   c. have the numbering start from “1.”

**Troubleshooting:**

- If numbers appear in the unnumbered pages at the beginning of the document, simply erase them.
- If this erases the numbers below the first numbered page, insert a number on the first page without a number that should have one (iii). It should automatically start at the proper number.
- Repeat steps 8 and 10 if numbers disappear for any reason.
Table of Contents
Microsoft Word can automatically generate your table of contents. In order to use this feature of the program, you have to employ styles.

About styles
Styles are often used to create uniform formatting for different parts of a document. However, they can also be used to tag or identify lines or blocks of text. It is the latter use of styles that we will use to create a TOC. Because different style guides (APA, MLA, Chicago, etc…) require different formatting for headings and subheadings, what we will do is to use custom styles which will be devoid of formatting information to mark our headings and subheadings. We will then use those marked headings to automatically create a TOC. Please note that although you may use any formatting in your headings, all chapter and sub-chapter headings must be on a single line. Otherwise, MS Word will only include the first line in the TOC.

How to
1. Highlight your chapter 1 title
2. Select the Home tab
3. Click on the button on the styles panel (Figure 6)
4. Select “save selection as a new quick style.”
5. In the QuickStyle creation window (Figure 7), name your style and click OK
6. Repeat steps 1-5 for any subheading levels you may have
7. Your styles should now appear in the Styles panel of the Home tab. Go through your document and apply your custom styles to your headings
8. When done, go to the spot in your document where you wish your TOC to appear
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a. If you need to, go to the end of your title or copyright page and insert a section break. If you have a TOC already, copy and paste that into a separate file (in case this process fails).

9. Go to the References tab and click on Table of Contents, and Insert Table of Contents.
10. In the Table of Contents window, click on options.
11. In the TOC options window (figure 8), give your custom headings the proper number in the hierarchy of your document.
   a. In this example, Chapter Title is the top level heading so it is assigned the number 1. Chapter Subtitle is the second level, so it is given the number two.
12. Scroll down and be sure that no other styles are given numbers in the hierarchy.

13. Click on Ok, and then OK again, and Word should create a TOC from your headings.
14. If you should need to change the page numbers in your TOC (perhaps you added or removed content), you simply right-click on the TOC, select Update field and choose Update page numbers only. If you have added headings, select Update entire table (Figure 9).