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Type TABLE OF CONTENTS 2 inches from the top edge of the page and leave three blank lines before typing ACKNOWLEDGMENTS.

This sample does not represent an actual study. The Table of Contents will vary greatly with the subject, method, and discipline.

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TABLE OF CONTENTS

ACKNOWLEDGMENTS, LIST OF TABLES, LIST OF FIGURES, and CHAPTER should be typed at the 1½ inch left margin leaving one blank line between each as shown at right.

Indent chapter numbers approximately ½ inch beyond the left margin. Indent chapter titles approximately ½ inch beyond chapter numbers.

Indent level one headings approximately ¼ inch beyond chapter titles.

Indent level two headings approximately ¼ inch beyond level one headings.

Type page number (centered between the left and right margins) approximately ¾ of an inch from the bottom edge of the page.

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Align page numbers on the right side of the number.

If your table of contents goes on more than one page, type the word continued (aligned at the right) approximately 1¼ inches from the bottom edge of the page.

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Do not type a section heading at the top of the second or subsequent pages of the table of contents. The word continued should appear at the bottom of the previous page. If possible, begin the second page with a chapter title or a level one heading (rather than a lower level heading) or with BIBLIOGRAPHY, APPENDICES, or an appendix title.

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Indent the second line of two-line headings approximately ¼ inch beyond the first line.

Type page number across from the last line of headings or chapter titles that go on more than one line (rather than across from the first line).

BIBLIOGRAPHY and APPENDICES (or APPENDIXES) should be typed at the left margin.

Appendix letters should be aligned with chapter numbers (½ inch beyond the left margin), and appendix titles should be aligned with chapter titles (½ inch beyond appendix letters.).

Maintain a 1½ inch left margin for the entire dissertation (beginning with the title page and continuing through the last page of the last appendix).

Make sure all chapter titles, appendix titles, and headings in the table of contents match the text exactly (word for word) and appear on the correct page number.

Also, make sure the weight (level one, level two, etc.) assigned to a particular heading by its placement in the table of contents is consistent with the weight indicated by the heading's placement in the text.

Maintain a 1½ inch right margin for the entire dissertation. Do not allow any text or illustrative material to intrude into the margin space.