

Table of Contents: Required This page lists all the sections **exactly** as they appear in the body, along with their page numbers.

Use the same university approved font and size as your body text. For **headings**, use a size not larger than 20-points. This page is not double spaced, but add an extra line before the next major section/chapter. Don't use bold, underline, or italics.

Table of Contents

To set tabs:
Click on the bottom right of the Paragraph tab and, in the Paragraph Settings window, click the Tabs button. Set the first tab to 0.5" (Align LEFT; Leader NONE); set the second tab to 1.0" (Align LEFT; Leader NONE). Continue adding tabs 0.5" for additional headers. Set a final indent to 6.0" (Align RIGHT; Leader DOTTED). Click Save.

List of Tables	viii
	<i>{Skip lines between 1st-order headings.}</i>
List of Figures	ix
List of Abbreviations	x
Acknowledgments.....	xi
Chapter One: Introduction	1
2 nd -Order Heading	2
2 nd -Order Heading	3
3 rd -Order Heading	<i>{Don't skip lines between all other headings.}</i> 4
3 rd -Order Heading	4
4 th -Order Heading	7
4 th -Order Heading	7
2 nd -Order Heading	9
3 rd -Order Heading	11
Chapter Two: Lengthy Headings	12
This 2 nd -Order Heading Happens to be an Extremely Long Title – In Fact, We Must Break the Line, then Indent another .25 inches.....	13
2 nd -Order Heading	15
3 rd -Order Heading	<i>{Capitalization schemes should be consistent.}</i> 17
3 rd -Order Heading	19
4 th -Order Heading	20
2 nd -Order Heading	23
3 rd -Order Heading	25
3 rd -Order Heading	27
4 th -Order Heading	30
Chapter Three: Title	32
2 nd -Order Heading	37
2 nd -Order Heading	39
3 rd -Order Heading	40
3 rd -Order Heading	42
4 th -Order Heading	45
4 th -Order Heading 47	47
2 nd -Order Heading	49
3 rd -Order Heading	50
Chapter Four: Title	54
2 nd -Order Heading	55
2 nd -Order Heading	57
3 rd -Order Heading	61

Margins are 1" on the top, bottom, and right; 1.5" on the left. Page numbers should be Roman numerals and centered at the bottom at 0.5". You should use the appropriate Roman numeral for the page number according to its placement in your thesis.

3 rd -Order Heading	64
4 th -Order Heading	69
4 th -Order Heading	75
2 nd -Order Heading	78
3 rd -Order Heading	80
References	81
Appendix A: Title	90
<i>Appendices are listed as separate chapters}</i>	
Appendix B: Title	99
Appendix C: Title	102
Appendix D: Title	105