

- There should be no other text on a page with a separate figure title
- The pages are consecutively numbered, with the page numbers in the standard position.
- In the List of Figures, the number of the page on which the figure itself appears is the page number listed.
- The format is never used with tables.

Lists of Figures and Tables

- Lists are necessary if there are two or more figures or tables in text. (If there is only one, the List is optional.)
- Lists of Figures and Tables must agree word for word with figure and table titles in the text.
- The entire title *up to the first period* **must** be included in the List (exception: parenthetical information may be excluded from the List).
- Figures and tables must be found on the page given in the List.
- Appendix tables and figures must be in the List *if* they are numbered consecutively after the text tables and figures.
- If numbered as A-1, A-2 or any other way that indicates they are in the Appendix, figures and tables do not need to be included in the Lists.
- If all figures (or all tables) are in the Appendix, no lists are needed, regardless of numbering.

Equations

- Equation numbering is optional and may be consecutive (1, 2, 3) or by chapter/major section (1.1, 1.2, 2.1).
- No two equations may have the same number unless identical, term for term.
- The point size and type style of the equation and its number must match text.
- Placement of equation numbers needs to be consistent throughout the thesis or dissertation (to the left or to the right of the equation).

Footnotes

- Footnotes appear at the bottom of each affected page
- They may be numbered throughout the text or begin with “1” for each chapter.
- They are in a smaller type size than the text.
- They are single spaced.

Notes/Endnotes (See also the handout “Notes and Endnotes” on our website.)

- Notes have the same content as footnotes, except they are a separate section placed either at the end of each chapter or at the end of the last chapter of the thesis or dissertation.
- They are single spaced
- They may be called “Notes” or “Endnotes.”
- They may be numbered throughout the text or begin with “1” for each chapter.

References

Each thesis or dissertation must contain a formal reference section in one of two locations: at the end of the main text or at the end of each chapter. If the references appear at the end of each chapter, they should be located under a subheading such as “References” or “Bibliography”. Numbered references will restart with each chapter. (A notes section is not a substitute for the formal reference section.) The reference list should be consistent, accurate and complete.

Use consistency for the following:

- Title (major heading) of this section—use the same wording typically found in your field of study, such as REFERENCES, LITERATURE CITED, or WORKS CITED. (Major heading is in all capital letters and bold if major headings are bold.)
- Capitalization, punctuation and ordering of information within each citation
- The order of citations (alphabetized, alphabetized and numbered or non-alphabetized and numbered)
- The use of italics, quotation marks, and bold type.

Contents of each citation. Include the following regardless of the style guide being followed:

- Volume number and page range for journal articles
- Publisher and city for books; city for universities, labs or corporations
- Sufficient information for retrieval of unpublished material
- Author or entity, title, date or date accessed and the specific web address for Internet material
- At least five authors before using et al. in a multi-authored publication (exception: SPE style uses three)
- A date (year) for every citation
- Consistency in designation of state names (abbreviated or not)
- Consistency in journal names or abbreviations
- Consistency in ordering multiple entries with same first author.

Spacing:

- Use a single space within citations and at least one double space between citations *or*
- Use double spacing throughout the entire section.

Text Mention of References

- All references must be cited in the text, and all text citations must be referenced.
- All text citations must be from sources the student has actually used.
- Text mention of citations must follow the style guide approved by your College/department/campus (numbered, dated, etc.).
- The use of first author and et al. for references of three or more authors is acceptable in text mention of references.

Supplemental Sources

- General references consulted and used as background study (but not cited in text) should be listed under a separate subdivision of the reference section/subheading.

- A first level subheading, such as “Supplemental Sources Consulted,” can be added at the end of the sources cited section.
- Follow the same citation style used in the reference section (although this list will be alphabetical by author name, regardless of listing method of the general reference section).
- Since this is a section within the references, it will not be included in the Table of Contents.

Appendices

- Appendixes are **optional** and used for supplementary material.
- Place the Appendixes after the reference section.
- All Appendix pages need to be numbered; page numbers are continued from the last page of the references.
- All material must be within prescribed margins and be readable in size and legibility (1.5 mm or larger).

Appendix Headings

- Appendix headings (Appendix designations and titles) should be all capital letters (and bold if major headings (chapter or section titles) are bold).
- Titles more than one line in length must be double spaced, as chapter titles.
- Appendix designations (APPENDIX A, for example) are centered.
- Appendix titles are centered, all capital letters and at least one double space below designation:

APPENDIX A

FIGURES

- Appendix headings/titles may be either on a separate title/cover page before the Appendix material or on the top of the first page of each Appendix. Be consistent from Appendix to Appendix.
- The appendix designation (APPENDIX or APPENDIX A, etc.) is required in the Table of Contents.
- Appendix titles are optional in the Table of Contents.
- Appendix subheadings may be listed in the Table of Contents, but only if the titles are listed.

Appendix Figures and Tables

- These may be numbered consecutively following the text, or they may be numbered with an Appendix designation (A-1, for example).
- If numbered consecutively from the text, they *must* be included in the List of Tables or List of Figures. (This is optional otherwise.)
- Appendix material may be reduced, but must conform to minimum size (1.5 mm ; this equates to approximately 7 point type) and legibility requirements.
- Material may have mixed fonts and point sizes and may be single spaced.

Large Appendix Files

Appendix material that is very large (around 30 MB) may need to be in a separate PDF file. (Please contact Thesis and Dissertation Services to discuss if the material should be in a separate PDF file.) If the thesis or dissertation includes separate files, a description of these files will be placed in the main document or in the Appendix section. For example, “Ten years of weather data collected in September 2009 and discussed in Chapter III is included as a separate file.”

Audio, Movie Files, Graphics, Animation, or Large Appendix Files

These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the Appendix will have a statement describing the separate files that will accompany the manuscript. Please contact Thesis and Dissertation Services if you have questions about the best way to include your multimedia file(s) with your manuscript.

See below for a list of examples of separate files.

Separate Files: *Examples* (This is not a complete list of all possible types of separate files)

- Adobe Acrobat File (PDF)
 - Containing: Appendix material large in file size
 - figures below minimum size requirement
 - handouts, questionnaires, etc... .
- Audio File
 - Containing: songs, interviews, lectures, etc... .
 - Common Audio File Types: .wav, .mp3, .wma, .midi
- Graphic File
 - Containing: pictures, drawings, graphs, figures, etc... .
 - Common Graphic File Types: .gif, .jpeg, .png, .tiff
- Microsoft Excel File
 - Containing: raw data, graphs, interactive forms that generates information, etc... .
- Microsoft PowerPoint File
 - Containing: presentations, tables, figures, etc... .
- Text File
 - Containing: raw data, specially formatted data for use in a specialty program, etc... .
 - Common Text File Types: .rtf, .txt
- Video File
 - Containing: animations, presentations, movies, interviews, etc... .
 - Common Video File Types: .asf, .avi, .mov, .mp4, .mpeg, .rm, .swf, .wmv

Embedded Media Files

Media files may be embedded in the PDF file. Please create a List of Video or Audio files in the Preliminary Pages (use the List of Figures or List of Tables as the template). Also, upload the original video or audio file to the submission system as well.

FORMAT INSTRUCTIONS AND SAMPLES FOR SPECIFIC PDF PAGES

Title Page

Abstract

Optional Preliminary Pages (Dedication, Acknowledgments, Nomenclature)

Contributors and Funding Sources

Table of Contents

List of Figures and List of Tables

Page 1, Chapter Method

Page 1, Section Method

Page Showing Subheadings

Pages with a Figure and a Table

Title Page* (see sample page following instructions)

General Format

- Font must match text of thesis or dissertation
- Point size of title is the same as other major headings; point size for rest of the page is 12pt.
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

Title of Thesis

- All capital letters, centered. (Exception: genus, species, chemical element symbols should be upper and lower case and in italics as needed to comply with the custom of the discipline)
- Double space if more than one line
- No period at the end of the title

Thesis/Dissertation Author Statement

- Double space
- Capitalize A and also the T in Thesis (or the D in Dissertation or the R and S in Record of Study)
- Student's name in all capital letters; name must be the same as in official records of the university

Submittal Statement

- Single space
- “Texas A&M University” is on a line by itself
- Double space between submittal statement and degree
- Degree is in all capital letters; full name of the degree is used (check Graduate Catalog for correct wording of degree)

Committee Member Names and Positions (Committee members do not sign this page)

- Names do not include Dr. or Prof. or Ph.D. title
- If co-chairs, use Chair of Committee followed by Co-Chair of Committee (on separate lines) to distinguish roles. Do not include special appointments.
- If the department head serves as a member, chair or co-chair, his/her name must be included for both positions
- Intercollegiate degrees must include the name of the chair of the specific faculty (e.g., Intercollegiate Faculty Chair, Mary Williams). This name is listed in place of the head of department's name.

Date

- Put the month and year of graduation. (Graduation dates at Texas A&M are May, August or December—do not use the final defense or submittal month)
- No comma between month and year

Major Subject

- Must agree with major subject listed in the official university records
- Use upper and lower case letters

Copyright Notice

- Includes “Copyright” and the year of graduation

* For students in joint degree programs, please visit with Thesis and Dissertation Services for more information.

SAMPLE TITLE PAGE
Visit website for template files.

Double space title.

THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS
FOR GRADUATE STUDENTS

Title is in all capital letters.

Double space thesis author statement.

A Thesis

by

SARAH ANDERSON SMILEY

Name is in all capital letters.

Submittal statement text is centered on the page and single spaced.

Submitted to the Office of Graduate and Professional Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of
MASTER OF SCIENCE

Degree is in all capital letters and one double space below submittal statement.

Chair of Committee,
Committee Members,

Head of Department,

Charles Doakes
John J. Anderson
David Benner
Harold B. Morton
Darla J. Marsh

Names do not include the title Dr., Prof., or Ph.D.

There are two double spaces between the following:

- title and thesis statement
- thesis author statement and submittal statement
- degree name and approval listing
- approval listing and month/year of graduation
- month/year of graduation and major subject
- major subject and copyright notice

December 20XX

Date is month and year of graduation.

Major Subject: Educational Administration

Copyright 20XX Copyright Owner's Name

First page in ETD
(unnumbered)

Abstract (See sample on next page)

General Format

- This is the first numbered page, lower case Roman numeral (ii). Page numbers are outside the prescribed margins, at the bottom of the page and centered; everything else is inside the margins
- No bold on this page (exception: heading ABSTRACT is bold if major headings are bold)

Text

- Begins two double spaces below the major heading
- Length of text: Recommend no more than 350 words
- Vertical spacing (double space), paragraph style, and margins are same as used in text
- No numbered references or formal citations in abstract

Content

- Provides a complete, succinct snapshot of the research, addressing the purpose, methods, results, and conclusions of the research
- Should be able to stand alone, with no formal citations or references to chapters/sections of the work
- Should translate easily into a variety of online databases, avoiding the inclusion of images or complex equations

SAMPLE ABSTRACT PAGE
Visit website for template files.

ABSTRACT

The text of the Abstract starts two double spaces below the major heading. The text of the Abstract is double-spaced. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).

Your Abstract must be a “complete snapshot” of your manuscript. Paragraph one introduces your specific problem and the methods used. The remaining paragraphs present the research and results in detail. Text of the Abstract should not exceed 350 words. Any term (or numeral) with a space on either side is counted as one word.

Second page in ETD file,
numbered as ii

Optional Preliminary Pages (See samples on the following page)

Dedication

- Optional page--follows the Abstract
- Does not need the heading DEDICATION at the top of page
- If listing preliminary pages in Table of Contents, include Dedication
- Heading is bold if major headings are bold
- Limited to one page
- Is in same type size (12 pt.) and style as text

Acknowledgments (may also be spelled Acknowledgements)

- Optional--Limited to four pages
- Follows the Dedication Page (or Abstract, if no Dedication)
- If listing preliminary pages in Table of Contents, include Acknowledgments
- Heading (ACKNOWLEDGMENTS) is bold if major headings are bold
- Is in same type size (12 pt.) and style as text
- Vertical spacing, paragraph style, and margins are same as used in text

Nomenclature

- This optional list may be in the following places: before the Table of Contents, as the last preliminary page(s), before the reference section, or as an Appendix
- The heading is bold if major headings are bold
- The list is in same type size (12 pt.) and style as text
- Vertical spacing and margins are same as used in text

OPTIONAL PRELIMINARY PAGES (SAMPLES)
Visit website for template files.

DEDICATION

To my mother

iii

ACKNOWLEDGMENTS

I would like to thank my committee chair, Dr. Smith, and my committee members, Dr. Jones, Dr. Morton, Dr. Anderson, and Prof. Benner, for their guidance and support throughout the course of this research.

Thanks also to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University a great experience. I also want to extend my gratitude to the National Education Foundation, which provided the survey instrument, and to all the Texas elementary teachers and students who were willing to participate in the study.

iv

NOMENCLATURE

B/CS	Bryan/College Station
HSUS	Humane Society of the United States
P	Pressure
T	Time
TVA	Tennessee Valley Authority
TxDOT	Texas Department of Transportation

v

Mandatory Preliminary Page (See samples on the following pages)

All theses and dissertations must include a contributors and funding sources section.

In the **contributors section**, recognition will consist of two sections. Part 1 will acknowledge the faculty chair and committee member contributions. Name all members of the thesis or dissertation committee in part 1. Part 2 will acknowledge individual student contributions and/or the contributions of others. Acknowledge any collaboration with others and independent work done in carrying out your thesis or dissertation research in part 2. Please note that part 2 can include acknowledgement of advisors, outside collaborators, or collaborators/advisors also listed as committee members in part 1. *Students are encouraged to discuss this section with their committee chair for guidance in determining appropriate language.*

In the **funding section**, please note all support that was provided by the university, or any other source, to conduct your thesis or dissertation research and compilation. If you completed all work without outside financial support, indicate this here.

On the following page, examples are provided as samples of various language for the two sections.

Please note that you do not include the subheadings in the Contributors and Funding Sources section in the Table of Contents.

Please note that these examples are not intended to be exhaustive, or to be used verbatim in all cases. Please change the text examples to fit your needs, in order to reflect the contributors and funding relationships specific to your document.

Contributors Section

EXAMPLE 1 of Contributors Section (work completed in collaboration with others, but also containing independent contributions)

Part 1, faculty committee recognition

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

Part 2, student/collaborator contributions

The data analyzed for Chapter 3 was provided by Professor XXXX. The analyses depicted in Chapter 4 were conducted in part by [name] of the Department of [department name] and were published in (year).

All other work conducted for the thesis (or) dissertation was completed by the student independently.

EXAMPLE 2 of Contributors Section (work completed independently by the student)

Part 1, faculty committee recognition

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and Professor(s) XXXX of the Department of [Home Department] and Professor(s) XXXX of [Outside Department].

Part 2, student/collaborator contributions

All work for the thesis (or) dissertation was completed independently by the student.

EXAMPLE 3 of Contributors Section (work completed entirely in collaboration with an advisor and/or other party(ies))

Part 1, faculty committee recognition

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

Part 2, student/collaborator contributions

All work for the thesis (or) dissertation was completed by the student, in collaboration with [name of collaborator/s] of the Department of [department name]].

EXAMPLE 4 of Contributors Section (work completed entirely under advisement of committee member and/or other party(ies))

Part 1, faculty committee recognition

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

Part 2, student/advisor contributions

All work for the thesis (or) dissertation was completed by the student, under the advisement of [name of advisor/s] of the Department of [department name]].

Funding Sources Section

EXAMPLE 1 of Funding Sources Section (fellowship/scholarship)

Graduate study was supported by a fellowship from Texas A&M University and a dissertation research fellowship from XXX Foundation.

EXAMPLE 2 of Funding Sources Section (research/grant)

This work was made possible in part by [funding source] under Grant Number [insert grant number]

Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the [name of awarding office].

EXAMPLE 3 of Funding Sources Section (no funding)

There are no outside funding contributions to acknowledge related to the research and compilation of this document.

**SAMPLE CONTRIBUTORS AND FUNDING SOURCES
PAGE**

Visit website for template files.

CONTRIBUTORS AND FUNDING SOURCES

Contributors

This work was supported by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

The data analyzed for Chapter X was provided by Professor XXXX. The analyses depicted in Chapter X were conducted in part by Rebecca Jones of the Department of Biostatistics and were published in (year) in an article listed in the Biographical Sketch.

All other work conducted for the thesis (or) dissertation was completed by the student independently.

Funding Sources

Graduate study was supported by a fellowship from Texas A&M University and a dissertation research fellowship from XXX Foundation.

Table of Contents (See samples on the following pages)

General Format

- No bold on this page (exception, heading “TABLE OF CONTENTS” is bold if major headings are bold)
- No italics on this page (except for Latin terms, titles of works, etc.)
- Put the word “Page” above page number column
- Include “CHAPTER” above chapter number column, or include the word “CHAPTER” with each title
- Need leader dots between listings and page numbers
- Double space above and below all major headings
- Single space all subheadings
- If more than one page, need appropriate headings at the top of page (e.g., add “Page” above page number column)

Content

- The Table of Contents must contain the major headings and the first level subheadings; subordination of subheadings should be indicated by indention
- Lower levels of subheadings are optional in the Table of Contents
- Major headings are in all capital letters
- Subheadings are in upper and lower case. They may be numbered or not, consistent with use of numbering in the text.
- Preliminary pages do not have to be included in the Table of Contents; however, if included, begin with ABSTRACT and include all preliminary pages
- Check spelling of ACKNOWLEDGMENTS against spelling on ACKNOWLEDGMENTS page
- If using the chapter method, chapter numbers must be Roman (not Arabic)
- If using the section method, sections may be numbered or unnumbered; numbers may be Roman or Arabic
- First major chapter/section title in text contains the word INTRODUCTION
- Last major chapter/section title in text contains the word SUMMARY or CONCLUSION
- Must show a reference section and, if applicable, APPENDIX

Consistency

- Check against text for agreement of page numbers, levels and styles of major headings and subheadings and the wording of major headings and subheadings (levels of subheadings are shown by indention)
- Check for consistency of capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if they are listed, they need to be in all capital letters

SAMPLE TABLE OF CONTENTS (CHAPTER METHOD)

Visit website for template files.

TABLE OF CONTENTS

The word 'Page' should be above the page number column.

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use one double space between major headings.

Chapter numbers must be Roman; no periods after the number.

	Page
ABSTRACT	ii
DEDICATION	iii
ACKNOWLEDGEMENTS	iv
CONTRIBUTORS AND FUNDING SOURCES.....	v
NOMENCLATURE.....	vi
TABLE OF CONTENTS	vii
LIST OF FIGURES.....	viii
LIST OF TABLES	ix
CHAPTER I INTRODUCTION AND LITERATURE REVIEW	1
CHAPTER II PROBLEM	2
Mechanics.....	3
Thermodynamics	4
Sample 1	5
Sample 2.....	6
Problem Summary.....	8
CHAPTER III SOLUTIONS	15
CHAPTER IV SUMMARY AND CONCLUSIONS	29
Summary	30
Conclusions	42
REFERENCES.....	51
APPENDIX A	56
APPENDIX B	72

Be certain page numbers align properly.

Indent and Single space subheadings

Double space or spacing of text

Double space or spacing of text

Double space or spacing of text

Double space or spacing of text

First chapter title must include INTRODUCTION.

Last chapter title must include SUMMARY or CONCLUSION.

No words in page number column.

SAMPLE TABLE OF CONTENTS (SECTION METHOD)

Visit website for template files.

TABLE OF CONTENTS

The word 'Page' should be above the page number column.

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use one double space between major headings.

Indent and single space subheadings

Sections and subheadings may be numbered or not, consistent with text

Be certain page numbers align properly.

	Page
ABSTRACT	ii
DEDICATION	iii
ACKNOWLEDGEMENTS	iv
CONTRIBUTORS AND FUNDING SOURCES.....	v
NOMENCLATURE.....	vi
TABLE OF CONTENTS	vii
LIST OF FIGURES.....	viii
LIST OF TABLES	ix
1. INTRODUCTION AND LITERATURE REVIEW.....	1
2. PROBLEM	2
2.1 Mechanics.....	3
2.2 Thermodynamics	4
2.2.1 Sample 1	5
2.2.2 Sample 2	6
2.3 Problem Summary.....	8
3. SOLUTIONS.....	15
4. SUMMARY AND CONCLUSIONS.....	29
4.1 Summary	30
4.2 Conclusions	42
REFERENCES.....	51
APPENDIX A	56
APPENDIX B	72

First major section title must include INTRODUCTION.

Last major section title must include SUMMARY or CONCLUSION.

No words in page number column.

List of Figures and List of Tables (See sample on next page)

General Format

- Heading (LIST OF FIGURES or LIST OF TABLES) is bold if major headings are bold
- Include list if two or more figures (or tables) are in main body of text
- Need separate list for tables and separate list for figures; either list may come first
- Need “Page” above page number column
- Need “FIGURE” (or “TABLE”) above appropriate column or include the word Figure (or Table) with each title
- Need leader dots from last word of title to page number
- Double space between figure (table) titles, single space title if two or more lines
- If list is more than one page, need appropriate column headings on each page

Content

- Each figure (or table) must have a unique title; no two titles may be exactly the same
- Need to include only the first sentence of title (up to the first period) in List
- Parenthetical information may be excluded from the List
- If figures (or tables) in Appendix continue numbering from text, they *must* be included in LIST OF FIGURES (or TABLES); if numbered A-1, A-2, or unnumbered, they need not be included

Consistency

- Check against text for agreement of page numbers
- Figure/table titles in the LIST OF TABLES (or FIGURES) must agree word for word with the title in the text—up to the first period
- Check consistency of capitalization

SAMPLE LIST OF FIGURES PAGE (Style 1)
Visit website for template files.

LIST OF FIGURES

The word 'Page' should be above the page number column.

Leader dots connect titles to page numbers.

FIGURE		Page	
Use one double space between titles.	1	Equipment	14
	2	Flow Chart.....	21
	3	Location of Study Area	23
	4	Map of Brazos County	24
	5	Map of Navasota River Basin	27
Single space within an entry.	6	Major Tributaries of the Navasota River between Highway 45 and Highway 6.....	61
	7	Debris Collected at Bridge #72	62

Be certain page numbers align properly.

No words in figure number column.

No words in page number column.

SAMPLE LIST OF FIGURES PAGE (Style 2)
Visit website for template files.

LIST OF FIGURES

The word 'Figure' does not appear above the Figure number column if you are using style 2.

The word 'Page' appears above the page number column.

Leader dots connect titles to page numbers.

		Page	
Use one double space between titles.	Figure 1	Equipment	14
	Figure 2	Flow Chart	21
	Figure 3	Location of Study Area.....	23
	Figure 4	Map of Brazos County	24
Single space within an entry.	Figure 5	Major Tributaries of the Navasota River between Highway 45 and Highway 6	61
	Figure 6	Debris Collected at Bridge #72.....	62

Be certain page numbers align properly.

No words in page number column.

SAMPLE PAGE 1 (CHAPTER METHOD)
Visit website for template files.

CHAPTER I

INTRODUCTION AND

LITERATURE REVIEW

Standard margins on this page, and on all text pages, are 1” on all sides. The page number (Arabic) 1 is outside the margin, at the bottom of the page and centered. Number every page of the thesis in sequence through the Appendix, which is the last page.

If the thesis is written using the *chapter method*, the major heading consists of the chapter designation (CHAPTER I) and the title. Both are centered, in all capital letters. Number chapters using Roman numerals. Use one or two double spaces between chapter designation and chapter title.

If the *chapter title* is longer than one line, use one double space between the lines of the title. Use same font size as other major headings (and bold if other major headings are bold). Be consistent with spacing between chapter title and text for all chapters (one or two double spaces).

SAMPLE PAGE 1 (SECTION METHOD)
Visit website for template files.

1. INTRODUCTION AND
LITERATURE REVIEW

Standard margins on this page, and on all text pages, are 1” on all sides. The page number (Arabic) 1 is outside the margin, at the bottom of the page and centered. Number every page of the thesis in sequence through the Appendix, which is the last page.

If the thesis / dissertation is written using the *section method*, the major heading will consist of a title, centered and in all capital letters. This heading may be numbered (Arabic or Roman) or unnumbered. If you are numbering your subheadings by section (1.1, 1.2, etc.), you must number your major headings. Do not use the word “chapter” in your text since your work is not organized in chapters. No punctuation occurs at the end of section titles.

If the *section title* is longer than one line, use one double space between the lines of the title. If you are using bold for your major headings, then the major heading on this page must be bold. The font size must be the same as the other major headings. Spacing between section title and text needs to be consistent for all sections (double space, or 2 double spaces).

Page Showing Subheadings

2. PAGE SHOWING SUBHEADINGS

2.1 Introduction

This page shows samples of three levels of subheadings. *These are examples only. TAMU graduate theses and dissertations do not have a specific “style” for subheadings.*

2.2 Subheadings in General and First-order Subheadings in

Particular

Some rules for ALL levels of subheadings are:

- Vertical spacing above and below each subheading needs to be consistent for *each level*.
- Vertical spacing within a subheading with more than one line needs to be one double space.
- Include the chapter/major section number if numbering or lettering the subheadings, ex. I.1, II.1. or 1.1, 2.1 (first level subheadings) and I.1.1, II.1.1 or 1.1.1, 2.1.1 (second level subheadings)
- Style and format need to match for *each level* (numbering is enough to differentiate the levels—if numbered they can look the same *or* each level can look different).
- Type size and style need to follow text.
- Capitalization needs to be consistent for *each level* of subheading.

First-order subheadings must be included in the Table of Contents.

2.2.1 *Second-order subheadings*

Second-order subheadings need to differ from first level *unless* they are numbered. If numbered, all levels of subheadings may match for style (but they do not have to). Second levels do not need to be included in the Table of Contents.

2.2.1.1 *Third-order subheadings*

Third-order subheadings, if numbered, may match the other levels of subheadings. If unnumbered, they need to have a different style. Third levels do not need to be included in the Table of Contents.

Pages with a Figure and a Table

3. PAGES WITH A FIGURE AND A TABLE

3.1 Figure Placement and Size

Figures need to be within the set text margins and be large enough to read (1.5 mm or about 7 pt type). You need spacing above and below the figure or table that is more than the spacing of the text. At least a triple (or three single) spaces is needed. Figures do not need to have the same size or style of type in them.

3.2 Figure Titles

The style of the figure titles needs to be consistent for all the figures. This includes bold or not, italics, abbreviations, (Fig. 1 vs Figure 1, for instance), vertical spacing, flush or centered on the page. This does *not* include type size and style, which can vary from figure to figure. See Figure 1 caption for information on figure numbering and spacing.

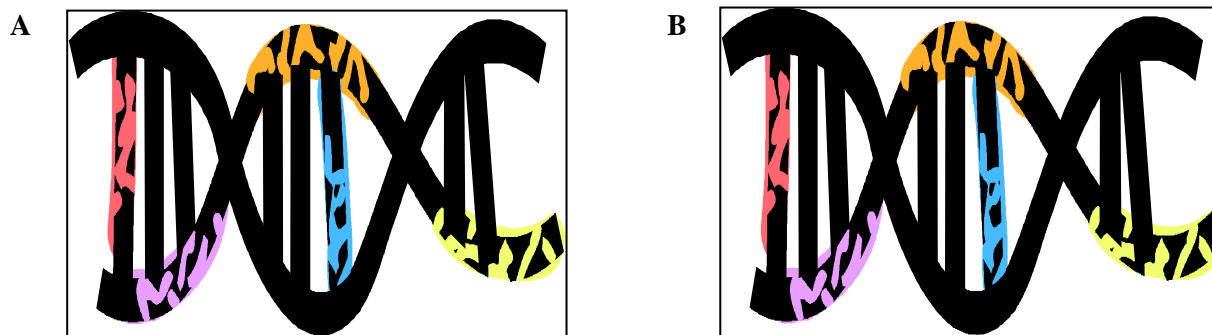


Figure 1. The figures can be numbered consecutively throughout the thesis (1, 2, 3, 4, etc) or numbered by chapter (1-1, 1-2, 2-1, etc.). (A) Each figure should be referred to by that number within the text, within 1 ½ pages of the figure. (B) The figures can be put on a separate page from the text, but if they are incorporated into the text, they must be offset by at least a triple space above and below. (C) Figures must fit within the normal page margins. Figure captions are not considered regular text, and so may be a different font size and may be single spaced. Each figure must have a unique caption, and captions, up to the first period, must be included in the List of Figures.



Figure 1 Continued.

3.3 Continued Figures

If a figure or a table continues to the next page, the full figure title goes on the first page, and “Figure 1, Continued” (for instance) goes on the next page. Related images may be grouped into a single figure, and are normally distinguished by labels (e.g., A, B, C). Captions will generally include each part label with an explanation for each (see Figure 1 caption for an example).

3.4 Table Placement and Size and Table Titles

As with figures, tables placed in text need to be separated from the text by at least a triple space. Table titles can be numbered by chapter or numbered consecutively throughout the thesis. Their titles need to be consistent, as figure titles. If you have a continued table, repeat the column headings.

Table 1 Results from experimental and control runs

Species	Experiment 1	Experiment 2	Control 1	Control 2
Cow	+	-	-	+
Brown Horse	-	+	+	-
Gray Cow				
Gray Horse	+	-	-	+
White Horse	-	+	+	-
Tan Cow	+	-	-	+

Table 1 Continued

Species	Experiment 1	Experiment 2	Control 1	Control 2
White Cow	+	+	+	+
Spotted Pig	+	+	+	-
White Pig	+	-	-	-
Brown Pig		-		
Gray Pig		-		
Black Pig				

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