

Manual for Formatting Requirements for Font Size, Style, and Type and Spacing: Changing the Default Paragraph Styles¹

This manual first provides information on:

1. The specific format requirements for font size, style, and type and spacing.
2. It provides step-by-step instructions on how to change the default paragraph style settings to match these requirements for your entire document.

This ensures that the font style and size and paragraph spacing remain consistent in your electronic thesis/ dissertation.

Sections:

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¹ Information for this manual has been modified from: University of Central Florida College of Graduate Studies. (2012). *Step 2: Headings and Subheadings*. Retrieved from file:///C:/Users/dibened2/Downloads/Headings%20and%20Subheadings_Word%202007%20(2).pdf.

Section 1: Format Requirements for Font Size, Style, and Type and Spacing

Font size, style, and type:

- The font must be a standard style that is clear and readable. Script, cursive, and pictorial fonts are prohibited.
- All document text with the exception of items embedded in figures must be black.
- Font size should be 11 or 12 point.
- Italicized fonts are only accepted where allowed or required by your chosen style guide (Chicago, APA, ASA, MLA, etc.)
- Font size and font type must be consistent throughout the text.
- Chapter titles and sections can be a larger font size than the standard text, if in accordance with the student's approved style guide and advisory committee. This style decision must be applied consistently throughout the text.
- The font size of tables and figures can be smaller than the standard text if in accordance with the student's style guide and advisory committee. This style decision must be applied consistently throughout the text. Font cannot be at less than 8 point to allow for readability.

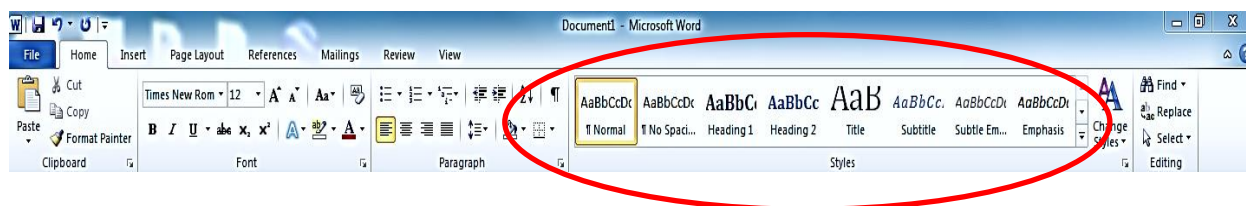
Spacing:

- The document must be double spaced.
 - **The only exceptions are:** captions; foot-notes; long quotations; bibliographic references; table titles and descriptions; figure titles and descriptions; inserted materials such as tables, images, diagrams, graphs, etc.; and the author's curriculum vitae.
- Extended direct quotations must be handled according to the rules of your chosen style guide and the direction of your advisory committee.
- Paragraphs should be indented the same number of spaces throughout the document, and spacing between paragraphs should be consistent.
- Spacing around titles, headings, and subheadings should be consistent and match the student's chosen style guide.

Section 2: Paragraph Style: The Default Style and How to Change It

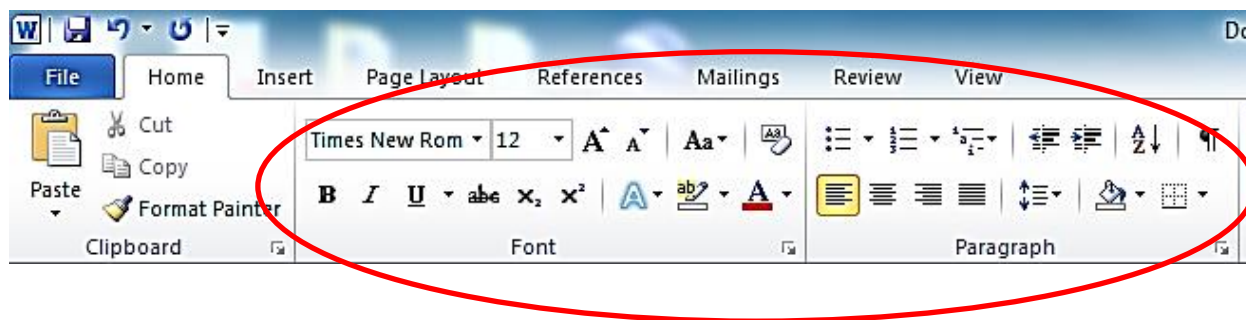
The Default Style or The Normal Style:

The default setting for a new, blank Microsoft Word document (2007 or newer) is called the **Normal Style**. This means that when you open a new document, a default font style (Calibri), line spacing (1.15 spaces with an additional 10 points after each line), and font size (11 points) are already in place. The Normal style is highlighted in yellow in the Styles pane located at the top of your document in the Home tab.



These settings are automatically applied to the entire document unless you manually change them.

In order to apply a different paragraph style, individuals generally go to the Font and Paragraph tool bars in the Home tab (illustrated below). This allows people to change their font styles and line spacing, amongst other visual attributes.



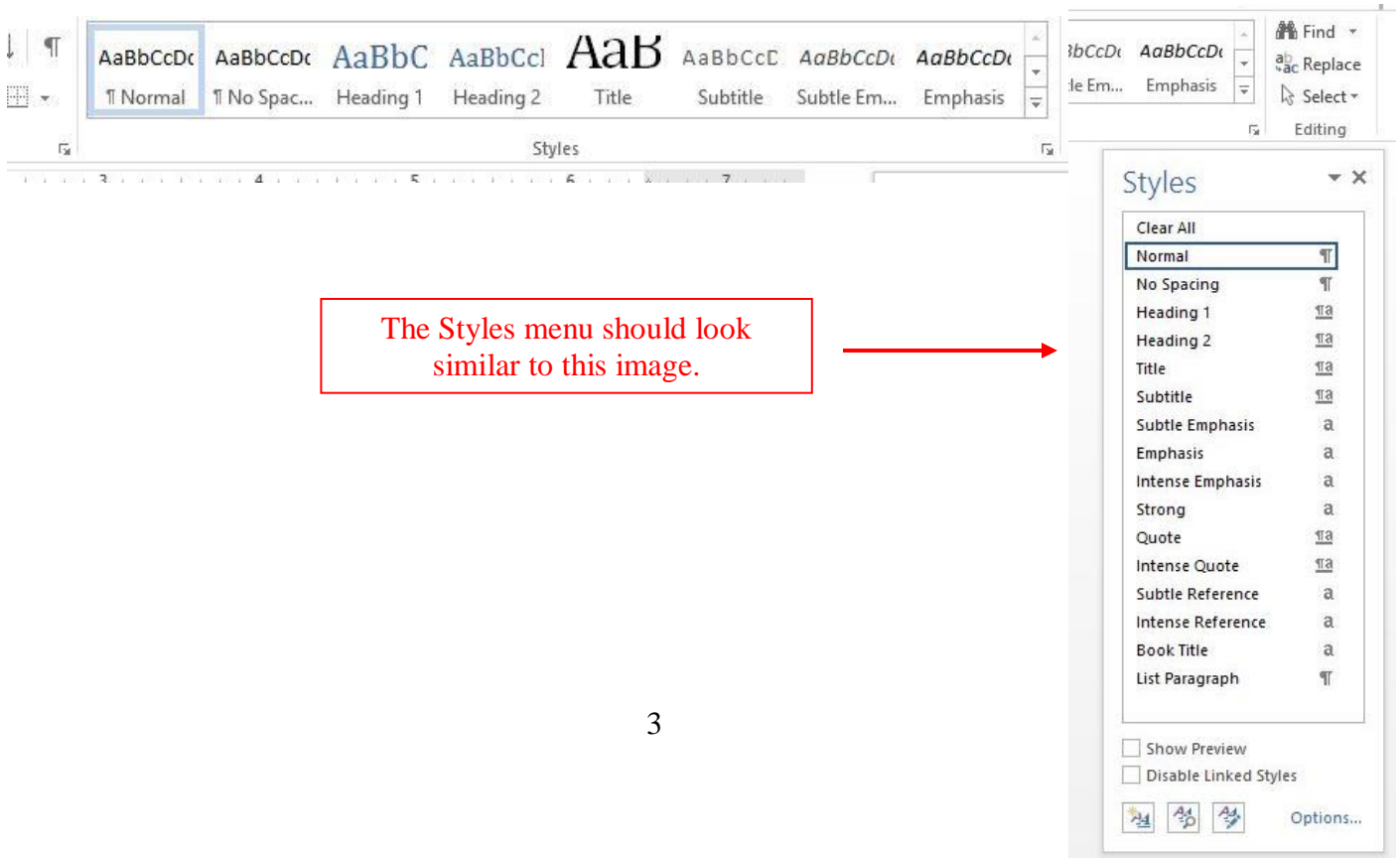
However, there is **another approach that is more advisable** for electronic thesis and dissertation formatting. Instead of going to the Font and Paragraph tool bars, it is better to change the default template rather than just making changes to the body text only. Changing the Normal Style will ensure that the font style and size and paragraph spacing are consistent throughout your document. This prevents Word from reverting back to the default style at certain times, which may result in inconsistencies that you mostly want to avoid.

First, you want to make sure that the Normal Style is applied to the body text of your thesis/ dissertation. If you have already manually changed the font style and size and paragraph spacing using the Font and Paragraph tool bars, there is no reason to delete your work! You will want to make sure that the Normal Style matches whatever font style and size and paragraph spacing you have put in place. Remember the Graduate College has a few policies on this that must be followed:

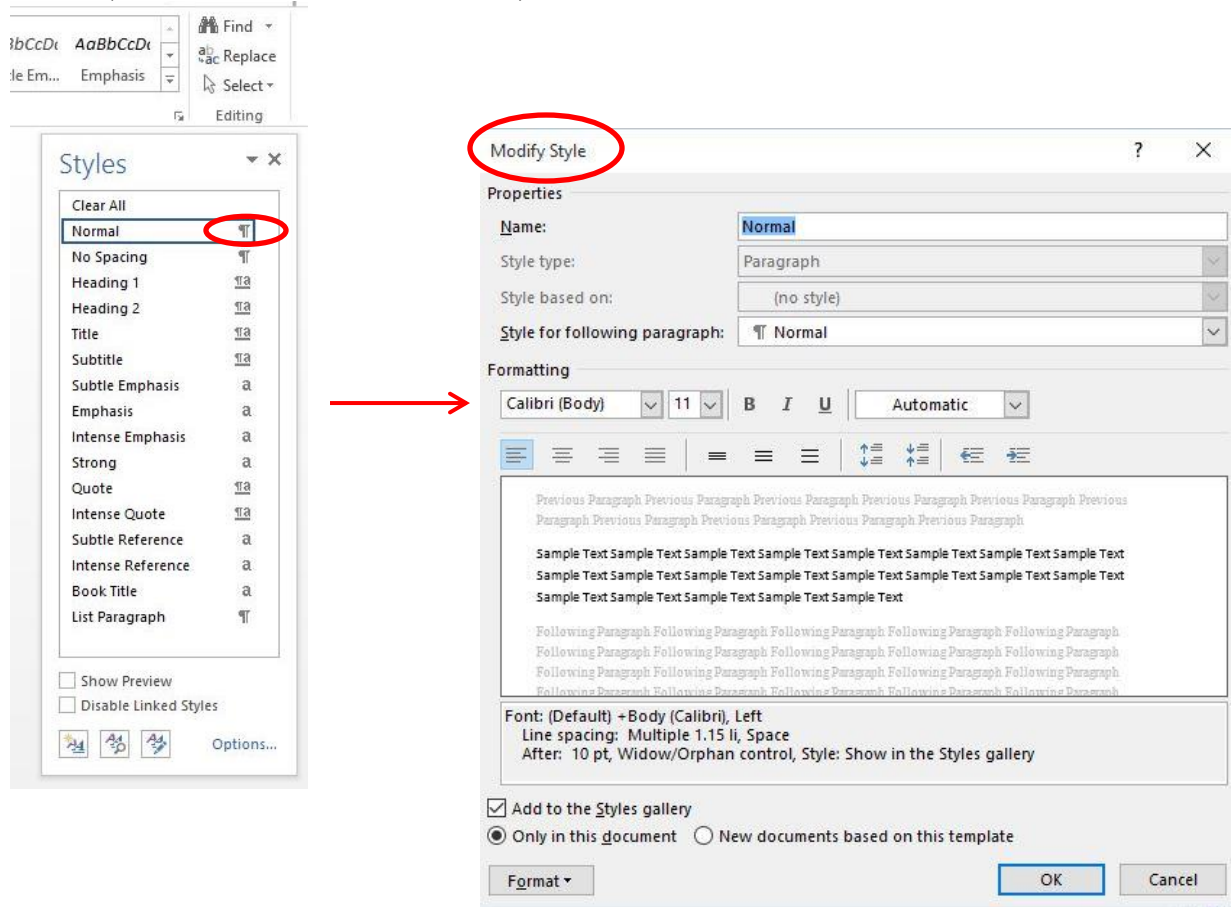
- The document must be **double spaced**.
 - **Remember the exceptions are:** captions, footnotes, long quotations, bibliographic references, table titles and descriptions, figure titles and descriptions, inserted materials such as tables, images, diagrams, graphs, etc., and the author's curriculum vitae
- There is not a preferred font style; however, you can only use one style type (i.e., Times New Roman, Arial, Calibri, etc.).
- The font size must be either 11 point or 12 point size. Similarly, one size must be used for your body text. However, you may have a smaller font size (no smaller than 8 point size) for the title and descriptions of tables, figures, and other inserted items in your document. The font used on your title page and copyright page should be the same size and font used in the main body of your document it should not be bolded.

Modifying the Normal Style:

Located at the lower, right-hand corner of the Style section (in the Home's tab) is a little diagonal arrow. To display the Styles menu, you must click on this arrow. You can also hit Alt+Ctrl+Shift+S.



1. In the Styles box, find Normal. Click the arrow (paragraph scroll) located to the right of the word (Do not click the word 'Normal').



2. This will bring up a drop down menu. Select Modify. This will bring up menu called Modify Style.
3. This menu has all of the same features usually found on your toolbar. However, it is where you can change the default settings for your font size and font type, spacing, and more. If you need additional options, you can chose the format button located at the bottom left of the menu box. Remember:
 - a. The document must be double-spaced
 - b. There is not a required standard font size or style; however, they must be consistent throughout the document.