



Guidelines for Formatting Your Own Document

Use these guidelines for constructing your own thesis or dissertation document. The goal of the document is to present your information in a professional manner. If you are using APA or MLA style, we recommend you use the [preformatted templates](#) available on the Graduate School's website.

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Structure of the Document

Both theses and dissertations consist of the same three major parts. The sections of each part must appear in the order shown.

Front Matter

1. Abstract Page
2. Title Page
3. Copyright Page
4. Committee Page
5. Acknowledgments Page (optional)
6. Table of Contents Page
7. List of Tables Page
8. List of Figures Page

Body

9. Chapters/Text - numerically ordered

Back Matter

10. References
11. Appendices - alphabetically ordered

General Formatting of the Document

The formatting here applies to all aspects of the document. Exceptions to this formatting will be noted in the Formatting for Specific Pages section.

- All pages use 1" margins.
- Use the same font family and size throughout the entire document, including your headings.
- Use a standard font such as Arial, Calibri, Courier New, Georgia, or Times New Roman.
- All text, tables, and figures must be inside the margins.
- Use double-spacing throughout the document, including headings and titles
- Use Align Left to align all text the left margin.
- Indent the first line of each paragraph by .5".

Titles for Document, Chapters, Bibliography, and Appendices

- Titles for the document, chapters, bibliography, and appendices are center aligned and in ALL CAPS.
- Long titles should be an inverted pyramid.
- Number chapter headings with uppercase Roman numerals.
- Number appendix headings with uppercase letters.
- All titles must match verbatim to their listings in the Table of Contents.

Chapter Headings

Follow your style's guidelines for correct formatting of headings with in each chapter.

- All chapter headings must match verbatim to their listings in the Table of Contents.
- Do not start a new page for each heading within a chapter. Text should be continuous throughout each chapter.

- Each heading and subheading must be followed by at least two lines of text on a page. If a heading or a heading and one line of text fall at the bottom of the page, move to the next page.

Page Numbering

- Page numbers should appear in the footer, center aligned, and at least .5” from the page’s edge.
- Do not add titles, words, decorative hyphens, periods or other specialized features to the page numbers. See the Inserting and Formatting Page Numbers appendix for instructions on inserting and placement.

The following pages do not have page numbers:

- Abstract page
- Title page
- Copyright page
- Committee page

The following pages must use lowercase Roman numerals (i, ii, iii, etc.):

- Acknowledgments page (spelled **without** the letter e)
- Contents page
- Tables page
- Figures page

The following pages must use Arabic numerals (1, 2, 3, etc.):

- Chapters/Articles
- References
- Appendices

Table and Figure Titles/Captions

- Follow the rules of the style you are using throughout the document
- For tables that are across multiple pages (two or more pages) should have:
 - (Table Continues) at the bottom of the table
 - Table #, Continues (e.g. Table 5, Continues) above the table on the next page(s)
 - Table heading row repeated on each subsequent page at the top of the table
 - No bottom border/line appears until the very end of the table

Formatting for Specific Pages

The following pages have additional formatting requirements. These specifications **do not** supersede the overall document formatting unless explicitly noted.

Abstract Page

MOVEMENTS AND DISTRIBUTION OF RADIO-COLLARED CARIBOU IN THE BUCKLAND VALLEY AND NULATO HILLS		Document title in all caps
The last page of your document	MARY SMITH	Your name, two lines below title, in all caps
150 Pages		
With a minimum count of 343,000 caribou (<i>Rangifer tarandus granti</i>) in 1988, the Western Arctic Herd is the largest in Alaska and ranges over the northwest quarter of the state. This herd has continued to increase in size since 1976, when the population was estimated at 75,000 animals (Larsen et al. 1990). Parallel expansion into previously unoccupied winter range has also occurred since 1976. Presently, the Western Arctic Herd is an important subsistence resource to residents of approximately 30 rural villages. Moreover, people from throughout Alaska and elsewhere travel to northwest Alaska to view, photograph, and hunt caribou. KEYWORDS: caribou, Alaska, Western Arctic, Buckland Valley, Nulato Hills, herd migration		
Include at least 5 keywords, They should represent the content of your document		
No page number		

Title Page

MOVEMENTS AND DISTRIBUTION OF RADIO-COLLARED CARIBOU IN THE
BUCKLAND VALLEY AND NULATO HILLS

Document title in
all caps

MARY SMITH

Your name, two lines below
title, in all caps

A Thesis/Dissertation Submitted in Partial
Fulfillment of the Requirements
for the Degree of

MASTER OF SCIENCE

School of Biological Sciences

ILLINOIS STATE UNIVERSITY

2001

Submission text is single space
and an inverted pyramid

Official degree in all caps

Official department/school
name in title case

University's name in all caps

Official year degree is received

No page number

Copyright Page

© 2001 Mary Smith

Only include

- Copyright symbol or the word Copyright
- Official year degree is received
- Your name in title case

No page number

Committee Page

MOVEMENTS AND DISTRIBUTION OF RADIO-COLLARED CARIBOU IN THE
BUCKLAND VALLEY AND NULATO HILLS

Document title in
all caps

MARY SMITH

Your name, two lines below
title, in all caps

COMMITTEE MEMBERS:

James Williams, Chair

Wayne Brown

Leslie Jones

Steve Miller

Jane Wilson

Label in all caps with colon

Committee chair or co-
chairs listed first

Other committee member
listed in alphabetical order

Do not include titles,
prefixes, or suffixes (e.g.
Dr., Professor, or Ph.D.)

No page number

Acknowledgments Page

ACKNOWLEDGMENTS

Page title in all caps
No 'e' in Acknowledgments

I thank J. Dau (ADFG-Kotzebue) for assisting with tracking and background information. V. Karmun and R. Brubaker (FWS-Kotzebue) assisted with tracking information and acted as observers. Pilots J. Rood of Northwestern Aviation and T. Harold of Bering Air flew safe missions under limited weather conditions. J. Hunter of the National Weather Service office in Kotzebue provided weather information. L. Field (BLM-Fairbanks) prepared the reindeer information. C. Bowne, student in an editing class at the University of Alaska Fairbanks, and H. Brownell provided valuable editorial comments for this manuscript.

Paragraphs have first line indent of .5"

Text can be up to two pages long

M. E. S.

Use only your initials

Begins page numbering with lower case Roman numerals

Table of Contents Page

Page title in all caps		
CONTENTS		
		Above page numbers is the word Page
		Page
ACKNOWLEDGMENTS	Includes all page titles starting with Acknowledgments through to all appendices	i
TABLES		iv
FIGURES		v
CHAPTER I: INTRODUCTION	The word CONTENTS is not included in the actual contents	1
Species Profile		2
General Description	Includes all chapter titles and headings	2
Food Habits		3
Vocalizations		3
Life History		4
Range and Habitat	Each subsequent chapter heading level is indented .5"	5
Status, Trends, and Threats		6
Study Area		6
CHAPTER II: CARIBOU POPULATIONS	No tab leaders (e.g.) from titles/headings to page numbers	10
Porcupine Caribou Herd		10
Central Arctic Caribou Herd		11
CHAPTER III: History, Purpose, and Status of Caribou Movements		14
History and Purpose		14
Caribou Movements	Page numbers align along the right margin	17
CHAPTER IV: METHODS AND RESULTS		20
Methods		20
Results	Continues lowercase Roman numeral page numbering	21

List of Tables Page

Above table numbers is the word Table	Page title in all caps TABLES	Above page numbers is the word Page
Table		Page
1. Aerial surveys of radio-collared caribou across Buckland Valley and Nulato Hills		26
2. Patterns of distribution between the years 1983 and 2017		28

Numbered list corresponds to the table numbers within the document

Tables in the appendices are not included

Titles in this list match verbatim the titles in the document

Page numbers align along the right margin

No page leaders (e.g.) from titles to page numbers

Continues lowercase Roman numeral page numbering

iv

List of Figures Page

Above figure numbers is the word Figure	Page title in all caps	Above page numbers is the word Page
	FIGURES	
Figure		Page
1. Buckland Valley Master Habitat Management Plan Area noted in the striped section		3
2. Reindeer Allotments		4
3. Calving map		8
4. Range of the western arctic herd map		12
5. Relocations Counts by Agency, 1989-90		17
6. Survey areas between October 4, 1989 and November 6, 1989		18
7. Survey areas between November 28, 1989 and December 20, 1989		19
8. Survey areas between January 18, 1990 and March 26, 1990		21
Numbered list corresponds to the figure numbers within the document	Titles in this list match verbatim to the titles in the document	Page numbers align along the right margin No page leaders (e.g.) from titles to page numbers
Figures in the appendices are not included	Continues lowercase Roman numeral page numbering	

Chapters

Chapter title in all caps

Each chapter is numbered with upper Roman case numbers

CHAPTER I: INTRODUCTION

With a minimum count of 343,000 caribou (*Rangifer tarandus granti*) in 1988, the Western Arctic Herd is the largest in Alaska and ranges over the northwest quarter of the state. This herd has continued to increase in size since 1976, when the population was estimated at 75,000 animals (Larsen et al. 1990). Parallel expansion into previously unoccupied winter range has also occurred since 1976. Presently, the Western Arctic Herd is an important subsistence resource to residents of approximately 30 rural villages. Moreover, people from throughout Alaska and elsewhere travel to northwest Alaska to view, photograph, and hunt caribou.

In 1975, NANA Reindeer Enterprises filed an amended application to graze reindeer (*R. t.*) of the Seward Peninsula. The Bureau of Land Management (BLM) issued a grazing permit to NANA for a maximum of 5,000 reindeer (BLM 1976). Nathan Hadley of Buckland and Doug Sheldon of Candle have held grazing permits in this area since 1987. The Henry family of Koyuk has grazed reindeer in the Koyuk drainage since 1962; Merlin Henry has herded 800 reindeer since 1981. BLM (1986) prepared an Allotment Management Plan (AMP) for his herd. The Sagoonick family of Shaktoolik has grazed reindeer along Norton Sound since 1968; the present herd has an estimated 1,400 reindeer. BLM (1990) also prepared an AMP for the Sagoonick herd. All four reindeer allotments fall within winter range of western arctic caribou.

Caribou and reindeer using the same rangeland have never been compatible (Shideler et al. 1986). When ranges of these two populations (wild and domestic) overlap, resident reindeer link with transient caribou and leave their grazing allotments. Adams (1983) prepared a Habitat Management Plan (HMP) because of this dual use conflict between caribou and reindeer in the Buckland Valley. This study included the Nulato Hills because western arctic caribou expanded

Begins Arabic numeral page numbering

their winter range southward into other reindeer allotments in recent years. This report partially implements the Buckland Valley HMP. Results from previous caribou surveys for this area were reported by Adams and Connery (1983), Smith (1984, 1985), Smith and Machida (1986), Robinson and Field (1987), Robinson (1988), and Robinson and Spindler (1989). The Alaska Department of Fish and Game (ADFG) and U.S. Fish and Wildlife Service (FWS) were cooperating agencies in this study. Each agency funded their respective share of the work.

Objectives of this project were: (1) to document seasonal migration patterns and winter range of western arctic caribou in the Buckland Valley and Nulato Hills, (2) to monitor the caribou with respect to Chapter headings follow required formatting of style in use (e.g. APA, MLA) like information concerning caribou di a timely manner.

Species Profile

General Description

Caribou (*Rangifer tarandus granti*) have large, concave hoofs that spread widely to support the animal in snow and soft tundra. The feet also function as paddles when caribou swim. Caribou are the only member of the deer family (Cervidae) in which both sexes grow antlers. Antlers of adult bulls are large and massive; those of adult cows are much shorter and are usually more slender and irregular. In late fall, caribou are clove-brown with a white neck, rump, and feet and often have a white flank stripe. The hair of newborn calves ranges from dark, chocolate brown to reddish brown. Newborn calves weigh an average of 13 pounds (6 kg) and grow very quickly. They may double their weight in 10-15 days. Weights of adult bulls average 350-400 pounds (159-182 kg). However, weights of 700 pounds (318 kg) have been recorded. Mature females average 175-225 pounds (80-120 kg). Caribou in northern and southwestern Alaska are generally smaller than caribou in the Interior and in southern parts of the state.

Subsequent pages continue Arabic numeral page numbering

References

Page title in all caps

Title reflects style requirements - e.g.
References, Works Cited, Bibliography, etc.

REFERENCES

Adams, L. G. (1983). *Buckland Valley master habitat management plan*. Fairbanks, AK: US

Department of the Interior, Bureau of Land Management.

Adams, L. G., & Connery, B. A. (1983). *Buckland River reindeer/caribou*

(BLM-Alaska Open File Report No. BLM/AK/OF-83/08) (p. 18)

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Adams, L. G., & Robus, M. H. (1981). Caribou and domestic reindeer

Introduction to a unique management problem. In *Transactions of the*

Wildlife and Natural Resources Conference (pp. 319–328). Washington, D.C.: Wildlife

Management Institute.

Alaska Department of Fish and Game. (1984). *Western Arctic Caribou Herd strategic management*

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Anderson, D. D. (1968). A Stone Age Campsite at the Gateway to America. *Scientific American*,

218(6), 24–33.

Banfield, A. W. F. (1961). *A revision of the reindeer and caribou, genus Rangifer*. Ottawa, Canada:

Department of Northern Affairs and National Resources.

Berger, J. (2004). The Last Mile: How to Sustain Long-Distance Migration in Mammals.

Conservation Biology, 18(2), 320–331.

Source formatting reflects style requirements

Traditional Format:
Source list begins after the last page of last chapter

Journal Article Format:
Source lists are included with each article chapter

Continues Arabic numeral page numbering

Appendices

Appendix titles in all caps

Each appendix is lettered with upper case letters

APPENDIX A: PERSONAL PHOTOGRAPHS FROM ALASKA

FIELD WORK DURING CARIBOU MIGRATION



Figure A-1. Caribou crossing Colville River tributary

Table and figure numbering correspond with each appendix letter

Appendix table and figure titles are not included in the table of contents



Figure A-2. Field dressing an injured caribou

Continues Arabic numeral page numbering

Appendix A: Official Degree Titles and Department/School Names

Official Degree Titles

Doctor of Philosophy
 Doctor of Education
 Master of Arts
 Master of Science
 Master of Fine Arts
 Master of Music Education
 Master of Business Administration

Official Department/School Names

Department of Agriculture	School of Art
Department of Chemistry	School of Biological Sciences
Department of Communication Sciences and	School of Communication
Department of Criminal Justice Sciences	School of Information Technology
Department of Economics	School of Kinesiology and Recreation
Department of Educational Administration and Foundations	School of Music
Department of English	School of Social Work
Department of Family and Consumer Sciences	School of Teaching and Learning
Department of Geography-Geology and the Environment	School of Theatre and Dance
Department of History	Department of Languages, Literatures and Cultures
Department of Mathematics	Mennonite College of Nursing
Department of Politics and Government	Department of Psychology
Department of Sociology and Anthropology	Department of Special Education
Department of Technology	

Appendix B: Inserting & Formatting Page Numbers

To have two or more different numbering styles within a document, you need to make sure you have inserted Next Page Section Breaks to differentiate the sections of the document that need to have different numbers.

Setting Front Matter pages to Lowercase Roman Numerals

1. Place the cursor on the page where you want to insert the page number
2. Select the Insert tab
3. In the Header & Footer section, click the Page Number button
4. Select Bottom of Page option and then Plain Number 2
5. Double click a page number within the section needing modification
6. Select the Design tab of the Header and Footer Tools
7. In the Navigation section, click the Link to Previous button
This will disassociate this section from the previous section
8. In the Header & Footer section, click the Page Number button
9. Select Format Page Numbers
10. Select the lowercase roman numerals from the Number Format drop down menu
11. Select the Start At: radio button and set the number to 1
12. Click the OK button
13. Double click in the body of the page to close the Header and Footer

Setting Chapter, References, & Appendix Pages to Arabic numerals

1. Place the cursor on the page where you want to insert the page number
2. Select the Insert tab
3. In the Header & Footer section, click the Page Number button
4. Select Bottom of Page option and then Plain Number 2
5. Double click a page number within the section needing modification
6. Select the Design tab of the Header and Footer Tools
7. In the Navigation section, click the Link to Previous button
This will disassociate this section from the previous section
8. In the Header & Footer section, click the Page Number button
9. Select Format Page Numbers
10. Select the lowercase roman numerals from the Number Format drop down menu
11. Select the Start At: radio button and set the number to 1
12. Click the OK button
13. Double click in the body of the page to close the Header and Footer

Appendix C: Heading Formats for APA, MLA, Chicago

Headings appear within the chapter content. Chapter or appendix titles/headings at the top of the page should maintain formatting as required by the Graduate Schools specifications.

APA Style Heading Formats

Level	Format
1	Centered, Bold, Title Case
2	Flush Left, Bold, Title Case
3	<i>Flush Left, Bold, Italics, Title Case</i>
4	First line indent, bold, sentence case, first line of paragraph, ends with period.
5	<i>First line indent, bold, italics, sentence case, first line of paragraph, ends with period.</i>

MLA Style Heading Formats

Level	Format
1	Flush Left, Bold, Title Case
2	<i>Flush Left, Italics, Title Case</i>
3	Centered, Bold, Title Case
4	<i>Centered, Italics, Title Case</i>
5	<u>Flush Left, Underlined, Title Case</u>

Chicago Style Heading Formats

Chicago Style does not have a formal structure for document headings. It is acceptable to differentiate subheadings visually (with centering, bolding, underlining, etc.). Chicago Style does recommend consistency for each heading level throughout the document.

Appendix D: Landscape Pages

Inserting a landscape page involves adding two section breaks and then changing the page's orientation from Portrait to Landscape. Please consult the Graduate School's video series for more information on formatting your thesis or dissertation. Once you convert your document to a pdf, rotate all landscape pages to portrait.

Inserting a Landscape Page

1. Navigate to the page before the needed landscape page.
2. Toggle on your Show/Hide button (¶) so you can see the ends of the lines as well as the section breaks.
3. Place your cursor at the end of the line or page.
4. From the Layout tab, click Breaks and select Next Page within Section Breaks.
Scroll up and you'll see where the new section break has been added.
5. Scroll to the next page. Place your cursor at the beginning of the line that needs to start the next page.
6. In the Layout tab, select Breaks and Next Page within Section Breaks.
Scroll up to see the page that needs to be the landscape page.
7. Place your cursor at the beginning of that page
8. In the Layout tab, select Orientation and select Landscape.
9. Now add your table or figure or other content to this page.

Repositioning the Page Number

You will notice that the page number has restarted with the page number one and is located at the bottom of the landscape page. The page number needs to be moved to left margin.

When you convert your document to a PDF, you will need to rotate all of the landscape pages to portrait. After you do that the page number will be in the correct location for printing and binding.

1. Double click near the page number to activate the Footer section.
2. With the cursor near the page number, select the Design tab of the Header and Footer tools
 - a. Click Page Number and click Format page numbers
 - b. Click Continue from previous section
 - c. Click OK.
3. Now highlight the page number and cut the page number.
4. Close/deactivate the Header and Footer section.
5. From the Insert tab, select Text Box and Simple Text Box.
6. With the text box selected, select the Format tab of the Drawing Tools
7. Select Wrap Text Wrap and then In Front of Text.
8. With the sample text highlighted, paste in the page number.
Delete any extra lines that may have also been inserted.
9. Resize the text box so it only encases the page number.
10. With a text box selected, select the Format tab of the Drawing Tools
 - a. Choose Rotate > Rotate 90 degrees.
 - b. Select Position > More Layout Options.
 - c. In the edit box, uncheck Move objects with text.
 - d. In the Horizontal section, change the Relative position to 0.3 to the Right of the Page.
 - e. In the Vertical section, select Alignment > Centered > relative to Page.
 - f. Click OK.
11. In the Format tab of the Design tools, change the Shape Fill to No Fill and the Shape Outline to No Outline.

Table 1

Aerial surveys of radio-collared caribou across Buckland Valley and Nulato Hills, Winter of 1989-90.

				Cooperative Effort		
Flight number	Survey date	Sub-species	Numbers	Agency	Observers	
1	10/4/1989	Barrenground (<i>Rangifer tarandus grantii</i>)	11	FWS	Spindler, Shaw	
2	10/9-11/1989	Peary (<i>R.t. pearyi</i>)	24	ADFG	Larsen, Dau	
3	10/10/1989	Barrenground (<i>Rangifer tarandus grantii</i>)	24	BLM	Robinson, Leykom	
4	10/20/1989	Woodland (<i>R.t. caribou</i>)	9	ADFG	Larsen, Dau	
5	10/26/1989	Woodland (<i>R.t. caribou</i>)	15	ADFG	Dau	
6	10/26/1989	Barrenground (<i>Rangifer tarandus grantii</i>)	15	ADFG	Smith, Nelson	
7	11/6/1989	Woodland (<i>R.t. caribou</i>)	29	BLM/FWS	Leykom, Karmun	
8	11/28, 29/1989	Peary (<i>R.t. pearyi</i>)	11	BML/ADFG	Leykom, Dau	
9	12/20/1989	Woodland (<i>R.t. caribou</i>)	30	ADFG	Dau, Hadley	
10	1/18/1990	Barrenground (<i>Rangifer tarandus grantii</i>)	43	ADFG	Coady, Machida	
11	1/28/1990	Barrenground (<i>Rangifer tarandus grantii</i>)	30	BLM/FWS	Leykom, Karmun	
12	2/19/1990	Woodland (<i>R.t. caribou</i>)	31	BLM	Leykom	
13	3/26/1990	Barrenground (<i>Rangifer tarandus grantii</i>)	37	BLM	Robinson, Field	

Appendix E: Formatting Tables Across Multiple Pages

These instruction provide general guidelines for multi-paged tables. All tables should be formatted according to your style’s guidelines. For exact rules, consult your Style Manual or Handbook.

1. Toggle on your Show/Hide button if not already on.
2. On the next page of the multi-paged table, place your blinking cursor in the first row of the table
3. Press Ctrl +Shift + Enter to split the table and insert a new paragraph line
4. Press Enter again to add two new paragraph lines above the second table section
5. On the paragraph below the first table section, type (Table Continues)
6. On the top paragraph of the second page, type Table #, Continued (e.g. Table 5 Continued)
7. Highlight and copy your headings row at the beginning of your table
8. Place your blinking cursor on the paragraph line above the second table section
9. In your Paste drop down menu, select Merge Table
10. Remove any borders that may appear to comply with your style’s table formatting

Table 1

Aerial surveys of radio-collared caribou across Buckland Valley and Nulato Hills

Flight	Survey date	Caribou	Subspecies	Agency	Observers
1	10/4/1989	11	Peary	FWS	<u>Spindler, Shaw</u>
2	10/9-11/1989	24	Woodland	ADFG	<u>Larsen, Dau</u>
3	10/10/1989	24	Woodland	BLM	<u>Robinson, Levkom</u>
4	10/20/1989	9	Peary	ADFG	<u>Larsen, Dau</u>
5	10/26/1989	15	Svalbard	ADFG	<u>Dau</u>
6	10/26/1989	15	Svalbard	ADFG	Smith, Nelson

(Table Continues)

52

1 inch margin

1 inch margin

Table 1, Continued

Flight	Survey date	Caribou	Subspecies	Agency	Observers
7	11/6/1989	29	Woodland	BLM/FWS	<u>Levkom, Karmun</u>
8	11/28,29/1989	11	Peary	BML/ADFG	<u>Levkom, Dau</u>
9	12/20/1989	30	<u>Barrenground</u>	ADFG	<u>Dau, Hadley</u>
10	1/18/1990	43	<u>Barrenground</u>	ADFG	<u>Coady, Machida</u>
11	1/28/1990	30	<u>Barrenground</u>	BLM/FWS	<u>Levkom, Karmun</u>
12	2/19/1990	31	<u>Barrenground</u>	BLM	<u>Levkom</u>
13	3/26/1990	37	<u>Barrenground</u>	BLM	Robinson, Field