

Dissertation and Capstone Project Formatting Checklist

Before you submit, review the following.

Cover Pages

- Title Page and Committee Approval pages must be included.
- Titles must match and be typed in all capital letters, double spaced.
- Format titles as Style - Title
- 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 Manual if journal model does not provide clear instructions.
- Format: meet Accessibility guidelines
 - Use table headers
 - No split/merged cells, nested tables
- 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.
- 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.
 - Format as Style Heading 1
- 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 formatting and submission process.