

Glossary of Formatting Terms for CoE Theses/Dissertations

Alignment / Aligned	The position of lines or items on a page above and below each other (think of "lining-up"). Alignment can refer to paragraphs (usually aligned to the left margin or justified); entries in the Table of Contents, List of Tables, and List of Figures; or other text/items.
Capitalization	Whether letters are in UPPER-CASE or lower-case. <ul style="list-style-type: none"> • Heading-style Capitalization Is Like This, for Example. Heading-style capitalization is used for headings in all CoE theses/dissertations. • Sentence-style capitalization is like this, for example. Table/figure titles can use heading-style capitalization or sentence-style capitalization but must be consistent. • ALL-CAPS CAPITALIZATION IS LIKE THIS, FOR EXAMPLE. Do not use. • SMALL CAPS CAPITALIZATION IS LIKE THIS, FOR EXAMPLE. Do not use.
Double-spacing	When there is room for an extra line between two lines vertically on a page. This can be set up in MS Word two ways: 1) setting paragraph to double-spacing (with '0' before and after paragraph) or 2) setting paragraph to single-spacing and then hitting 'enter' to get the extra line-space. For the Title Page, Table of Contents, List of Tables, and List of Figures, it's easiest to set everything to single-spacing and then hitting 'enter' where needed to get extra line-spacing.
Font	The design/character type of letters.
Headings	Description of text that follows. Headings are listed as entries in the Table of Contents and must match exactly, wording and capitalization. Do not use punctuation at the end of CoE theses/dissertations, unless it's a question mark for specific headings.
Indentation / Indent	Moving a line in from a margin on the left or right. A left indent of the first line ½" is often used to distinguish paragraphs from each other.
Leader dots	Dots from the last letter of the heading/title entry to the page number entry in the Table of Contents, List of Tables, and List of Figures.
Line-spacing	The vertical spacing between lines on a page.
Major Heading	In CoE thesis/dissertations, these describe Major Sections (such as Chapters). These are centered and bolded.
Margin	Amount of blank space at the edge of a page.
Noun	A subject (person(s), place(s), thing(s)). For example: "we"
Orphan	One line of paragraph at the bottom of a page, or a heading and one line of a paragraph at the bottom of a page.
Paragraph	A sentence or sentences that relate to one topic/thought. Can be one line or more than one line.
Paragraph mark	A non-printing character in MS Word, but shows the end of a paragraph if the Show/Hide button is toggled on. Looks like a backwards, upper-case letter P: ¶
Sentence	A complete thought (must contain at least a noun and verb): "We researched." A sentence can be one line or more than one line, and ends with a period, question mark, or exclamation mark.

Spacing	Spacing between letters, words, numbers, etc. on the same line.
Subheading	Levels of headings below Major Headings; lower-level headings. These are formatted in specific ways – see College Guide.
Table/Figures titles (captions)	Description of tables/figures. <i>The first sentences</i> of these are listed as entries in the List of Tables/List of Figures and must match, wording and capitalization.
Verb	An action word. For example, "researched"
Widow	One line of a paragraph at the top of a page.