FORMATTING CHECKLIST

Whole Document

<u>Margins and Pagination</u>

☐ All pages throughout the entire document have a 1-inch margin all around.

☐ Paragraph alignment (left or justified) is **consistent** for every paragraph in the document.

☐ All paragraphs are either indented or have a blank line in between each paragraph for readability.

☐ Page numbers are centered at the bottom of the page under the 1-inch bottom margin. The placement of all page numbers is **consistent** throughout the document.

☐ Page numbers are **12 pt** font and are the **same font type** used throughout the document.

☐ Roman numeral page numbers are used in the Front Matter and first appear on the Table of Contents page. The page number should be the actual page number, **not I**, and continue to the end of the Front Matter.

☐ Page numbers start over at 1 using Arabic numbers in the Text Section.

☐ Text, tables, figures, etc. at the top of each page start at the top 1-inch margin. **No extra space.**

☐ All text, tables, and figures are within all four margins. **Nothing goes outside of the margins** (except page numbers).

☐ *Article-based*: Pagination and margins are **consistent** throughout the thesis/dissertation, even if using a journal's formatting requirements

Font

- The same font is used throughout the Front Matter, Text Section, and Back Matter, **including all page numbers**. Font is **12 pt** and is a professional font such as Times New Roman or Garamond.

- Font size for table/figure/etc. titles and captions can be **10-12 pt** font.

- Text **within** a figure/etc. may be larger than 12-point font and does not have to match the font style used in the body of the text.

Spacing

- **All text is double spaced except where single spacing is appropriate**. Single spacing is allowed for:
  - Headings/subheadings that carry over onto two lines
  - Table and figure titles and captions
  - Reference entries in the literature cited section
  - Block quotations
  - Footnotes

- Spacing of your choice in other areas is **consistent throughout all chapters**. Examples include:
  - Size of paragraph indentations
  - Size of spacing before and after
    - Titles and subheadings
    - Paragraphs
    - Tables, figures, etc.
  - Poetry lines (for MFA Poetry students)

Front Matter

☐   Front Matter follows required <u>arrangement</u> of pages (as seen in checklist).

<u>Title Page</u>

☐   Page does not have any bold font.

☐   Title is in ALL CAPS, double spaced, and formatted in an inverted pyramid if more than one line is needed. An inverted pyramid style has the longest line on top, with lines getting increasingly shorter as they are added below.

☐   by is lowercased with a blank double-spaced line before and after.

☐   Student's name is the official name on file with the Registrar's Office at Texas State. Exceptions can be made on an "as needed" basis.

☐   Degree type of any *previously* earned degree(s) is abbreviated correctly (B.S., M.S., etc.) after student's name and listed oldest to most recent if more than one is included. A blank double-spaced line is after the name.

☐   The following text is single-spaced and centered on the page, with the student's official degree and major as listed in the student's degree audit:

A thesis/dissertation (← pick applicable document) submitted to the Graduate Council of
Texas State University in partial fulfillment
of the requirements for the degree of
Degree Type (Master of Science, Doctor of Philosophy, etc.)
with a Major in Major Name (Biology, Criminal Justice, etc.)
Graduation Month and Year (e.g. December 2016)

☐   Graduation month (December, May, or August **only**) and year are correct.

☐   Names of committee members are listed toward the bottom of the title page and spelled correctly. No titles (e.g., Dr., Mrs., Mr., etc.) other than Chair or Co-Chair listed after the applicable committee member's name.

Copyright Page

☐   Text on this page is centered.

☐   The word "**COPYRIGHT"** is bold and in ALL CAPS.

☐   Degrees and/or titles are **not** included with the student's name. The student's name must match the name listed on the Title Page.

☐   The year of graduation is listed on this page. Month is not included.

Dedication

This page is optional. If included, format as follows:

☐   The "**DEDICATION**" heading is in ALL CAPS, bold, and centered.

☐   Formatting is not required to follow any specific guidelines, other than conforming to the required margins of Front Matter and heading style for the word "Dedication". It is suggested to use formatting that is similar to other sections of the document (same font, etc.) for consistency.

Acknowledgments

This page is optional. Consult thesis/dissertation committee. If included, format as follows:

☐   The "**ACKNOWLEDGMENTS**" heading is in ALL CAPS, bold, and centered.

Table of Contents

☐   The "**TABLE OF CONTENTS**" heading is in ALL CAPS, bold, and centered.

☐   This is the first numbered page of the document. (See pagination requirements.)

☐   The word "**Page**" is aligned right and in bold.

☐   Dot leaders with a right tab are used to connect entries with page numbers. **The last word must touch the dot leader.** Page numbers align with the right margin. Items in

the Table of Contents are correctly numbered with the corresponding page number. (First page the entry appears. Do not give a page range.)

☐ Any Front Matter page included **after** the Table of Contents are included in the Table of Contents list (ex: List of Tables, List of Figures, Abstract). The Table of Contents itself and any Front Matter page before the Table of Contents is **not** included in the list.

☐ CHAPTER is listed after Front Matter entries with **no** dot leader or page number.

☐ <u>Headings, chapter titles, and subheadings</u> must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

☐ Each chapter title is numbered, indented, and in ALL CAPS. Numbering is consistent between the Table of Contents and the text. Either Roman or Arabic numerals are acceptable but once chosen, only **one** numbering choice must be used for all chapters and subheadings (if included).

☐ Prologues and Epilogues, if included, are numbered and formatted like chapters.

☐ If one subheading is included in the Table of Contents, all subheadings of the same level must be included in the Table of Contents. Subheadings are not required to be listed in the Table of Contents, despite whether they are listed in the text.

☐ Subheadings are indented for each level included in the Table of Contents and are **singled spaced as one block under each chapter**, with a blank line before and after each block.

- ☐ If subheadings are numbered, use **Arabic numbers** (1.1, 1.2, 1.2.1, etc.). Numbers **cannot** be repeated. Chapter titles also use Arabic numbers if subheadings are numbered.

- ☐ APPENDIX SECTION (if included) is aligned against the **left** margin after the last chapter/subheading. (Appendix Section must be the official title of this section.) **Do not include subheadings under this entry.**

- ☐ REFERENCES (or other title) is aligned against the **left** margin after the last chapter/subheading.

- ☐ *Article-based students* – Articles should be listed as chapter titles. All other titles and headings within the article need to be listed as subheadings.

- ☐ *MFA Poetry students* – poems should either be listed under one chapter as subheadings or each poem listed as its own chapter as long as they follow the required formatting for the Table of Contents.

List of Tables, List of Figures, etc.

These pages are optional. If included, format as follows:

- ☐ Heading (**LIST OF TABLES, FIGURES,** etc.) is in ALL CAPS, bold and centered on the page.

- ☐ The word "**Page**" is aligned right and in bold.

- ☐ Dot leaders with a right tab are used to connect entries with page numbers. **The last word must touch the dot leader.** Page numbers align with the right margin. Items in the List of Tables/Figures/etc. are correctly numbered with the corresponding page numbers. Items in the Table of Contents are correctly numbered with the corresponding page number. (First page the entry appears. Do not give a page range.)

- Items in the Appendix Section are **not** included in these lists.

- Titles of tables/figures/etc. must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

- Only the **first sentence** of the table, figure, etc. title is required.

- Entries that are more than one line are single spaced with a blank line between each entry.

List of Abbreviations

This page is optional. If included, format as follows:

- The "**LIST OF ABBREVIATIONS**" heading is in ALL CAPS, bold and centered.

- The word "**Abbreviation**" is in bold and aligned against the left margin. The word "**Description**" is in bold on the same line and aligned about the middle of the page.

- Each entry is **aligned** under the appropriate column.

Abstract

This page is required for all doctoral students as well as master's students writing a thesis in a language other than English. Abstracts are optional for all other master's students.

- The "**ABSTRACT**" heading is in ALL CAPS, bold and centered.

- *Spanish majors*: Thesis includes an abstract written in English. A duplicate abstract in the non-English language may also be included, if desired.

- *Article-based only*: if using abstracts for individual chapters, format the abstracts as subheadings. Place abstract subheadings at the beginning of their respective chapters (after the chapter title).

Text Section

Headings and Subheadings

☐ **Chapters must begin on a new page**. Titles are numbered, in ALL CAPS, bold, and centered at the top of the page.

☐ Headings/subheadings must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

☐ Each level of subheading format style is **different from all other levels, even if numbered differently.**

☐ Each level of subheading format style is **consistent among all chapters**.

☐ At least two lines fit under a subheading at the bottom of a page. If not, move to next page.

☐ If headings are numbered, numbers cannot be repeated within the thesis/dissertation. Exceptions are <u>not</u> allowed for article-based submissions.

Tables, Figures, etc.

☐ Tables, figures, etc. are either

▪ placed after their first reference in the text OR

▪ grouped (tables, then figures, etc.) at the end of the chapter in which they are cited OR

▪ grouped (tables, then figures, etc.) and placed following the last chapter but before the back matter

☐ Tables, figures, etc. are numbered using Arabic numbers **only**. Numbers do **not** repeat, even if using article-based structure.

- ☐ Titles on the tables, figures, etc. in the Text Section exactly match the titles in the List of Tables, Figures, etc. (**Words and capitalization**. Do not use italics in Lists unless it's for scientific nomenclature.)

- ☐ The entire table/figure/etc. is included on the same page if possible. Caption is on the same page as part of the table/figure/etc. (cannot be alone on a separate page).

- ☐ Table captions (title and description) are placed **above** the tables.

- ☐ Figure/etc. captions (titles and descriptions) are placed **below** the figures/etc.

- ☐ Caption formatting is **consistent** for all tables.

- ☐ Caption formatting is **consistent** for all figures/etc.

- ☐ Landscape pages may be used for large tables, figures, etc. **only**. If used, it is formatted as a vertical page rotated clockwise. The page number is centered on the **left-hand side and sideways.**

Citations in Text

- ☐ Follow the guidelines in the appropriate style manual for formatting citations.

- ☐ Be *consistent* in citation format within and among chapters.

Back Matter

- ☐ Back Matter follows required <u>arrangement</u> of pages (as seen in checklist).

Appendix Section

This section is optional. If included, format as follows:

- ☐ The "**APPENDIX SECTION**" heading is in ALL CAPS, bold and centered.

- ☐ *Article-based*: section is included in the back matter of the thesis/dissertation, not within the body of the document

References

* Section may also be referred to as Bibliography, Literature Cited, Works Cited, etc. Required for all students except *MFA poetry/fiction students not using outside resources.*

- ☐ Either all entries are double-spaced, or each entry is single-spaced with one blank line in between each entry.

- ☐ Entries at the bottom of a page are **not split between two pages**. Move to next page to keep an entry together if needed.

- ☐ Entries at the top of a page start at the top 1-inch margin. (**No extra space before entry.**)

- ☐ Black font is used throughout the literature cited section, **including any hyperlinks**.

- ☐ For all other formatting, follow the guidelines in the appropriate style manual as chosen by your committee.

- ☐ *Article-based only*: consult your committee. References may be placed

    - ▪ At the end of each chapter OR

    - ▪ At the end of the thesis/dissertation OR

    - ▪ At the end of each chapter **and** at the end of the thesis/dissertation

Placement is **consistent**. Do not conclude some chapters with references but not others.