

Overview of Handbook Changes

To ease the transition to the new version of our handbook, we have indicated some of the most relevant changes here:

- The Table of Contents should *only* list main headings and first-level subheadings. Previously, second- and third-level subheadings were permitted to be listed if desired. We have eliminated this option.
- Main headings over 5” in length must be split into two or more visually balanced lines. Previously, we set this marker at 4 ½”. We also mandated that the text be shaped into an inverted pyramid, which is no longer a strict requirement. We also no longer require subheadings exceeding 4 ½” to be split into an inverted pyramid shape.
- The section on landscape (broadside) pages has been simplified. These pages should be oriented to allow for reading, with the page number also readable in the upper right corner of that page. We no longer require that the page number on landscape pages be rotated differently from the content presented on the page.
- Equations are to be set off from preceding and following text by a double space. Previous handbooks permitted for uniform and consistent space no greater than a heading space.
- Widowed and orphaned text is no longer required. We now permit for the slight variation in page length that prevents widowed or orphaned text.
- We have added a section describing the process of uploading supplementary material external to the manuscript itself to ProQuest.

Importantly, we have also added some basic accessibility requirements:

- Headings and subheadings must now be tagged/styled appropriately within the final PDF. This can be achieved through the Style options in Microsoft Word (explicated in the Graduate School provided template) or through the accessibility tagging options in Adobe Acrobat DC.
- We have added additional requirements for figures and tables. This includes:
 - Tagging/styling figure captions as distinct from the text.
 - Making use of appropriately contrasted colors when possible.
 - Providing alternate text for figures and tables (options are available both in Word and Adobe Acrobat DC).