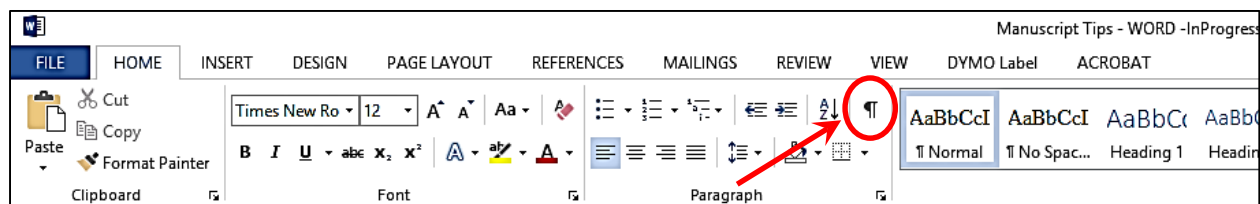


MANUSCRIPT TIPS: WORD 2013 and 2016

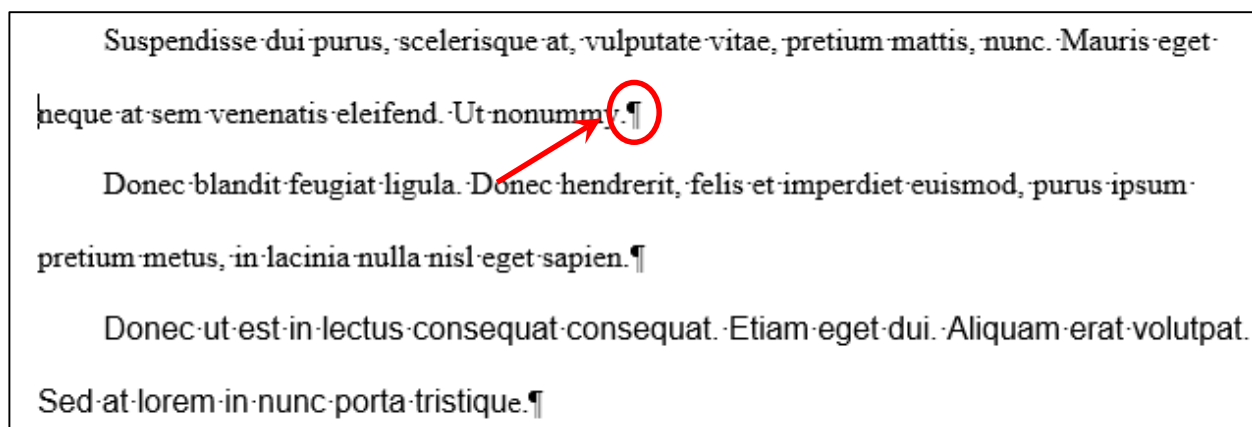
Enable 'Show Formatting' Marks

Enable **Show Formatting** by clicking on the pilcrow (¶) on the ribbon. Enabling this function will reveal the location for each paragraph, line, page and section break, as well as tabs.



Paragraph Break

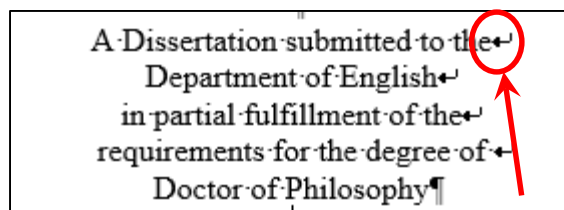
The pilcrow, in addition to being the icon on the ribbon for enabling **Show Formatting**, also marks the location of each distinct paragraph. All formatting for a particular paragraph, which includes paragraph and font settings, is contained within each pilcrow. Pressing the *Enter* key creates a **Paragraph Break**, that is, a new paragraph. The new paragraph retains all of the formatting of the previous paragraph by default.



In the example above, there are three distinct paragraphs. The first two are formatted exactly the same. The font in the third paragraph was changed to 12 pt Arial, which is now the default font until the font options are changed.

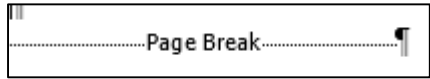
Line Break

Simultaneously pressing the *Shift + Enter* keys creates a **Line Break** within a paragraph, that is, the cursor is moved to a new line within the same paragraph. When typing text, the cursor automatically moves to the next line within the paragraph once a line of text is filled. However, there may be cases when a user wants to force text onto the next line before a line within a paragraph is filled with text, such as on the Title page as shown here.



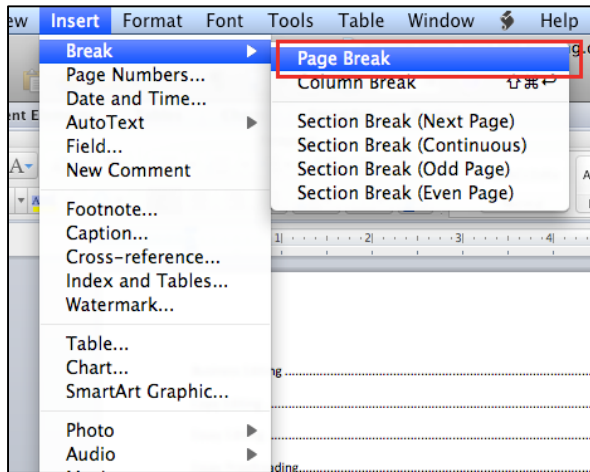
Page Break

A **Page Break** denotes that point after which all content starts on a new page.



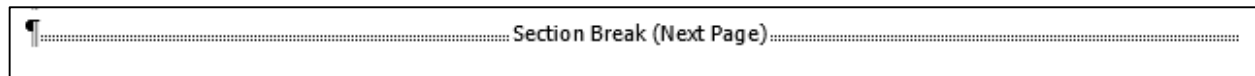
All content should start at the top margin of the page – text, tables, figures, etc. To start at the top margin of a new page insert a **Page Break**.

- PC version of WORD – simultaneously press *Ctrl + Enter* keys
- Mac version of WORD – select **Insert** on the top menu, then **Break** and **Page Break**



Section Break

A **Section** is a part of the document that is formatted the same – page size, margins, orientation, font, line spacing, etc. By default, a document has only one **Section**. Inserting a **Section Break**, which creates a new **Section**, must be done only to change **Page Layout** and **Page Number** formatting; all other formatting, like font and paragraph settings, can be altered within a **Section**. A **Section Break** is denoted by a double dotted line after the pilcrow. All content that precedes the double dotted line is one **Section**, and all content after the double dotted line is another **Section**.



In a manuscript, the most common reasons to insert a **Section Break** are to change the format of page numbers (lower case Roman numerals vs. Arabic numerals) and to orient a page landscape to accommodate a wide table or figure. Manuscripts that do not contain any pages oriented landscape should be divided only into two **Sections**, the front matter and the remainder of the manuscript. Creating unnecessary **Sections** could lead to page number formatting issues.

For instructions about how to insert **Section Breaks**, see [Landscape Orienting Tables and Figures](#) and [Numbering Each Page](#), which are on The Graduate School web site at Thesis, Treatise, Dissertation >Formatting Guidelines and Template> Formatting Assistance.

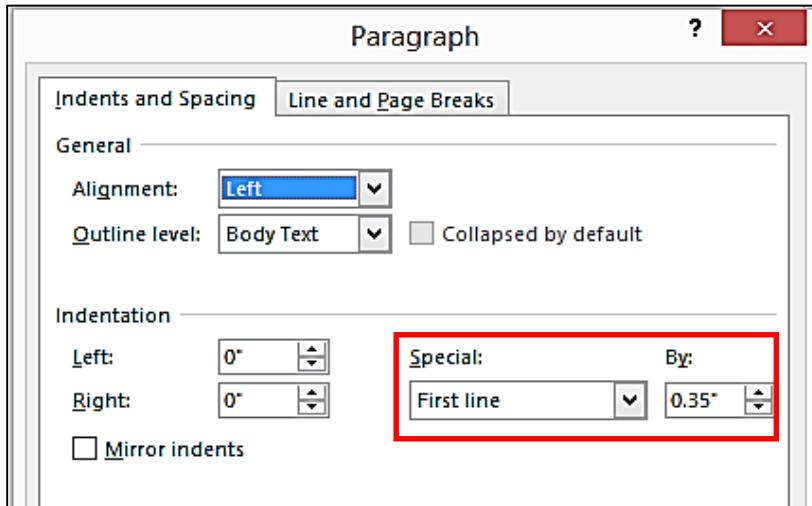
Tab (see page 6)

Indenting Text

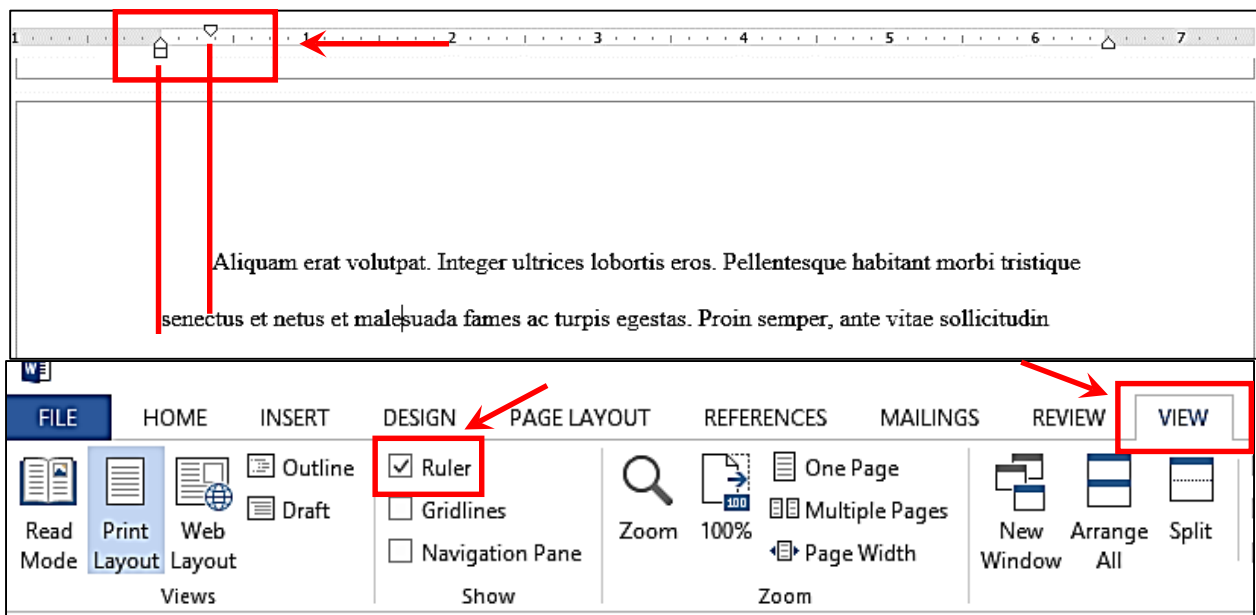
Indenting text should be done only using one of the **Indentation** options in the **Paragraph** menu or by pressing the *Tab* key; either method will ensure that text is indented consistently. Using the space bar to indent text is strongly discouraged.

Indentation Options

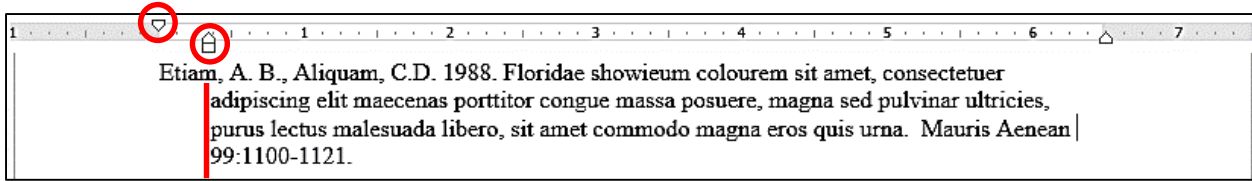
Indenting the first line of a paragraph. Select the **First line** option under the **Special** drop down menu, and enter a value; the default is 0.5 inches.



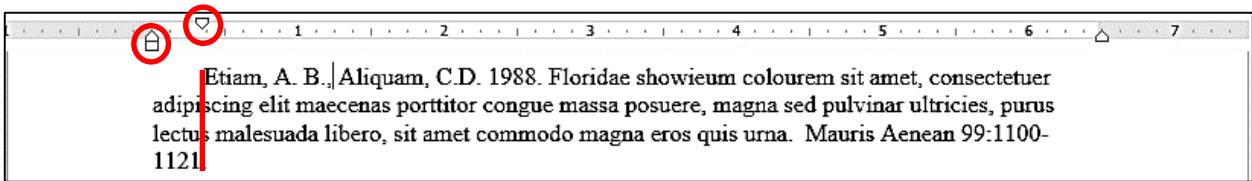
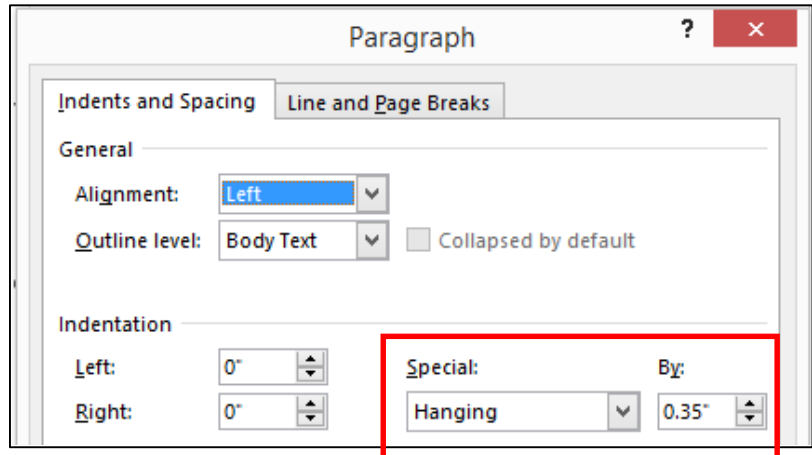
With the ruler enabled (see screen shot at bottom of page), the indentation for the **First line** is marked by the upper pointer on the ruler. The lower pointer marks the indentation (in this case, 0 inches) for all other text within the paragraph. To view the ruler, go to the **View** tab on the ribbon and check the **Ruler** box.



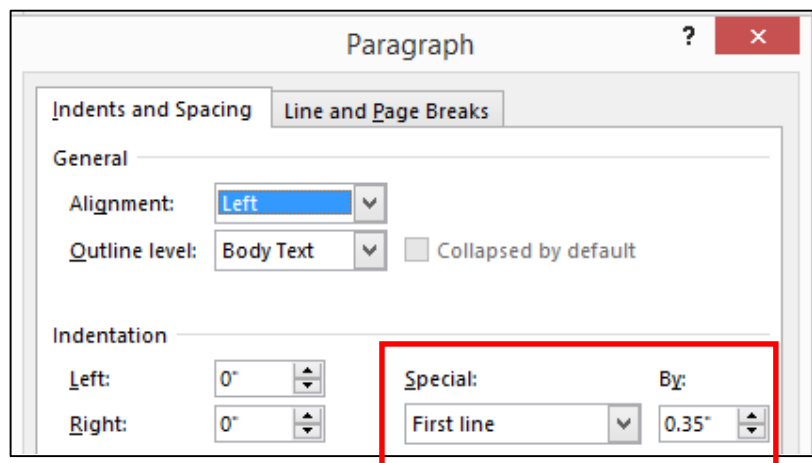
Hanging indent. Some disciplines require that references listed in the Bibliography, Literature Cited, etc. have a hanging indent (all text except the first line is indented). Some disciplines require the opposite – just the first line is indented. On the ruler, the upper pointer denotes the indentation for the first line, and the lower pointer the indentation for all other lines in that paragraph.



Paragraph menu settings for the hanging indent example above.

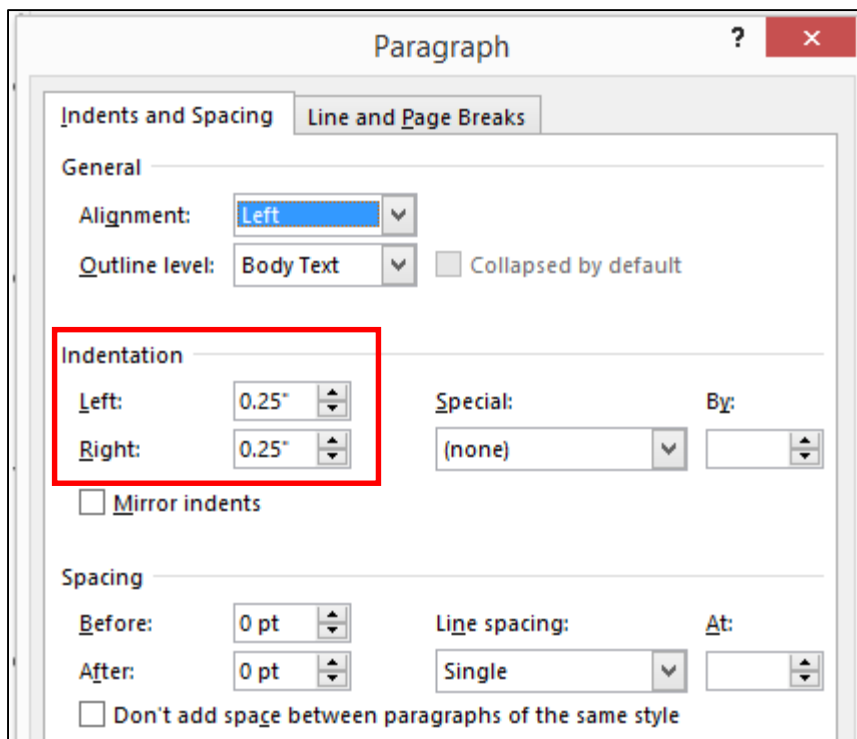
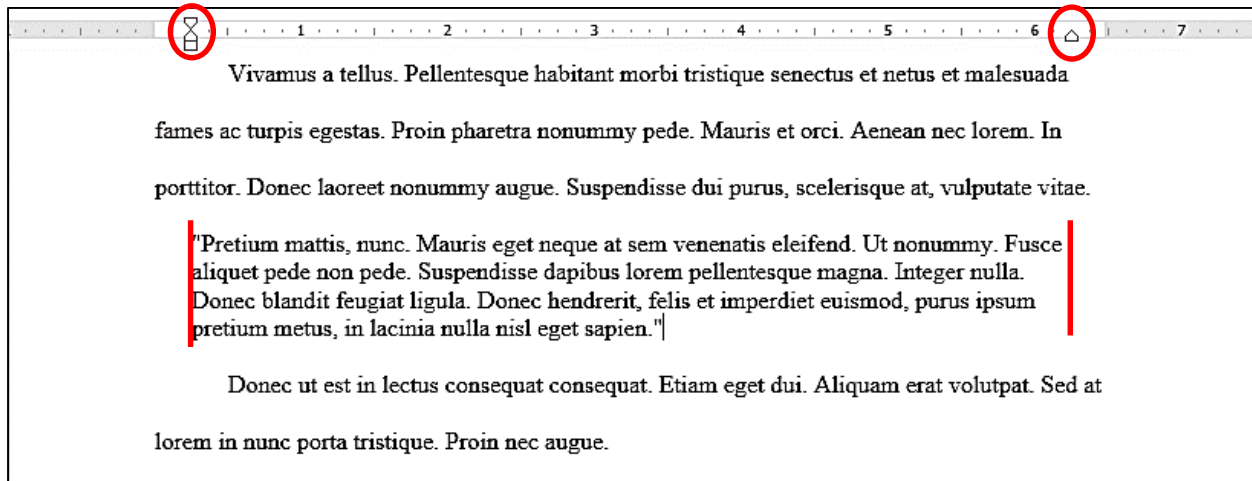


Some disciplines require that just the first line of the reference be indented. **Paragraph** menu settings for that case are shown here.

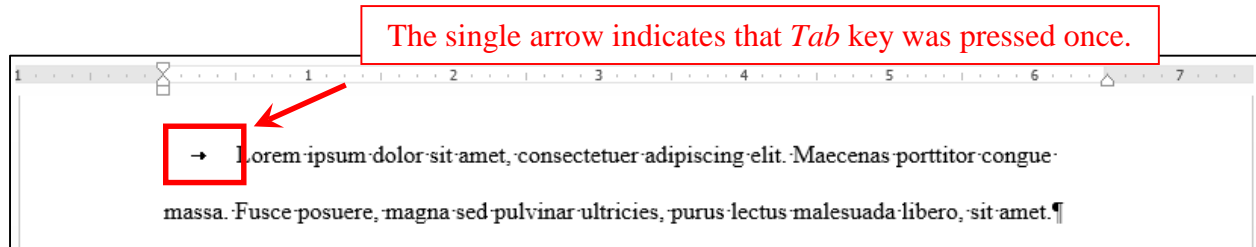


Regardless of the reference indentation format, either style can be applied to all references simultaneously by highlighting all references, opening up the **Paragraph** menu, selecting the desired options, and then clicking **OK**.

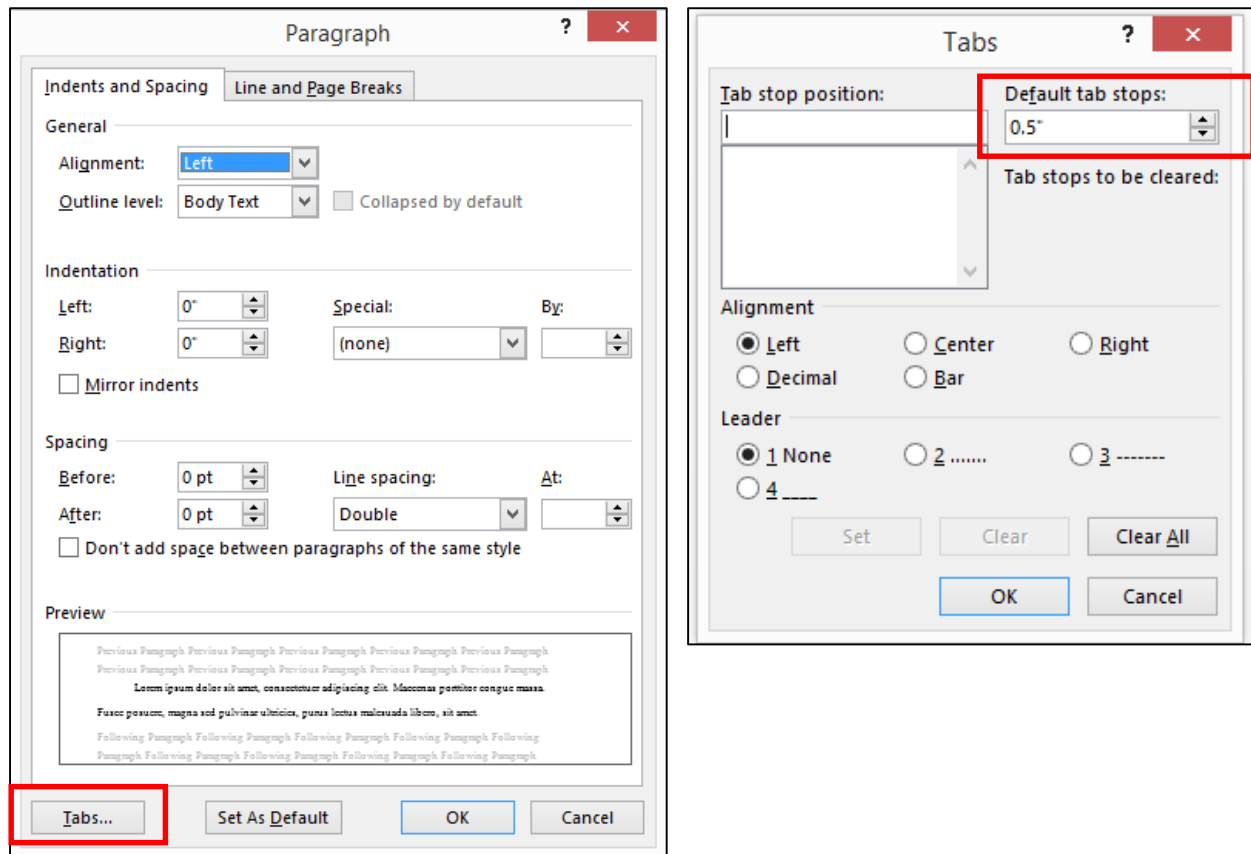
Left and Right indentation – These settings will indent all text within a paragraph. In the example below, the paragraph composed of a single-spaced block quote is indented 0.25 inches from the left and right margins as denoted by the pointers on the ruler.



Tab key – Pressing the *Tab* key moves the cursor a defined number of inches. The default value is 0.5 inches so each time the *Tab* key is pressed the cursor moves 0.5 inches. Pressing the *Tab* key once is an easy way to consistently indent the first line of each paragraph.



To change the *Tab* default value go to the **Paragraph** menu, click on **Tabs** in the lower left corner, change the **Default tab stops** value, and click **OK**.



Defining Text Locations with Tabs

The **Tabs** option in the **Paragraph** menu allows users to consistently define locations for text within paragraphs. Within a paragraph, tabbed text can be further defined as centered, or left or right justified, and whether dot, hyphen, or underscore leaders precede the text.

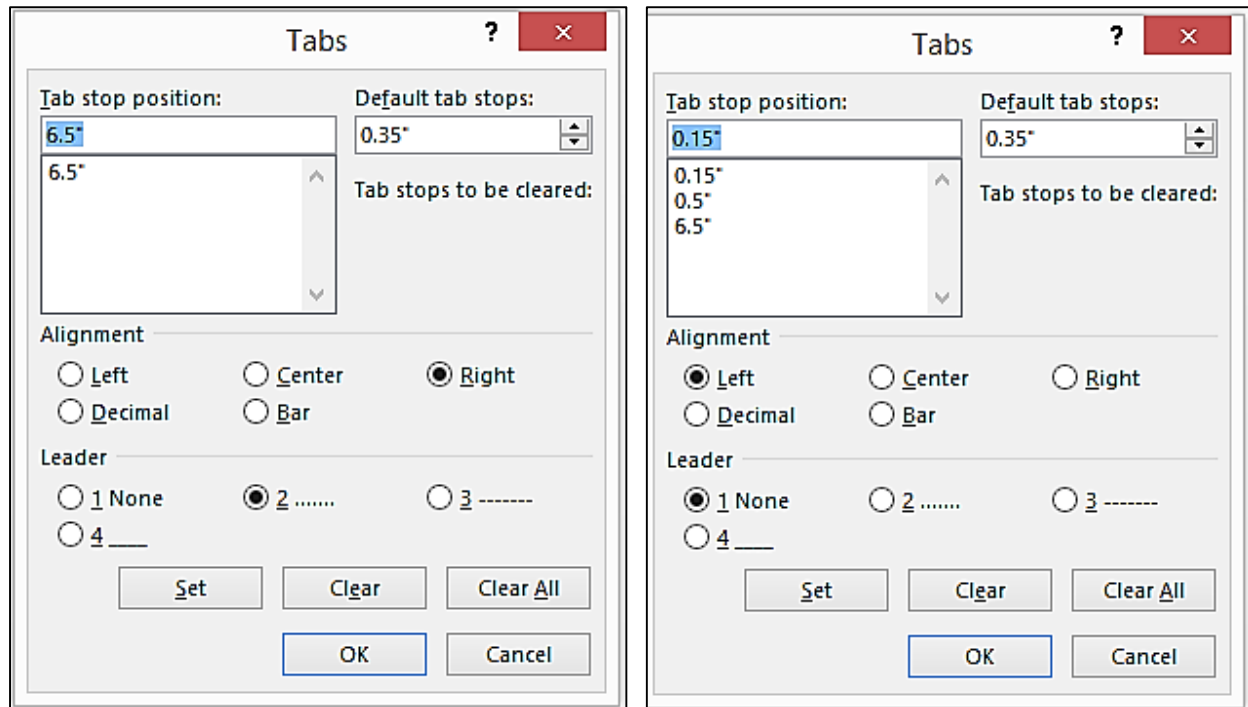
Using the **Tabs** settings is the best method for formatting the Table of Contents and Lists. It will ensure that all entries, indented entries, and page numbers are lined up vertically.

NOTE: Using WORD's auto-generate function to compose a Table of Contents or List of Tables, Figures, etc. is NOT recommended as the resulting Table of Contents or List does not comply with FSU formatting criteria, and erroneous entries in the Table of Contents or Lists are often created.

CHAPTER ONE -- THIS IS THE TITLE FOR CHAPTER ONE.....→.....	1¶
→ 1.1 → First-level Subheading.....→.....	2¶
→ 1.1.1 → Second-Level Subheading.....→.....	3¶
→ 1.1.1.1 → Third-level subheading.....→.....	4¶

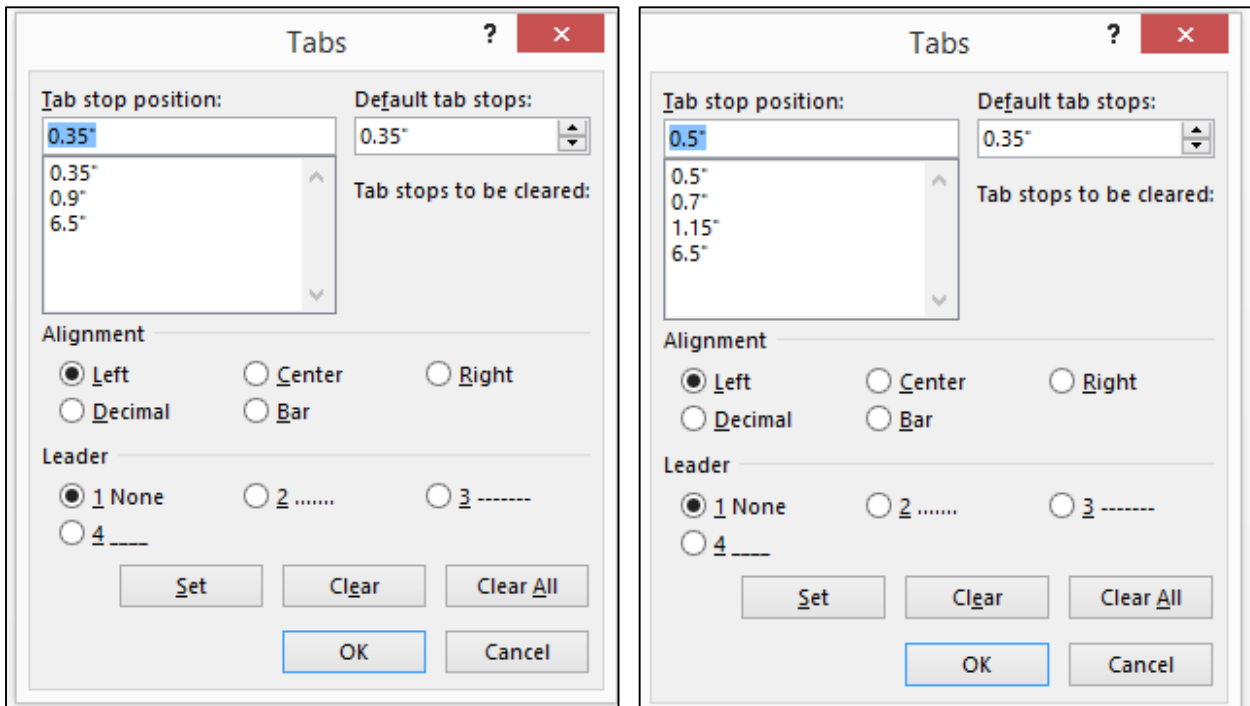
NOTE: The Graduate School only requires that main section headings be listed.

In the example above, the line (paragraph) with the Chapter heading and title has only one **Tab stop position** set, that being for the location of the page number. The **Tab stop position** for the page number in the Table of Contents and all Lists should be at 6.5 inches, which is the right-hand margin. The page number should also be right justified, with dots leading to the page number. All **Tab stops** except for that at 6.5 inches are **Left** aligned and the **Leader** is option **1**.



The **Tabs** settings for the Chapter heading/title and first level subheading are above; settings for the second and third level subheadings are on the next page.

For instructions about how to insert **Tab stop positions** in the Table of Contents and Lists, see [Page Numbering in the Table of Contents](#), which is on The Graduate School web site at Thesis, Treatise, Dissertation >Formatting Guidelines and Template> Formatting Assistance.



Finally, **Tab** locations set with the **Tabs** submenu are marked on the ruler. The mark for **Left** justified tabbed text is an 'L', **Right** justified tabbed text is a reverse 'L', and **Centered** tabbed text is an upside down 'T'. **Centered** tabbed text is useful when constructing multicolumn lists.

