



UNIVERSITY OF CENTRAL FLORIDA
BURNETT HONORS COLLEGE

Steps and directions are adapted from the UCF College of Graduate Studies' Microsoft Word Formatting Modules.

Step 3: Precontent

For purposes of the ETD, Precontent will refer to all content up to and including the TABLE OF CONTENTS.

This PDF explains Step 3 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

Step 3 shows you how to develop and format typical Precontent items.

PLEASE NOTE: To create Precontent, you should have already modified headings and subheadings. If you have not, please go back and review the Step 2: Headings and Subheadings PDF before continuing.

Title Page

UCF ETD title pages follow a strict format, as defined in the Thesis and Dissertation Manual. As students are responsible for creating properly formatted pages, effective customization of your college and degree template is essential.

Generally, you will want to choose the “Centered” style for all title page content. For the title and your name, which appear in ALL CAPS, simply type with the Caps Lock.

Copyright Page

Copyright information in the ETD should include the copyright symbol, the year of graduation and your name, as such:

©2014 Jane B. Doe

All copyright information should be centered on the page vertically and horizontally. Again, the “Centered” style is best. Aim for 5.0” down the page for the vertical center.

ABSTRACT

ABSTRACT is considered a major heading and should be formatted like all other major and chapter headings throughout. However, simply applying the same Heading 1 style will cause complications with the TABLE OF CONTENTS (see Bookmarks and Precontent below for specific instructions).

ABSTRACT body text should follow the same formatting as all other body text. Note that no figures, tables or inset quotes are allowed here.

DEDICATION

The dedication, if included, should be centered on the page vertically and horizontally. Again, the “Centered” style is best. Aim for 5.0” down the page for the vertical center.

*The Burnett Honors College prefers that students include DEDICATION as a major heading. However, simply applying the same Heading 1 style will cause complications with the TABLE OF CONTENTS (see Bookmarks and Precontent below for specific instructions).

ACKNOWLEDGMENTS

ACKNOWLEDGMENTS is considered a major heading and should be formatted like all other major and chapter headings throughout. However, simply applying the same Heading 1 style will cause complications with the TABLE OF CONTENTS (see Bookmarks and Precontent below for specific instructions). A

ACKNOWLEDGMENTS body text should follow the same formatting as all other body text.

TABLE OF CONTENTS

Please see the TABLE OF CONTENTS help file.

Bookmarks and Precontent

A frequent complication related to Precontent is the requirement that the TABLE OF CONTENTS contain only pages that follow the TOC in the document, but that bookmarks contain all headings.

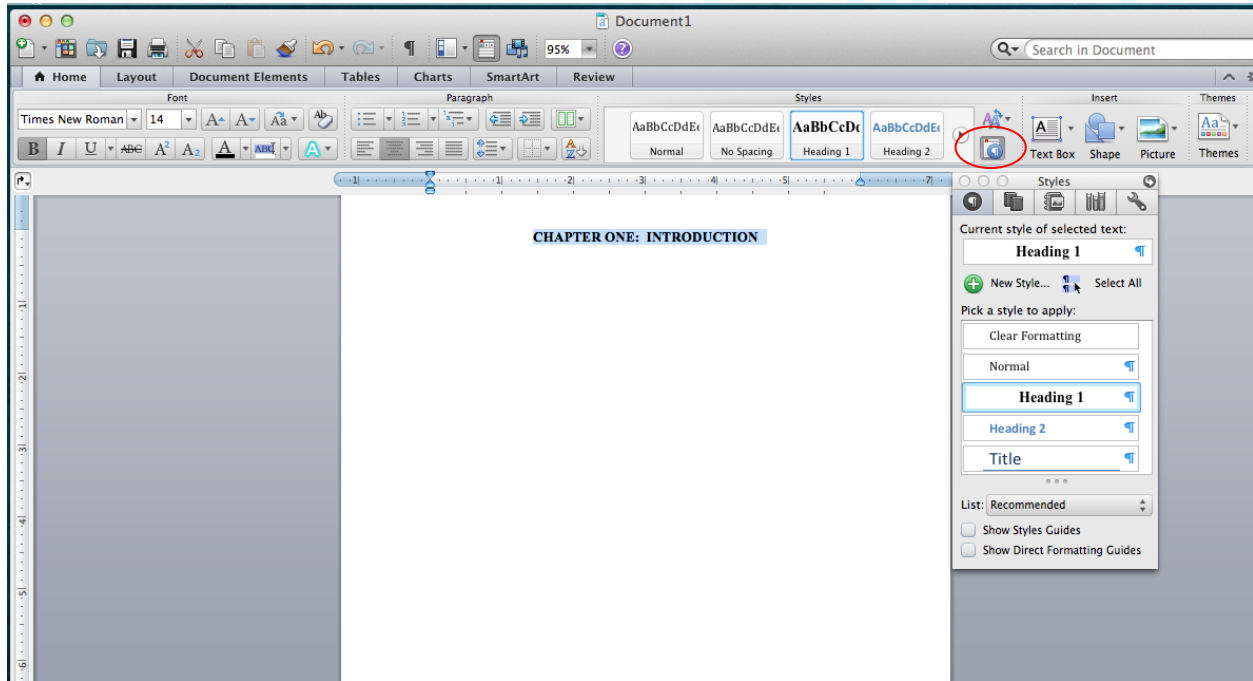
If you apply a normal Heading 1 style to Precontent headings like ABSTRACT, ACKNOWLEDGMENTS and TABLE OF CONTENTS as you would other major headings, these sections will appear in the bookmarks – AND when you generate a TABLE OF CONTENTS.

To give these headings the same formatting as other major headings and have them appear in the bookmarks, without having them show up in the generated TOC list, you will need to create a new style.

PLEASE NOTE: Before you work with Precontent headings, you will want to have already formatted other major and chapter headings using the Heading 1 style. If you have not, please go back and review the Headings and Subheadings help file before continuing here.

- You will need to have to use the Word Styles menu open to create a new style based on Heading 1.

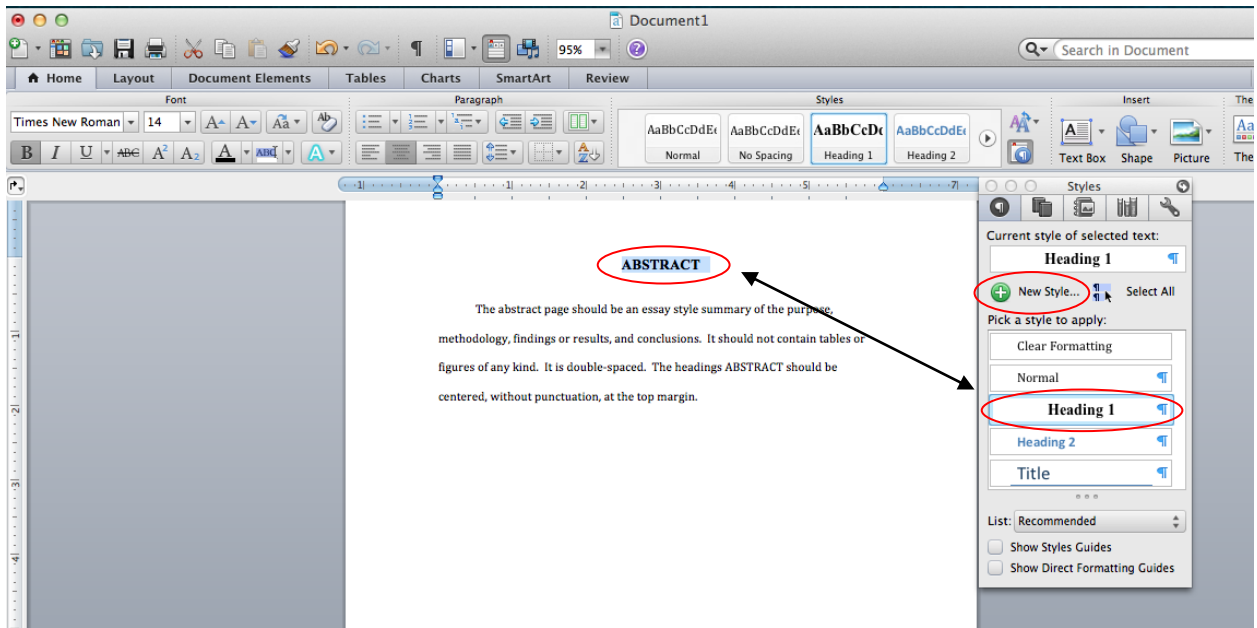
In the Home tab, you will see a section of the ribbon called “Styles.” In the lower right-hand corner of this section you will see an icon that looks like a page with a paragraph symbol. Click on this icon to bring up the Styles menu.



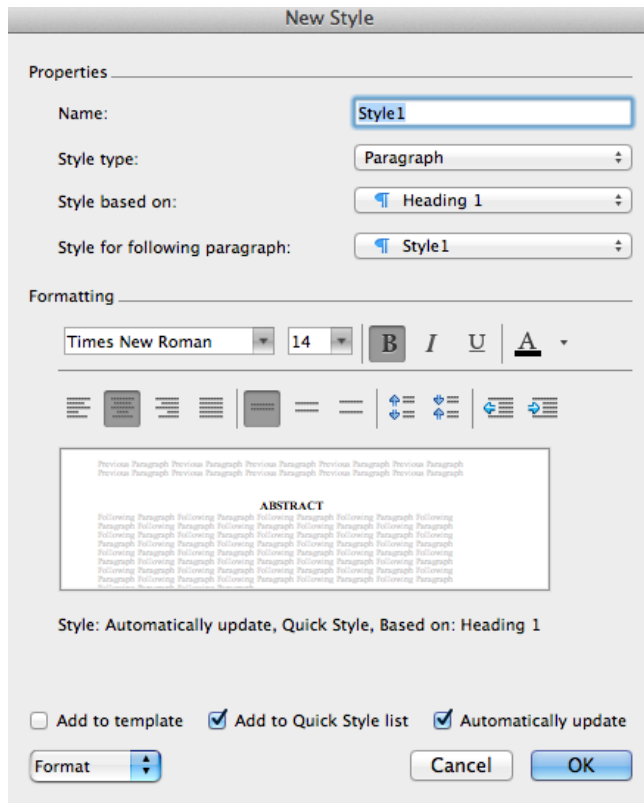
You will see a list of all of the styles that have been used in the document so far.

Now find the section labeled “ABSTRACT” in the document.

- Highlight ABSTRACT and change its style to a Heading 1.
- Click on the “New Style” button on the Styles menu.



This will bring up the New Style menu.



Since you clicked on Heading 1, the new style will reflect all of the same elements of a Heading 1: In our example, it is bold, 14 point, Times New Roman, and centered. You'll need to give it another name to distinguish it from Heading 1s. In this example, it's called Precontent.

- In the field next to Name, put "Precontent"
- Hit **OK**.
- Now go back and highlight **ABSTRACT**, and click on Precontent in the styles list.

New Style

Properties

Name: **Precontent**

Style type: Paragraph

Style based on: Heading 1

Style for following paragraph:

Formatting

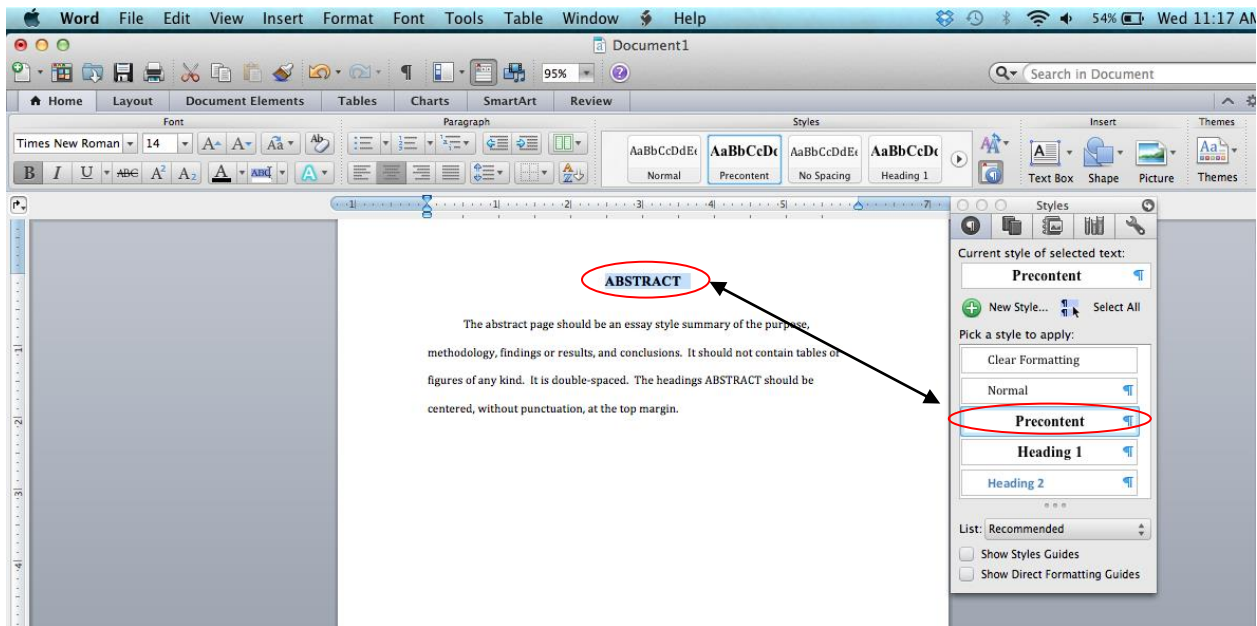
Times New Roman 14 B I U A

ABSTRACT

Style: Automatically update, Quick Style, Based on: Heading 1

Add to template Add to Quick Style list Automatically update

Format Cancel OK



- Do the same for the title ACKNOWLEDGMENTS and TABLE OF CONTENTS.

You're done! Precontent has been added as a new Heading-related style. See the other help files to learn how to create the TABLE OF CONTENTS without including Precontent and to learn how to include Precontent for bookmarks when converting.

You are now ready for
[Step 4: Table of Contents](#)