

GRADUATE SCHOOL  
& GLOBAL AFFAIRS



## **Format Manual for Theses and Dissertations**

*(Updated 03/01/2024)*

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**For additional information, Microsoft Word templates, current deadlines, forms, and additional resources, visit the Plan I (thesis/dissertation) page:**

**[www.uab.edu/graduate/students/current-students/theses-dissertations/your-thesis-and-dissertation](http://www.uab.edu/graduate/students/current-students/theses-dissertations/your-thesis-and-dissertation)**

## About this Manual

This manual outlines UAB requirements regarding the physical appearance of all theses and dissertations published through this university.

### Responsibilities and Requirements

#### Responsibilities of the Student

It is the student's responsibility to be aware of and adhere to all applicable deadlines and requirements pertaining to completing a graduate degree. Consult with your department for program specific guidelines and requirements, the IRB/IACUC offices to ensure that your training and research approval is correct and current, and the Graduate School website for applicable deadlines and forms.

#### Responsibilities of the Committee

Signatures of committee members and program directors on *Approval Forms* indicate their assurance that they have examined your document and have found that it is of professional quality from all standpoints (including writing quality, technical correctness, and professional competency) and that the document conforms to acceptable standards of scholarly presentation.

#### Responsibilities of the Graduate School

After the final defense, theses and dissertations will be reviewed by the Graduate School. Those which do not display a professional scholarly appearance will not be approved by the Graduate School Dean.

#### Electronic Theses and Dissertations (ETDs)

ETDs are published through a joint effort of the Graduate School and the UAB libraries. Visit the Graduate School website for information about important publication and distribution choices you will need to make. Paper submission is no longer an option.

#### Application for Degree

Your **Application for Degree** must be in the Graduate School **before your *Approval Form* can be completed** and no later than the posted deadline. Also, if any changes occurred to your committee after your admission to candidacy, these changes must be submitted on the [Change of Graduate Study Committee](#) form before your *Approval Form* can be created. **This application is semester specific. It does not carry over into a subsequent semester.**

#### The Approval Form

No later than two weeks before your public defense, submit your [Thesis/Dissertation Approval Form Request](#). This is an official UAB document on which all information must be accurate (e.g., your name, the title of your document, and committee members' names). The information you enter on this form will appear, exactly as you enter it, on the Graduate School Calendar of Events and in the Graduate School commencement book. Please verify the spelling of your committee members' names. It is your responsibility to ensure accuracy. Entering incorrect or incomplete information on your request may significantly delay the creation of your official *Approval Form*. You will be notified via e-mail (typically within one week) when your request has been approved. Your official *Approval Form* will be generated the day of your defense and sent to your committee electronically.

#### Final Steps in the Review Process

Your final document must be submitted to [ProQuest](#) **within 10 business days of your public defense**. To assist you in the preparation of your thesis/dissertation and to avoid time-consuming revisions, we cannot over emphasize the importance of ensuring that your final document closely aligns

with this manual, learning about common formatting errors, and registering your ProQuest account **with an email you will monitor closely**. Please also note that your graduation date is set by the date we receive the final, ACCEPTABLE copy of your thesis/dissertation. Also note that your ProQuest submission **does not** guarantee its acceptance for publication. Your final document will be reviewed for accuracy within **approximately 5-7 business days of its submission**. It is up to you, the student/author, to monitor your email as this is where an administrator will send notifications regarding revisions, if any, that should be addressed prior to publication.

## Organization of the Thesis or Dissertation

**Note:** All pages must adhere to the prescribed margins (1 ½ inch left, 1 inch right, top, and bottom). Page numbers on preliminary pages (with the exception of the title page and copyright page) are lower case roman numerals, bottom center. You may find it easier to create the preliminary pages as a separate document, create a PDF of each document, and then combine the PDF files, rather than working with section breaks in Microsoft Word.

**The preliminary pages must be arranged in the order listed here and must adhere to these instructions.**

**1. Title Page**--required (see sample - page 11)

*Page is counted as page i but not visibly numbered; title is centered between the margins, 2 inches from the top of the page and in all capital letters; year of degree conferral is at the 1-inch bottom margin.*

**2. Copyright Page**—optional (see sample - page 12)

*Page is counted as page ii but not visibly numbered; the year is at the 1-inch bottom margin.*

**3. Abstract**—required (see sample – page 13)

*The Abstract Page and all following pages are visibly numbered (page ii if no copyright page is included; page iii if there is a copyright page; title begins 1 inch from the top of the page.*

*The program name on your Abstract page must match that on your approval form.*

*The Abstract may not exceed 350 words. Up to 6 keywords may be added to the Abstract page.*

**4. Dedication**--optional

*Page is numbered; title is centered 2 inches from the top of the page*

**5. Acknowledgments**--optional

*Page is numbered; title is centered 2 inches from the top of the page*

**6. Table of Contents**—required (see sample – page 14; page 20 for preprint/reprint)

*Page is numbered; title is centered 2 inches from the top on the first page – 1 inch down on the continuing pages*

**Note:** The Table of Contents must show the correct page-number designation for each entry, (do not list the Table of Contents itself) beginning with the Abstract page. All first-, second- and third-level headings must be word for word as they appear in the text. Numerals indicating page numbers are aligned at the right-hand margin and connected to the appropriate entry by dot leaders, the line of evenly spaced periods. (See page 26 for instructions for adding

dot leaders.) Typing in a row of periods results in unaligned numbers at the right margin and is not acceptable.

**7. List of Tables**—required if any tables are used (see sample – page 15; page 20 for preprint/reprint)

*Page is numbered, title is centered 2 inches from the top – 1 inch down on the continuing pages*

**Note:** Titles in this list must match word for word in the text. Tables appearing in the appendices are not included in this list.

**8. List of Figures**—required if any figures are used (see sample – page 15; page 20 for preprint/reprint)

*Page is numbered, title is centered 2 inches from the top – 1 inch down on the continuing pages*

**Note:** Titles in this list must match word for word in the text. Figures appearing in the appendices are not included in this list.

**9. List of Abbreviations**—optional – If you include a List of Abbreviations page, entries are alphabetized. (see sample – page 16). Consult your own style guide for other specific requirements pertaining to abbreviations.

*Page is numbered, title is centered 2 inches from the top*

**Note:** It is common practice that all abbreviations and acronyms be spelled out at the first mention in the text with the abbreviation following in parentheses. Thereafter, the abbreviation only is used. Follow the practice of your style guide in determining how special terms are used and which terms do not require explanation.

## **The Body of the Thesis or Dissertation** (See sample page of text - page 17)

From this point through the end of the document, all pages are numbered with Arabic numerals either in the upper right-hand corner or at the bottom center. Begin with page number 1 and continue with consecutive numbers, consistently placed, through the end of the document, including appendices. Avoid leaving wide empty spaces at the bottom of pages, other than for the last page of sections.

You may find it easier to create the 2-inch top margin on the first pages of chapters etc., by hitting the enter key 2-3 times instead of resetting the top margin through Page Setup.

## **Reference Material**

*Title is centered 2 inches from top on the first page; continuing pages begin 1 inch from top*

## **Appendices**

Appendices are optional *unless* IRB and/or IACUC approval was required. Appendices may include information that is relevant to the study but inappropriate or too detailed to be included in the body of the paper. **Do not place unfinished or unpublished journal articles or articles that have been published elsewhere in the appendix of your thesis or dissertation.**

**If IRB or IACUC approval was required for your research**, the appropriate, current permis-

sion letter(s) or form(s) must be included in an appendix. Your own name must appear on the IRB form. The IACUC protocol number must match the number issued at the time of your admission to candidacy and the approval must be current.

Each appendix has a separate title page (see sample, page 10)

***All material in the appendices must fit within the required margins.*** (IRB/IACUC forms may need to be reduced in size in order to conform to margin requirements).

*Pages continue the numbering of the text.*

# Preparing Your Thesis or Dissertation for Publication

## Style and Format

**Your style guide** (e.g., *The APA Manual*, *CBE Manual*, or a professional journal in your field of study) governs such things as how sources are referenced and cited in the text, how tables and figures are designed, and how special terms are used (e.g., abbreviated, hyphenated, capitalized, italicized). Consult your committee on your choice of style guide.

**This *UAB Format Manual*** governs the physical appearance of your final document; for example the design, order, and contents of preliminary pages and appendices, width of margins, and page numbering system (see pages 2 & 3 for pagination requirements).

**This *UAB Format Manual*** takes precedence over the style guide in the following areas:

### Margins

- All pages, including preliminary pages, pages with illustrations, landscape pages, and appendices must have a 1½ inch left margin in order to allow space for binding.
- Top, bottom, and right margins are 1 inch
  - Exceptions: (a) Page numbers are placed within the margin, ½ inch from the edge of the page, (b) the first page of each chapter may have a 2-inch top margin, (c) the last page of a section may have a wider bottom margin, (d) where widow/orphan lines have been avoided, a slightly wider bottom margin may occur, and (e) headings or subheadings that appear as a single line at the bottom of a page should be moved to the top of the following page, leaving a wider than usual bottom margin.

### Font Size and Style

- Use 12-point Times New Roman or other common serif type font for all text (including headings) throughout the document. (LaTeX users may use the default font)

### Line Spacing

- Use standard double spacing throughout the document.
  - Exceptions: (a) long quotes may be single spaced, (b) references may be single spaced with a double space between each entry, and (c) headings, subheadings, and figure captions may be single spaced.

### Illustrative Material: Figures and Tables

**If previously published material is used, written permission to use the material must be obtained from the copyright holder and submitted with your document. These permissions are not included in the document.**

(See sample table, page 18; sample figure, page 19)

- Figures, tables, photographs, and other illustrative material must conform to margin requirements and be of high professional quality.
- Illustrations should be presented consistently throughout the text. They should be placed on the page consistently with the same amount of space separating them from lines of text. (Large figures, photographs, or tables may be displayed on separate pages).
- Titles and captions should be consistently worded and consistently placed.

## Heading and Subheading Options

Headings and subheadings must be used consistently throughout your document and must match your table of contents word for word. Determine how many levels of headings your longest section requires and use those levels in the same order throughout your document. The system of headings/subheadings described in the following table results in an easy to follow, professional appearance and is approved by the Graduate School (see sample, page 17). However, these may be adapted for your own needs or you may follow the heading/subheading style of your style manual or journal.

For a document with 3 levels of headings		For a document with 4 levels of headings	
1st level	ALL CAPS CENTERED	ALL CAPS CENTERED	
2nd level	Upper and Lower Case, Centered	Upper and Lower Case, Centered	
3rd level	<i>Upper and Lower Case, Flush Left, Italics</i>	<i>Upper and Lower Case, Flush Left, Italics</i>	
4th level		<i>Indented, initial caps, italics, end with a period. Text follows on same line....</i>	
For a document with 5 levels of headings			
1st level	ALL CAPS CENTERED		
2nd level	Upper and Lower Case, Centered		
3rd level	<i>Upper and Lower Case, Centered, Italics</i>		
4th level	<i>Upper and Lower Case, Flush Left, Italics</i>		
5th level	<i>Indented, initial caps, italics, end with a period. Text follows on same line....</i>		

## Spacing

An important consideration in heading style is the spacing above and below headings and subheadings. This should also be consistent throughout the document. The following guidelines result in a professional appearance but may be adapted for your own needs.

- First level headings (the first page of sections or chapters) are placed 2 inches down from the top of the page. You need not reset the margin; simply move the first line of text down by pushing the enter key 3 times.
- Subheadings should be separated from the last line of the paragraph they follow by the addition of an extra line of empty space—2 times the standard double space (i.e., hit the enter key one extra time).
- Text begins one standard double space below headings and subheadings.
- A subheading that immediately follows another heading or subheading requires no additional empty lines of space. Subheadings are separated by a standard double space.

- Subheadings that fall at the bottom of a page should be moved to the top of the following page if there is not room for that subheading and at least of 2 lines of text. This will leave a wider than normal bottom margin.

## THE PREPRINT/REPRINT OPTION

The preprint/reprint option (i.e., journal articles that appear as chapters) is for students who have written closely related articles which have already been published (reprint) accepted for publication, are under review for publication, or are being prepared for publication (preprint). Students considering this option **must first obtain the approval of the graduate committee**. Doctoral students are typically expected to be first author on a minimum of three articles. Master's level students are typically expected to be first author one or two articles; however, these things are at the discretion of the department and/or the graduate committee and are not dictated by the Graduate School.

### Style and format of the preprint/reprint option

In most matters regarding style and format, preprint/reprint manuscripts conform to the requirements described in this manual for the traditional manuscript. However, there are some significant differences.

#### 1. Format of the Table of Contents

- Each preprint or reprint included in the main body should be identified in the table of contents as a separate section with the complete title as it appears on the cover sheet of each manuscript. (See sample, page 20)
- Subheadings from the general introduction and general summary sections are included in the table of contents.
- Subheadings that occur within the individual manuscripts are not listed in the table of contents.

#### 2. Lists of Tables and Figures

- Numbering of tables and figures begins with number 1 within each article. The title of each article appears on the list pages. (See sample, page 21).

#### 3. Copyright Regulations

- If an article to be used in the thesis or dissertation has previously been published, the publisher owns the copyright. The student must include a copyright permission statement on the title page of that section of the manuscript. (See sample, page 22)
- If the reprint material has coauthors who are pursuing a graduate degree at UAB, the candidate must consult with these coauthors concerning their permission for the reprints to be used.

## 4. Organization of the Document

The body of the thesis or dissertation has three divisions.

- The Introduction – describing the relationship among the various articles.
- Preprint or Reprint Articles
  - Manuscripts should be arranged in the most appropriate order.
  - Each preprint/reprint manuscript has its own title page with appropriate citation information (see sample, pages 22-23). This is the page number listed in the table of contents.
  - The wording of previously published material must exactly match the published version. It is therefore necessary to review the article as published, rather than as it was submitted.
  - Published errors may be corrected in the dissertation; notification that corrections have been made appears on reprint title pages by adding the statement "Format adapted and errata corrected for dissertation." (see sample, page 22)
- Summarizing discussion or conclusion.

## 5. Reference Materials and List of General References

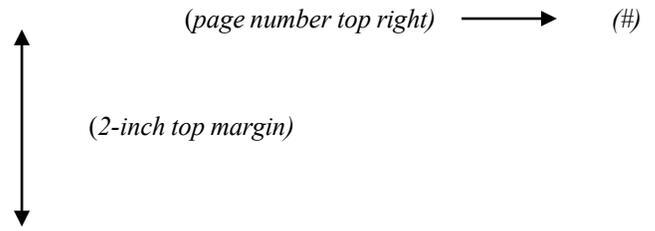
- Each preprint or reprint article will have its own list of references which appear at the end of each article. Each article may retain the reference style in which it was (or will be) published.
- A List of General References for material in the introduction and conclusion is included after the summary conclusions.

## Tables and Figures

As in traditional manuscripts, tables and figures in preprint/reprint manuscripts should be placed consistently throughout the document. If you choose to place figures at the end of each article, place them after the references.

***(Sample Appendix Title Page)***

*Each appendix has a separate title page.*



APPENDIX A ← *(All caps; no bold;  
Standard double space)*

SAMPLE PAGES ← *(The title of the Appendix how it appears in the  
Table of Contents)*



*Note: For consistency throughout all UAB Theses and Dissertations, follow these sample pages carefully. Templates for many of these pages are available at the Graduate School website.*

- *Explanations of detail appear in italics.*
- *Instructions for using Microsoft Word for formatting are in Appendix B.*

*(Sample Title Page)*

*(2-inch top margin)*



THE TITLE OF THE DOCUMENT IS IN CAPITAL LETTERS,  
CENTERED, AND SINGLE SPACED *(Centered between required margins)*



*(Lower case letters approximately 6-8 single spaces below the title)*

by

*(1 regular double space)*

YOUR NAME HERE

*(All capital letters; use the same form of your name for all publications)*

*(2 double spaces)*

JOHN W. SMITH, COMMITTEE CHAIR  
WILLAIM G. ADAMS  
CATHERINE G. BOWER  
JAMES L. COLLINS  
RICHARD DEAN

*(All capital letters; single spaced; do not list degrees; committee chair first, list others in alphabetical order by their last name)*

*(1½ " left margin)*



*(Center all text between the required margins)*



*(1 " right margin)*

A DISSERTATION [or THESIS]

*(1 regular double space)*

Submitted to the graduate faculty of The University of Alabama at Birmingham,

*(Begin second line with "in", lower case letter)*

in partial fulfillment of the requirements for the degree of

Doctor of Philosophy [or Master of Science, etc.]

*(1 regular double space)*

BIRMINGHAM, ALABAMA

*(1 regular double space)*

2008 *(Year of graduation on the 1-inch bottom margin)*



*(No page number is printed on this page)*

*(Sample Copyright Page)*

*(1½ " left margin)* ←

→ *(1 " right margin)*

*(Text should appear single space; centered)*

Copyright by  
Your Full Legal Name *(As it appears on the title page)*  
The Year of Degree Conferral  
*(Year is on the 1-inch bottom margin)*

12 ↑  
↓ *(No page number is printed on this page)*

*(This page should appear with a one-inch top margin instead of a two-inch top margin)*



***(Sample Abstract Page)***

TITLE OF THESIS OR DISSERTATION: CENTERED, ALL CAPTIAL LETTERS;  
SINGLE SPACED; PRECISELY AS IT APPEARS ON THE TITLE PAGE  
AND ON THE APPROVAL FORM

*(regular double space)*

YOUR NAME HERE

*(regular double space)*

YOUR PROGRAM NAME – AS IT APPEARS ON YOUR APPROVAL FORM

*(regular double space)*

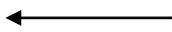
ABSTRACT

*(regular double space)*

The Abstract may not exceed 350 words. (The word limit applies only to the text and does not include the title, program name or list of keywords.) Lines of text are double spaced. Page numbers are bottom-center with small roman numerals. If the abstract extends to a second page, that page has a 1” top margin.

A list of up to 6 keywords or phrases should appear at the end of the Abstract – at the bottom of the page or 2 double spaces below the last line of text.

*(1½ “ left margin)*



*(Center all text between the required margins)*



*(1 “ right margin)*

Keywords: sample, sample, sample, sample

***(Sample Table of Contents Page)***

*(2-inch top margin; subsequent pages have 1-inch top margin)*

TABLE OF CONTENTS

Page

ABSTRACT ..... iii

*(Instructions for adding these dot leaders are on page 26)*

DEDICATION .....v

ACKNOWLEDGMENTS ..... vi

LIST OF TABLES..... ix

LIST OF FIGURES .....x

LIST OF ABBREVIATIONS..... xii

*(Use the Chapter & number designation here only if also used in the text. If you prefer that chapters are named only (and not numbered), do not use the word Chapter or number the chapters here)*

CHAPTER

1 THE TITLE OF CHAPTER ONE ..... 1

*(Include first 3 levels of headings; Subheadings are single spaced)*

Second-Level Subheading(s) .....3

Third-Level Subheading(s).....4

2 THE TITLE OF CHAPTER TWO; IF TITLES EXTEND TO MORE THAN ONE LINE, THEY ARE SINGLE SPACED..... 15

Second-Level Subheading(s) ..... 18

Third-Level Subheading(s) ..... 20

3 THE TITLE OF CHAPTER THREE ..... 29

The Second-Level Subheading(s) ..... 32

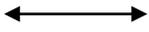
The Third-Level Subheading(s) ..... 34

LIST OF REFERENCES..... 52

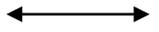
APPENDIX: TITLE HERE IF ONLY ONE APPENDIX..... 54

A LETTER AND TIITLE HERE IF MORE THAN ONE APPENDIX ..... 58

B TITLE OF SECOND APPENDIX ..... 60



*(1 ½-inch left margin)*



*(1-inch right margin)*

*(Text ends 1 inch from bottom of page)*

*(2- inch top margin for first page;  
subsequent pages have 1-inch top  
margin)*

***(Sample List of Tables or  
Figures Page)***

*List of Figures follows the same format*



**LIST OF TABLES [OR FIGURES]**

*(One regular double space after the title. Another regular double space after Page)*

<i>Table [or Figure]</i>	<i>Page</i>
1 Each Item Must Have a Title and a Number .....	13
2 If a Title Extends to More Than One Line, it may be Single Spaced.....	16
3 Titles should not Extend into the Numbering at the Right Margin; <i>(stop text about here and start next line)</i> Second Line is aligned with the first line .....	23
4 The Titles in the Lists Must Exactly Match the Titles in the Text; Carefully Check Capitalization and Punctuation.....	32
5 Each Type of Illustrative Material Should Have Its Own List.....	45
6 Do Not List Material in Appendices .....	99

*(1½ “ left margin)*

*(Center all text between the required margins)*

*(1“ right margin)*

***Sample List of Abbreviations  
-Optional-  
Follow this format if you  
include a List of Abbreviations.***

*(2-inch top margin for first page;  
subsequent pages have 1-inch top  
margin.)*

LIST OF ABBREVIATIONS

*(Entries are listed alphabetically)*

CA                    conditioned avoidance

*(double space between entries)*

CS                    conditioned stimulus

CVC                  consonant-vowel-consonant

ITI                    intertribal interval

MMPI                Minnesota Multiphasic Personality Inventory

*(capitalize only if the term is capitalized in the text)*

NTIS                National Technical Information Service

RT                    reaction time

STM                  short-term memory

*(1 ½-inch  
left margin)*

*(1-inch right  
margin)*

*Note: Abbreviations and acronyms should be spelled out at the first mention in the text, with the abbreviation following in parentheses. Thereafter, the abbreviation only is used. Follow the practice of your style guide for determining which terms do not require definition.*

***(Sample first page of text)***  
***Other systems of headings are acceptable, but headings and spacing should be used consistently throughout the document and be consistent with the Table of Contents.***

(Page number top right corner → 1  
Begin with number 1)

(2-inch top margin for first page;  
subsequent pages have 1-inch top  
margin)

CHAPTER 1  
(1 regular double space)

TITLE OF SECTION IN ALL CAPITAL LETTERS;  
CENTERED; SINGLE SPACED IF TITLE EXTENDS TO TWO LINES

(Indent each para-  
graph ½ inch)



The first paragraph begins 2 spaces (standard double space) below the title. Use 12-point Times New Roman font style. Use standard double space between lines of text (except for long quotes that extend to more than 4 lines).



(1 ½-inch left  
margin)

The system of headings shown on this page is one that is commonly used, but it is only one of many acceptable formats. Remember that the primary goal is consistency. Determine how many levels of headings your longest section requires and use those levels in the same order throughout the manuscript. Avoid using underlining and italics in the same manuscript (use one or the other). Italics are preferred.



(1-inch right  
margin)

(Leave 4 spaces [2 regular double spaces] above headings that follow text.  
Leave only a regular double space above headings that immediately follow other headings)

Level Two Heading

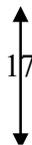
Level two headings are centered with upper and lower case letters (capitalize all important words, prepositions of 4 letters or more, and the last word even if only 2 or 3 letters). Do not change font size. Use boldface type only if specified in your style guide.

*Level Three Heading*

Level three headings are flush left, upper and lower case, and italicized. Multiple numbers (Section 1.53) are not used unless specified in your style guide.

*Level four heading.* Level four headings are indented, have initial capitalization (only the first word capitalized), are italicized, and end with a period. Text follows on the same line.

(Text extends to 1 inch bottom margin)



## ***(Sample Table)***

Tables are usually presented on the page with text, as on this page. Vertical lines typically do not appear in tables in professional publications and there are only three horizontal lines: one above the column headers, one below the column headers, and one at the bottom of the table (see Table 1). Refer to your own style guide for guidance.

Tables should be presented in a consistent manner throughout the document (i.e., numbered and titled the same way and with consistent space separating the table from the text). Tables (even tables in appendices) may not extend into the margins.

If necessary in order to fit material into a table, font size may be reduced as low as 9 pt. See Appendix B for instructions for creating tables in Microsoft Word.

Table 1

*Title of the Table should match your own style guide*

Column 1 header	Column 2 header	Column 3 header
First section of data	1.55*	.35
Subsection	23.25	.85
Subsection	2.15	.78
Second section of data	3.35	.89
Subsection	88.35	1.00
Subsection	.25	.98

Tables and figures are expected to be the original work of the author. If you use a table, or even a part of a table, that has previously been published, citing the source is not acceptable documentation. Obtain **written permission from the publisher**, submit the permission letter to the Graduate School when you submit your document, and place the following note, single spaced, immediately below the table:

Note: From [or data in column 1 are from]“Title of Article” by A. A. Author and B. B. Author, 2004, *Title of Journal*, 38, p. 124. Copyright 2004 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

## *(Sample Figure)*

Small figures may be placed on the page with text (see Figure 1). Larger figures should be placed on separate pages. Figures may also be placed on the page horizontally, with the top of the figure on the edge to be bound. Figures should be placed immediately after the first mention in the text or at the end of the chapter in which they are first mentioned. The style of the figure number and title should be consistent throughout the document and should have the same amount of empty space around the figure. All figures, regardless of placement in the document, must maintain the required margins (1 ½” left, 1” right).

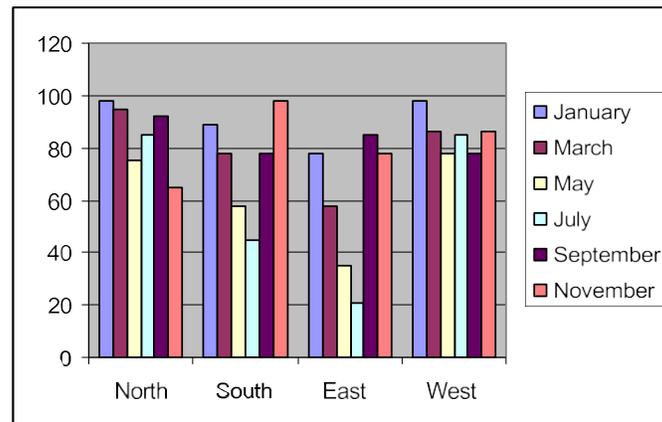


Figure 1. The descriptive title of the figure goes here.

Figures are expected to be the original work of the author. If you use a figure that has previously been published, citing the source is not acceptable documentation. **Obtain written permission from the publisher**, submit the permission letter to the Graduate School when you submit your document, and place the following note, single spaced, immediately below the figure:

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subsequent pages have 1-inch top margin)

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subsequent pages have 1- inch top margin)

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APPENDIX B  
TECHNICAL INFORMATION

## Technical Information

**Consistency within the document is necessary for a professional appearance.  
Think about consistency as you create your document.**

*Note: Templates for many pages are available on the Graduate School website. These instructions and the templates were created for use with Microsoft Word 2007.*

### Setting Margins

Margins affect many aspects of appearance, so it is often best to set the required margins for your document as soon as you begin work. If you create your preliminary pages or chapters as separate Microsoft Word documents, be sure to set the correct margins and page placement in each document.

You can create the 2-inch top margin on the first pages of chapters etc., by hitting the enter key 3 times, instead of resetting the top margin through Page Setup.

### Landscape pages

The official copy of your thesis or dissertation is the published electronic (PDF) version. Therefore, any illustration which must be placed in landscape orientation in order to fit on the page must be turned so that page can easily be viewed on the computer screen.

This can be accomplished by placing section breaks before and after any landscaped page.

1. Click on the page BEFORE the page you want to make landscape.
2. On the **Page Layout** tab, choose **Breaks**
3. In the **Section Breaks group**, click **Next Page**
4. In the **Orientation button**, choose **Landscape**. Return to portrait orientation at the end of the landscaped section by repeating the above steps.

### Inserting Page Numbers

Because page numbers appear differently on preliminary pages and the body of the manuscript, you may prefer to create the preliminary pages as a separate document and connecting them after saving them as PDFs. However, this can also be accomplished by following the above instructions for creating section breaks and setting the correct page number format for each section.

Insert page numbers by going to **Insert/Page Numbers** and choosing the desired placement on the page: top or bottom – left/center/or right.

In the next dialog box, click “Page Numbers” and choose “Format Page Numbers”.

Preliminary pages must be bottom center and Roman numerals. The first page of text begins as Arabic number 1 and can be bottom center or top right. All pages are numbered consecutively through the end of the document, including pages in the appendix.

### **Table of Contents and List Pages: Inserting Dot Leaders**

1. Click the position on the horizontal ruler where you want your dot leader to end (on the right margin).
2. Type the text you want to appear on the left margin (e.g., chapter title) and hit the “Tab” button on your keyboard. Then type the appropriate page number.
3. Highlight the line you just typed.
4. Click “Page Layout” and then click the square on the right of the grey “Paragraph” button to launch the dialog box.
5. Click “Tabs...” at the bottom of the dialog box to launch the Tabs dialog box
6. Select “2.....” under “leader” options and then click “OK”. The row of dots will appear between your text and your page number entry.
7. A hard return after your correctly formatted line will extend the formatting to subsequent lines.

### **Text Alignment and Hyphenation**

Justified text in Microsoft Word often leaves awkward gaps between words, making the text difficult to read. For a more easily readable text, align text to the left and set auto-hyphenation. This will maintain a right margin that does not exceed 1 ½ inches.

Automatic hyphenation can be set for the entire document as follows:

1. Select the “Page Layout” tab and click “Hyphenation”
2. Select the **Automatic**

One caution: Check titles and subtitles and any other areas in which hyphenation would be inappropriate or confusing and manually remove the hyphenation in those places by hitting the return key before the word you wish to move to the next line.

### **Hyphens versus Dashes**

Hyphens and dashes are not interchangeable and should be used correctly and consistently throughout the document. Hyphens are used at the end of lines of text to divide words between syllables or to connect words that together modify another word (e.g., long-term memory; two-year-old child). Dashes are used to separate parts of a sentence—as in this sentence. In formal writing, dashes are used very sparingly.

In Microsoft Word, to format dashes as you type. When you want a dash to occur, type in two hyphens then the next word (without hitting the space key) and -- becomes—

### **Line spacing**

To set the required double spacing, go to **Paragraph** in the Home menu and choose double space from the line spacing button. To change parts of the text (i.e., block quotes or individual entries in the reference pages) from double to single spacing, select the text you wish to change, and choose **Single** space.

## **Tables**

In most journals and style guides, vertical lines are eliminated and tables have only three horizontal lines: one above the column headers, one below the column headers, and one at the end of the table (see sample on page 17). In Microsoft Word, this style can be created by placing your cursor inside the table and double clicking to launch **Table Tools**. Choose the appropriate table style from the samples.

## **Creating PDF files**

Your document must be submitted as a single PDF (multimedia files that are to be published with your document can be submitted as separate files). If you have several separate Word documents you may create a PDF of each one, and then combine them into a single PDF.

### **Preview your Word document before creating the PDF...**

*Go to **Print Preview** and set the size to **Whole Page**.*

After saving your document as a PDF, check to be sure the final PDF has saved correctly. Carefully check each page of your PDF for consistency to ensure that all symbols and spacing have been interpreted correctly before submitting your PDF.

## Overview of Submission Procedures

Documents being submitted on time with all relevant forms completed will be reviewed in the order they are received, usually within 5-7 business days. However, documents being submitted late or for the second or subsequent review will be reviewed only after all first submissions are complete. Documents submitted on or shortly before semester deadlines often take considerably longer to be reviewed. If you want to complete the review process quickly, you need to submit a document that carefully follows the instructions in this manual.

Your thesis or dissertation is not released to the UAB libraries or to ProQuest (for publication) until approximately two weeks following graduation. Open access documents will be available online a few weeks following release. Embargoed documents will be released at the end of the embargo period.

**For all additional information please contact the Graduate School ([gradschool@uab.edu](mailto:gradschool@uab.edu)) or visit the links provided below:**

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