

Fall, 2024

# A Guide to Submitting Your Dissertation



School of Doctoral Studies

Franklin University

Columbus, Ohio

## Table of Contents

Introduction.....	1
University Dissertation Format Requirements.....	1
Format Requirements.....	1
Satisfying the Format Requirements.....	4
Title Page .....	4
Table of Contents (TOC) .....	6
Tables and Figures .....	7
Appendices:.....	9
Headings .....	11
Franklin University’s Digital Accessibility Standards .....	12
Introduction.....	13
Responsibility .....	13
How to Satisfy the DAS.....	13
“Properly Exported to PDF and Includes Required Document Tags” .....	14
“Are Submitted as a PDF File Which Includes Full Text” .....	14
“The PDF Accessibility Permission Flag is Checked” .....	14
“The Text Language of the PDF is Specified” .....	14
“Figures and Images Include Alternate Text” .....	14

“The PDF Document Properties Include the title, Author, Keywords, and Subject” .....	15
“At Least One Heading Level is Included in the Text and the Document Has Appropriate Headings” .....	16
“If Color is used, It Must not be the Only Means of Conveying Information and the text Contrast of Colors Must Not Trigger a Hard to Read Text Contrast Error” .....	17
Using the Word Accessibility Checker.....	17
Saving Your Word File to PDF .....	17
Uploading Manuscript to OhioLINK.....	19
Sign-up.....	19
Log-in.....	20
Creating a New ETD Submission.....	20
Saving and Submitting Your ETD.....	20
Using Microsoft Word Styles to Format Headings and Table of Contents .....	21
Why Use Styles.....	21
Formatting Your Headings Using Styles .....	22
Formatting your Tables and Figures Using Captions .....	23
Using Headings/Styles to Create Table of Contents.....	24
Using Captions to Automatically Create Your List of Figures and List of Tables.....	29
Updating Tables of Contents .....	31

Dissertation Policies.....	32
Embargo Policy.....	32
Corrections to Published Manuscripts Policy .....	32

## **Introduction**

This guide explains how to finalize your dissertation and satisfy the final steps of passing the format check and publishing your dissertation in the OhioLINK Electronic Theses and Dissertations Center (ETD). It explains both the University's formatting requirements and the digital accessibility standards. This guide also explains how to upload your dissertation to the OhioLINK ETD after you pass the format check. Because it will be easier to meet the formatting requirements and accessibility standards using Word styles and automatically creating the table of contents (TOC), the last part of this guide discusses how to format your headings using styles and then auto-generate the TOC.

Before you can publish your dissertation in the ETD, the dissertation must pass the format check. The format check official will work with you to ensure that your dissertation meets the University's formatting and accessibility requirements. When your dissertation passes the format check, the format check official will add the approval form signed by your committee to your dissertation so you can upload it to OhioLINK.

Additional information about meeting the formatting and accessibility requirements is available on the [Finalizing Your Dissertation](#) page of the Doctoral Research and Writing Guide.

## **University Dissertation Format Requirements**

### **Format Requirements**

The University has formatting requirements which your dissertation must meet before it can pass the format check assignment and be published in the OhioLINK ETD.

The format requirements are listed in the format check assignment. While this section lists the format requirements, and discusses the specifics of some of the requirements, it is not

official – the format check requirements provided in the format check assignment are the official requirements.

**General Document Requirements:**

- One inch margins
- Times New Roman, 12 point sized font
- Double spaced
- Each new chapter begins on a new page
- No running head
- Consistent headings
- Formatting consistent with dissertation template
- Portrait orientation

**Page Numbers:**

- Preliminary pages are lowercase Roman numerals
- First page of Chapter 1 begins with Arabic numeral one (1)
- Located in top right corner,  $\frac{3}{4}$  inch down from top edge, 1 inch from right edge
- Consecutive numbering
- No page numbers on the title page

**Title Page:**

- Must match University template
- Does not include any committee member degrees (i.e. PhD., EdD, etc.)
- Title must match the title on the “Dissertation Defense and Manuscript Approval” Form

**Abstract:**

- 1 ½ pages or less double spaced
- Starts on page iii

**Table of Contents (TOC):**

- Double spaced
- Page numbers are correct and right justified
- Starts with Chapter 1 (preliminary matters not included)
- Include all level 1, 2, or 3 headings, references and appendices
- Headings match the titles in the body of the paper, and are left aligned
- Level 2 headings are indented ½ inch under level 1 headings, level 3 headings are indented ½ inch under level 2 headings
- Entries are *not* bold, italic, or all capital letters

**Tables or Figures:**

- If three or more, a separate List of Tables and/or Figures is required
- Tables and figures are formatted according to APA requirements
- Alternate text provided for all figures

**Appendices:**

- All appendices are titled
- Page numbers are included in the top righthand corner
- Appendices are listed in the TOC
- IRB approval letter included

**Headings:**

- 1<sup>st</sup> level headings are chapter headings and match template requirements
- Headings adhere to the style of headings in the template
- Heading titles align with the TOC
- 2<sup>nd</sup>, 3<sup>rd</sup>, etc. level headings are consistent
- At least first level heading format has been applied via MS Word document styles

**Accessibility**

- Dissertation was properly exported to PDF format and includes required document tags
- The student has included a PDF file of the dissertation which includes full text
- The PDF accessibility flag is checked
- The text language of the PDF is specified
- Figures and images include valid alternate text
- The PDF document properties include the title, author, keywords, and subject
- At least one heading level is included in the text and the document has appropriate headings

**Satisfying the Format Requirements**

This section does not review each of the formatting requirements of the list above. It only provides guidance for specific ones which are more likely to raise questions for students preparing their final dissertation.

***Title Page***

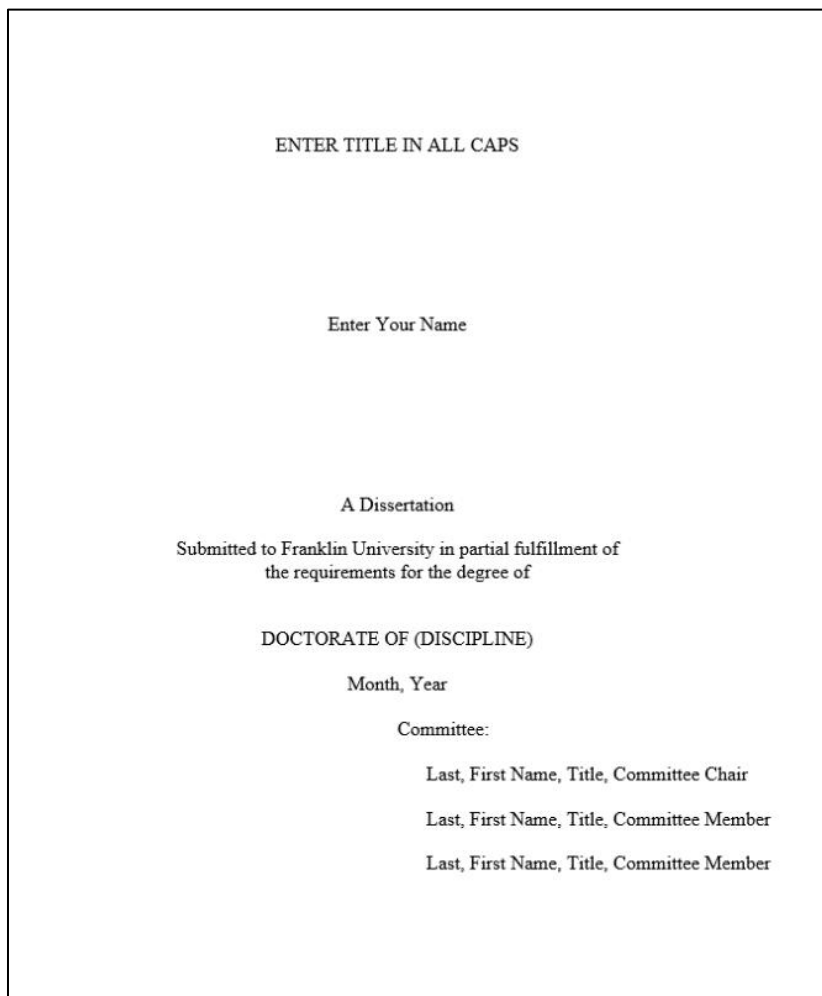


**“Must match University template” / “Does not include committee member degrees.”**

Make sure that your dissertation’s title page matches the required formatting, as shown by the sample title page image below. Make sure to properly format the information about the committee chair/members. The format is: Last name, First name, Dr., Committee Chair/Member. Do not include degrees.

### Figure 1

#### *Dissertation Title Page Template*



ENTER TITLE IN ALL CAPS

Enter Your Name

A Dissertation

Submitted to Franklin University in partial fulfillment of  
the requirements for the degree of

DOCTORATE OF (DISCIPLINE)

Month, Year

Committee:

Last, First Name, Title, Committee Chair

Last, First Name, Title, Committee Member

Last, First Name, Title, Committee Member

### *Table of Contents (TOC)*

**“Includes all level 1, 2, or 3 headings, references, and appendices” and “Level 2 headings are indented ½ inch under level 1 headings, level 3 headings are indented ½ inch under level 2 headings.”** As is discussed below, you may have up to 5 levels of heading in your dissertation. The first level is the main chapter heading (Chapter 1, Chapter 2, etc.).

Subheadings of the main Chapter heading are designated as level 2 headings, subheadings under a level 2 heading are level 3 headings, etc.

All of the first 3 level of headings in your dissertation (and only the first 3 levels of heading) must be in your TOC. The level 1 headings should be flush left, the level 2 headings should be indented ½ inch, and the level 3 headings should be indented another ½ inch.

Here’s an example. In the original, the indentations are ½ inch on the ruler, but because this is a screenshot reformatted to fit below the sizing of the image is not accurate:

Chapter 1: Introduction .....	1
Level 2 Heading .....	3
Level 3 Heading .....	10
Level 3 Heading .....	12
Level 2 Heading .....	24
Chapter 2: Literature Review .....	36
Level 2 Heading .....	36

The last section of this guide provides instructions on how to automatically generate the TOC in Word.

### *Tables and Figures*

**“Tables and figures are formatted according to APA requirements.”**

**Tables.** You can see the [APA Style website](#) for information on components of Table formatting. Here are the requirements for tables:

- Tables should be numbered consecutively throughout the dissertation (Table 1, Table 2, etc.)
- The word “Table” followed by the table number, in bold, should be the first part of the table.
- One double spaced line below the table number is the table title, using Initial Capitalization, and *italic font*.
- The table will appear below the title. Column headings should be centered and using Initial Capitalization, the contents of the left column should be left-aligned, and the content of the other cells should be centered (unless left-alignment is necessary for readability).
- Borders are not generally used. Generally, borders should only be used at the top and bottom of the table, as well as below column headings.
- Notes appear below the table. For general notes, the word “Note” is in italics. Notes are not required.
- There should be a blank line above or below the table (as necessary) to separate the table from the text. If the table is at the top or bottom of the page, the blank line above (top) or below (bottom) is not necessary.

Here is a sample table:

**Table 1**

*Sample Table*

Term	Sample Data Column 1	Sample Data Column 2
Fall, 2021	279	170
Spring, 2022	324	195
Summer, 2022	324	176
Fall, 2022	323	212

*Note.* This is a sample note placed after the table.

**Figures.** You can see the [APA Style website](#) for information on components of Figure formatting. Here are the formatting requirements for figures (note: there is also an alt text requirement, discussed below):

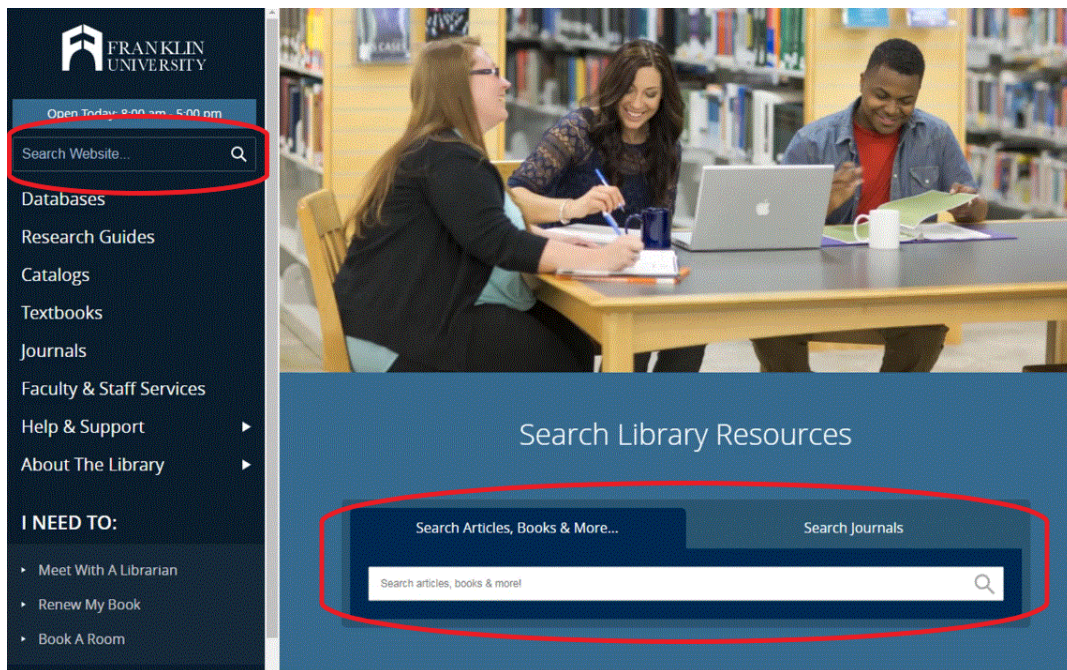
- Figures should be numbered consecutively throughout the dissertation (Figure 1, Figure 2, etc.)
- The word “Figure” followed by the figure number, in bold, should be the first part of the figure.
- One double spaced line below the figure number is the figure title, using Initial Capitalization, and *italic font*.
- The figure will appear below the title. Make sure to include alt text, as discussed below.

- Notes appear below the figure. For general notes, the word “Note” is in italics. Notes are not required.
- There should be a blank line above or below the figure (as necessary) to separate the figure from the text. If the figure is at the top or bottom of the page, the blank line above (top) or below (bottom) is not necessary.

Here is a sample figure

## Figure 2

### *Sample Image Inserted in a Document*



### ***Appendices:***

**“IRB approval letter included.”** You must include your IRB approval letter as an Appendix to your dissertation. You can download a copy from Cayuse. You can either paste the

text of the letter in the appendix, or use an image. However, if you paste an image of the IRB approval letter, alt text is required (as discussed below).

You can find your IRB approval letter from Cayuse by logging in to Cayuse and opening your study. You will be on the “Study Details” page. Click on the “Submissions” tab.

The screenshot shows the Cayuse Human Ethics interface. At the top, the user is logged in as 'Admin' and has access to 'Products'. The navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The current page is 'Study Details', with a 'Submissions' tab highlighted in red. The study status is 'Approved'. Below the status, there are buttons for 'PDF' and 'Delete'. A table of study details is displayed, with the following data:

Approval Date:	Expiration Date:	Organization:	Active Submissions:	Population Flags:	Additional Flags:
[Redacted]	N/A	DHA, Healthcare Management Current Policy	N/A		
Admin Check-in Date:	Closed Date:	Post-2018 Rule:	Sponsors:		
[Redacted]	N/A		N/A		

Below the table, there is a 'Key Contacts' section with a table listing team members and their roles:

Team Member	Role	Number	Email
[Redacted]	Principal Investigator		[Redacted]
[Redacted]	Primary Contact		[Redacted]
[Redacted]	Investigator		[Redacted]

When you click on the 'Submissions' tab, you will see a page that lists all submissions you have completed for the study, such as a modification. Click on your 'Initial' submission.

The screenshot shows the 'cayuse Human Ethics' dashboard. The navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The current page is 'Studies / Study Details'. A table lists submissions with columns for Submission Type, Review Type, Status, and Decision. The first row shows 'Initial' (circled in red), 'Exempt', 'Review Complete', and a redacted decision. The second row shows 'Modification', 'Exempt', 'Review Complete', and a redacted decision. A '25 per page' dropdown and '1-2 of 2' pagination are visible at the bottom of the table.

On the initial submission page, go to the tabs at the bottom of your screen and select 'Letters', where you will find your determination (approval) letter. You can download and print the letter once you click on it.

The screenshot shows the 'cayuse Human Ethics' dashboard with the 'Submission Details' page for an 'Initial' submission. The submission status is 'Review Complete'. The page displays a progress bar with four stages: In-Draft, Awaiting Authorization, Pre-Review, and Under-Review. Below the progress bar, the submission title 'Initial' is shown with a redacted ID. Action buttons for View, PDF, Delete, and Checklist are available. Metadata includes PI, Current Analyst, Decision, Review Type, Review Board (Franklin University IRB), and Policy (Post-2018 Rule). At the bottom, a navigation bar contains tabs for Approvals, Task History, Letters (circled in red), Decisions, and Attachments. Below this, a table with columns for Subject, Recipients, and Sent Date is partially visible, with a red arrow pointing to the 'Letters' tab.

## Headings

**“1<sup>st</sup> level headings are chapter headings, and match template requirements” / “Headings adhere to the style of headings in the template” / “At least first level heading format has been applied via MS Word document styles.”**

***Chapter Headings.*** The first level headings (Chapter headings) must be titled as follows:

Chapter 1: Introduction

Chapter 2: Literature Review

Chapter 3: Methodology

Chapter 4: Data Analysis and Findings

Chapter 5: Discussion of Results, Implications, and Recommendations

***Formatting Headings.*** Headings must be formatted as follows:

**Level 1 (Main Chapter Head): Centered, Bold, Title Case**

**Level 2: Subheading of Level 1, Flush Left, Bold, Title Case**

***Level 3: Subheading of Level 2, Flush Left, Bold, Italic, Title Case***

**Level 4: Subheading of Level 3, Indented, Bold, Title Case, Ending with Period.**

Text of paragraph continues on same line.

***Level 5: Subheading of Level 4, Indented, Bold, Italic, Title Case, Ending with***

***Period.*** Text of paragraph continues on same line.



## **Introduction**

To ensure the widest possible audience for doctoral dissertations, Franklin University dissertations must comply with the University's Digital Accessibility Standards (DAS) which require that documents:

1. Are properly exported to PDF and include required document tags;
2. Are submitted as a PDF file which includes full text;
3. Have the PDF accessibility permission flag checked;
4. Specify the text language of the PDF;
5. Include alternate text (alt text) for all figures and images;
6. Have PDF document properties which include the title, author, keywords, and subject;
7. Include at least one heading level in the text and has appropriate headings;
8. Which use color must not use color as the only means of conveying information and the text contrast of colors must not trigger a hard to read text contrast error.

In addition to the information below, you can find information about how to satisfy these standards in the “how to meet the digital accessibility standards” box on the [finalizing your dissertation for OhioLINK's ETD page](#) of the library's doctoral research and writing guide.

## **Responsibility**

The doctoral student completing their dissertation is responsible for ensuring compliance with the DAS.

## **How to Satisfy the DAS**

Follow these instructions to make sure your dissertation satisfies the University's Digital Accessibility Standards. The explanations below assume that students create their dissertation in

Microsoft Word on a Windows computer before exporting or saving to the PDF format. Students using a Mac may need to [contact the Franklin University Technology Help Desk](#) for assistance.

To ensure accessibility, students should use the [accessibility checker](#) in Word and address any issues before exporting or saving to the PDF format, as explained below. Additionally, to ensure that accessibility features added in Word are carried over in the PDF export/save, students should follow the “Saving Your Word File to PDF” instructions below. Students can also review the Microsoft guide to [create accessible PDFs](#).

***“Properly Exported to PDF and Includes Required Document Tags”***

The document must include the required document tags and accessibility features, which will occur when the dissertation is properly exported to PDF as set forth below.

***“Are Submitted as a PDF File Which Includes Full Text”***

Dissertation PDFs should be full text, as opposed to image files. Properly generating a PDF file from a Word document should meet this requirement. To verify, open your PDF and make sure you are able to select or highlight text.

***“The PDF Accessibility Permission Flag is Checked”***

Properly exporting from Word to PDF should meet this requirement.

***“The Text Language of the PDF is Specified”***

Properly exporting from Word to PDF should meet this requirement. To verify, select file from the top menu bar in Word. Then, click on “options.” Select “language” from the left hand menu. Make sure that a language is selected under “choose editing languages” and select the appropriate language if one is not.

***“Figures and Images Include Alternate Text”***

Right click on the figure or image in Word. Select “edit alt text”. Enter one or two sentences of alternate text which describes the figure or image. See the “figures/images alt text” tab in the “how to meet the digital accessibility standards” box on the [finalizing your dissertation for OhioLINK’s ETD page](#) of the library’s doctoral research and writing guide, as well as the “adding alt text to your dissertation” gallery on that page for more information about both writing valid alt text and adding it to the image in your Word doc.

***“The PDF Document Properties Include the title, Author, Keywords, and Subject”***

These items are all entered in the document properties in Word. Select “file”, “info” to see the properties on the right column.

**Title.** Copy the title of your paper from the title page. From the top menu bar in Word, select “file” and click on “info.” In the right hand column, you will see “properties.” Under properties is an entry for “title” with “add a title” next to it. Click on “add a title” and paste your document’s title. Click on the back arrow to return to your document and save.

**Author.** Your name should appear as the author. Select “file” and click on “info.” In the right hand column, you will see “related people” near the bottom. Your name should be listed. If not, select “add an author” and add your name. If someone else’s name is listed, right click on their name and select “remove person.” Click on the back arrow to return to your document and save.

**Keywords.** Select “file” and click on “info.” In the right hand column, under “properties” you will see an entry for “tag” with “add a tag” after it. Click on the box for “add a tag” and put your keywords separated by commas. Click on the back arrow to return to your document and save.

**Subject.** The “subject” is the subject of the degree you are receiving – just the subject, not the whole thing. For example, if you are receiving a “Doctor of Education in Organizational Leadership”, the subject is just “Organizational Leadership.” See the table below for subjects.

Select “file” and click on “info.” In the right hand column, under “properties” you will see an entry for “subject” with “specify a subject” after it. Click on the box for “specify a subject” and put your degree’s subject. Click on the back arrow to return to your document and save.

Degree	Subject
<b>Doctor of Business Administration (D.B.A.)</b>	Business Administration
<b>Doctor of Education (Ed.D.) in Instructional Design Leadership</b>	Instructional Design Leadership
<b>Doctor of Education (Ed.D.) in Organizational Leadership</b>	Organizational Leadership
<b>Doctor of Healthcare Administration (DHA)</b>	Healthcare Administration
<b>Doctor of Professional Studies (D.P.S.) in Instructional Design Leadership</b>	Instructional Design Leadership

***“At Least One Heading Level is Included in the Text and the Document Has Appropriate Headings”***

To ensure compliance with the standard, use document styles from the home tab in Word to select headings. For more information, see the Microsoft Word guideline to [improve accessibility with heading styles](#) and the explanation of Word headings below in this document.

The document must include at least heading level 1. If additional heading levels are used, they must be used in order, without skipping a level (i.e. you cannot use heading level 3 unless it is a subhead of heading level 2).

Additionally, headings must be unique. Do not repeat headings, because that will make navigation of your document more difficult.

***“If Color is used, It Must not be the Only Means of Conveying Information and the text Contrast of Colors Must Not Trigger a Hard to Read Text Contrast Error”***

Manually review your document for uses of color and make sure that you have not used color alone to convey information. While use of color is permitted to enhance your document, it cannot be the sole means of providing information. If you see that your dissertation uses color alone to convey information, provide a textual alternative.

Use of color must include sufficient contrast. Run the accessibility checker in Word by going to “review” from the menu bar. Click on the “check accessibility” icon. If you get a “hard to read text contrast” error, change the text contrast and run the report again to make sure that the new color chosen resolved the error.

### ***Using the Word Accessibility Checker***

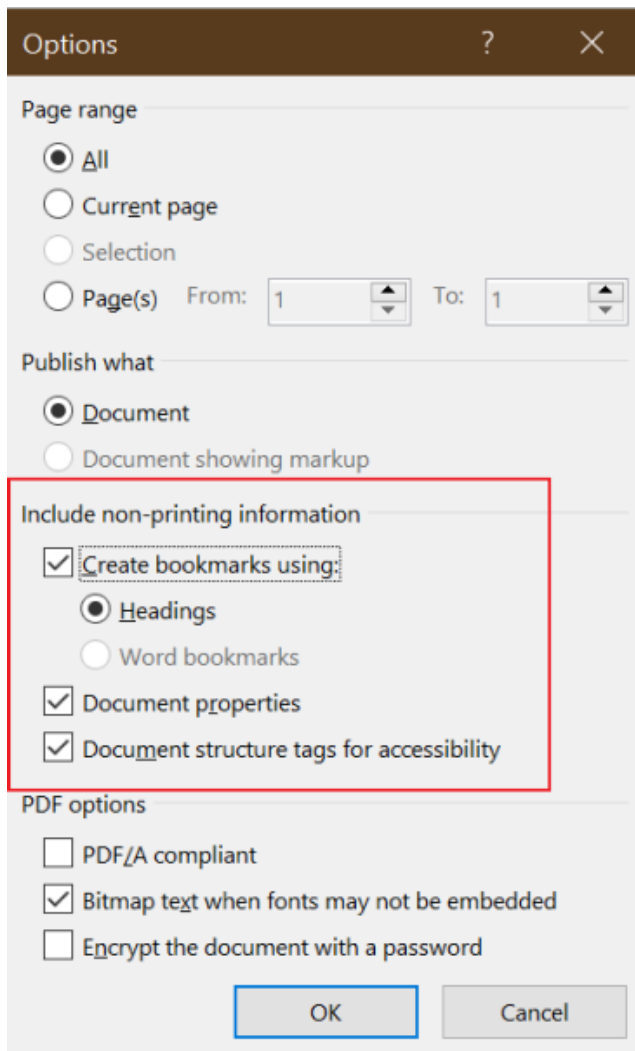
To ensure accessibility, students should use the [accessibility checker](#) in Word and address any issues before exporting or saving to the PDF format.

Click on “review” from the top menu. Select “check accessibility” from the ribbon. The accessibility check will run and give results and information on fixing any issues that it finds.

### ***Saving Your Word File to PDF***

The explanations below assume that students create their dissertation in Microsoft Word on a Windows computer before exporting or saving to the PDF format. Students using a Mac may need to [contact the Franklin University Technology Help Desk](#) for assistance.

When you are ready to create a PDF of your Word file to upload to the format check assignment, select “file” from the top menu bar, then select “export” and click on the option to “Create PDF/XPS Document.”



Before saving, click on the “options” button. Make sure that the options under “include non printing information” for “document properties” and “document structure tags for

accessibility” are selected. Also make sure that the option for “create bookmarks using:” is selected with “headings” selected underneath it. Then select “ok” and click “publish.”

### **Uploading Manuscript to OhioLINK**

After your dissertation passes the format check, you must upload the dissertation to the OhioLINK ETD. Students are responsible for making any changes requested by the OhioLINK ETD administrator during the process.

Students must upload a PDF of their dissertation which has passed the format check assignment and includes the signed certification of approval by their dissertation committee. As part of their OhioLINK ETD submission process, students must authorize that their work be added to the ProQuest dissertation database.

### **Sign-up**

In order to submit to the OhioLINK ETD Center, you must sign-up for an account. To sign-up, go to the login page (<http://etdadmin.ohiolink.edu/>) and click “New User? Register Here!” Then, select “Submitter/Student Account,” and a form will display.

Complete the form. Required fields have a red asterisk (\*). Keep in mind:

- Your full *Email Address* will be your username for logging in.
- *Current Contact Information* is your local mailing address.
- *Permanent Contact Information* is your contact information for after graduation.
- *Show this email address in my ETD's public record* allows the option to display your permanent email address to the public; the default is “no” but you can choose “yes.”

Note: The ETD Center supports [ORCID Identifiers](#) that help distinguish one researcher from another, especially when names are similar, and serve as an online profile that can link to a

researcher's works, funding, professional website, and other useful information. This information is optional.

When finished, click "Save and Continue," and check your email for a temporary password in order to log in for the first time. You can immediately use the ETD Center once you have signed up and received the email with the temporary password.

### **Log-in**

For initial log in, use your email address for the username and the temporary password that was emailed to you. Find the login page here: <http://etdadmin.ohiolink.edu/>. You will also need to create your own password. Select "Change Password" to update your password.

### **Creating a New ETD Submission**

Once logged in, select the "Create New ETD" button to start the ETD submission process. The submission process involves completing a multiple-page form and uploading a PDF and any other additional, supplemental files. Read the instructions and OhioLINK ETD Center Publication Agreement on first page, complete the page, and click the checkbox to agree and continue.

### **Saving and Submitting Your ETD**

"Save and Continue" is the only button that will save any changes on the current page and will take you to the next page. Be sure to use this button before exiting the form.

"Exit" leaves the ETD submission form and returns you to the submitter homepage without saving changes on the current page. A pop-up box will warn you before exiting and gives the option to Cancel and return to the page to save.



Previous takes you back a page but does not save any changes on the current page. Skipping ahead to other areas on the progress bar will jump you to that page but will not save any changes on the current page.

On the “Review” page, the “Submit My ETD” button appears when the submission form is complete and a PDF and any supplementary documents have been uploaded. Once submitted, your ETD gets sent to Franklin’s OhioLINK ETD Center administrator who will review your document and if necessary request changes so that it aligns with Franklin University’s submission requirements. All requested changes must be made before the dissertation is published.

Once your ETD is published you can still log into your account and view, but not edit, your submitted information and even download a copy of your ETD. You can submit another ETD later even if you are at a different OhioLINK institution as long as they use the ETD Center as well. All your ETDs will appear in your same account.

The OhioLink ETD Center Administrator will also share all submitted dissertations on the Franklin University Scholarly Exchange (FUSE).

### **Using Microsoft Word Styles to Format Headings and Table of Contents**

#### **Why Use Styles**

You can use styles to format your headings and then automatically create your table of contents, saving you time. Note: you are required to at least use the “Heading 1” style for your main chapter headings.

This section explains first, how to use styles to format headings, then, how to automatically generate your table of contents using the styles.

## Formatting Your Headings Using Styles

As a reminder, here is the formatting requirements for heading levels 1-3. (Because heading levels 4 and 5 continue on the same line, and are not included in the table of contents, they should not be formatted using styles.)

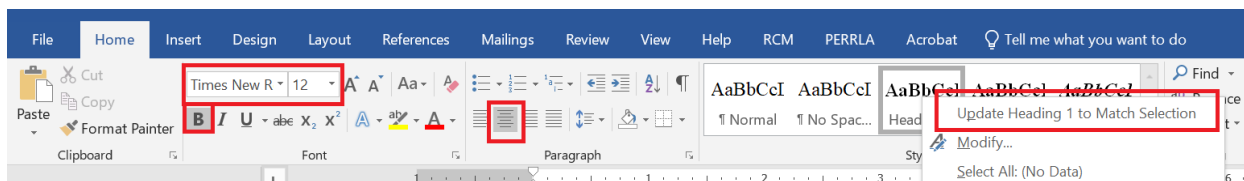
**Level 1 (Main Chapter Head): Centered, Bold, Title Case**

**Level 2: Subheading of Level 1, Flush Left, Bold, Title Case**

***Level 3: Subheading of Level 2, Flush Left, Bold, Italic, Title Case***

To use styles to format your headings, go to Chapter 1 and select the entire line (Chapter 1: Introduction). Make sure that the font is “Times New Roman”, and the font size is 12. Then, above “paragraph” make sure that the text is centered. Finally, make sure that the text is bold.

After you have heading level 1 formatted correctly, right click on “Heading 1” on the styles menu and select “Update Heading 1 to Match Selection.” Now, “Heading 1” is formatted for text that meets the formatting requirement. Here’s a screenshot showing where the different options are:



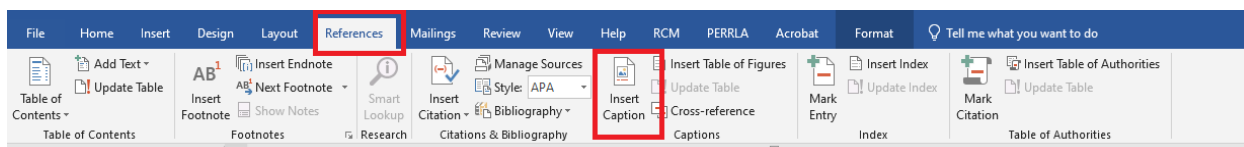
Now, go to your Chapter 2 heading and click so the cursor appears somewhere in the line for Chapter 2: Literature Review. Click on the “Heading 1” style, and it will automatically apply the style to the line. Repeat for all of your other main chapter headings.

Next, you can repeat this process for your heading levels 2 and 3. Once you do, 1) all of your headings will be uniform and meet the formatting standards and, 2) you can use the headings to auto-generate your table of contents.

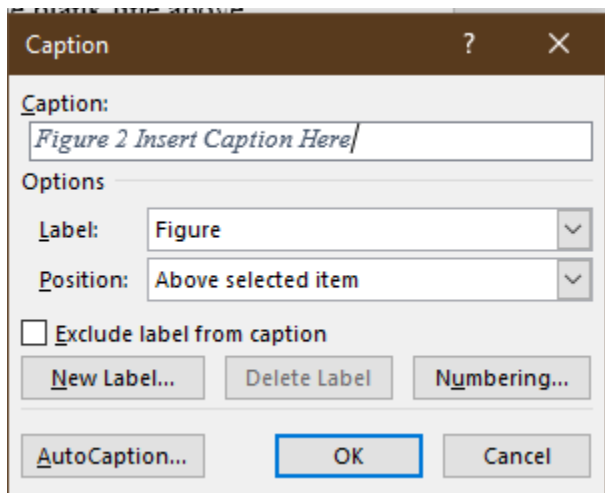
### Formatting your Tables and Figures Using Captions

The Word captions option can be used to automatically caption your figures and tables. The formatting needs corrected manually to match the style requirements. However, using this feature will let you automatically create your list of tables and figures in the TOC.

Select your image. On the top menu bar, select references and click on Insert Caption.



For Label, select "figure" or "table" (depending on whether you are captioning a figure or table). For Position, select "Above selected item". In the caption box, it will say "Figure" or "Table" followed by the number of the figure or table. Type the name of your figure or table after the figure or table number and click OK.



The text will say Figure (or Table) # Caption on one line. the font will be incorrect, as will the font color. To fix this,

- click on the home tab on the menu, and then select the entire line of the caption;
- change the font to Times New Roman (if necessary), and the font size to 12. Click on the font color and select black;
- put your cursor at the start of your caption and hit enter;
- the auto caption is in italics. Because the style requires this for the table or figure title, you do not need to further edit that line;
- however, the table or figure number line should be bold, without italics. Select that line, and in the home tab deselect italics and select bold;
- if you had already included a figure or table number and caption with your figure or table, delete it so that only one caption remains.

Do this for every table or figure in your dissertation. The benefit is that you can now automatically create your list of tables and figures in the table of contents. These lists will automatically update as you make changes to your dissertation. See below.

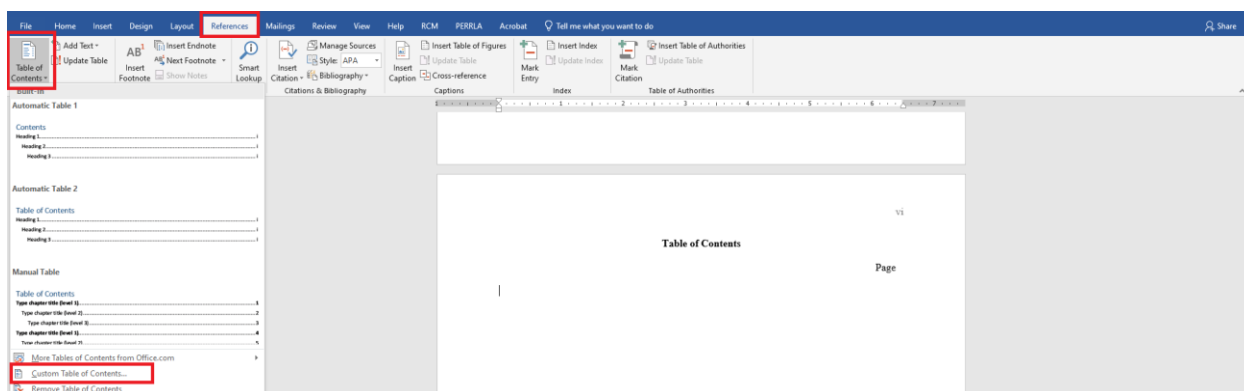
### **Using Headings/Styles to Create Table of Contents**

Once you use Microsoft styles for your headings, you can automatically generate your table of contents. This will let you automatically update pages and heading entries as you work on meeting the formatting requirements, instead of having to manually update your TOC entries.

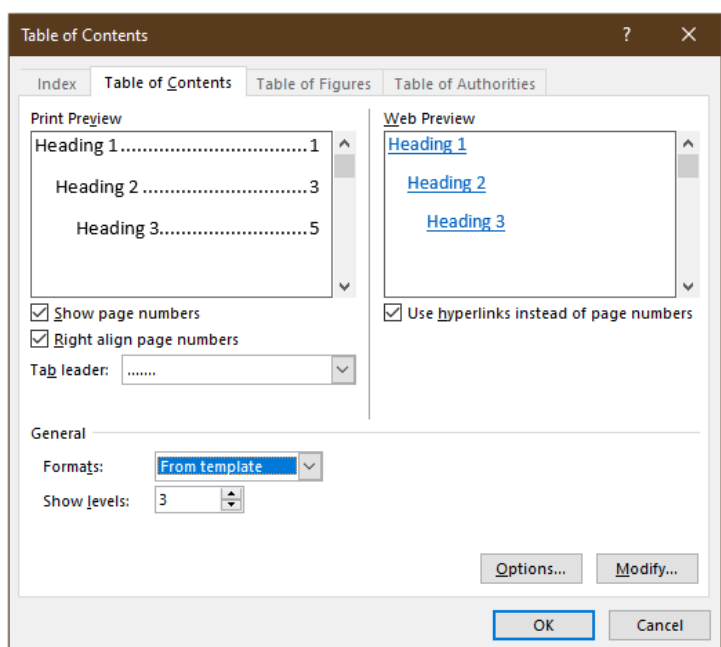
To format your Table of Contents, first go to your table of contents page. If you already manually entered a table of contents, delete it. (Leave your list of figures and list of tables, for now).

Put your cursor immediately below the heading “Table of Contents” and the line for “page”. (Table of contents should be centered at the top of the page, the word “page” should be flush right on the line immediately below that. Put the cursor on the following line.)

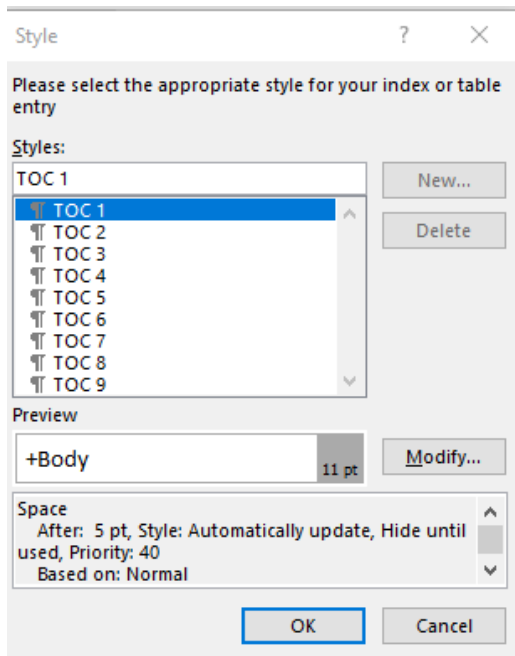
Go to the “references” tab. Click the “Table of Contents” button on the left and select “custom table of contents”.



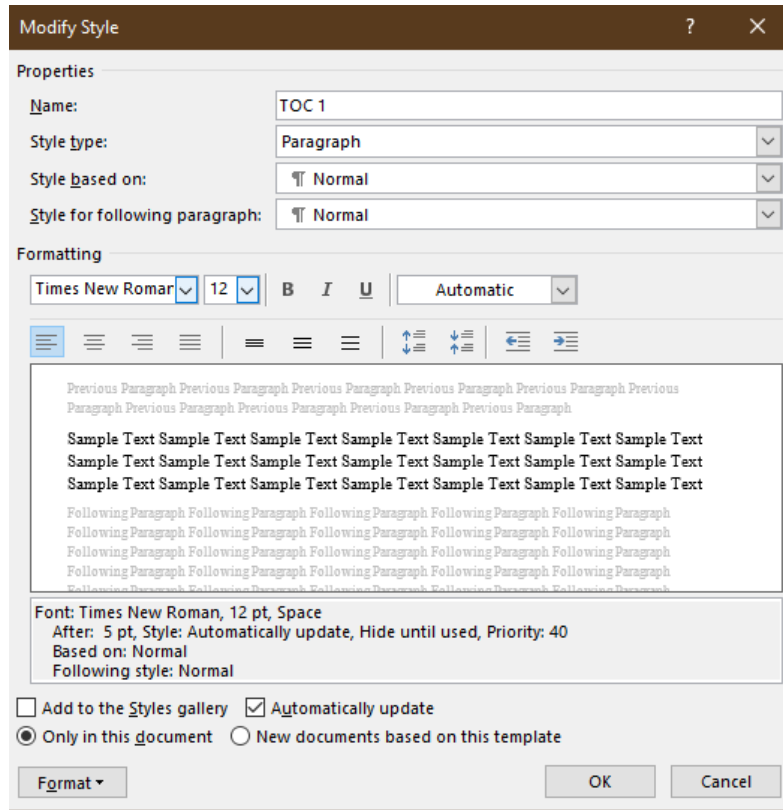
Make sure that that the boxes next to “show page numbers” and “right align page numbers” are checked, it shows tab leader “.....”, and the number after “show levels” is 3.



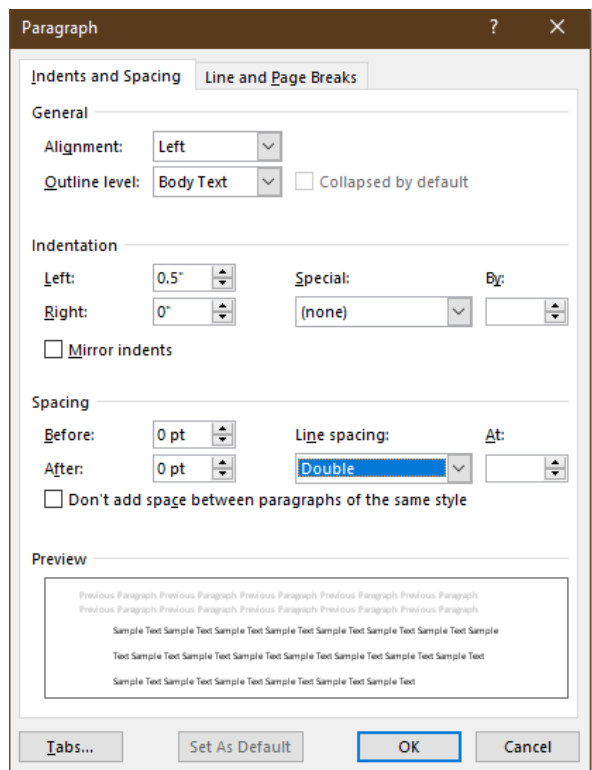
Click on the "modify" button. Then click on TOC1 and click modify:



Change the font to Times New Roman and the font size to 12, then, click on the down arrow next to format on the lower left and select "paragraph". Change indentation to .5", line spacing to double, and spacing before and after to 0, then click OK. Click OK again on the modify style box click OK:



Then, click on TOC2 and click modify. Change the font to Times New Roman and the font size to 12, then, click on the down arrow next to format on the lower left and select "paragraph". Change line spacing to double, left indentation to 0.5", and spacing before and after to 0, then click OK. Click OK again on the modify style box:

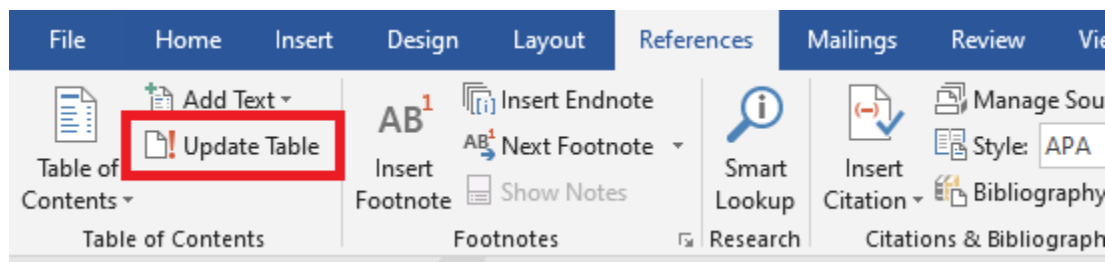


Repeat the steps from TOC2 for TOC3, except change the left indentation to 1.0". Click OK to close the style box, and click OK to close the table of contents formatting box.

The table of contents entries for your first level headings will be bold. You will need to manually change those to not be bold. Additionally, if you used the headings styles on the preliminary matters, you will need to delete those, because the table of contents should start with Chapter 1.

After you make changes while editing your dissertation, you can update the TOC automatically. Go to the references tab again, and click on the “update table” icon next to table of contents.





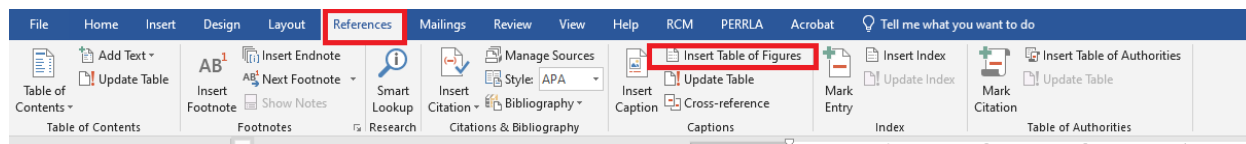
You can update the page numbers only (if you made no changes to the headings, but just have headings that moved to new pages), or the entire table. Note that if you update the entire table, however, you will need to make the formatting changes discussed above.

### Using Captions to Automatically Create Your List of Figures and List of Tables

If you have three or more figures, or three or more tables, your TOC must include a separate list of figures and/or list of tables. If you used the caption feature to caption your figures and tables (discussed above), you can automatically generate your list of figures and list of tables.

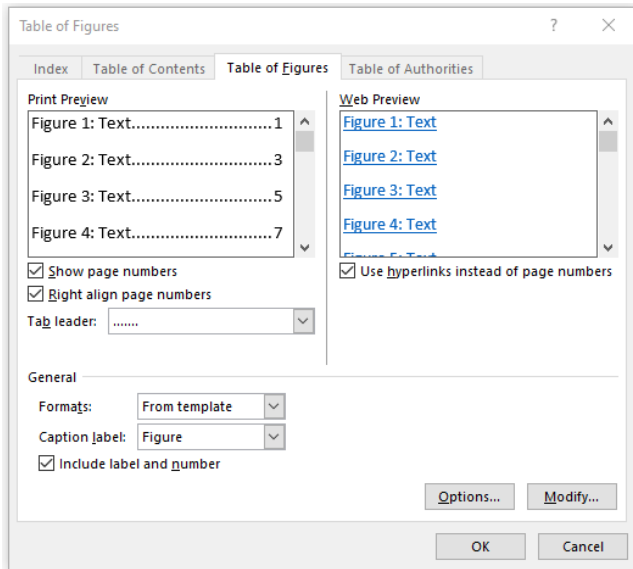
These instructions are for the list of figures, but the method for creating the list of tables is identical, just select tables instead of figures.

- place your cursor under the list of figures entry in your table of contents;
- go to the references tab on the word toolbar and select "insert table of figures" (this is the option for both inserting the list of tables and the list of figures;

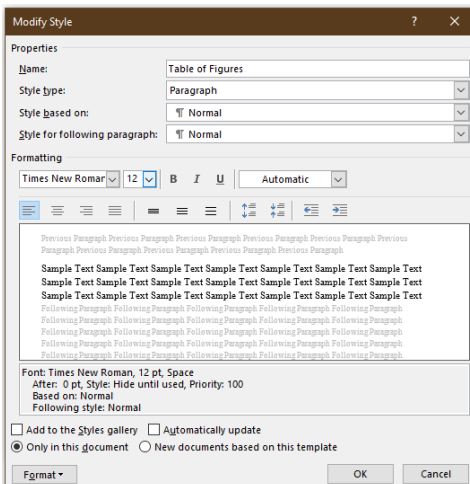


- for caption label, select "figure" (if creating the list of tables, select "table" for caption label), make sure that the tab leader is ".....", the show page numbers and right align page

numbers boxes are checked, and the check box next to "include label and number is checked"



- click on the modify button, then click on the modify button in the new window that opens up. On the window that opens after the second time you hit modify, change the font to Times New Roman, and the font size to 12.



- Then click on the format button on the bottom and select "paragraph". On the paragraph window, change line spacing to double. Click OK. Click OK again. Click OK a third time. Finally, click OK.

### **Updating Tables of Contents**

When you edit your document, table headings or page number locations may change (for both the table of contents and the lists of tables/figures). Go to references. Click on “update table” next to table of contents. It will ask if you want to update the entire table or just the page number. If only page numbers have changed, select that option, but if you have changed any headings, then you will need to update the entire table.

You will then need to click in the entry for the list of figures, and click on “update table” next to insert caption. Repeat for the list of tables.

## **Dissertation Policies**

### **Embargo Policy**

Franklin University generally does not allow dissertation embargoes unless justified on a case-by-case basis. Any embargo request must be approved by the Office of Academic Scholarship. The maximum time the Office of Academic Scholarship will approve for an embargo is one year.

### **Corrections to Published Manuscripts Policy**

Franklin University does not permit changes to published dissertations, except for the following situations.

For minor typographical errors, the University will permit the student to submit a correction on a separate errata sheet which must identify the original dissertation, the location and nature of the error, and the correction. The errata form must be submitted to the Office of Academic Scholarship at [oas@franklin.edu](mailto:oas@franklin.edu)

If the Office of Academic Scholarship approves the correction it will notify the dissertation committee of the correction and provide the errata to the ETD administrator who will post it as an additional file alongside the dissertation in the OhioLINK ETD Center and FUSE.

For cases of copyright infringement, or where a dissertation contains identifiable information on a study participant, the Office of Academic Scholarship may review the dissertation and determine whether the dissertation should be removed or corrected.