

Humanities Template Guide (Unnumbered subheadings)

Set your margins at one-inch all around. Center page numbers ½ inch from the bottom of the page. All text is 12 points except for the 14-point main headings. All headings, subheadings, table titles, figure captions, footnotes, bibliography, and block quotations are single spaced.

Front Matter

Title page

1. Double check the proper name of your department. It may be “Department of,” “School of,” “Division of,” or another variation.
2. Check the mainframe for your name as it appears in the university records. That is the version you must use. If you wish to change it, you must do so through the Office of the Registrar before uploading document to Digital Commons.
3. The date on the final line is your *graduation date*, no comma between month and year.
4. This is the only page with no page number. The following page is always page ii.

Copyright page, Dedication page, Epigraph page

1. These pages are optional (unless you have registered copyright, in which case you would include the page with copyright notice).
2. These pages have no main heading. They are not included in the table of contents.
3. *Options:* Either to begin each of these three pages at the top one-inch margin, or to center them in the middle of the page. Dedication may be italicized.

Acknowledgments and Main Headings

1. The acknowledgments are optional. There can be no acknowledgments in individual chapters. Instead, you may incorporate chapter acknowledgments into the single acknowledgments section in the front matter.
2. Acknowledgments is the first page containing a main heading.
3. The main heading “Acknowledgments”—and all the main headings throughout the document—are *formatted identically* in 14 points, single spaced, boldfaced, and centered at the top one-inch margin. A double space separates a main heading from the following text.
4. *Option:* You may place all of the main headings against the left margin instead of centered at the top margin.

Table of Contents

1. Arrange the listing of main headings in the order shown on p. 9 of the formatting guidelines.
2. The Graduate School does not require subheadings to be listed in the Table of Contents. But if you wish to list them, *include only the a-level subheadings*.
3. Place all the main headings against the left margin, with runover lines indented.
4. Indent runover lines on subheadings, too.
5. To create the leader dots between titles and pages numbers in Word, go to the Home tab

and click the small expansion arrow in the bottom right corner of the Paragraph group. In the lower left corner of the Paragraph dialogue box, click on “Tabs.” In the Tabs dialogue box, set *Tab stop position* at 6.5; set *Alignment* at Right; set *Leader* on 2; click *Set* and then *OK*. In your table of contents, place the cursor after the chapter or section title and click your keyboard’s Tab button to see the leaders appear, and type in the page number at the end of the leaders.

6. In the table of contents use a double space above each main heading in the list (chapter titles, appendix titles, front matter headings, and back matter headings). Otherwise, the table of contents is single spaced.

Lists of Tables and Figures

Note: The Graduate School does not require these lists in your document. If you wish to have one or both lists, apply the following rules:

1. You may use one of two numbering styles for your tables and figures:
 - a) The chapter number followed by the sequence number, e.g., 1.1, 2.1, 3.1. (Begin with sequence number 1 in each chapter.)
 - b) If you choose *not* to have chapter numbers, simply number tables and figures sequentially to the end, always followed by a period.
2. Include tables and figures in the appendices in the lists. Number the tables and figures with the appendix letter plus the sequence number (e.g., A.1., C.1.). If you have only one appendix (which has no letter designation), use “A” before the sequence numbers to generally indicate “Appendix.”
3. In the List of Figures, following the figure number, include only the first sentence or phrase of the caption. Details are unnecessary without a figure for the reader to refer to.
4. Include no sources in either of these lists.
5. Indent all runover lines.

Abstract

1. The abstract is limited to 350 words.
2. As the final page in the front matter, the abstract is the final page numbered with lowercase roman numerals.
3. Only one abstract is permitted in a dissertation. Individual chapters must not have them.

Body of Text

Chapter

1. Chapter titles: 14 points and single spaced like all other main headings
Subheadings: all levels are 12 points
2. Place the acknowledgment of previous publication of a chapter (or any significant part of it) in an unnumbered footnote at the bottom of the first page of the chapter. (See the complete formatting guidelines for more information on acknowledgments, copyright, and permission.) Your publishing agreement will supply the acknowledgment phrase.
3. The introductory chapter, or Chapter 1, begins with Arabic page number 1, and continues sequentially to the end.

Option: You may omit chapter numbers.

Figures and Tables

1. Table titles always go above the table; figure captions always go below; otherwise, they are formatted identically, all on one line, no boldfacing or italics, and separated from surrounding text by a double space.
2. See the complete online *Thesis and Dissertation Handbook* for the correct way to continue tables and figures to another page.
3. Figure sources always appear at the end of the caption, after the period. Table sources and notes appear below the table.
4. All tables and figures must be kept within the one-inch margins. Landscape them or divide them into separate tables and figures if they do not fit.
5. Never number tables and figures with a, b, c (e.g., Figure 1.2a). Each must have its own number and title, even if it has multiple parts within.
6. Single-space tables for ease of reading.

Notes

1. You may use footnotes; parenthetical notes containing author's name, title, and page number; and endnotes. But never use bibliographical references at the end of a chapter. References belong in a complete alphabetical bibliography or reference list.

Back Matter

Appendices

1. The only *required* appendices are: a) a snapshot of the IRB form, if you have used human subjects, or b) snapshots of original publication agreements for your previously published chapters; permissions for use of others' work; or, in the case of open-access publication, the first page of the article. See the *Thesis and Dissertation Handbook* for more information on fair use and necessary proof of publication or permission.
2. Always precede the snapshots with a simple subheading that refers to the location in your document of the material that you are reusing, e.g., "Chapter 1" or "Pages xx–xx in Chapter 2".
3. Inserting an entire publication agreement isn't necessary. Include at least the pages that contain a publisher's logo or other identifier, your name, co-authors, article title, journal title, and the portion of the agreement's terms that specifies who holds copyright—you or the publisher.

Bibliography or Reference List

1. Use of an alphabetized bibliography or reference list assumes that your document contains footnotes, parenthetical author-date notes, or endnotes at the end of your chapters (rare). **Note:** *A bibliography or reference list is not permitted at the end of a chapter. This is not a journal article. It must be formatted as a thesis or dissertation.*
2. If you use parenthetical author-date notes in the text, always place the publication date in parentheses following the author's name in the reference list.

Vita

Consists of one or two autobiographical paragraphs written in third person. Do not provide your exact birth date. Avoid using the phrase "will graduate"; replace it with "anticipate graduating" or "plan to graduate."