

OFFICE OF GRADUATE STUDIES AND RESEARCH

OVERSIZED ILLUSTRATIVE MATERIAL

All material placed in the thesis/dissertation, including tables and figures, must conform to the margins and pagination rules provided in the *Thesis Manual*. When materials cannot be legibly reduced to fit on an 8½" x 11" page or divided to span multiple pages, use the instructions below for preparing oversized illustrative material.

It may be helpful to understand that all pages in a thesis/dissertation are right-hand pages, meaning that material is printed single-sided with the intention that the material be bound on the 1" left-hand side.

Material up to 11" x 17"

Material up to a size of 11" x 17" may be included internally in the pdf file.

Orientation

Set the orientation of all 11" x 17" pages to landscape. This way the 11" side will be the binding edge. The figure or table can be placed upright or rotated to fit on the page. If the image needs to be rotated, place the image in the correct reading orientation, when the binding edge (which is otherwise always on the left) is held at the top. The caption should match the orientation of the image. For an example of an oversized page layout, review the Oversized Illustrative Material Sample.

Page Numbers

The page number should be placed in the upper right hand corner, with the binding edge on the left (the 11" side). If the thesis/dissertation is printed and bound, the oversize page will be folded using an accordion style fold. The goal is to have the page number on the oversized material match the placement of the page numbers on the text pages when folded in this manner.

Margins

Left = 1" (11" binding side)

Right = 1" (11" side)

Top = 1" (17" side)

Bottom = 1" (17" side)

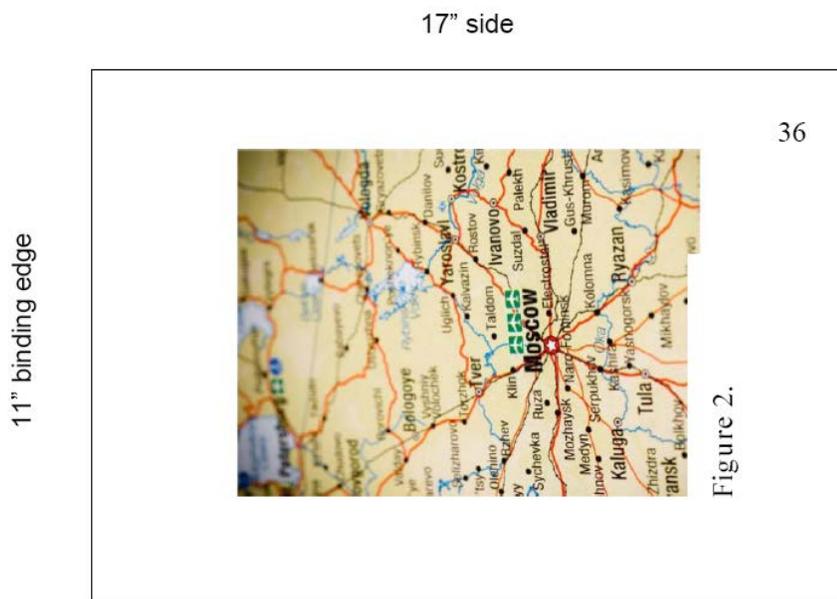
Material Over 11" x 17"

Oversized material, such as large maps or charts, which cannot be reduced to fit on a 11" x 17" sheet of paper, must be an external link to a file. All oversized material must be identified with an appropriate number (Plate 1, e.g.), which is also noted or referred to in the text. For additional

information on complex materials, contact the Office of Graduate Studies and Research well in advance of the deadline for submitting the thesis.

11" x 17" Material Example

Figures 1 and 2 represent correctly formatted oversized pages. Figure 1 displays an image in standard orientation. Figure 2 demonstrates an image that requires the image to be rotated to the left. Note: the title must be in the same orientation as the image.



Steps to Formatting Oversized Pages in MS Word

If you have questions regarding these steps, please contact us so that we can assist you.

1. Create a Section Break
2. Change *Portrait* Page Orientation to *Landscape*.
3. Select Page Size and set it to 11" x 17".
4. Add the table or figure to the landscape page and rotate the image, if necessary.
5. Create a *TextBox* underneath the image and type in your table or figure title.
6. Insert a *Page Number* in the header making certain that it starts on the correct expected page number.
7. At the end of the 11" x 17" page, follow steps 1-6 again changing the orientation back to *Portrait* from *Landscape* in order to continue with standard text pages.