

Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above. **Stop approximately here** ↓

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All Chapters are numbered. References & Appendices do not get a number

All first level headings should line up directly below the first letter of the chapter title

Second level headings are indented a full tab

All heading levels are upper/lowercase with all major words capitalized

Page numbers must line up exactly

All subdivisions in your ETD must be included in your Table of Contents (Word for Word)

A cumulative references section must be included in your Table of Contents and at the end of your thesis/dissertation even if you choose to include references at the end of each chapter