

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 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 _____ 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

