

Formatting Guidelines for Writing project

1. Every page in the Final Project should have a page number, except Title page and Dedication. For the prefatory sheets use small Roman Numerals (i, ii, iii...); for the body and annexure use Arabic Numerals (1, 2, 3...) according to the following guidelines:

i. Prefatory parts page numbers are **centered** and placed ½ inch below the imaginary line that frames the bottom of the typewritten material. Count and number the prefatory pages as shown below:

Title page	Count (i) but do not insert page number
Dedication	Count (ii) but do not insert page number
Acknowledgement	Count and number
Preface	Count and number
Table of Contents	Count and number

ii. Body and annexure page numbers are usually placed near the bottom-right corner of the page, aligned with the right margin and ½ inch (or a double space) below the bottom imaginary line that frames the typewritten material.

2. Page Borders: Only on Top and Bottom
3. Word Limit: Atleast 15,000 words
4. Font size: 12 pt.
5. Font Style: Times New Roman
6. Font Color: Black
7. Line Spacing: One & a half (1.5)
8. Headings and Sub headings: Bold & /or underline
9. Margin:

Left	1.50"
Right	1.00"
Bottom	1.00"
Top	1.00"

General Guidelines for Formatting a Document

Follow these guidelines for the formatting of your document.

1. Table of contents

Give all the headings of your document by using “heading styles”.

The path is

Format → styles and formatting

You can choose “heading 1” for the main headings and “heading 2”, “heading 3” for the subheadings.

You can modify the heading style, as you move the cursor over the heading style a downward bar will appear by clicking at the right side of the heading style and then modify it according to your requirement.

Click your mouse on the page where you want to make your table of contents. Then go to

Insert → Reference → Index and Tables → Table of Contents

A Table of contents will automatically appear.

2. Alignment

Alignment means to arrangement or position your written matter in a straight line or in parallel lines. You can change the alignment of your whole document, a single page, a single paragraph by going to page setup

File → Page setup → Layout

The options for alignment are also available on the toolbar of the document.

3. Margins


The space around the printed or written matter on a page is called a margin. You can set the upper, lower, left and right margins of your document by using the page setup

File → Page setup → Margins

You can also set margins by using rulers appeared on the upper and left side of the documents. If these rulers are not appearing on the document go to view and check the ruler.

4. Line spacing

The amount of space from the bottom of one line of text to the bottom of the next line is called line spacing. You can set line spacing of documents from single to double or 1.5 before you start typing.

On the Formatting toolbar, point to Line Spacing , and then click on the desired line spacing. (Toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.),

5. Numbers and bullets

Select the text on which you want to do numbering or apply bullets.

Go to

Format → Bullets and Numbers

On this sub window different tags will appear like bullets, numbers. Select the tag that is most appropriate to you.

6. Font and character spacing

For font style, font size and character spacing go to

Format → Font

You can also change the font size and font style by using options available on formatting toolbar.

7. Header and footer

You can insert header and footer on your document by

View → Header and Footer

8. Page numbers

The path for insertion of page numbers is

Insert → Page numbers

If you are using header and footer on your page then you can also insert page numbers by using the tool bar opened with footer. Usually, the page numbers are not inserted on the title page. For this

Insert → Page numbers and then uncheck the box “show number on first page.”

9. Justify the Text

You can justify your text so that right margin is in straight vertical line and extra spaces within a line are justified accordingly. For this:-

Click Justify (before you start typing) if you want to justify the text that has already been typed, select the relevant text and then click Justify.

10. To give PAGE NUMBERS in Roman Numerals and Arabic Numerals in the same document:

You will have to create two **Sections**, one for the prefatory parts, second for text parts and then insert numbers.

Follow these steps:

Move to the last page of prefatory parts, on that page your cursor should be in the end of page. Then on the tool bar, click at **Insert** → **Break** → **Section Break Types** → **Next Page**

(Now you have created two sections of the document successfully)

Go to **Page Numbers** → **Format** → select **Roman Numerals** and select **Start at (i)** (This will give roman page numbers to the selected prefatory parts)

Now for the second section i.e. Text parts go to the first page of Text Parts. Your cursor should be at the top of First page of Text parts.

Go to **Page Numbers** → **Format** → Select **Arabic Numerals** and **Start at (1)**.

You can use same sections to omit page numbers at the title page and start giving numbers from the next page.
