

## **Manual for Formatting Other Inserted Items and Their Respective Lists**

This manual provides information on

1. The formatting requirements for other inserted items (e.g., definitions, algorithms, equations, etc.).
2. The formatting requirements for lists of other inserted items.

This manual does not cover tables, figures, the List of Tables and/or the List of Figures, instructions pertaining to these items can be found in their own manuals.

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Note: Since the information for creating lists manually and automatically are located in other manuals, this section does not repeat this information. Rather, it provides a few reminders and then lists which manuals and their respective page numbers where directions on how to create lists manually and automatically can be found.

# 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 Microsoft Word:

The process for inserting a caption for an equation in Microsoft Word is the same for inserting a caption for both figures and tables in Microsoft Word. The only difference is that instead of choosing either figure or table as the label in the Captions menu, you must chose equation. 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 2: Format Requirements for Other Lists of Embedded Items

- If there are five or more of any other embedded item (e.g., equations, algorithms, etc.) **you can chose to reference them in a list in the front of your document.**
- You are not required to include lists for these items but if you chose to include them, the label and the number of each item for each item must be listed along with the corresponding page number it appears on.
- The placement of each list should be in your front material after your Table Contents, List of Tables and List of Figures. The order of your embedded item lists should be per your style guide.
- The list for any embedded item should be titled “List of...” Examples include:
  - Algorithms would be “List of Algorithms”
  - Equations would be “List of Equations”
- If you chose to have a list of a particular embedded item, **all of that type of embedded item included in your text and appendices must appear in your List.**
- If you chose to have a List, you are bound by all list formatting rules.
- The page numbers listed in the List must match the page number of the item in the text.
- The label and number for each embedded item listed in the List must match the exact label used in the text.
- The label is considered to be the first sentence after your listed embedded item number. This sentence must match verbatim between the List and the text.
- Your casing choice must also match between your embedded item label in the text and in the List.
  - For example: if your List of Equations contains Equation 1: Solving for X; the corresponding embedded item label in the text should be Equation 1: Solving for X.
- The format used for your List must match the formatting style of your Table of Contents, List of Tables, and any other lists included in your front material.

## 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 (see **Table of Contents Manual, Manual for Formatting the Tables and the List of Tables in the Thesis or Dissertation, or Manual for Formatting the Figures and the List of Figures in the Thesis or Dissertation**) in Microsoft Word. As a result, it will not be repeated here. Rather, we direct you to one of those three manuals and the respective sections.

### Creating a List of Equations Automatically in Microsoft Word:

Only an automatic list can be generated for a List of Equations. For any other type of embedded item (excluding tables and figures), you will have to manually create a List. Since the method for creating a List of Equations automatically in Microsoft Word is almost identical to that for a List of Tables or List of Figures, it will not be repeated here. Rather, you are encouraged to go to either the **Manual for Formatting the Tables and the List of Tables in the Thesis or Dissertation** (pp. 12-13) or **Manual for Formatting the Figures and the List of Figures in the Thesis or Dissertation** (pp. 13-15).

The only difference is that in the Tables of Figures menu, the caption label should be Equations (not Tables or Figures).

**Remember:** Similar to the Table of Contents, List of Tables, and List of Figures you cannot fix any misspellings or spacing problems on the List of Equations itself. Instead, you will need to go to the caption itself and make the corrections. You will then need to update the List of Equations to reflect the changes.