Overview/ List of Changes to '24 Templates:

1. **Margins** for all 2024 templates are now 1" all around (previously the lefthand margin was 1.5")
2. **Landscape page**: All templates now include an example formatted landscape page
3. **Name your file** lastname.firstname_document type then date of submission. For example: Smith.John_Dissertation 20 Jan 2022
4. **Lists** should always be aligned at the same level throughout the document (i.e. they should be indented evenly). When possible, lists should be created using MS Word's built-in numbered or bullet-point list function (rather than using a tab and dash, or any other short-cut) to ensure accessibility and to ensure that lists are all created at the same indentation level.
5. Information in **columns**, including the entire **List of Abbreviations** page (if utilized) aside from the page title should be formatted in two centered, alphabetized columns, using MS Word's built-in column function. Never use tabs or the spacebar to enter information in columns. First, type your content. Then, go into the Page Setup tab, then select columns, then select 2 columns. To choose where a column break appears, place your cursor and select "Insert Column Break." If this does not appear in your paragraph style options, you can type it into the search box at the top of the page.
6. All template chapter titles now include em dashes with caps-locked titles
7. A "Musical Figure Title" style was added to Template 4
8. **Tables** should be created using MS Word's table feature whenever possible, using the information layout order left-to-right and top-to-bottom. The table should be formatted "in line with text" so that assistive technology can access the contents. To do so, choose the "Insert" tab, then select "Table." From the "Table" dropdown menu, select the appropriate number of columns and rows, and enter the desired table size. If the table fits better in a landscaped oriented page, you can landscape the page using the directions under "Landscaping a page."
9. For accessibility purposes: add **Alt Text** to images, shapes, tables, charts, or SmartArt. Colors used in infographics should pass the Colour Contrast Analyser. See Doc Guidelines for further information.
10. Set the correct proofing language(s) for your document. If you use more than one language in your document, make sure you change the applied proofing language.

Note: If you are a Summer '24 or Fall '24 Graduate who already put your document into the January '24 template following those guidelines, we will still be accepting that template through December '24 without issue.