Andrews University's Formatting Rules

For *all* Andrews University dissertations and theses, follow the formatting rules given

consecutively after the chapters of the dissertation. For appendix material containing xeroxed pages that are already numbered, insert numbers in the lower right-hand corner within square brackets.

For the *preliminary pages*, only the table of contents and those pages following it are numbered. Use lower case roman numerals at the *bottom* of the page. The table of contents begins with page iii. (If you include a dedication, it becomes page iii, and appears just before the table of contents, which now becomes page iv.) The pages that precede these (abstract, title page, approval page) are not paginated.

8. **Subheads:** The rules for subheads have been recently changed: Use only boldface and plain roman type for the five levels of subheads. Many students confuse "headings" with "subheads." The chapter number and the titles of chapters within dissertations are *not* a level 1 subhead. They are headings. Your subheads begin after that, starting with level 1, and act as a guide (or outline) to your chapter. You may choose to use levels 1, 3, and 4, or 1, 3, and 5, omitting level 2, if you desire. However, once you omit level 2, you cannot add it in later chapters.

9. **Ellipses:** Ellipsis points are used *only* in quoted material and have a space after each dot. See pp. 14, 15 of SBL handbook. When something is omitted within a quoted sentence, use three dots that look like this:

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The book used to lie . . . on the table.
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When the omission comes at the end of a complete sentence, use four dots that look like this:

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The book used to lie on the table. . . . Now it's on the
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chair.

The fourth dot is the period that completes the sentence, and, therefore, no space appears *before* it.

10. **Preliminary pages**: Follow precisely the sample style sheets at the back of AU *Standards for Written Work* (pp. 36-51). This includes the abstract, title page, approval page, table of contents, and lists of abbreviations, illustrations, and tables.