

**Westminster Theological Seminary
Format Guidelines and Submission Requirements
for Theses, Dissertations, and Projects**

Instructions and Sample: Contents Page

According to the Format Guidelines, the Contents Page should appear after the title page and copyright page, and after the dedication page (optional) and abstract (required for dissertations only). The label for this page should read “Contents,” not “Table of Contents.” Number the Contents Pages using Roman numerals. See Turabian, 9th ed., 390, 393, and Figs. A.3–A.4.

Note that many word processing programs have a table of contents function. This function will recognize the heading styles you have used and create a Contents Page automatically.

If you have questions about this element of your thesis, please email ctw@wts.edu.

Please see the next two pages for a sample of this element.

Center the title “Contents” at the top of the first page. It is not necessary to repeat this title on subsequent pages.

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Leave two blank lines between the list for the front matter and the chapters.

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Leave one blank line between each subheading. Also leave one blank line between chapters.

Indent first-level headings ½-inch.

If you include second-level headings, indent them an additional ½-inch.

You may include chapter titles, first-level headings, and second-level headings on the Contents Page. Do not list third-level headings.

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