

Manual for Formatting Other Inserted Items and Their Respective

Section 1: Formatting Other Inserted Items within the Thesis or Dissertation

General Formatting Guidelines:

If your style guide requires you label other inserted items, such as images, equations, algorithms, graphs, diagrams, etc., these items must also be labeled with a title and number.

Example: Equation 1: Solving for X.

The numbering for each type of inserted item must be consecutive, per the requirements of your chosen style guide.

Example: If you have three equations and three graphs, they must be consecutively numbered per each item type. The equations would be numbered: Equation 1, Equation 2, and Equation 3. The graphs would be numbered: Graph 1, Graph 2, and Graph 3. Like your tables and figures, these can be generalized for the entire document or delineated by chapter/section.

Your casing choices must match between all of the inserted item labels and should follow the requirements of your chosen style guide.

If an inserted item is landscape oriented, the inserted item's label and page number must be landscape oriented to match.

Inserted items must be clearly delineated from the text. This can be done by line breaks (minimum 2 line breaks or 2 double-spaced lines), borders, or a delineation that is approved by your style guide. The title and description of inserted items are considered part of the figure and must be clearly delineated from the text as well.

Inserted items embedded into your document must fit on a single page. You can use smaller font size on their captions, but it cannot be below 8 point size. If the embedded item does not fit within your text on a single page, it must be moved to an appendix. You can either give each inserted item its own appendix or you can create a single appendix containing multiple inserted items.

You must use the same font style as the rest of your document. As noted above, the font size can be smaller than the rest of the font size in the document.

Inserting a caption for an equation in Micr-0Tw7(s)1 (o-2.1 (rf)41 (rW-2 (qua)-1 (1w4-00 o2, (s)1 (t 24(v)2 (e

Since the process is the same, it will not be repeated here. Go to either the **Manual for Formatting the**

Tables and the List of Tables in the Thesis or Dissertation (pp. 2-4) or the Manual for Formatting the Figures and List of Figures in the Thesis or Dissertation (pp 2-4).

Using this function in Microsoft Word enables you to ensure that there is consistency among equation titles throughout your document. These captions will also then enable you to automatically create a List of Equations.

Remember: All inserted items need to be formatted identically with each other, regardless of whether you use the insert caption function.

Section 3: Creating a List of an Embedded Item Type

Manually Creating a List of an Embedded Item Type:

This method is almost identical to how you would manually create a Table of Contents or List of Tables or List of Figures (