

THESIS/DISSERTATION FORMATTING CHECKLIST

All proposal and final thesis/dissertation documents, no matter the style guide you are following, must adhere to certain formatting requirements set by the Graduate School. These guidelines are set forth in the [thesis and dissertation template](#) and in the Graduate School's [Thesis and Dissertation Formatting Guide](#). These documents can be accessed by going to the Thesis & Dissertation Services (TDS) web page for [Resources for Writing](#) or by going to the individual web pages, TDS/Thesis (www.tamuc.edu/thesis) or TDS/Dissertation (www.tamuc.edu/dissertation).

Please continue to work with your advisor in writing your document according to your chosen style guide. You are responsible for following your individual style guide (APA, MLA, etc.) and all the Graduate School's formatting requirements.

When a complete proposal packet or final document submission is received by the Graduate School/TDS for review and approval, TDS performs a review based on the thesis/dissertation template and the Graduate School's Thesis and Dissertation Formatting Guide. Below is a checklist of items to help you ensure your documents meet the Graduate School's requirements,

Yes	No	N/A	Document Section
			Overall Document Requirements
			<p>The following pages should be included in your document in this order with certain pages being optional.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title page <input type="checkbox"/> Signature page <input type="checkbox"/> Copyright page (optional) <input type="checkbox"/> Abstract <input type="checkbox"/> Acknowledgements (optional) <input type="checkbox"/> Table of Contents <input type="checkbox"/> List of Tables (if more than 2 tables included in the document). <input type="checkbox"/> List of Figures (if more than 2 figures included in the document) <input type="checkbox"/> Manuscript <input type="checkbox"/> References <input type="checkbox"/> Appendices (optional) <input type="checkbox"/> Vita
			Abstract -- Although a complete abstract is not required at the proposal stage, do include a brief summary of the first three chapters or through the methodology you will employ in your study or examination of the subject
			<p>For Proposal Documents Only--Certain placeholder pages must be included even if you do not intend on including them in your final document or even though you may not be ready to complete the information for those pages. Check that the following placeholder pages are included in your proposal document:</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of Tables (include a listing on the TOC page, too) <input type="checkbox"/> List of Figures (include a listing on the TOC page, too) <input type="checkbox"/> Appendices <input type="checkbox"/> Vita
			Margins are 1-inch on all sides throughout manuscript.

Yes	No	N/A	Document Section
			The only exception to this is the Abstract page, which has a 2 ½-inch top margin. You can either set the top margin for 2.5 inches (for this page only), or use the ruler bar on the left side of the screen to move the heading down to approximately 1.5 inches.
			<p>The manuscript is double-spaced throughout, even between paragraphs, after chapter headings, before and after subsection headings, references page, etc. Sometimes the default setting for documents includes an extra space after a return. Please note the few exceptions to this spacing requirement (e.g., before and after figures and tables). Refer to the template for those exceptions.</p> <p>NOTE: To check to see that your document does not include an extra space setting, go to the Home tab in your Word toolbar. Select the small arrow in the bottom right corner of the Paragraph section. Select the tab Indents and Spacing at the top of the dialog box. Under the section Spacing, make sure both Before and After are set at 0 pt. If you have to change one of these selections, go to the bottom of the document and select Set as Default and select This Document Only.</p>
			Preliminary Pages of the Document
			<p>The preliminary pages (i.e. title page, signature page, abstract, etc.) are formatted according to Graduate School requirements with regard to</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capitalization (Please carefully note when capitalization requirements change.) <input type="checkbox"/> Spacing (Please carefully note when spacing requirements change (e.g., single-spacing instead of double-spacing). <input type="checkbox"/> Font (According to the Graduate School guides, the text of your document must be in a standard font (Arial or Times New Roman) and size (10-12) throughout your document. <input type="checkbox"/> No bolding or italicized text unless required by the style guide being followed. <input type="checkbox"/> Margins (Should be 1 inch all around unless otherwise noted in the template and/or guide.) <input type="checkbox"/> Placement on the page (e.g. centering both vertical and horizontal, headings flush with the top margin, etc.)
			Beginning with the copyright page (or Abstract if not copyrighting) pages are numbered beginning with Roman numeral iii and should be positioned correctly in the upper right corner (in the header). See the Thesis and Dissertation Formatting Guide for guidance on correct placement of page numbers.
			According to the template, dot leader lines must be used in the Table of Contents, List of Tables, and List of Figures. (instructional video)
			Spacing and indentation is correct in the Table of Contents, List of Tables, and List of Figures (see the template for guidance).
			Headings listed in the Table of Contents match the headings in the document word-for-word.
			Capitalization of TOC entries should be title capitalization.
			The headings of the List of Tables and/or List of Figures should match the table title and figure titles/captions in the document word-for-word. If figures have captions written as sentences, only include up to the first period. Parenthetical information may be omitted (see the Thesis and Dissertation Formatting Guide for additional guidance).
			In the List of Tables and List of Figures, use title capitalization for entries. However , if the style guide you are following (e.g., APA 6 th edition) formats figures with a figure caption (written in sentence form), use sentence capitalization for those figure entries.

Yes	No	N/A	Document Section
			When the Table of Contents continues to another page and a new chapter is listed on that page, insert the word CHAPTER at the top left corner of the page as a column heading. See the template for guidance.
			If the List of Tables, and/or List of Figures continue to a second page, a column heading insert the word TABLE or FIGURE in the top left corner of the continued page. See the template for guidance.
			If tables and/or figures in the appendix section are numbered consecutively with the tables/figures in the document, list them in the List of Tables and/or List of Figures.
			Check that page numbers listed in the Table of Contents, List of Tables, and/or List of Figures are correct.
			In all listings, TOC, LOT, and LOF, be sure there are a consistent number of spaces before and after the dot leader line (see the Thesis and Dissertation Formatting Guide for guidance that is more detailed).
Yes	No	N/A	The Manuscript
			Each new chapter starts on a new page.
			Chapter titles display correct and consistent formatting, font, spacing, and placement.
			Page numbering on this page switches to Arabic numbers and begins with the number 1 and should be positioned in the upper right corner (in the header). See the Thesis and Dissertation Formatting Guide for more information.
			Text is left aligned, meaning text is not fully justified, and the right margin is ragged.
			The first line of each new paragraph is properly indented .5 inches.
			Major headings (e.g. chapter headings, references, etc.) follow the formatting, placement, and capitalization requirements of the Graduate School template and formatting guide.
			Subheadings follow the formatting, placement, and capitalization requirements of the chosen style guide. If the style guide you are using does not provide guidance on heading placement and formatting, see page 5 of the Thesis and Dissertation Formatting Guide.
			If your document has a Definitions of Terms section, follow the format indicated in the template. All definitions should be written in complete sentences.
			Each defined term in the Definitions of Terms section should have a source cited for each term. Seldom can a term be defined independently without consulting an outside source.
			Numbered and/or bulleted lists are properly indented .5 inches and text should wrap so that continued lines are aligned with the first word of the first line (see template for guidance).
			Equations are displayed according to your chosen style guide.
			When displaying numbers in a table, numbers are aligned according to place value; for example, if decimals are used, the decimals align or if numbers are whole numbers, align by the one's column. ("How to" for decimal alignment)
			Tables and/or figures placed within the document should have at least <u>three single-spaced lines</u> come before and after the table and/or figure.
			All tables and/or figures have an in-text reference before the table or figure appears in the document. The in-text reference should be no further than 1½ pages from where the table or figure appears.

Yes	No	N/A	Document Section
			Whenever possible, tables and/or figures should not be split between pages; however, do split when not doing so leaves more than half a page of white space.
			Figures and/or tables fit within the 1 inch margins.
			Correct capitalization and format is used for table titles and figure captions. Figure and table titles appear above the table and figure. Some style guides have figure captions, which appear below the figure and are written in with sentence capitalization.
			For the inclusion of a copyrighted figure, text, survey, etc., you must obtain written permission to reprint. Include as an appendix the proper copyright permissions you have obtained. See pages 29-30 of the Thesis and Dissertation Formatting Guide for more information on this subject.
			Proper punctuation and syntax are used throughout; there are no comma splices or fragments, apostrophes are used correctly, subject and verb agree, etc. Helpful site for basic punctuation rules: The Punctuation Guide
			Each source cited in the document is listed in the reference list and each source listed in the reference list has a citation.
			A widow is a line that stands alone at the top of a page and an orphan is a line that stands alone at the bottom of a page or when a heading is separated from related text. These are prohibited in theses and dissertations. Correct widow/orphans where they occur. (instructional video)
			Check that the word “data” is treated as plural throughout the document.
Yes	No	N/A	Final pages of the document (references, appendices, vita)
			Your references should follow the formatting and style requirements of your chosen style guide. However, some of the basic formatting the Graduate School Requires are as follows: <ul style="list-style-type: none"> • All text is double-spaced • Text is not justified • Font and font size remains the same as the text of the document.
			References are listed in alphabetical order (if applicable to your style guide) and formatted according to the chosen style guide chosen.
			Each reference is cited in the document and each citation has a reference entry.
			Check that information in the citations and in the references match: <ul style="list-style-type: none"> • Author names are spelled the same (including any accent marks) • Publication year is the same
			For appendices, there is an Appendices cover page that introduces the appendix section. If you have only one appendix, the heading will read only as Appendix with the appendix document title one double space below. Check that the heading is properly centered both vertically and horizontally (see template).
			Each appendix has a title page with an appendix title that is properly centered both vertically and horizontally (see template).
			Each appendix document has the appendix title at the top of the first page. The title should be in all capital letters.
			The Vita is in paragraph style (see template). You may contact TDS@tamuc.edu for a sample to go by.

Yes	No	N/A	Document Section
			Student's contact information is single-spaced and included at the bottom of the Vita page (do not include personal information to protect your privacy).
			Vita is not more than 1 page long.

Please use this checklist to help when reviewing your own work before submitting it to TDS for review. Making these corrections prior to submission will enable us to process and approve your paper much faster. If you have any questions or if you need clarification about any of the above information, please contact Karin Thomas of Thesis & Dissertation Services at TDS@tamuc.edu. Our office is here to help!