### 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

**Dates**
- For Spring 2020 graduation:
  - Title Page: May 2020
  - Copyright Page: 2020
  - Acknowledgements: May 2020
  - Abstract Page: 2020

**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

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

**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’)

**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

**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

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