



STEPS IN SETTING UP YOUR MANUSCRIPT USING MICROSOFT WORD

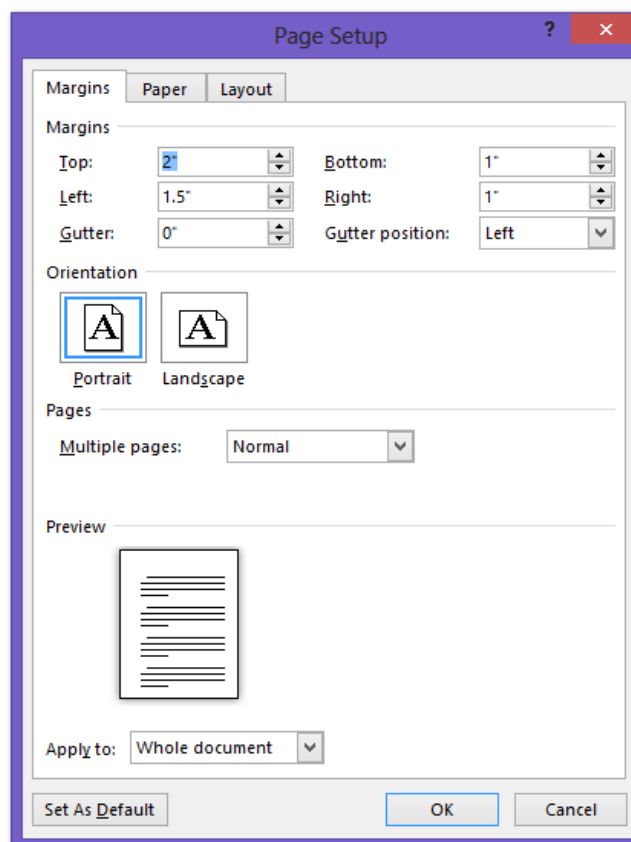
When typing and setting up your manuscript in Microsoft Word, the first thing that one should do is to properly setup the margins according to the Southern University Graduate school requirements.

If you do not setup the margins and paragraphs according to the graduate school requirements you risk the manuscript being delayed or perhaps returned to you once you have submitted it onto ProQuest.

Figure 1: Step 1 of the setup process

To set your margins in **Microsoft Word 2010; Earlier versions or Microsoft Word 365**:

1. Create a new document or open an already created document.
2. From the tools menu click on **Page Layout**, then
3. Click on **Margins** then
4. Click on **Custom Margins**
5. **Margins** should be the following: **Top: 2”**; **Bottom: 1”**; **Left: 1.5”**; and **Right: 1”**
6. Under **Preview – Apply to:** Choose Whole document
7. After typing in the correct margin requirements click on “OK” at the bottom of the **Page Setup page**.

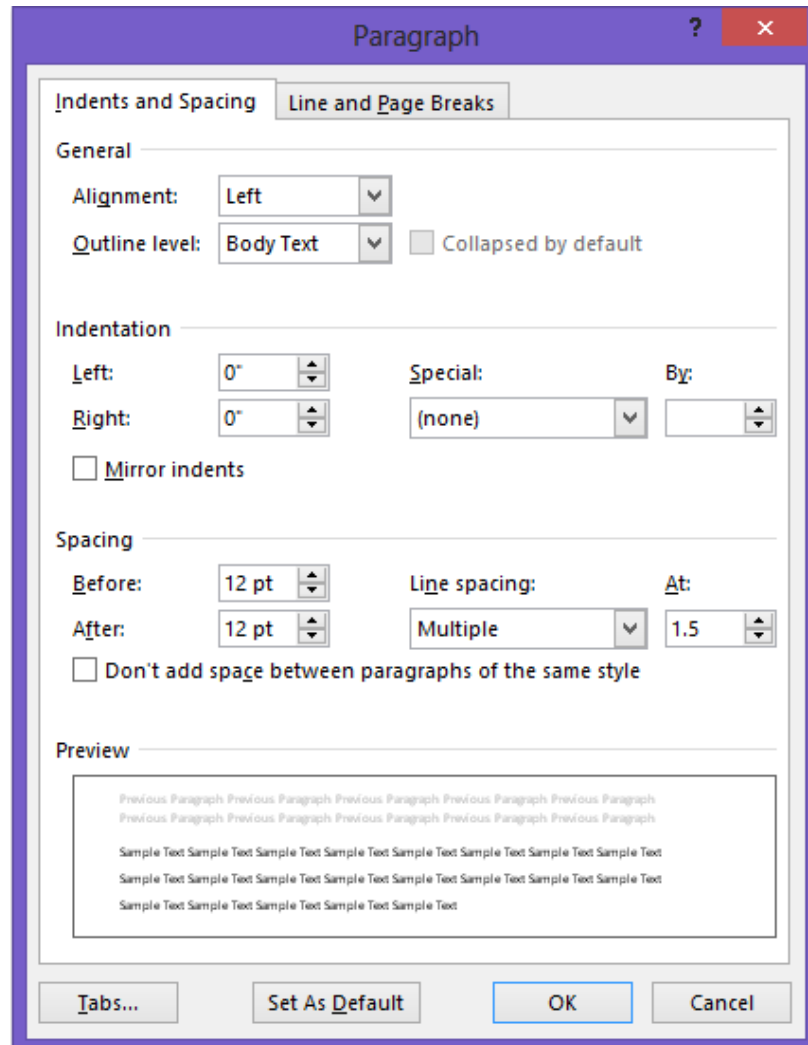


- The cursor will automatically prompt at the spot where you should start your first word. The graduate school requires using a **TrueType font - MS Word**. Recommended fonts include **Times-Roman** and **Times New Roman (ONLY)**.

Figure 2: Step 2 of the setup process

The next step in setting up your margins is to setup your **Paragraphs or Line Spacing**:

The default settings in Microsoft Word are different than what the graduate school requires. (See the illustration below). Earlier versions of Microsoft Word may also have something different than what is displayed.



The requirements of the graduate school should be set at the following:

Before: 0; After: 0; Line spacing: Single.

To set your paragraphs in **Microsoft Word 2010; Earlier versions or Microsoft Word 365:**

1. Create a new document or open an already created document.
2. From the tools menu click on **Page Layout**, then
3. Click on **Paragraph** then
4. Under **Spacing**
5. **Spacing** should be set at the following: **Before: 0; After: 0; Line spacing: Single**
6. After typing in the correct spacing requirements click on “OK” at the bottom of the **Paragraph Setup** page.

