

**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. The label for this page should read “Contents,” not “Table of Contents.” Number the Contents Pages using Roman numerals. See Turabian, 9<sup>th</sup> ed., 390, 393, and Figs. A.3–A.4.

Note that many word processing programs have a table of contents function. This function should recognize the heading styles you have used and generate a matching table of contents. You will need to reformat the line spacing, margins, and other features of an automatically generated table of contents so that it conforms to Turabian’s Contents Page guidelines.

Remember to recheck the accuracy of your page references after all the revisions of your project are completed and the thesis has been formatted.

If you have questions about this element of your thesis, please email [ctw@wts.edu](mailto: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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The wording, capitalization, style of numbering, and typography of all chapter titles and subheads must match that used in the body of the thesis.

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

Use right justification to line up the page numbers evenly on the right-hand margin.

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