Abstract:

- **Pagination begins here at ‘v’** – allows for automatic insertion of UMI ProQuest publisher page
- The text of the abstract starts two spaces below the title. (ENTER, ENTER)
- The text is double-spaced. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).

Table of Contents:

- Center TABLE OF CONTENTS at the top of the page
- Use the headings CONTENTS and PAGE
- List the preliminary pages (beginning with the abstract and including the Table of Contents). Include all headings and subheadings used in the dissertation.
- Use roman numerals (beginning with v) for all preliminary pages numbering and Arabic numerals (1, 2, 3, etc.) for all pages in the body, starting with page 1 for the introduction.
- 12-point, Times New Roman font and should not be **bold**, *italicized*, or underlined.

Automatically Create a Table of Contents in Word:

- You must format headings and subheadings in your document to use this feature
- Click where you want to add the Table of Contents
- Click on the References tab
  - click **Table of Contents**,
  - click **Insert Table of Contents**
- Click **OK**

List of Figures:

- Use the heading FIGURES and PAGE as appropriate for the listing of pages
- Align the last number of the page number with the E in PAGE

List of Tables:

- Use the heading TABLES and PAGE as appropriate for the listing of pages
- Align the last number of the page number with the E in PAGE

List of Appendices

- Use the heading APPENDIX and PAGE as appropriate for the listing of pages
- Align the last number of the page number with the E in PAGE
• Note: If you only have one Appendix, you don’t need to have a separate List of Appendices, simply include the single Appendix in your Table of Contents