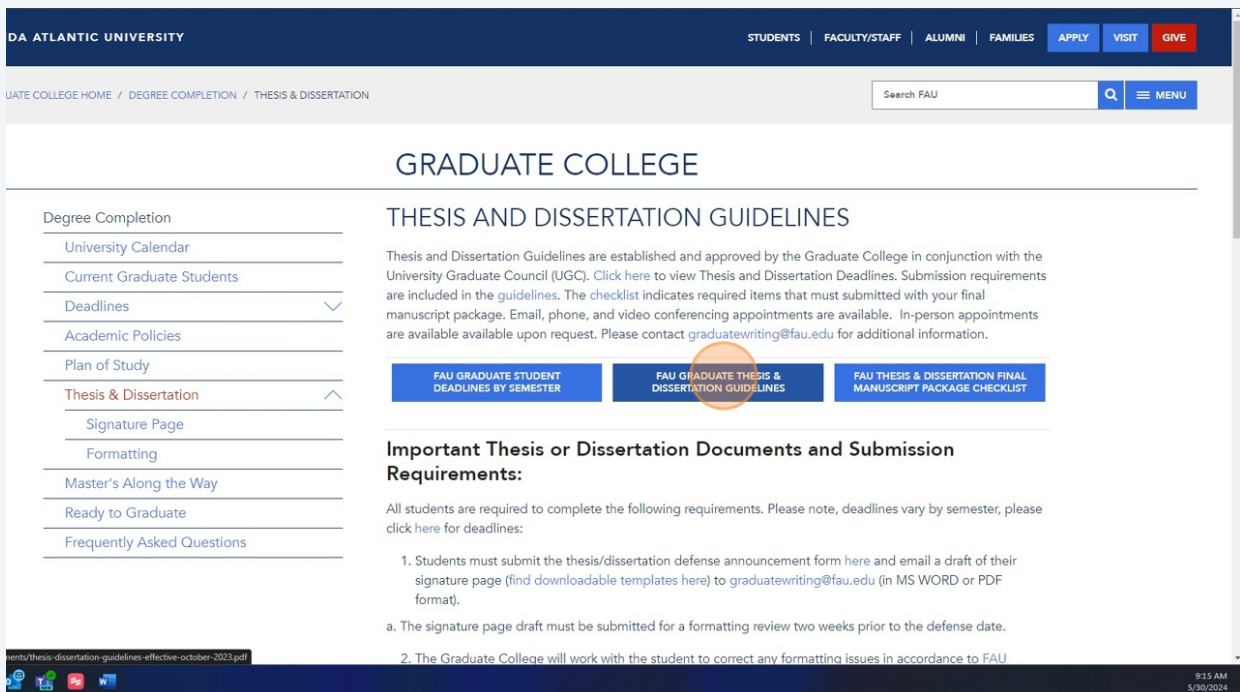


Margins and Section Breaks Tutorial

This guide provides essential instructions for setting up margins and section breaks in your manuscript according to specific formatting guidelines. By following these steps, you ensure that your document meets professional standards, enhancing its readability and presentation. The tutorial simplifies the process of managing different margin requirements for various sections, such as title pages and chapters.

1

Please visit our website and open the Thesis/Dissertation Guidelines at <https://www.fau.edu/graduate/degree-completion/thesis-dissertation/>



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THESIS AND DISSERTATION GUIDELINES

Thesis and Dissertation Guidelines are established and approved by the Graduate College in conjunction with the University Graduate Council (UGC). Click here to view Thesis and Dissertation Deadlines. Submission requirements are included in the guidelines. The checklist indicates required items that must be submitted with your final manuscript package. Email, phone, and video conferencing appointments are available. In-person appointments are available upon request. Please contact graduatewriting@fau.edu for additional information.

[FAU GRADUATE STUDENT DEADLINES BY SEMESTER](#) [FAU GRADUATE THESIS & DISSERTATION GUIDELINES](#) [FAU THESIS & DISSERTATION FINAL MANUSCRIPT PACKAGE CHECKLIST](#)

Important Thesis or Dissertation Documents and Submission Requirements:

All students are required to complete the following requirements. Please note, deadlines vary by semester, please click here for deadlines:

- Students must submit the thesis/dissertation defense announcement form here and email a draft of their signature page (find downloadable templates here) to graduatewriting@fau.edu (in MS WORD or PDF format).
 - The signature page draft must be submitted for a formatting review two weeks prior to the defense date.
- The Graduate College will work with the student to correct any formatting issues in accordance to FAU

9:13 AM 5/30/2024



Please follow these margin settings for the manuscript. Found in the FAU Formatting Guidelines on page 21. Only the Top margin will change, review the exceptions below:

Margins

All thesis/dissertation manuscripts should have the following margins. Note that the top margin differs depending on page heading. It is generally recommended to print several pages, physically measure the margins with a ruler, and make any adjustments as needed.

Right: 1 inch
Left: 1.5 inches
Bottom: 1 inch
Top: 1 inch except:

- Preliminary pages with titles (title page, copyright page, signature page, vita, acknowledgements, abstract, dedication, table of contents, list of tables, and list of figures): 2 inches.
 - Note: If any of these preliminary sections continue onto a second page, the top margin of the second page is 1 inch.
- First page of a major division (e.g., chapters, appendix, bibliography/references): 2 inches.

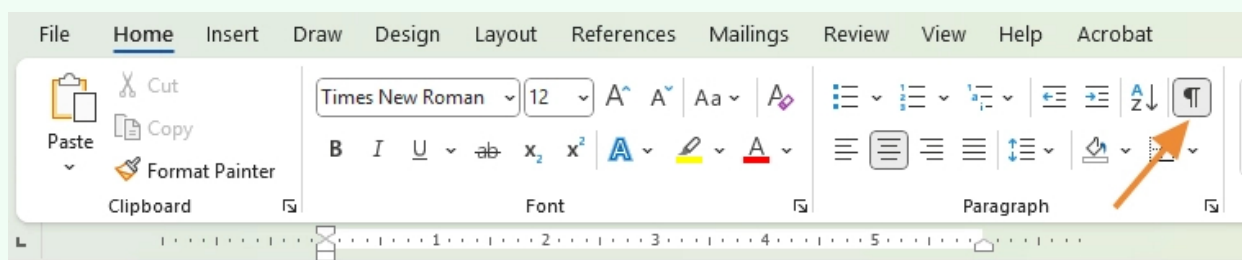
Page number: 0.75 inch

Note: In Microsoft Word, page number position is determined by the footer margin.

Landscape pages have specific margin and page number position requirements (See the Appendix for [sample page](#) and details).



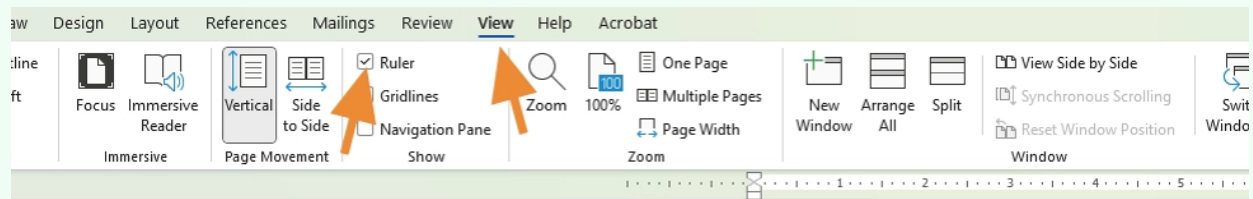
First, go to your home tab on the top ribbon and turn on hidden formatting marks, that's this symbol right here that looks like a backwards P, this will show you where section breaks are in your manuscript.





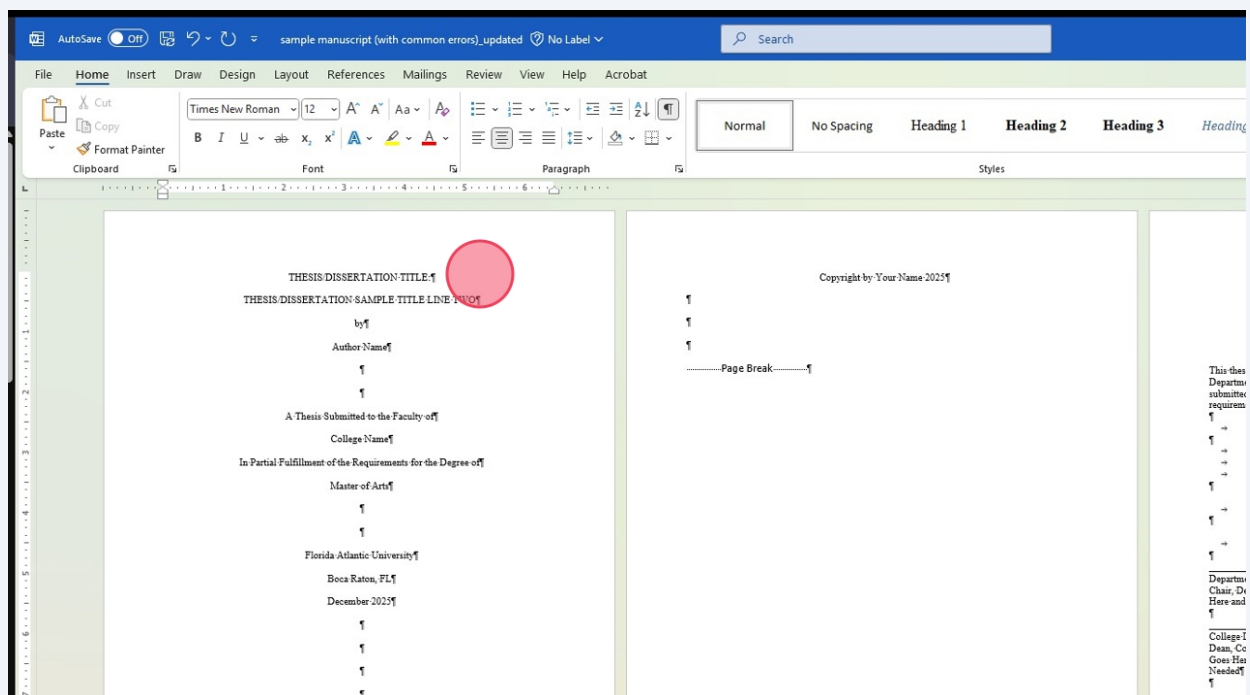
To see the margins easier we advise that you use the ruler function in word to see the margins and to make margin adjustments.

Click view on the top ribbon and check 'Ruler'

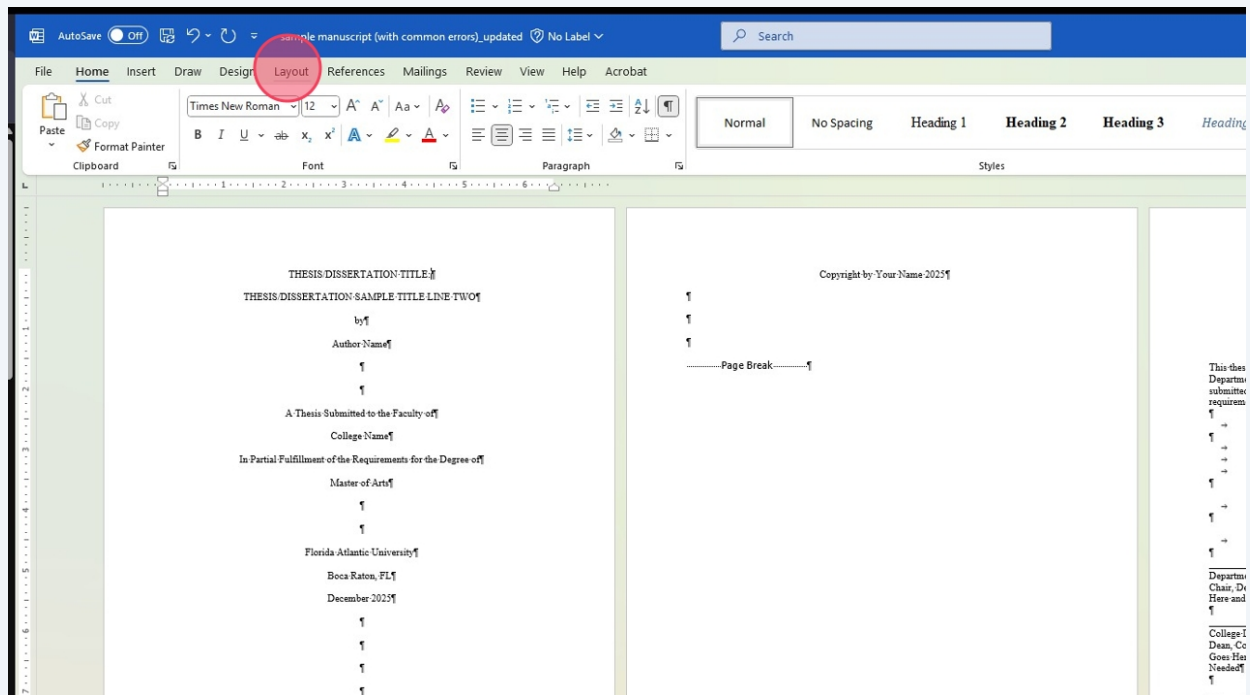


2

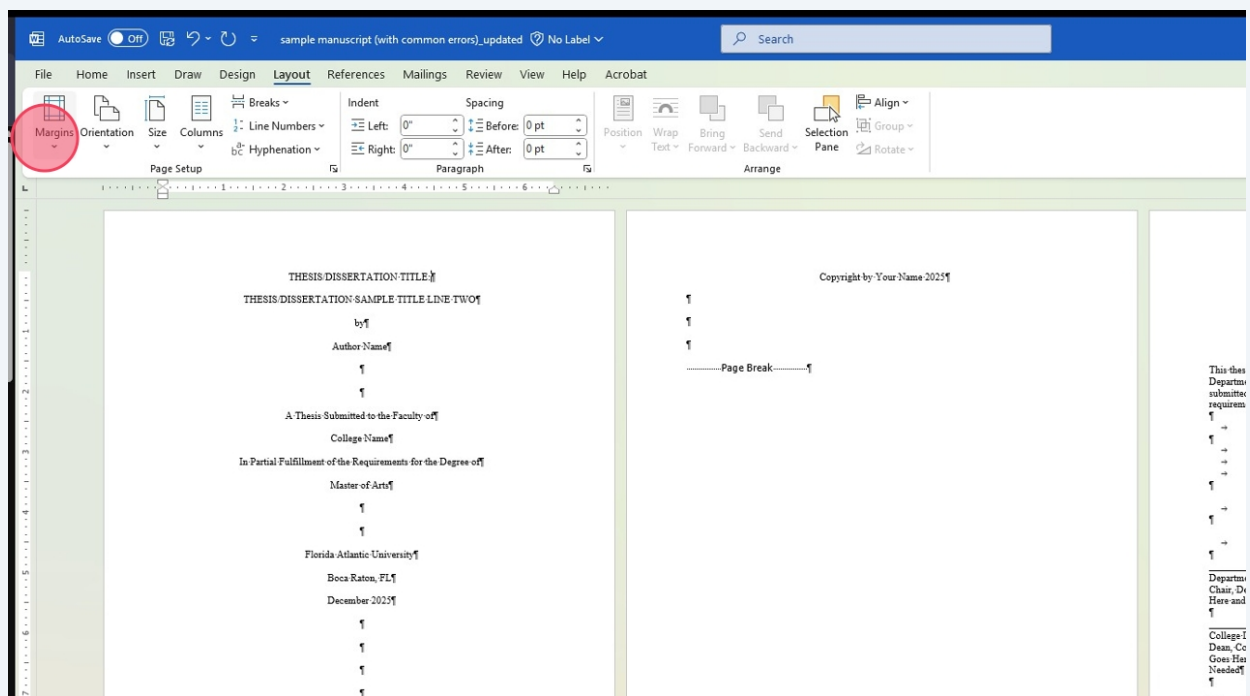
Click on the first page of the document anywhere in the body



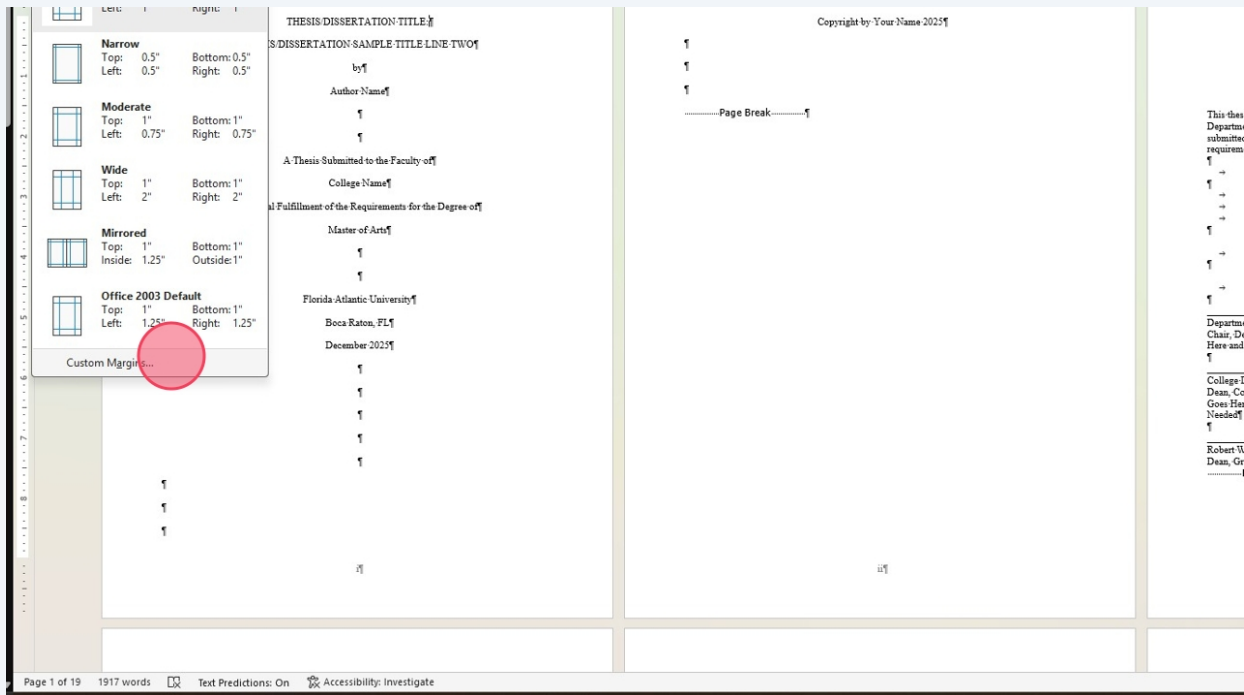
3 Click "Layout"



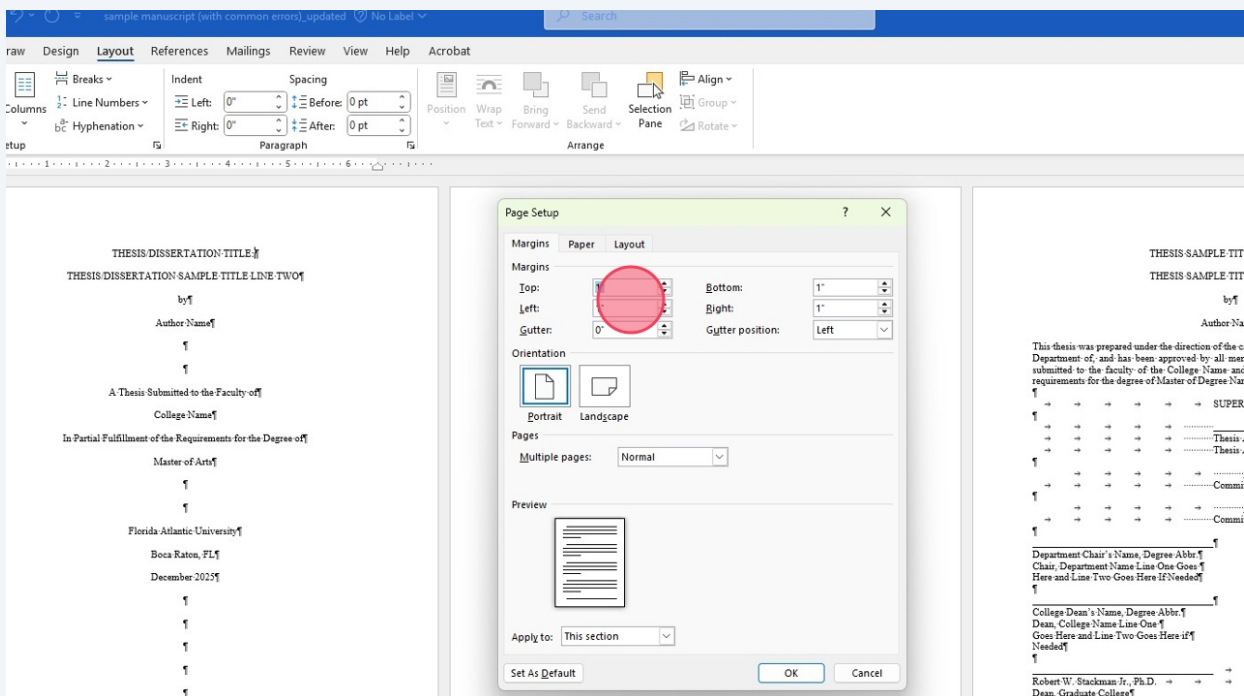
4 Click "Margins"



5 Click "Custom Margins..."

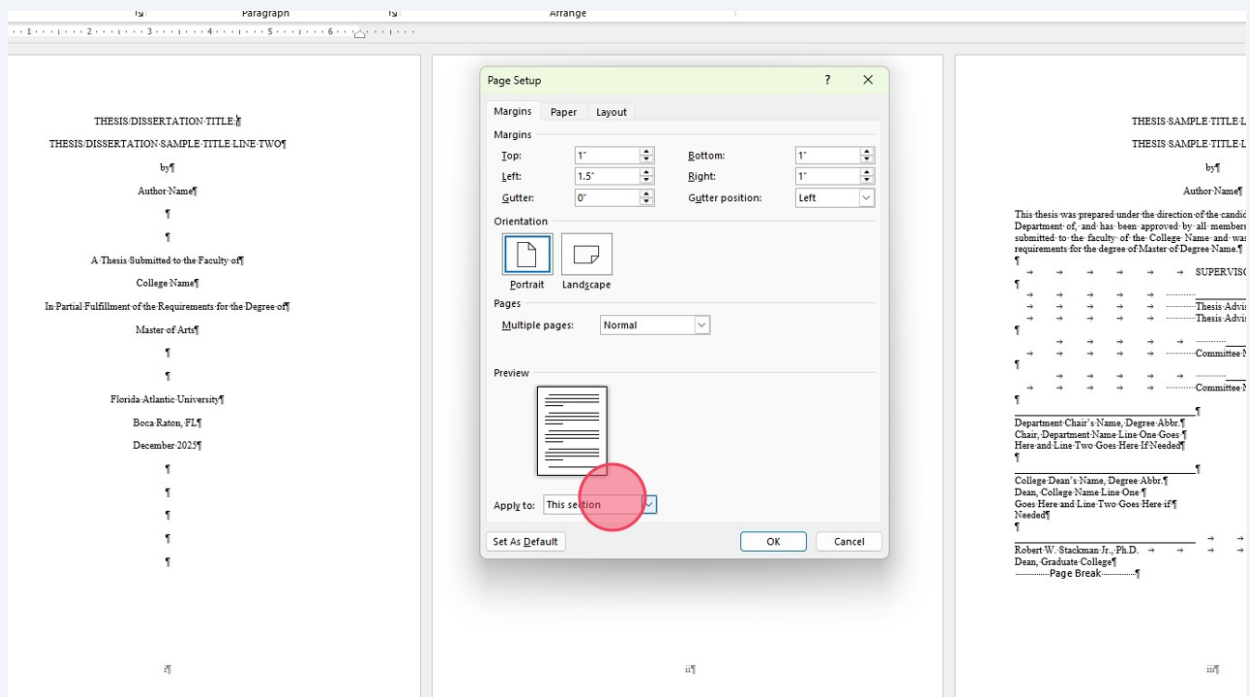


6 Change the margins here. We will change the left margin to 1.5". The majority of the top margins will be 1" so we will change the ones the need to be 2" later on.



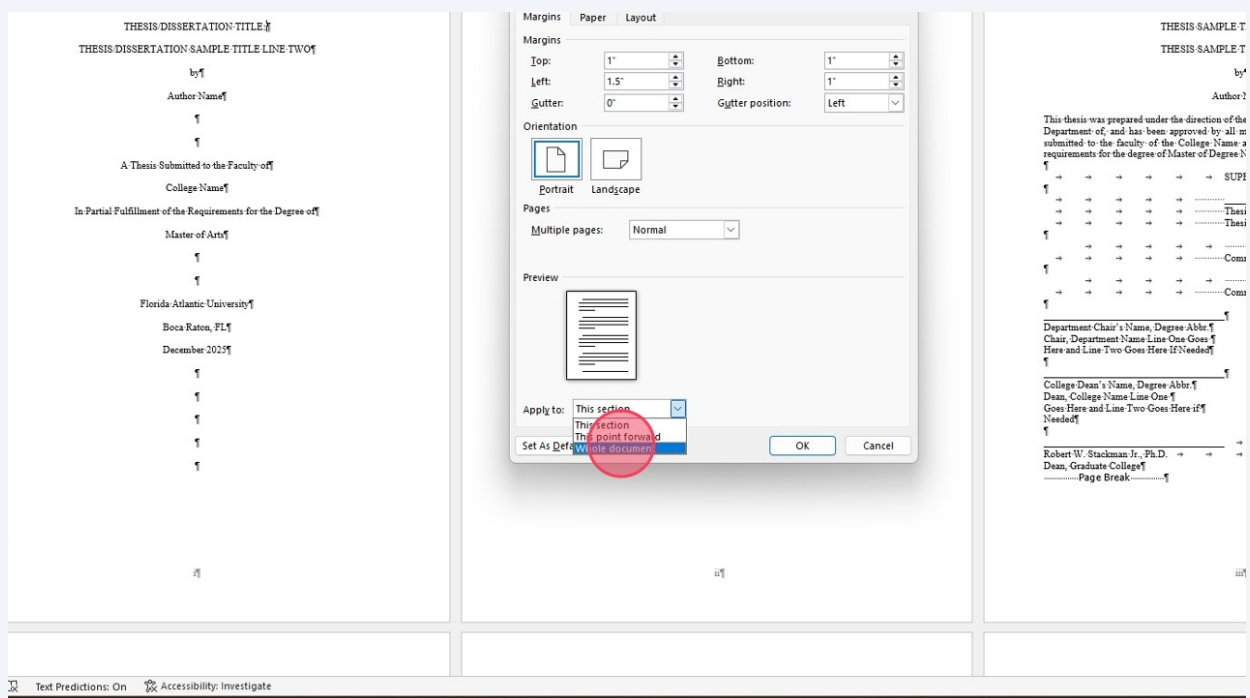
7

Once you changed the margins to the correct value make sure to click on 'Apply to:'



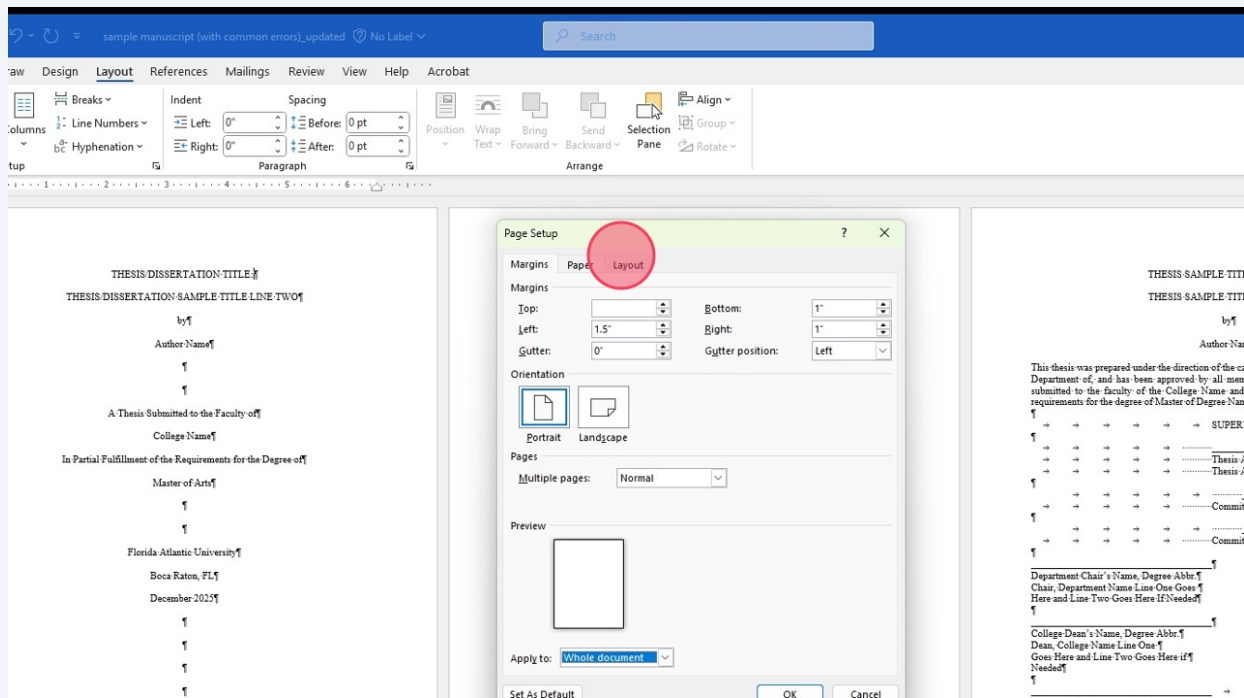
8

Click "Whole document"



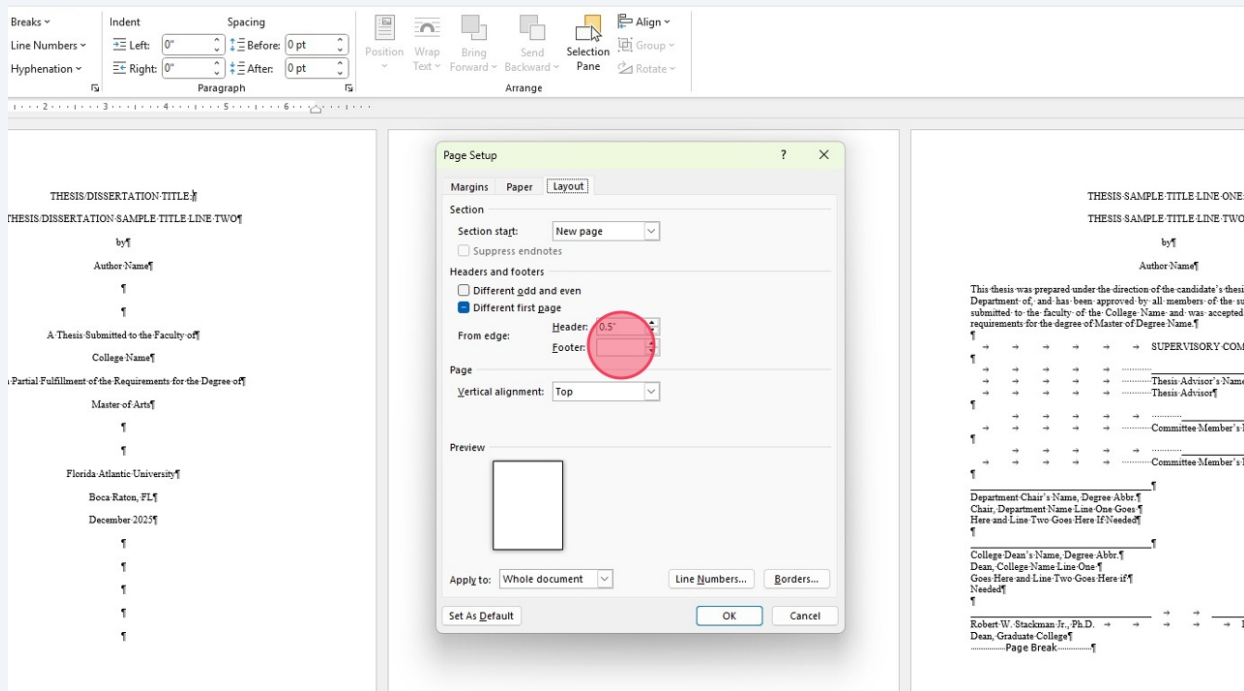
9

Now we want to make sure the footer margin is correctly set. In the Page Setup window that you just changed the margins, click on 'Layout'



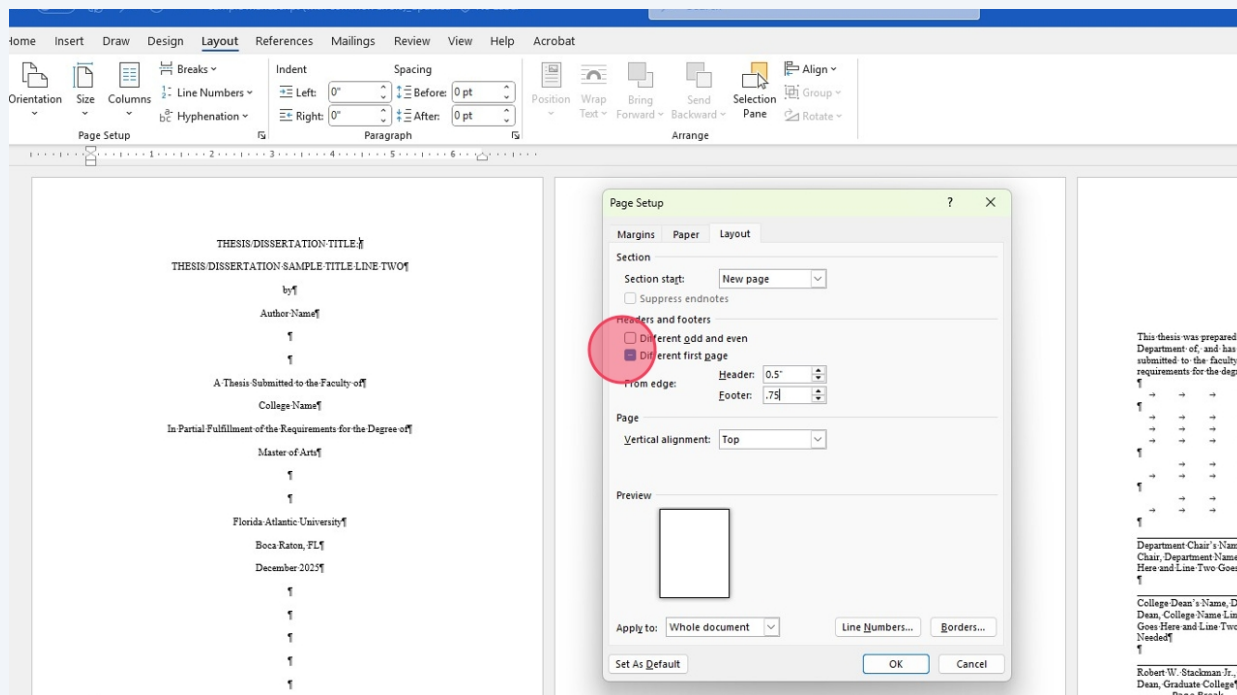
10

Go to the Footer section and type in .75" for the footer margin.



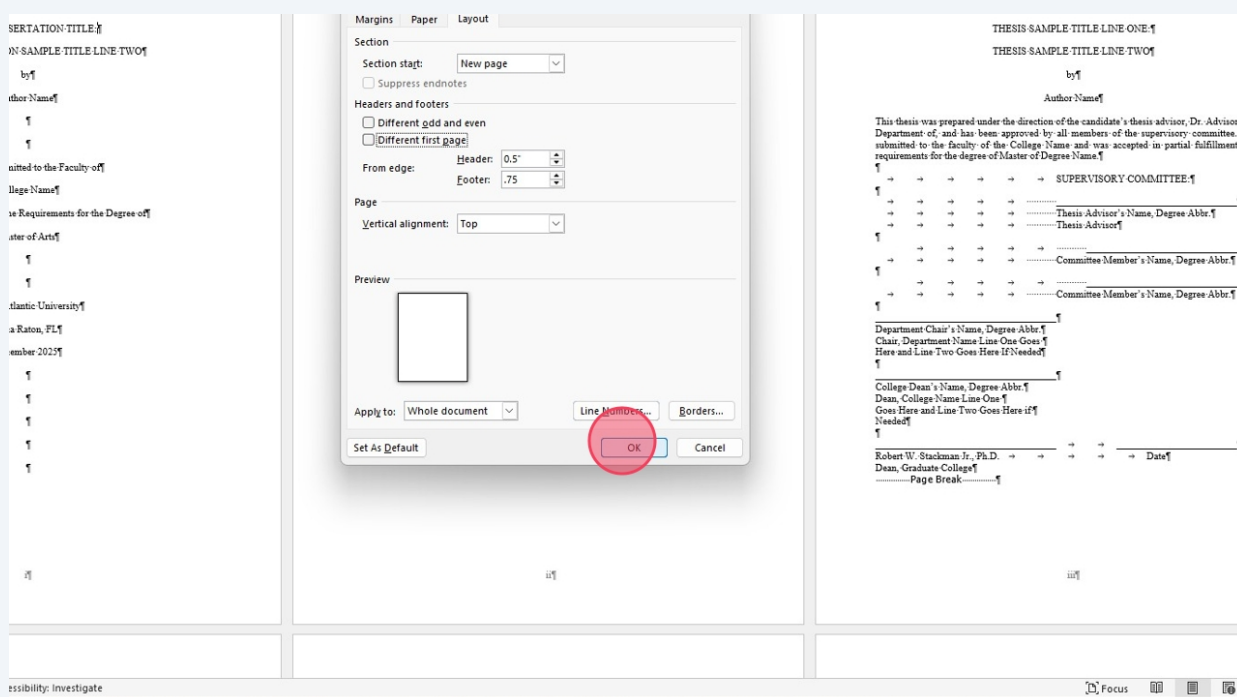
11

If you have 'Different first page' selected please make sure that box is unchecked as that can lead to issues if that is enabled for the entire document.



12

Click "OK" when the margins are set.

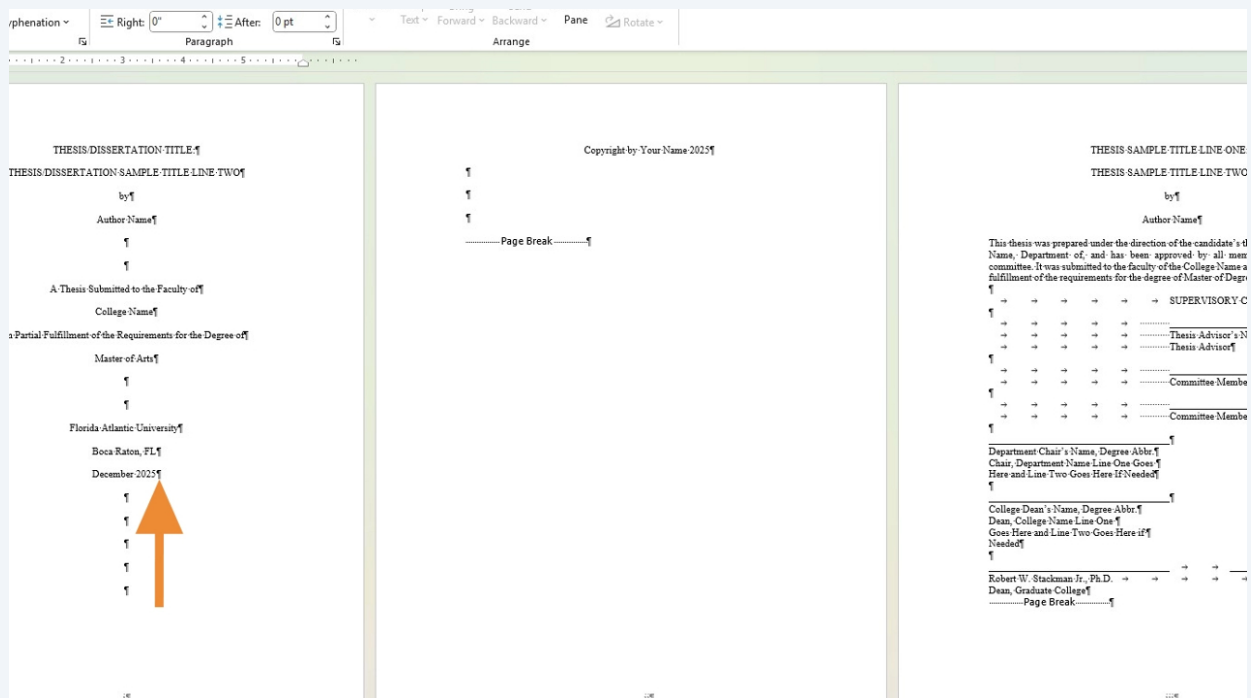




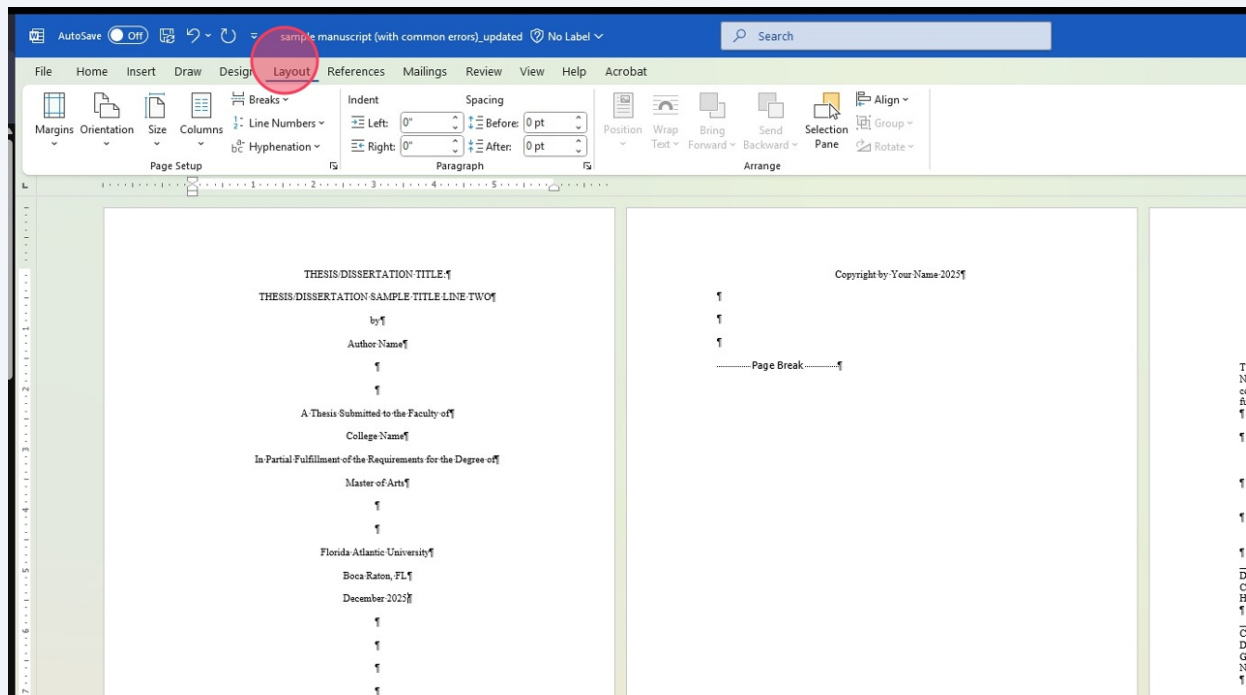
For pages with titles, such as the title page, we want a two-inch top margin for each one of these title pages. If you were to simply change the top margin to two inches it will affect the following pages as well, this is why we need section breaks in the manuscript to isolate your two inch top margin pages from the pages following it.

13

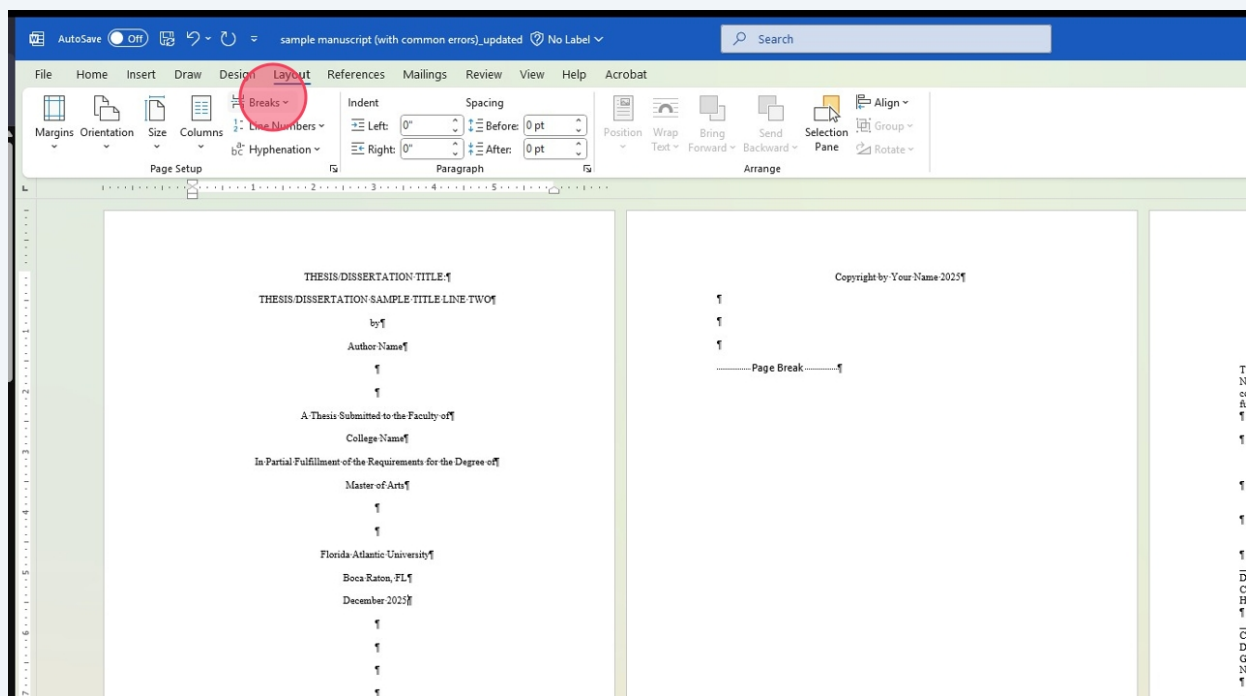
For the next page section break we want to go to the end of the text on the page. On this page, the 5 in 2025 is the last text that should be on that page so we will click there.



14 Click "Layout"

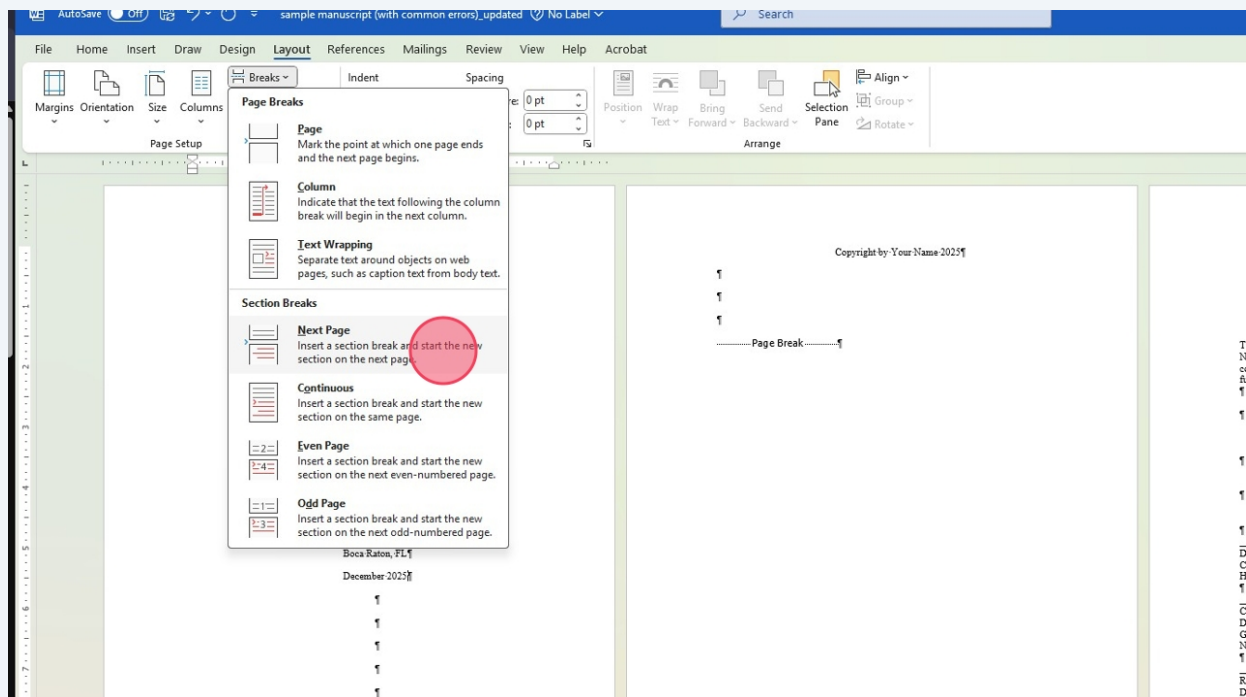


15 Click "Breaks"

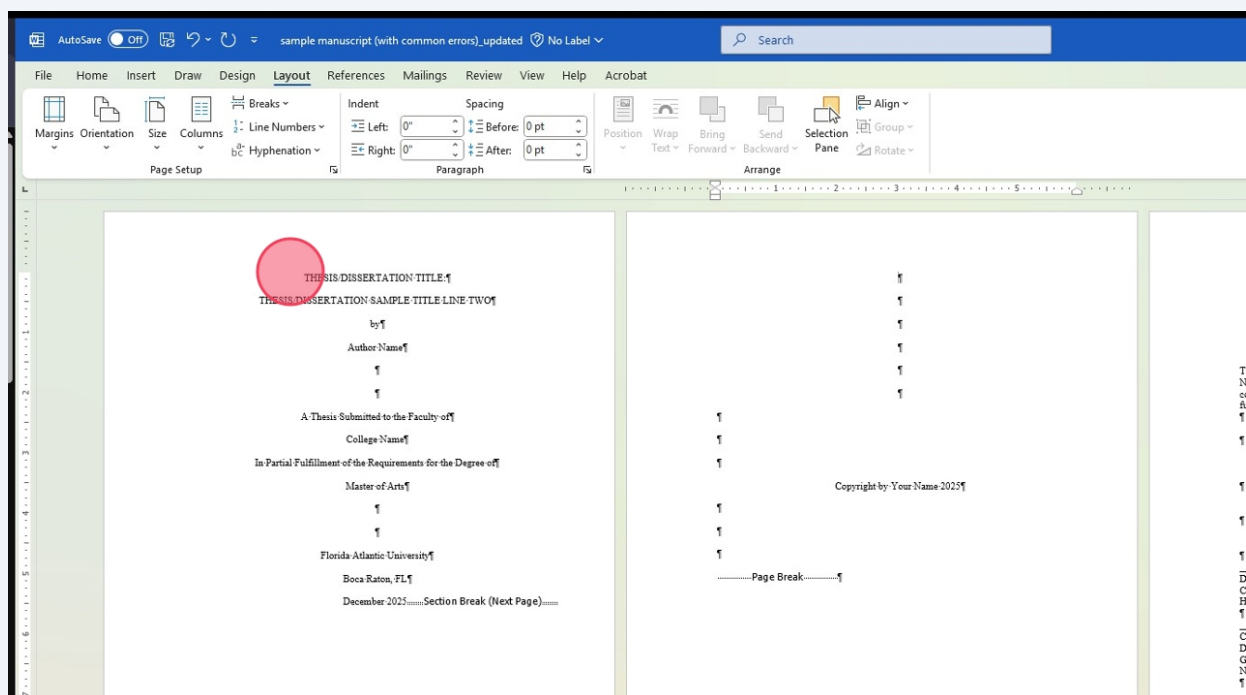


16 Click "Next Page"

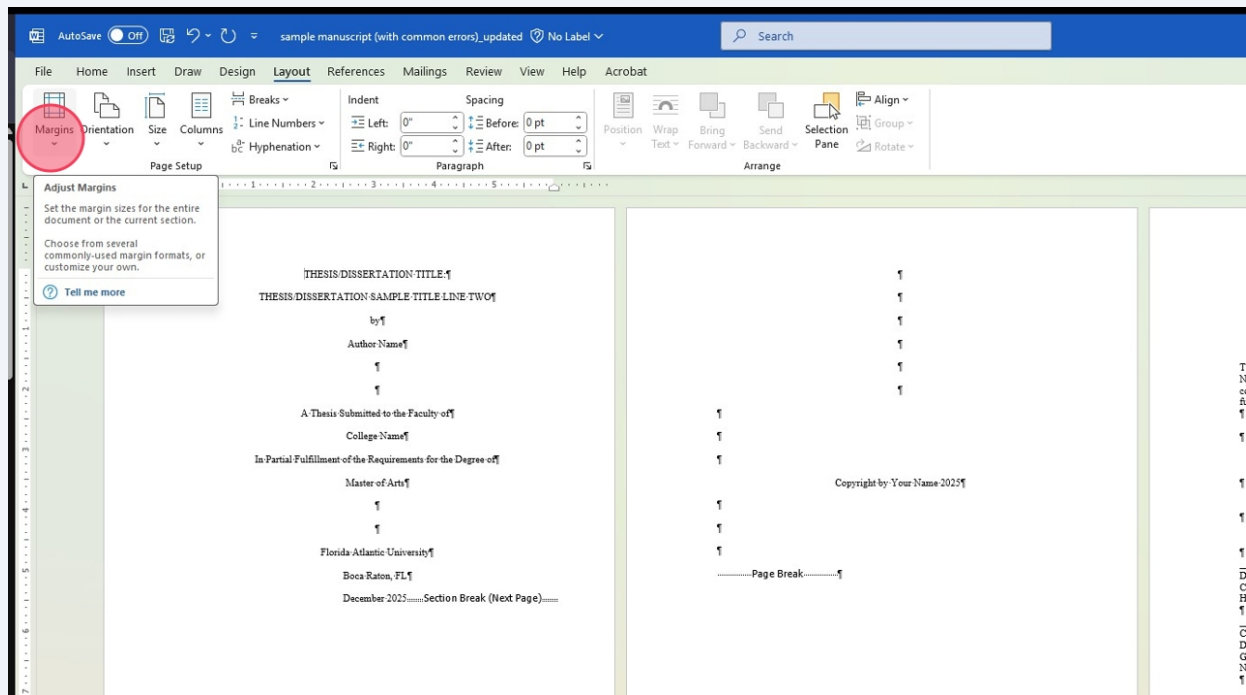
Now the section break will show at the end of the page.



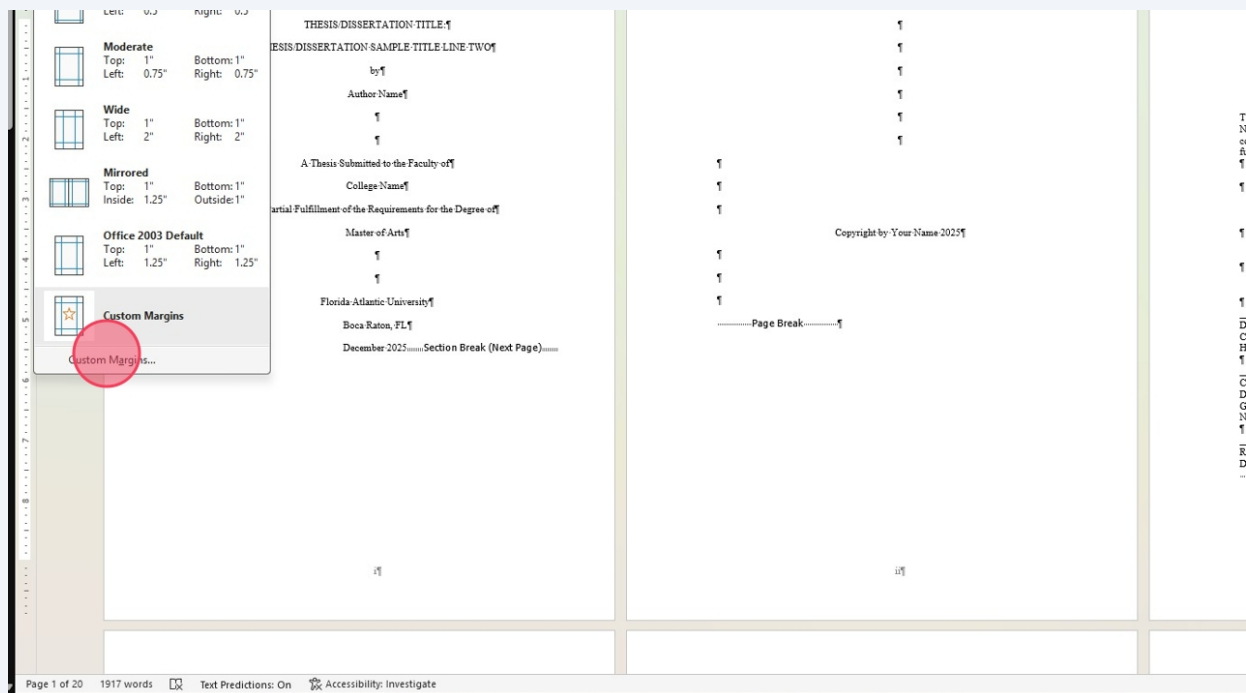
17 To change the top margin now on this page click anywhere before the next page section break.



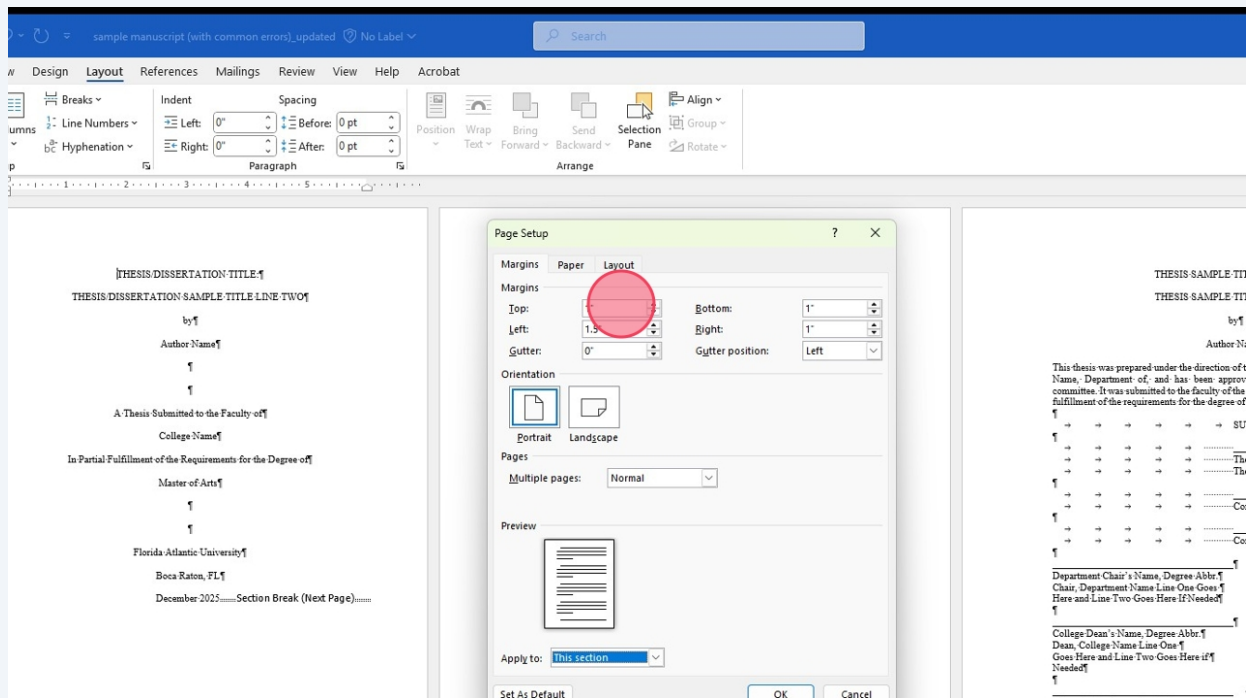
18 Click "Margins"



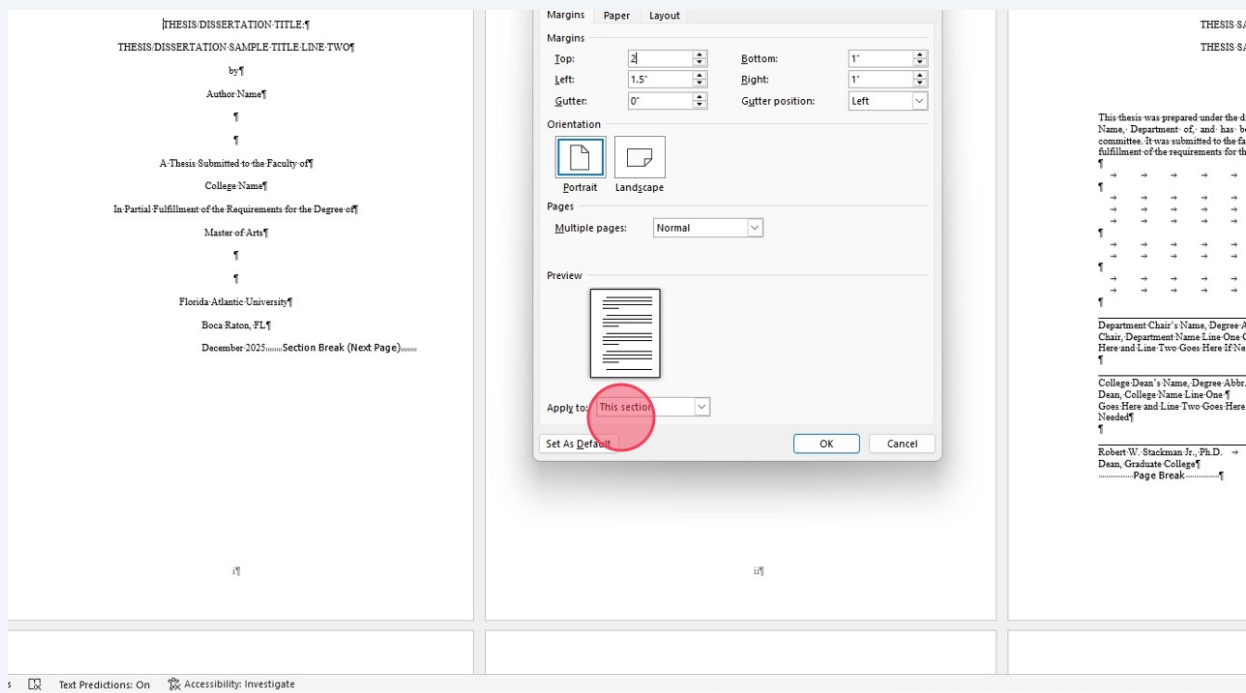
19 Click "Custom Margins..."



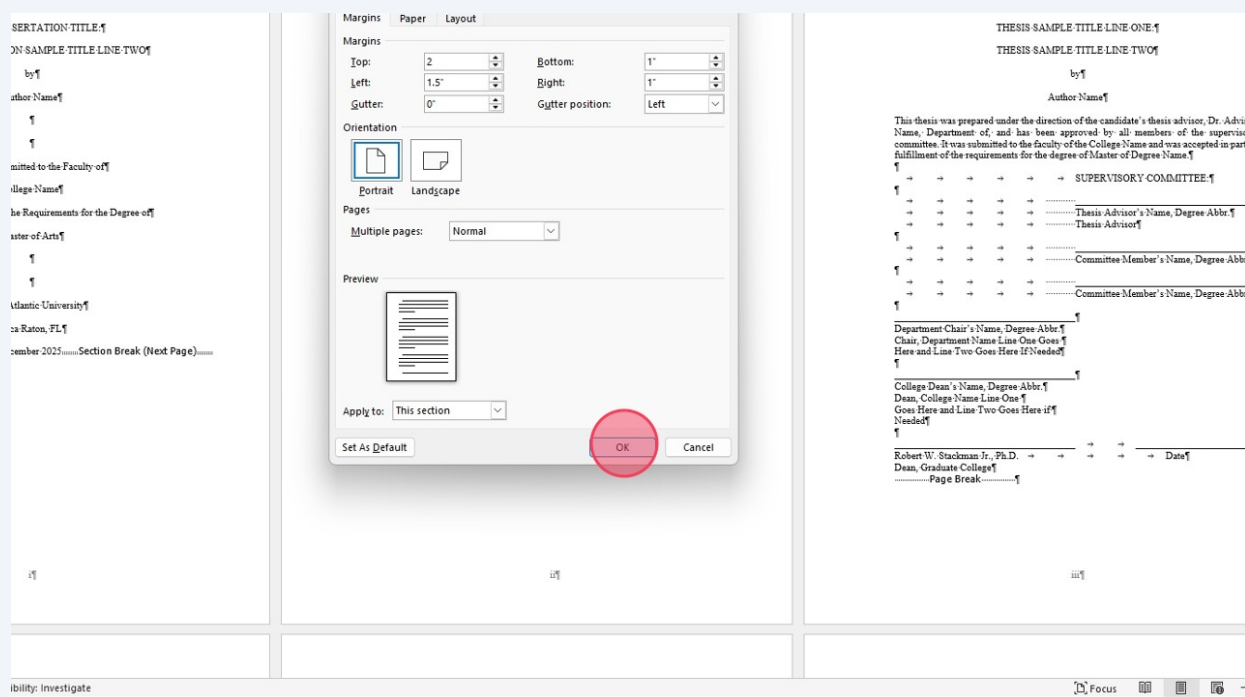
20 Change the top margin to 2"



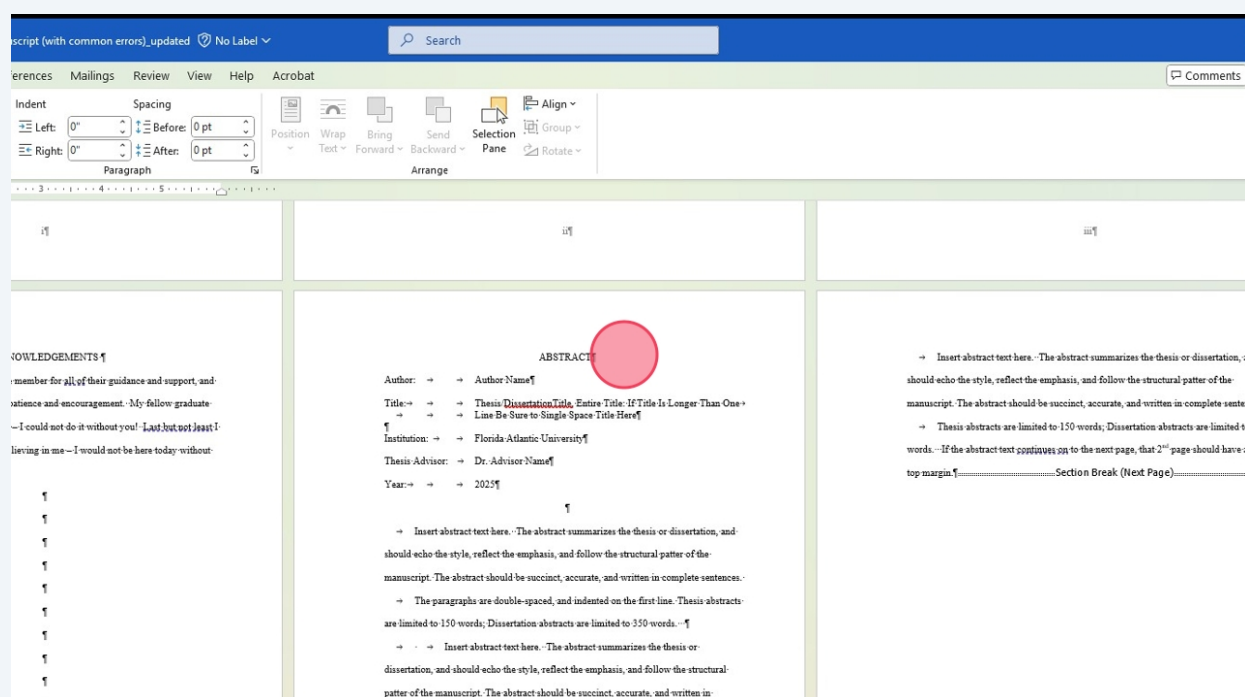
21 Make sure 'Apply to' says 'This Section'



22 Click "OK". Now your title page will have a 2" top margin.



23 For the abstract, you want a two inch top margin for the first page but if you have text that runs on to a second page, that page just like your chapters needs to have a one inch top margin, so just like the chapters we insert a continuous section break following the title, place our cursor back on the title, and then change our top margin to two inches, make sure to follow these same steps for inserting section brakes and apply margins to your table of contents, list of tables, and lists of figures, as well as any other section in your manuscript as needed.



24 Make sure you have a section break next page at the end of the section.

port, and
graduate
not least I
without

ABSTRACT

Author: → → Author Name¶

Title: → → Thesis/Dissertation Title, Entire Title. If Title Is Longer Than One
→ → Line Be Sure to Single Space Title Here¶

Institution: → → Florida Atlantic University¶

Thesis Advisor: → Dr. Advisor Name¶

Year: → → 2025¶

→ Insert abstract text here. The abstract summarizes the thesis or dissertation, and should echo the style, reflect the emphasis, and follow the structural pattern of the manuscript. The abstract should be succinct, accurate, and written in complete sentences.

→ The paragraphs are double-spaced, and indented on the first line. Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words.

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→ Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words.

→ If the abstract text continues on the next page, that 2nd page should have a 1" top margin.¶.....Section Break (Next Page).....

25 Now click right after the title. This is the recommended location to place the continuous section breaks to avoid any issues when adding additional content.

guidance and support, and
ment. My fellow graduate
out you! Last but not least I
I not be here today without

ABSTRACT

Author: → → Author Name¶

Title: → → Thesis/Dissertation Title, Entire Title. If Title Is Longer Than One
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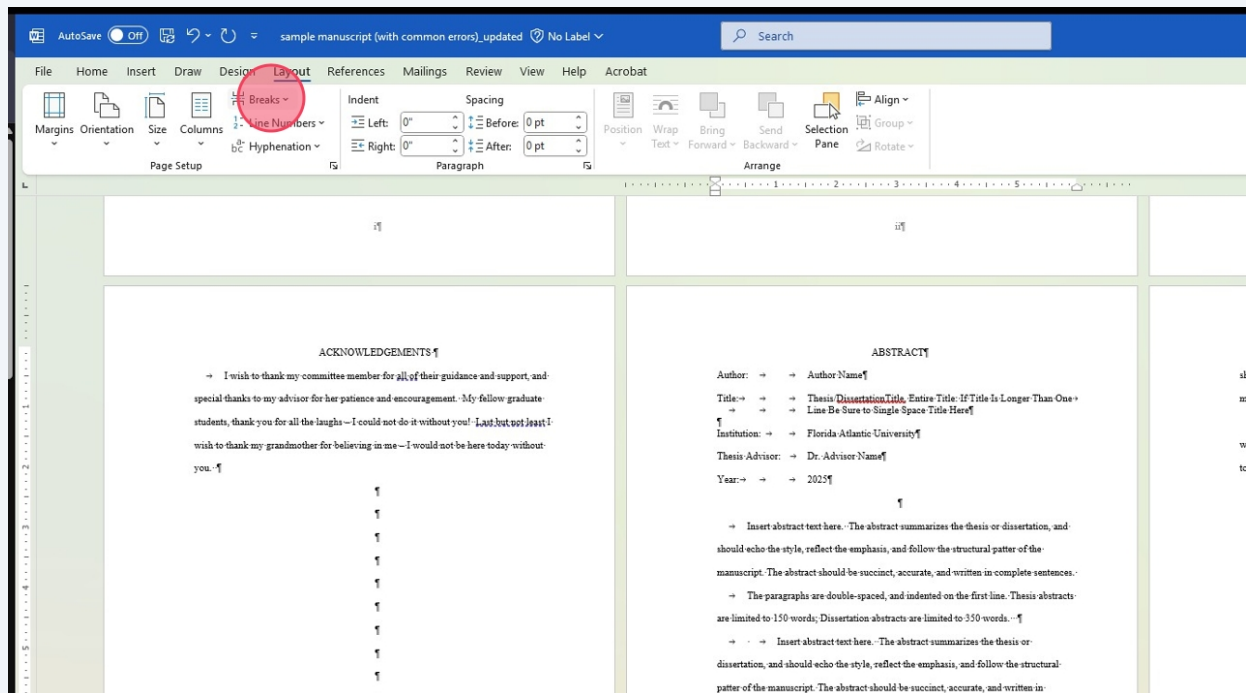
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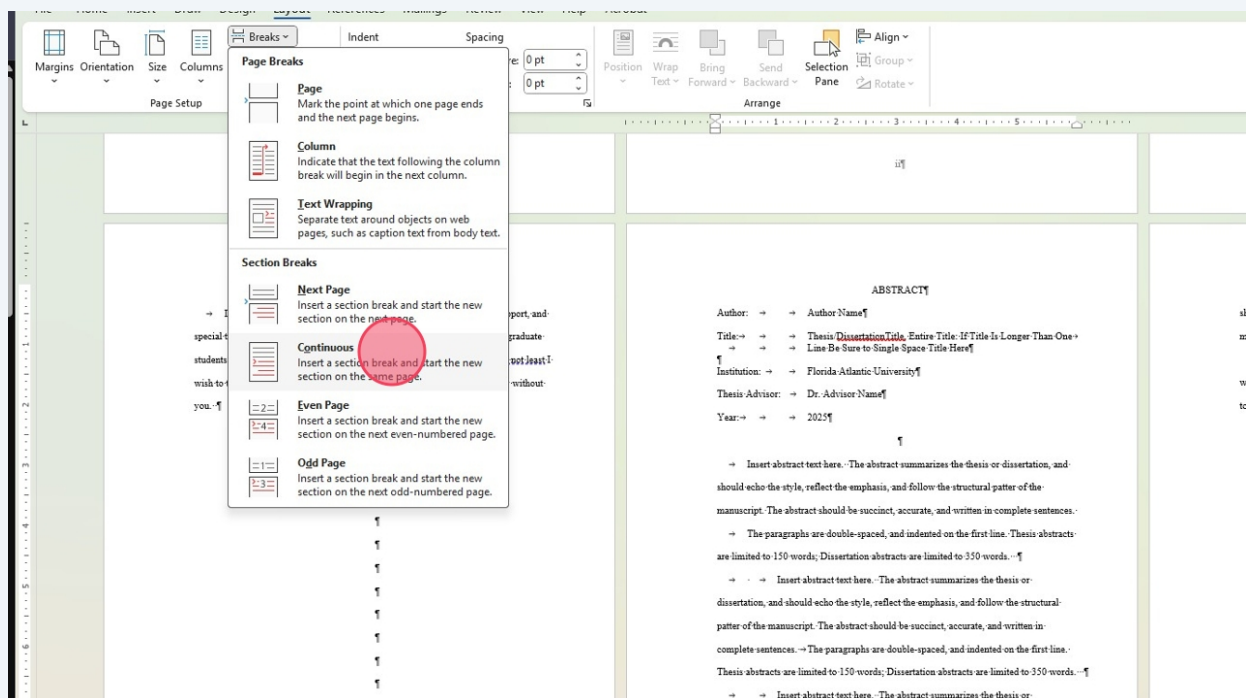
→ Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words.

→ If the abstract text continues on the next page, that 2nd page should have a 1" top margin.¶.....

26 Click "Breaks"

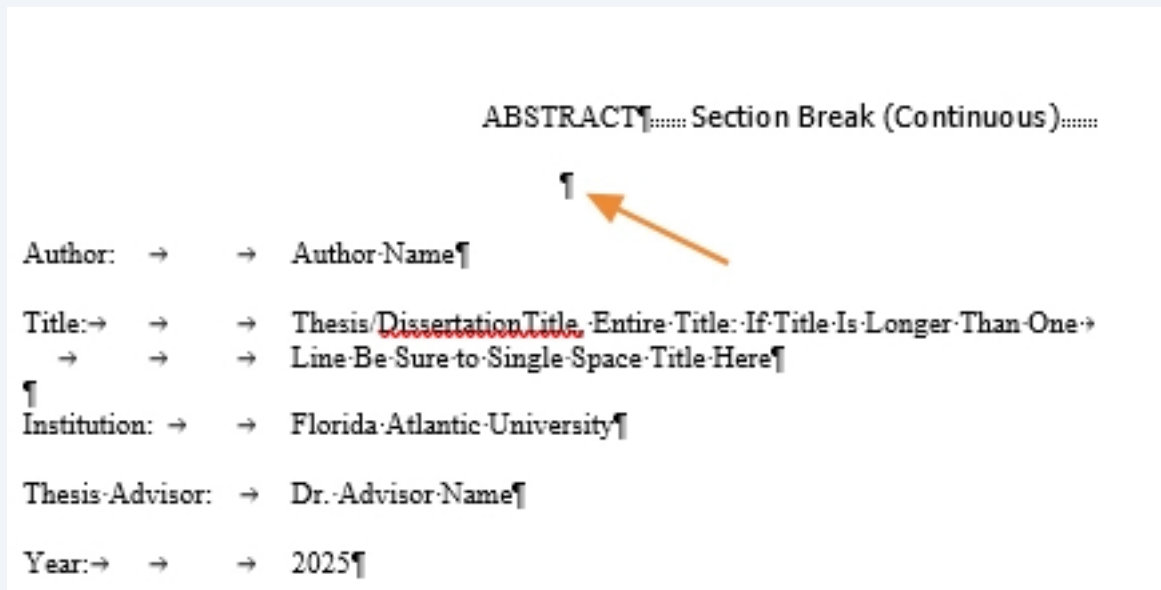


27 Click "Continuous"



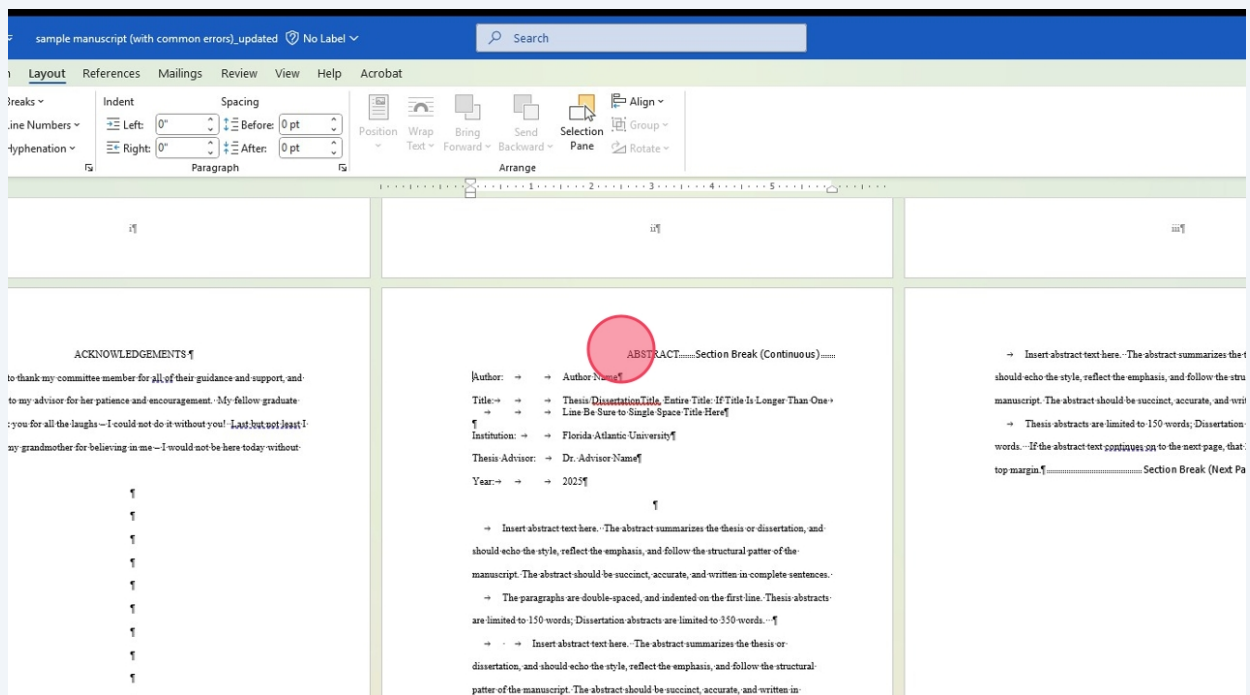
28

When you add in the section breaks it will add in an extra space, simply delete that space as there should only be double spacing.



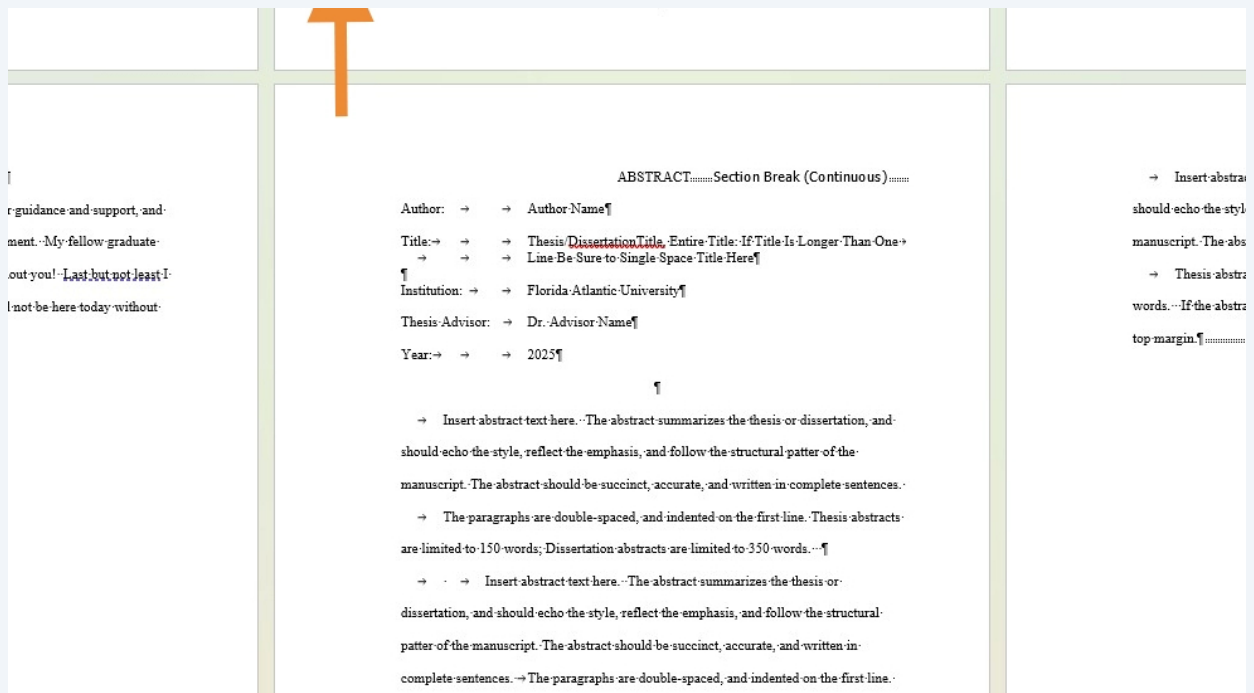
29

Once the continuous section break is added you want to click on the area before the section break (Anywhere on the title of the page, for this demonstration I clicked on the A of abstract).



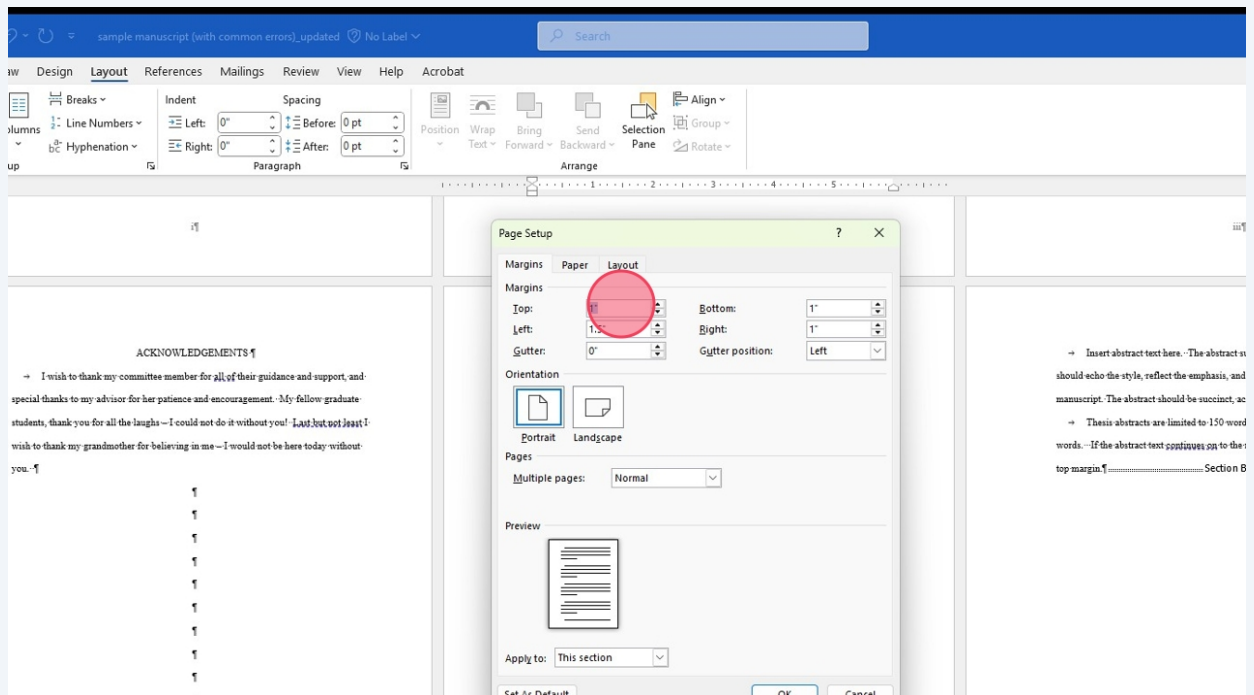
30

For a quicker way to adjust the margins you can double click in the greyed out ruler area as highlighted here to bring up the page setup window to adjust the margins.

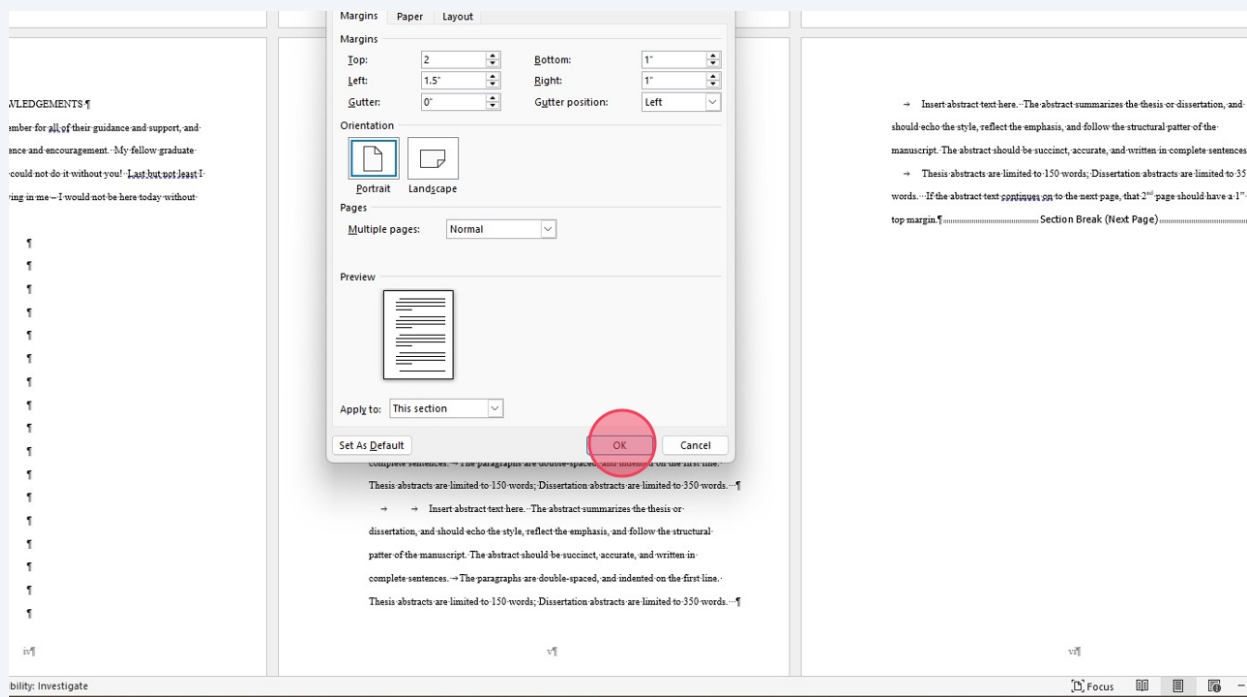


31

Change the top margin to 2"

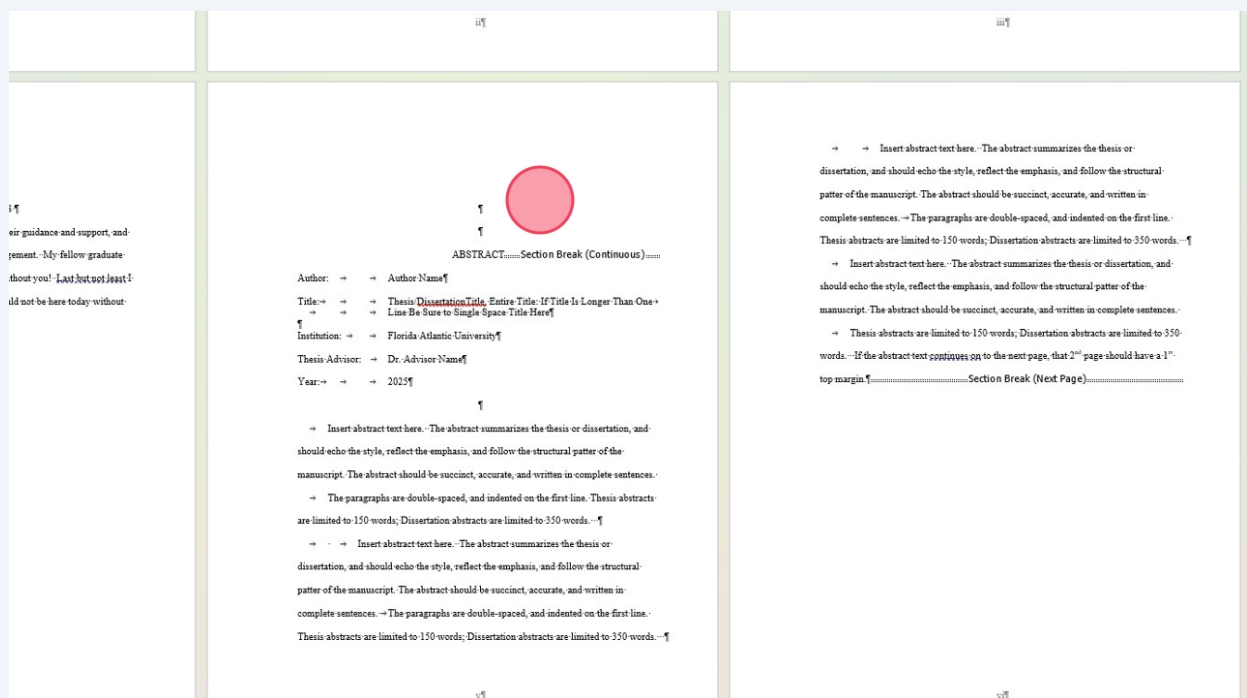


32 Click "OK"



33 Now the top margin for the first page of the abstract is 2" while the next page of the abstract has a 1" top margin.

If there is any extra space above the title please make sure to delete it.





It is very important to make sure the Next Page Section Breaks are placed at the end of each chapter moving forward.

34

For the first page of each chapter you want to add in the continuous section break as shown before. The recommended location is at the end of the chapter title on the same line.

Click at the end of the chapter title as shown below:

CHAPTER I: INTRODUCTION

→ Note that the following is sample text only and does not constitute any part of an actual thesis or dissertation. The identities with which beginning writers define themselves shape the construction of ideas through writing, and to that extent, Robert Brooke, in "Underlife and Writing Instruction," theorizes how the sociological concept of underlife could be used to develop student consciousness of the ways in which identity is in opposition to societal standards. Likewise, in "Toward and Excessing Theory of Revision," Nancy Welch supports the inclusion of personal identity into composition, yet does so with a model incongruent to Brooke's in that personas are reflections of social community, imperfect and multitudinous. It is the plurality and impermanence of these personas that ultimately have a greater impact on academic writing potential than the development of a single identity-as-writer.

→ In Brooke's explanation of identity formation, identity can be viewed as frictional tiers: in its most superficial form, identity is assigned through "social interaction," which is then complicated by "informational games" while being condensed into "organizational roles" (Brooke 142). "Underlife" is how individuals assert their personal identities in opposition to these prescribed organizational roles: "the self is

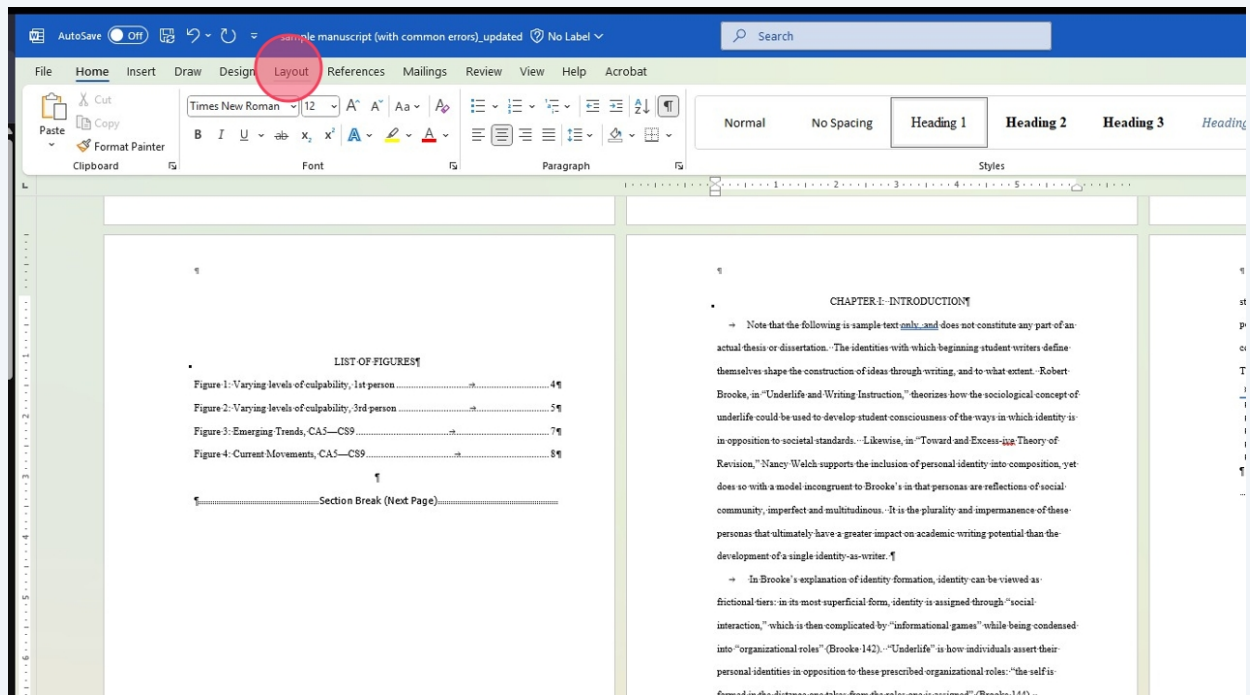
student underlife into personal identities comprehension of the

Table 1: Composition

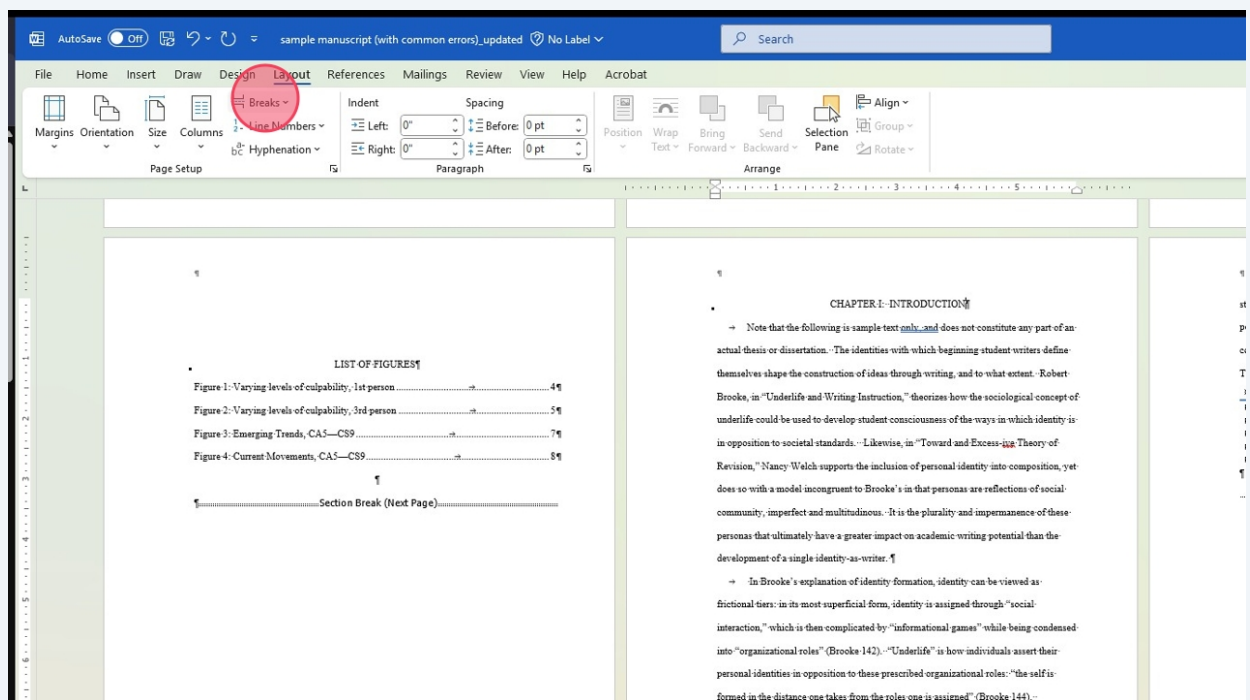
	Point
Point A	4
Point B	5
Point C	6
Point D	7
Point E	8

Page Break

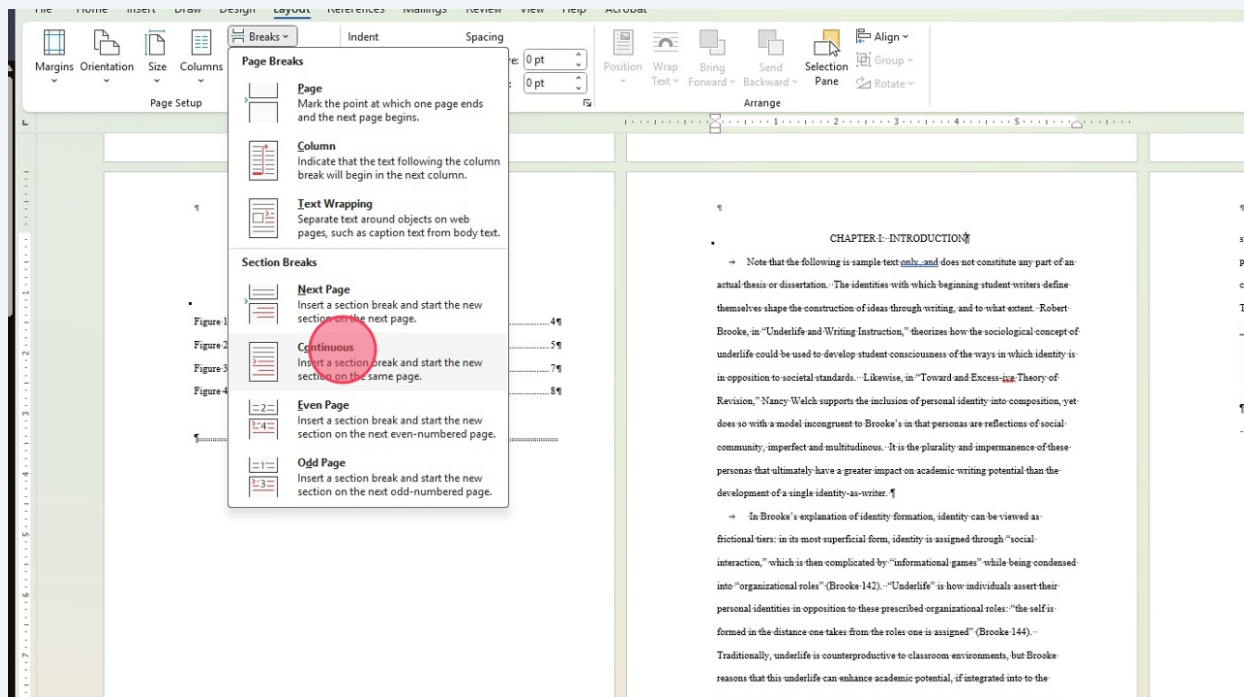
35 Click "Layout"



36 Click "Breaks"

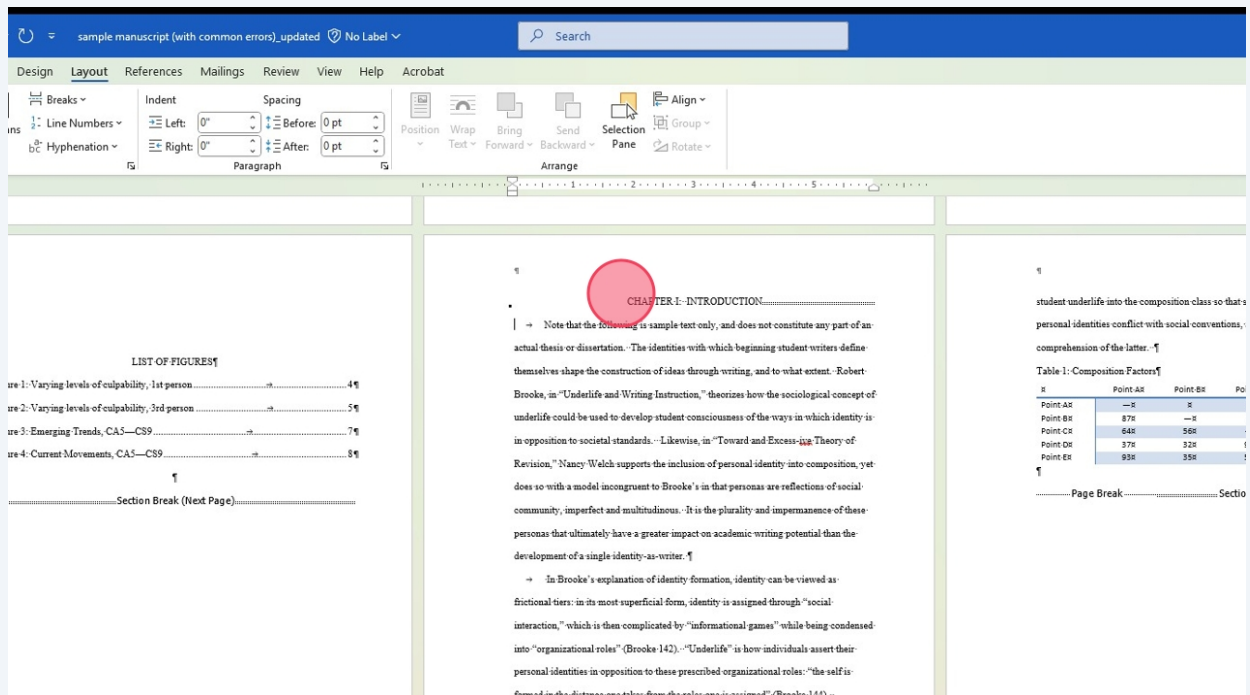


37 Click "Continuous"

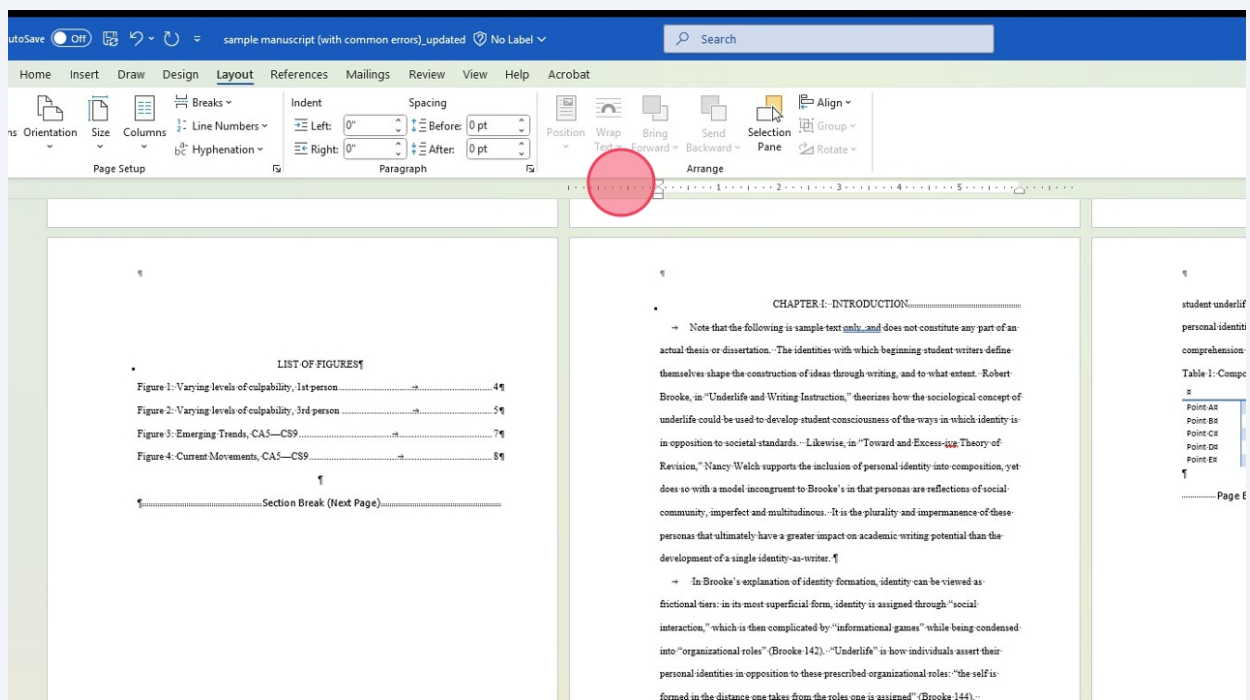


38 Delete any extra space the section break adds

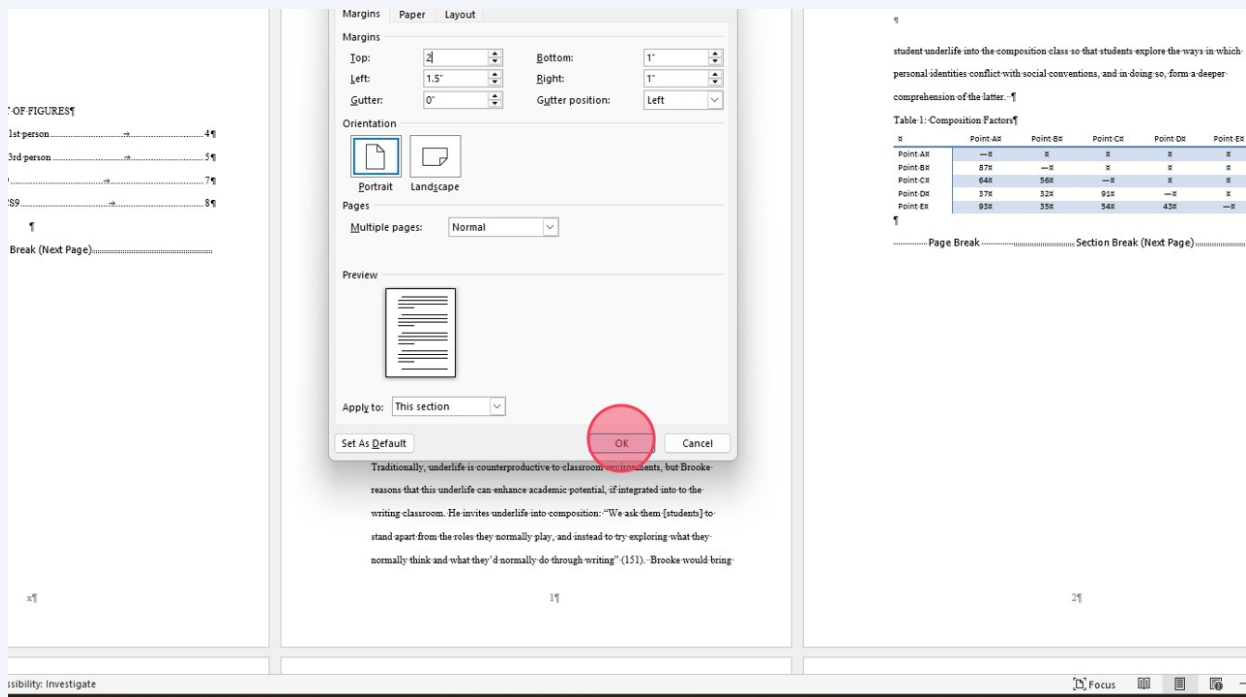
39 Click on the chapter title



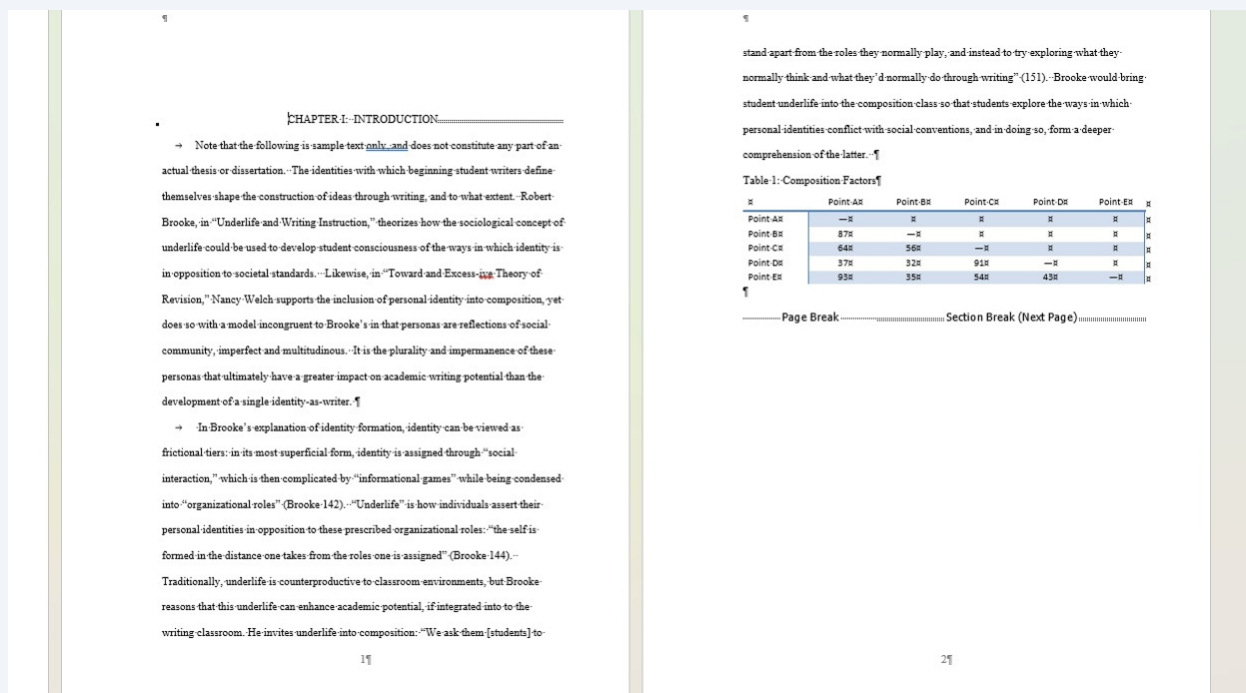
40 Double-click the margin in the ruler.



41 Set the top margin to 2". Click Ok.



42 Now the chapter has a 2" top margin for the first page and the subsequent pages have 1" top margins.





You will need to continue this process for each chapter and section you have in your manuscript in order to have the correct margins for the first page of each chapter, and each preliminary page with a title. Refer to the steps above and repeat as needed.