

Name:

Thesis Pre-Submittal Checklist

This checklist emphasizes many of the formatting concerns relevant to thesis preparation. It highlights the important material contained in the [Thesis Manual](#), however, this is not a substitute. Are you using the most updated template? If not, please click [here](#) to download the most current template. This version is for print purposes only. When you have completed the interactive version of the checklist, please upload the interactive version to Vireo.

General Concerns

All text needs to be in a consistent font style. Use a legible font style, such as Times New Roman. Font size can be 10 pt. minimum and 12 pt. maximum.

Is the text consistently justified or left aligned? Spacing between lines of text needs to be consistently double spaced or space-and-a-half.

All text, figures and tables should fit within the established margins of: Left 1.4", Right 1.15", Top, and Bottom 1.25"

We highly recommend turning spell check on in Word. All capital words are often misspelled. Turn off "Ignore words in Uppercase" in Word, under Help → Options → Proofing

Every page (except the Title page) must be numbered, including the Appendix pages. Preliminary pages are numbered with lowercase Roman numerals, beginning with the Abstract (numbered ii). Text pages are numbered with Arabic numbers, beginning with the first page of text (numbered 1). Page numbers must appear at the bottom, center of the page.

Document Size

Your PDF's page size must be 8.5"x 11". All pages must be this size, except for oversized material which can be 11"x 17". After conversion, check the PDF's page size, not just the Word document's page size. Your PDF's page size cannot be in A4 (8.26"x 11.69").

Preliminary Pages

Title Page

Is everything spelled correctly and in the correct order? Is the graduation date correct? Are committee names without titles? Is the page balanced and spaced evenly? Compare with the [sample](#).

Abstract

Does the Abstract provide a clear snapshot of the purpose, methods, findings and conclusions in 350 words or less? Do not include preliminary information, formal citations and references to document text. Compare with the [sample](#).

Table of Contents

- Compare your Table of Contents with [sample 1](#) and [sample 2](#) to see proper spacing, alignment, and capitalization for subheadings and major headings.
- Chapter/Section titles and subheadings must have the same wording in text and in the Table of Contents.
- Are all major headings and 1st level subheadings included?
- Do the page numbers match between the Table of Contents and the text?

List of Figures/Tables

- Compare your List of Figures/Tables with the [sample](#) to see proper spacing, alignment, and capitalization for titles.
- Are you using consistent capitalization for each title, either title or sentence case?
- Do titles agree up to the first period with the in text captions?
- Do the page numbers match between the List of Figures/Tables and the text?
- Are all titles unique?

Main Text

Text formatting must be consistent from chapter to chapter. Styles, spacing, and subheading organization must be consistent and coherent throughout the entire thesis. A first level subheading must appear before a second level subheading. Do not skip levels.

Chapter/Section Titles

- All major headings should be the same font size and style. They must be in all capital letters, centered, and begin at the top of a new page.
- First chapter/section needs to contain “Introduction”.
- Last chapter/section needs to contain “Conclusions” or “Summary”.
- Are the chapters numbered with Roman numerals (I, II)? Section numbers can be numbered with Roman numerals, Arabic numbers, or remain unnumbered.

Major Heading Spacing

The space between the major heading title and the first line of text should be consistent for all major headings (preliminary and major chapters/sections).

Subheadings

- Are the styles used for each subheading clearly shown in their various levels and consistent from chapter to chapter?
- Use consistent capitalization for each level of subheading, either title or sentence case.
- Avoid ending a subheadings at the bottom of the page.
- Is the spacing above and below each level of subheadings consistent?
- First level subheadings may not be styled as centered, all capital letters.

Paragraph Styles

- Paragraphs should be consistently left aligned or justified.
- Paragraphs should be consistently indented and/or consistently have the same amount of space separating them.
- Do not indent and add additional space between paragraphs.

Blank Pages

This is especially important after PDF conversion. Remove any blank pages that may have been inserted during the conversion process, this could affect page numbering.

Short Pages

Each text page needs at least 4½ inches of text unless it shares a table or a figure on the page or the next text page begins a new chapter (or major section, if section method is used.)

Equations

Equation numbering is optional and may be consecutive (1, 2, 3) or by chapter/section (1.1, 1.2, 3.1) but must be consistently placed from chapter to chapter. Point size and type style of equation and its number must match text.

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Has any material in your thesis been published? If so, you may need to be granted permission by the copyright holder. Click “Format for Copyright Permission” to see how to add the proper acknowledgements. See Thesis Manual pages 5-7 and Thesis Office handout “[Permission to Use Copyrighted Material](#)” in the Policies section of our website.

Figures and Tables

Figures and tables must be of publishing quality; this includes scanned images. Figures and tables can be embedded in the text, on their own page or as appendix material. See the [sample](#) for embedded figures/tables.

Spacing

- Do all embedded figures/tables have consistent separation from text or another figure/table by either three single spaces or 2 double spaces?

Captions

- Are all figure/table titles consistently placed above/below the figures and tables? They should not be beside the figure/table.
- Have you checked for consistent formatting of the titles? This includes capitalization, vertical spacing and end punctuation.
- Captions should be consistent from chapter to chapter.

Text Mentions

Does every table/figure have a corresponding text mention? First text mentions should be 1½ pages before or one page after the figure/table's appearance.

Continued Figures/Tables

- Figures/tables longer than one page have the complete title and the number on the first page only. Subsequent pages have the figure/table number and "Continued".
- Tables repeat the necessary column headings for reader ease.

References

Each thesis must contain a formal reference section. References should be formatted based on your department's style guide. While Endnotes and Ref Works are great programs, they do not catch everything. Check each reference for consistency, completeness, and accuracy.

Format

- Is "References", "Literature Cited", etc. formatted as a major heading?
- References cannot be single spaced. Use a single space within citations and the spacing of text between citations, or use the spacing of text throughout the entire section.
- The formatting of reference entries needs to be consistent based on the entry type, e.g. journals, books, conferences proceedings.
- This includes capitalization styles, use of quotation marks, bold and italic type, punctuation and ordering of information.
- Are states formatted consistently? TX vs. Texas?
- Do all journal names follow title case? Are they spelled out or abbreviated consistently?

Content

Each reference must contain enough retrieval information for future readers.

Regardless of style guide being followed, include:

- Volume number and page range for journal articles
- Publisher and city for books
- Sufficient material for retrieval of unpublished material

Web entries must contain: Author or publisher entity, title, date or date accessed, and specific web address

Text Mentions

All references must be appropriately cited in the text, and all citations must be references.

Appendix Material

PDF Conversion

General Concerns

- Appendixes come after the Reference section.
- Page numbers continue from the last page of the reference section.
- All material must be within the prescribed margins and in readable size
- The appendix designation (APPENDIX or APPENDIX A, etc.) is required in the Table of Contents

Headings

Appendix designations and titles should be all capital letters with a double space between them and follow the same major headings style of previous chapters.

After Conversion

After you converted to PDF, did you:

- Open the file, checking that it is not empty?
- Check that blank pages were not inserted anywhere in the document?
- Check that all figures/tables appear? Whole figures/tables have been know to disappear.
- Check that text shifting did not occur. Check that all subheadings have at least one line of text below them.
- Check that your PDF is searchable?
- Does it open to the first page (title page) of the thesis?
- Check that all pages are 8.5" x 11"?

STOP!
Before you submit!

Do all pages follow
8.5" x 11" page size?

Do your margins adhere
to the minimum or
standard setting on all
pages?

Are all pages numbered
correctly?