Thesis Formatting Checklist

Before you submit, review the following. For further details, reference the Thesis Manual.

Cover Pages

➢ Title Page and Committee Approval pages must be included.
➢ Titles must match and be typed in all capital letters, double spaced.
➢ Title Page Date: "Month Year" of graduation. Example: December 2024
➢ Formatted per templates on webpage.

Page Numbers

➢ Cover pages (title and committee pages): No page numbers.
➢ Preliminary pages: Numbered with lower-case Roman numerals (iii, iv, v); numeral iii begins on the third page.
➢ Text and supplementary pages: Numbered with Arabic numerals. The Introduction will be page 1 with consecutive page numbers to the end of document.

Tables and Figures

➢ Placement: Reference journal model first. Use Thesis Manual if journal model does not provide clear instructions.
➢ List of Tables/Figures: Verify the numbering and titles on these pages precisely match the text in document.
➢ Multiple page tables/figures: Subsequent pages need number and word "Continued" plus column headings.

Margins

➢ Left: 1.25 inches.
➢ Top, right, and bottom: 1 inch.
➢ All page numbers, text, tables, illustrations must be within margins.

➢ Justified right margins are not acceptable.

Spacing

➢ Precisely match template spacing for cover pages (title, committee approval).
➢ Double-space between entries: Table of Contents, List of Tables/Figures, References.
➢ Narrative: Double-spaced throughout.

Vita/Biography (Optional)

➢ Must be written in third person.
➢ Student's name typed as it appears on the cover pages.
➢ **Do Not** include personal information: email, birthday, address, phone numbers.

Assorted Last Items

➢ Page numbers: Ensure the text page numbers match the page numbers in the Table of Contents, List of Tables/Figures.
➢ Journal Model: Annotated on page 1 of text.
➢ Research: If received, the IRB, IACUC, or IBC approval letter must be in the Appendix.
➢ Headings: All major headings (chapter/primary section level) are centered at the top of the page, typed in bold all capital letters, and double spaced.
➢ Orphaned subheadings may be moved to next page with their content.
➢ Font: Same throughout including page numbers, headers, and footers.
➢ Hyperlinks: Descriptive text.

Questions?
Contact GA-thesis@angelo.edu with any questions about the thesis formatting and submission process.