

# Thesis & Dissertation Final Draft Formatting Checklist

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## **Before You Submit**

- Contact [gps@utsa.edu](mailto:gps@utsa.edu) for formatting and submission questions.

## **Page Numbers**

- No page numbers on Title, Copyright, or Dedication pages.
- First numbered page is Acknowledgements (Roman numerals).
- Main manuscript begins with Arabic numeral 1.
- Landscape pages: number on right edge of short side.
- No page number on Vita page.

## **Dates**

- Title Page: Month Year (May, August, or December only).
- Copyright Page: Year only.
- Acknowledgements: Month Year.
- Abstract: Year only.

## **Margins and Spacing**

- Use 1-inch margins on all sides.
- Maintain consistent spacing.
- Resize or rotate oversized content.

## **Vita Section**

- Include 50–300 word professional biography.
- Use paragraph format (not CV).
- No page number.

## **Tables and Figures**

- Table titles appear above tables.
- Figure captions appear below figures.
- Ensure titles match Lists exactly.
- Maintain consistent alignment and font size.
- Obtain copyright permissions.

## **Headings and Document Structure**

- Chapter headings: new page, bold, uppercase, centered.
- Double-space between entries in TOC, Lists, References.
- Single-space within entries if needed.

### **Formatting Tips**

- Check for extra paragraph spacing if formatting issues occur.

### **Final Review Checklist**

- Deactivate hyperlinks (plain text only).
- Verify page numbers in TOC and Lists.
- Follow published materials guidelines.
- Move orphaned subheadings to next page.

### **Accessibility Notes**

- Uses structured headings for screen readers.
- Avoids reliance on color or formatting alone.
- Ensures logical reading order.
- Uses clear, consistent language.