

Before you submit...

Thesis & Dissertation Final Draft Formatting Checklist

Page Numbers

- Title, copyright, dedication: No page numbers
- First numbered page: Acknowledgements
 - Roman numeral ii, iii, or iv (count previous pages, **change "Start at..." page if needed**)
- First page of manuscript: Arabic numeral 1
- Landscape pages: Page number located **on right short edge** of page (not Word default placement)
- Vita page: No page number

Tables and Figures

- Tables: Titles are placed **above tables**
- Figures: Captions are placed **below figures**
- List of Tables/Figures: Verify title text on these pages **precisely matches** text in document
- Verify all are **consistent** in:
 - Placement (left justified or centered)
 - Title/caption text size (10 pt. or 12 pt.)
- Copyright permissions have been secured for published tables/figures (yours or others')

Margins

- 1" margins on all sides of **all pages** of document
 - Oversized material? Shrink/make landscape

Vita

- Not a copy of CV.** Should be a brief (50-300 words), professionally-focused biographical summary in paragraph form (see template)
- No page number on Vita page

Dates

- Title Page: "Month Year"
 - Month is May/August/December (not month of defense)
- Copyright Page: "Year"
- Acknowledgments: "Month Year"
 - Same rules as title page
- Abstract Page: "Year"

Spacing

- Precisely** match template spacing for special pages (title, copyright, dedication, acknowledgements, abstract)
- Headings: All major headings (chapter-level) fall on **first line of page**, are double-spaced, bold+caps+centered
- Double-space between entries in Table of Contents, Lists of Tables/Figures, References
 - You may single-space **within entries**
- Tip: Trouble matching template? Verify that there is no extra space added before/after paragraphs in your paragraph settings

Misc./Final Check

- All **hyperlinks deactivated** (must appear as regular text, no color/underline)
- Final review that page numbers in Table of Contents, List of Tables/Figures are accurate
- All Previously Published Materials guidelines have been followed
- Orphaned subheadings (those falling at bottom of page) may be moved to next page with their content

Questions? Contact gradengage@utsa.edu with any questions about the thesis and dissertation formatting and submission process!