THESIS AND DISSERTATION GUIDE:

FOCUS ON FORMATTING

by

The Graduate College of Texas State University

Effective for the 2022-23 Academic Year

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# I. INTRODUCTION

## Purpose of the Guide

This guide provides a specific overview of the formatting requirements required for all theses and dissertations at Texas State University. The Graduate College formatting requirements take precedent over all other style guides. Recent style manuals (i.e. APA, Turabian, MLA, etc.) in the students' major disciplines, as agreed upon by your committee, may be consulted for style material not included in this guide. Theses and dissertations must be formatted as specified in this guide to be approved by The Graduate College.

It is important for students to consult with their departments regarding departmental requirements outside The Graduate College's requirements outlined in this guide, as well as progress towards a degree. Students are responsible for adhering to both The Graduate College's requirements and their departmental requirements in order to graduate from Texas State University.

## Revisions to the Guide

Texas State University reserves the right to make changes to the requirements in this guide. If changes are considered necessary, they will become effective immediately and will apply to both prospective students and those already enrolled. Current students must not use old manuals, previous theses, or previous dissertations when preparing a current document, as styles and requirements may have changed.

## Guide Instructions

The Microsoft Word Template provided on The Graduate College [Thesis & Dissertation Resource Guides page](#) already follows The Graduate College formatting requirements. Using the template should save students time in formatting and reduce the number of corrections needed

upon submission to Vireo. The Graduate College template is the only template recommended for Texas State thesis and dissertation students. LaTex templates are no longer supported. Students should only retrieve the template from the [Thesis & Dissertation Resource Guides page](#) as it is the most up-to-date. Templates listed anywhere else may not be the correct version.

Even when using the template, formatting errors can occur. Use the resources in this guide to ensure your paper meets formatting requirements. The three main areas include:

- [III. FORMATTING CHECKLIST](#): **All students should consult this checklist before submitting their final thesis/dissertation to Vireo**. Students with significant formatting errors will be instructed to review this checklist for their first round of corrections. Students should be <u>very thorough</u> in completing this checklist or they may be referred to it again during the corrections process. If further instructions are needed and available, click on the corresponding link.

- [APPENDIX SECTION](#): Appendix A in this document has visual examples of the Front Matter, Text Section, and Back Matter. Please ensure your document looks very similar to, if not the same as, this example, especially in terms of the Front Matter. Pay attention to font, spacing, and alignment. It is helpful to refer to this example while using the formatting checklist.

- [IV. FORMATTING INSTRUCTIONS](#): **Use this section only as needed**. Word instructions for PC and Mac are provided for some checklist items.

Students are encouraged to review the final PDF version of their submission to ensure it saved properly and still meets all formatting requirements. See the [Conversion to PDF](#) instructions. Several reviews may be needed until formatting requirements are met as changes can create additional errors.

# Resources for Thesis/Dissertation Students

Below is a list of resources available for thesis and dissertation students:

| Table 1. Resources for Thesis/Dissertation Students | |
|---|---|
| Guide: Focus on Processes and Procedures | Provides an overview of the thesis/dissertation process leading up to submission, including committees, forms, expectations, and more. |
| Guide: Focus on Vireo Submission | Provides overview of submitting to Vireo and the corrections process before final approval. |
| Thesis & Dissertation Information page | Central hub for thesis and dissertation resources. |
| Forms | Digital copies of required forms for thesis and dissertations students. |
| Deadlines | Deadlines for graduation applications; thesis/dissertation defense, submission, and approval; and comprehensive exam forms. |
| Resource Guides | Information about the thesis/dissertation process broken up into three distinct stages. |
| Microsoft Word Template | Formatted Word document for theses/dissertations. |
| University Scholarship | Online repository for the scholarly and creative works produced and owned by the Texas State University community. |
| Funding | Resources to help fund the cost of graduate education. |
| Thesis Research Support Fellowship | Competitive fellowships designed to support master's students' thesis research. |
| Doctoral Research Support Fellowship | Competitive fellowships designed to support doctoral students' dissertation research. |
| Institutional Animal Care & Use Committee | Oversees the provisions for the care and well-being of animals used for research and educational purposes at Texas State University. |
| Institutional Review Board | Protects the rights and welfare of human research subjects conducted or supported by Texas State University. |
| Shop Talks | Informational webinars, including a webinar on formatting theses and dissertations. |
| Writing Center | Helps develops writing at any stage of the writing process, in any style guide, and in any discipline. |
| Student Learning Assistance Center (SLAC) | Offers walk-in tutoring lab, Supplemental Instruction, Veteran Academic Success Center, and excellent online resources. |
| Alkek Library – Graduate Student Services | Offers research consultations, copyright assistance, and more. |
| ITAC | One-stop-shop for technology needs, questions, and support. |

## II. OPTIONS FOR THE STRUCTURE OF THE THESIS/DISSERTATION

Throughout the thesis/dissertation guides, we will refer to the <u>structure</u> of the thesis/dissertation and the <u>format</u> of the thesis/dissertation. The structure of the thesis/dissertation refers to how knowledge, research, and/or creative works are organized. For example, the structure of a thesis based on poetry will have a different structure compared to a thesis based on an empirical study. The format, on the other hand, concerns how the thesis/dissertation looks and includes all items in the formatting checklist and guide. For example, no matter what structure students follow, all theses/dissertations have the same front matter per Graduate College formatting rules. All must have a Table of Contents in the front matter, and all must use a sequential pagination, among other required formatting items. For specific formatting requirements and guidelines, refer to checklist in this guide.

Students have several options for the structure of their thesis/dissertation and should consult with their committee chair and members about the proper structure to follow. While there are options that are discipline-specific, two common structures are (1) a traditional structure or (2) an article-based structure. **In a traditional structure**, theses and dissertations present the findings of original research in a monograph, often consisting of five distinct chapters (i.e., introduction, literature review, methodology, presentation of findings, and a concluding discussion). **An "article-based" thesis/dissertation structure** is an alternative structure to a "traditional" thesis/dissertation. Although most article-based theses/dissertations retain the introductory and conclusion chapters, the middle chapters are each self-contained units, each having their own introduction, literature review, findings, and concluding discussion sections. The term "article-based" describes the structure that allows any of the middle chapters to be able to be formatted as a free-standing journal article.

Students must consult with their committee chair and members about which structure is best and <u>do not</u> need to seek approval from the Graduate College about whether they should use a traditional structure, article-based structure, or some other commonly used structure in their field.

Utilizing a thesis/dissertation as an article-based structure must be approved by each student's thesis/dissertation committee, as with other aspects of the thesis/dissertation. The appropriateness of the article-based structure may differ by discipline and context of the thesis/dissertation, as well as other deciding factors. As with all theses/dissertations, the thesis/dissertation committee is the arbiter of quality of all parts of the document, including any previously published work that may be included in the thesis or dissertation.

In most cases, the thesis/dissertation committee will require that an article-based thesis/dissertation include a thorough introduction chapter and a comprehensive conclusion chapter in addition to the other article chapters. These chapters provide framing for the thesis/dissertation as a cohesive work, as opposed to an anthology of different articles. An article-based thesis/dissertation is normally comprised of several articles, each as a freestanding chapter (in addition to an overall introduction and conclusion chapter). The number of article chapters within a given thesis/dissertation is highly dependent upon the student's research and the expectations of the discipline and the program and must be approved by the student's committee.

Articles used as chapters in an article-based thesis/dissertation may be considered "to be submitted later" (i.e., to be submitted to a publication source at a later time) or "forthcoming/already published" (accepted, forthcoming, or already published in a journal or other publication source). As with all theses/dissertations, the thesis/dissertation committee must

confirm that work was completed while the student was enrolled in the current degree program at Texas State. For example, articles published or submitted to a journal prior to the student's matriculation in the degree program at Texas State are not eligible for inclusion in the student's thesis/dissertation. Likewise, the committee will confirm that work done previously as part of another degree's requirements is not included as an article chapter in the current degree's thesis/dissertation. The student's thesis/dissertation committee is the arbiter of quality and appropriateness for all articles under consideration for inclusion.

### Copyright for Article-Based Thesis/Dissertation Structure

The student (not the Graduate College) is responsible for obtaining any necessary copyright permissions needed for inclusion of their article in their thesis/dissertation, and in most cases, the thesis/dissertation committee will require that the documentation of those copyright permissions be reviewed by the thesis/dissertation committee and is included in the thesis/dissertation. The student should contact the [Copyright Officer](#) in Alkek Library for copyright questions and concerns.

**To Be Submitted Later Category**

If the student plans to complete the thesis/dissertation first and then subsequently publish chapters from the thesis/dissertation, the copyright process from the university's perspective is straightforward. There are no copyright concerns for the thesis/dissertation – however, students should disclose to their target publication outlet that the work has previously been included in a thesis/dissertation.

**Forthcoming/Already Published Category**

If the student plans to include one or more of their previously-published articles in their thesis/dissertation, there are some considerations:

- If the student does not hold the copyright to their work, they will need to acquire permission from the copyright holder to include that work in their thesis/dissertation.

- The student's committee and Alkek Library require written permission from the copyright holder for each work the student plans to include in their thesis/dissertation.

- It is possible that the copyright holder may not grant permission for the student's publication to be used in the student's thesis/dissertation. In that case, the student should seek guidance from the Copyright Officer in Alkek Library for their specific situation as there are fair use exemptions that may be pursued in some cases. However, it is to the student's benefit to pursue permissions from the copyright holder as early in the process as possible to avoid situations which may delay graduation.

- When a forthcoming/already published article is included as a chapter in the thesis/dissertation, the thesis/dissertation committee will require that the citation for the article is provided on the first page of each article chapter.

### Co-authored Articles

It is within the purview of the thesis/dissertation committee to accept only (or a minimum number of) sole-authored articles in a thesis/dissertation. If allowed by the thesis/dissertation committee a student's co-authored articles may be included in a student's thesis/dissertation under certain conditions:

- A statement that documents that the student contributed at least 51% of the content of each of the articles to be used in their thesis/dissertation must be provided to, and approved by, the student's thesis/dissertation committee

- The student must provide documentation to their committee indicating that their co-authors have given permission for the use of their co-authored article in the student's thesis or dissertation

- The student's thesis/dissertation committee is the arbiter of quality for all articles under consideration for inclusion in the thesis/dissertation and the committee's approval is required in order to include the co-authored article in the student's thesis/dissertation

**Formatting Requirements: Article-Based Thesis/Dissertation**

There are generally two approaches to formatting requirements for article-based theses/dissertations. Students should consult with their committee about which format to follow:

**(1) Standard Formatting**

The thesis/dissertation is formatted according to current university thesis/dissertation formatting requirements, and the article chapters must follow the formatting requirements for the rest of the thesis/dissertation, regardless of formatting requirements of the journal or other publication source.

*OR*

**(2) Limited Customized Formatting**

University guidelines require certain formatting requirements for all theses/dissertations. For article-based theses/dissertations, those formatting requirements must be followed throughout the thesis/dissertation. The exception to the university formatting requirements for article-based theses/dissertations applies to the article chapters, which may (with approval by the student's thesis/dissertation committee) be formatted according to the requirements of the publication source (for published articles) or the target publication source (for to-be-published articles). Students <u>must</u> follow the Graduate College thesis/dissertation formatting guidelines

unless there is a requirement by the publication source to retain their formatting structure. The following restrictions apply:

- Pagination and margins <u>must</u> be consistent throughout the thesis/dissertation, even if using a journal's formatting requirements

- Any appendices <u>must</u> be included in the back matter of the thesis/dissertation, not within the body of the document

- Tables, figures, and other non-text inclusions <u>must</u> follow a consistent numbering system throughout the thesis/dissertation so that there is no repetition of table/figure numbers from one chapter to the next

**References/Literature Cited**

With a few exceptions, university guidelines require that theses/dissertations have a reference section. This section will go at the end of the document in the traditional thesis/dissertation structure. In the article-based thesis/dissertation structure, students can have a references section at the end of each chapter, one set of references at the end of the entire document, or both. Students should consult with their thesis/dissertation committee about reference placement(s).

The approach used in that thesis/dissertation <u>must be consistent throughout</u> and must be approved by the student's thesis/dissertation committee (and The Graduate College at the point of submission). If the student opts to have references at the end of each chapter, then all chapters must follow that bibliographic format. The thesis or dissertation should not be submitted with some chapters concluding with references while others do not.

**(1) Reference Section at the End of Each Chapter**

Students may want to keep the reference list located with the article-chapters and introduction and conclusion chapters (if applicable). The guideline here is consistency: if there is a reference list at the end of any chapter, there must be a reference list at the end of each chapter (even those chapters – like the thesis/dissertation introduction chapter – that are not one of the article-chapters)

*OR*

**(2) Reference Section at the End of the Thesis/Dissertation**

This is the traditional approach wherein all the citations are included in a single reference section at the end of the document.

*OR*

**(3) References at the End of Each Chapter and the End of the Thesis/Dissertation**

In some cases, the committee will require references at the end of each chapter and at the end of the thesis/dissertation.

**Consistency**

Consistency is key for approval. Think of it as creating a style guide for your paper in which each item has a specific format that should be followed throughout your entire paper. This includes table, figure, etc. caption formatting; spacing before and after paragraphs, subheadings, tables, etc.; size of paragraph indentions; and more. In a traditional structure, consistency is required throughout the entire document in which all chapters are formatted the same. In an article-based structure, formatting is consistent *within* a chapter but may be different for each chapter

# III. FORMATTING CHECKLIST

## Whole Document

## Margins and Pagination

☐ All pages throughout the entire document have a 1-inch margin all around.

☐ Paragraph alignment (left or justified) is **consistent** for every paragraph in the document.

☐ All paragraphs are either indented or have a blank line in between each paragraph for readability.

☐ Page numbers are centered at the bottom of the page under the 1-inch bottom margin. The placement of all page numbers is **consistent** throughout the document.

☐ Page numbers are **12 pt** font and are the **same font type** used throughout the document.

☐ Roman numeral page numbers are used in the Front Matter and first appear on the Table of Contents page. The page number should be the actual page number, **not I**, and continue to the end of the Front Matter.

☐ Page numbers start over at 1 using Arabic numbers in the Text Section.

☐ Text, tables, figures, etc. at the top of each page start at the top 1-inch margin. **No extra space.**

☐ All text, tables, and figures are within all four margins. **Nothing goes outside of the margins** (except page numbers).

☐ *Article-based*: Pagination and margins are **consistent** throughout the thesis/dissertation, even if using a journal's formatting requirements

## Font

- The same font is used throughout the Front Matter, Text Section, and Back Matter, **including all page numbers**. Font is **12 pt** and is a professional font such as Times New Roman or Garamond.

- Font size for table/figure/etc. titles and captions can be **10-12 pt** font.

- Text **within** a figure/etc. may be larger than 12-point font and does not have to match the font style used in the body of the text.

## Spacing

- **All text is double spaced except where single spacing is appropriate**. Single spacing is allowed for:

  - Headings/subheadings that carry over onto two lines

  - Table and figure titles and captions

  - Reference entries in the literature cited section

  - Block quotations

  - Footnotes

- Spacing of your choice in other areas is **consistent throughout all chapters**. Examples include:

  - Size of paragraph indentations

  - Size of spacing before and after

    o Titles and subheadings

    o Paragraphs

    o Tables, figures, etc.

  - Poetry lines (for MFA Poetry students)

**Front Matter**

☐      Front Matter follows required [arrangement](#) of pages (as seen in checklist).

## Title Page

☐      Page does not have any bold font.

☐      Title is in ALL CAPS, double spaced, and formatted in an inverted pyramid if more than one line is needed. An inverted pyramid style has the longest line on top, with lines getting increasingly shorter as they are added below.

☐      by is lowercased with a blank double-spaced line before and after.

☐      Student's name is the official name on file with the Registrar's Office at Texas State. Exceptions can be made on an "as needed" basis.

☐      Degree type of any *previously* earned degree(s) is abbreviated correctly (B.S., M.S., etc.) after student's name and listed oldest to most recent if more than one is included. A blank double-spaced line is after the name.

☐      The following text is single-spaced and centered on the page, with the student's official degree and major as listed in the student's degree audit:

A thesis/dissertation (← pick applicable document) submitted to the Graduate Council of
Texas State University in partial fulfillment
of the requirements for the degree of
Degree Type (Master of Science, Doctor of Philosophy, etc.)
with a Major in Major Name (Biology, Criminal Justice, etc.)
Graduation Month and Year (e.g. December 2016)

☐      Graduation month (December, May, or August **only**) and year are correct.

☐      Names of committee members are listed toward the bottom of the title page and spelled correctly. No titles (e.g., Dr., Mrs., Mr., etc.) other than Chair or Co-Chair listed after the applicable committee member's name.

## Copyright Page

☐      Text on this page is centered.

☐      The word "**COPYRIGHT"** is bold and in ALL CAPS.

☐      Degrees and/or titles are **not** included with the student's name. The student's name must match the name listed on the Title Page.

☐      The year of graduation is listed on this page. Month is not included.

## Dedication

*This page is optional. If included, format as follows:*

☐      The "**DEDICATION**" heading is in ALL CAPS, bold, and centered.

☐      Formatting is not required to follow any specific guidelines, other than conforming to the required margins of Front Matter and heading style for the word "Dedication". It is suggested to use formatting that is similar to other sections of the document (same font, etc.) for consistency.

## Acknowledgments

*This page is optional. Consult thesis/dissertation committee. If included, format as follows:*

☐      The "**ACKNOWLEDGMENTS**" heading is in ALL CAPS, bold, and centered.

## Table of Contents

☐      The "**TABLE OF CONTENTS**" heading is in ALL CAPS, bold, and centered.

☐      This is the first numbered page of the document. (See pagination requirements.)

☐      The word "**Page**" is aligned right and in bold.

☐      Dot leaders with a right tab are used to connect entries with page numbers. **The last word must touch the dot leader.** Page numbers align with the right margin. Items in

the Table of Contents are correctly numbered with the corresponding page number. (First page the entry appears. Do not give a page range.)

- ☐ Any Front Matter page included **after** the Table of Contents are included in the Table of Contents list (ex: List of Tables, List of Figures, Abstract). The Table of Contents itself and any Front Matter page before the Table of Contents is **not** included in the list.

- ☐ CHAPTER is listed after Front Matter entries with **no** dot leader or page number.

- ☐ Headings, chapter titles, and subheadings must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

- ☐ Each chapter title is numbered, indented, and in ALL CAPS. Numbering is consistent between the Table of Contents and the text. Either Roman or Arabic numerals are acceptable but once chosen, only **one** numbering choice must be used for all chapters and subheadings (if included).

- ☐ Prologues and Epilogues, if included, are numbered and formatted like chapters.

- ☐ If one subheading is included in the Table of Contents, all subheadings of the same level must be included in the Table of Contents. Subheadings are not required to be listed in the Table of Contents, despite whether they are listed in the text.

- ☐ Subheadings are indented for each level included in the Table of Contents and are **singled spaced as one block under each chapter**, with a blank line before and after each block.

- ☐ If subheadings are numbered, use **Arabic numbers** (1.1, 1.2, 1.2.1, etc.). Numbers **cannot** be repeated. Chapter titles also use Arabic numbers if subheadings are numbered.

- ☐ APPENDIX SECTION (if included) is aligned against the **left** margin after the last chapter/subheading. (Appendix Section must be the official title of this section.) **Do not include subheadings under this entry.**

- ☐ REFERENCES (or other title) is aligned against the **left** margin after the last chapter/subheading.

- ☐ *Article-based students* – Articles should be listed as chapter titles. All other titles and headings within the article need to be listed as subheadings.

- ☐ *MFA Poetry students* – poems should either be listed under one chapter as subheadings or each poem listed as its own chapter as long as they follow the required formatting for the Table of Contents.

## List of Tables, List of Figures, etc.

*These pages are optional. If included, format as follows:*

- ☐ Heading (**LIST OF TABLES, FIGURES,** etc.) is in ALL CAPS, bold and centered on the page.

- ☐ The word "**Page**" is aligned right and in bold.

- ☐ Dot leaders with a right tab are used to connect entries with page numbers. **The last word must touch the dot leader.** Page numbers align with the right margin. Items in the List of Tables/Figures/etc. are correctly numbered with the corresponding page numbers. Items in the Table of Contents are correctly numbered with the corresponding page number. (First page the entry appears. Do not give a page range.)

- Items in the Appendix Section are **not** included in these lists.

- Titles of tables/figures/etc. must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

- Only the **first sentence** of the table, figure, etc. title is required.

- Entries that are more than one line are single spaced with a blank line between each entry.

## List of Abbreviations

*This page is optional. If included, format as follows:*

- The "**LIST OF ABBREVIATIONS**" heading is in ALL CAPS, bold and centered.

- The word "**Abbreviation**" is in bold and aligned against the left margin. The word "**Description**" is in bold on the same line and aligned about the middle of the page.

- Each entry is **aligned** under the appropriate column.

## Abstract

*This page is required for all doctoral students as well as master's students writing a thesis in a language other than English. Abstracts are optional for all other master's students.*

- The "**ABSTRACT**" heading is in ALL CAPS, bold and centered.

- *Spanish majors*: Thesis includes an abstract written in English. A duplicate abstract in the non-English language may also be included, if desired.

- *Article-based only*: if using abstracts for individual chapters, format the abstracts as subheadings. Place abstract subheadings at the beginning of their respective chapters (after the chapter title).

**Text Section**

## Headings and Subheadings

☐ **Chapters must begin on a new page**. Titles are numbered, in ALL CAPS, bold, and centered at the top of the page.

☐ Headings/subheadings must be worded exactly the same in both the Table of Contents and Text Section. (**Words and capitalization only.** Italics are not included unless used for nomenclature.)

☐ Each level of subheading format style is **different from all other levels, even if numbered differently.**

☐ Each level of subheading format style is **consistent among all chapters**.

☐ At least two lines fit under a subheading at the bottom of a page. If not, move to next page.

☐ If headings are numbered, numbers cannot be repeated within the thesis/dissertation. Exceptions are **not** allowed for article-based submissions.

## Tables, Figures, etc.

☐ Tables, figures, etc. are either

- placed after their first reference in the text OR
- grouped (tables, then figures, etc.) at the end of the chapter in which they are cited OR
- grouped (tables, then figures, etc.) and placed following the last chapter but before the back matter

☐ Tables, figures, etc. are numbered using Arabic numbers **only**. Numbers do **not** repeat, even if using article-based structure.

- ☐ Titles on the tables, figures, etc. in the Text Section exactly match the titles in the List of Tables, Figures, etc. (**Words and capitalization**. Do not use italics in Lists unless it's for scientific nomenclature.)

- ☐ The entire table/figure/etc. is included on the same page if possible. Caption is on the same page as part of the table/figure/etc. (cannot be alone on a separate page).

- ☐ Table captions (title and description) are placed **above** the tables.

- ☐ Figure/etc. captions (titles and descriptions) are placed **below** the figures/etc.

- ☐ Caption formatting is **consistent** for all tables.

- ☐ Caption formatting is **consistent** for all figures/etc.

- ☐ Landscape pages may be used for large tables, figures, etc. **only**. If used, it is formatted as a vertical page rotated clockwise. The page number is centered on the **left-hand side and sideways.**

## Citations in Text

- ☐ Follow the guidelines in the appropriate style manual for formatting citations.

- ☐ Be *consistent* in citation format within and among chapters.

### Back Matter

- ☐ Back Matter follows required arrangement of pages (as seen in checklist).

## Appendix Section

*This section is optional. If included, format as follows:*

- ☐ The "**APPENDIX SECTION**" heading is in ALL CAPS, bold and centered.

- ☐ *Article-based*: section is included in the back matter of the thesis/dissertation, not within the body of the document

## References

*\* Section may also be referred to as Bibliography, Literature Cited, Works Cited, etc. Required for all students* except *MFA poetry/fiction students not using outside resources.*

- ☐ Either all entries are double-spaced, or each entry is single-spaced with one blank line in between each entry.

- ☐ Entries at the bottom of a page are **not split between two pages**. Move to next page to keep an entry together if needed.

- ☐ Entries at the top of a page start at the top 1-inch margin. (**No extra space before entry.**)

- ☐ Black font is used throughout the literature cited section, **including any hyperlinks**.

- ☐ For all other formatting, follow the guidelines in the appropriate style manual as chosen by your committee.

- ☐ *Article-based only*: consult your committee. References may be placed

  - ▪ At the end of each chapter OR

  - ▪ At the end of the thesis/dissertation OR

  - ▪ At the end of each chapter **and** at the end of the thesis/dissertation

  Placement is **consistent**. Do not conclude some chapters with references but not others.

## IV. FORMATTING INSTRUCTIONS

Grad College Shop Talks are workshops, seminars, and presentations organized by The Graduate College that are specific to the graduate student experience. One of those Shop Talks, titled "Formatting Your Thesis/Dissertation," is focused specifically on formatting requirements for the thesis/dissertation document. Students who were not able to attend that Shop Talk might find it useful to access our recording of that session, found in our Shop Talk archives at: www.gradcollege.txstate.edu/events/shoptalks/recorded.html. After logging in, students can enter "formatting" in the search box and the "Formatting Your Thesis/Dissertation" Shop Talk recording will emerge.

### Microsoft Word Template

As stated in the introduction, the Microsoft Word Template provided on The Graduate College Thesis & Dissertation Resource Guides page already follows formatting requirements. Using the template should save students time in formatting and reduce the number of corrections needed upon submission to Vireo.

**Copy and Paste**

When copying and pasting into the template, either place your cursor where needed or highlight the text you wish to replace. Then right click and click on ⬚ Merge Formatting. This option is recommended as it discards most formatting that was applied directly to the copied text and takes on the style characteristics of the paragraph where it is pasted. This option should help retain the formatting of the template when pasting from another document that is formatted differently. However, students should still always double check that their work meets The Graduate College formatting requirements.

# Style

Though the formatting specifications set by The Graduate College are required for all theses and dissertations, students are also encouraged to use the style manual appropriate to their field for content not specified in the guide. Table 1 below lists the major disciplines at Texas State and appropriate style manuals to be considered. Students should ultimately consult with their committees regarding the appropriate style manuals and manual versions for their documents.

| Table 2. Style Guides by Major | |
|---|---|
| ***Doctoral Majors and Recommended Style Manuals*** | |
| **Major** | **Style Manuals Used** |
| Adult, Professional, and Community Education | APA[5] |
| Applied Anthropology | See Department |
| Aquatic Resources and Integrative Biology | CBE[7] |
| Computer Science | Turabian/APA[5] |
| Criminal Justice | APA[5] |
| Developmental Education (Ph.D./Ed.D.) | APA[5] |
| Geographic Education | Turabian |
| Geographic Information Science | Turabian |
| Geography | Turabian |
| Materials Science, Engineering, and Commercialization | Turabian/ACS[2]/AIP[3] |
| Mathematics Education | APA[5] |
| School Improvement | APA[5] |
| ***Master's Majors with a Thesis and Recommended Style Manuals*** | |
| **Major** | **Style Manuals Used** |
| Adult, Professional, and Community Education | APA[5] |
| Anthropology | AAA[1]/CBE[7]/SAA[11] |
| Applied Philosophy and Ethics | See Department |
| Aquatic Resources | CBE[7] |
| Biochemistry | Turabian/ACS[2] |
| Biology | CBE[7] |
| Business Administration | Turabian |
| Chemistry | Turabian/ACS[2] |
| Communication Design | None Specified |
| Communication Disorders | APA[5] |
| Communication Studies | APA[5]/MLA[10] |

| | |
|---|---|
| Computer Science | Turabian/APA[5] |
| Construction Management | See Department |
| Creative Writing | Turabian/MLA[10] |
| Criminal Justice | APA[5] |
| Data Analytics and Information Systems | See Department |
| Dementia and Aging Studies | See Department |
| Developmental Education | APA[5] |
| Elementary Education | APA[5] |
| Elementary Education-Bilingual/Bicultural | APA[5] |
| Engineering | See Department |
| Engineering Management | APA[5] |
| Exercise Science | APA[5]/MLA[10] |
| Geography | Turabian |
| Health Information Management | APA[5] |
| Healthcare Administration | APA[5] |
| History | Turabian |
| Human Development and Family Sciences | See Department |
| Human Nutrition | AMA[4] |
| Integrated Agricultural Science | See Department |
| International Studies | Turabian |
| Literature | MLA[10] |
| Marketing Research and Analysis | See Department |
| Mass Communication | APA[5] |
| Mathematics | Turabian |
| Merchandising and Consumer Studies | APA[5] |
| Music | Turabian |
| Physics | Turabian/AIP[3] |
| Political Science | Turabian |
| Population & Conservation Biology | Turabian |
| Professional Counseling | APA[5] |
| Psychological Research | APA[5] |
| Public Health Education and Promotion | See Department |
| Quantitative Finance and Economics | See Department |
| Recreation Management | APA[5] |
| Rhetoric & Composition | APA[5]/MLA[10] |
| Secondary Education | APA[5] |
| Sociology | ASA[6] |
| Software Engineering | Turabian/APA[5] |
| Spanish | Turabian/MLA[10] |
| Sustainability Studies | See Department |
| Technical Communication | MLA[10] |

| Theatre | MLA[10] |
|---|---|
| Therapeutic Recreation | APA[5] |
| Wildlife Ecology | JM[8]/JWM[9] |

[1]AAA = American Anthropological Association     [7]CBE = Council of Biology Editors
[2]ACS = American Chemical Society     [8]JM = Journal of Mammalogy
[3]AIP = American Institute of Physics     [9]JWM = Journal of Wildlife Management
[4]AMA = American Medical Association     [10]MLA = Modern Language Association
[5]APA = American Psychological Association     [11]SAA = Society for American Archaeology
[6]ASA = American Sociological Association

## Arrangement of Thesis and Dissertation

Per Texas State requirements, the thesis/dissertation consists of three major components: the Front Matter, the Text Section, and the Back Matter. The Front Matter section is best thought of as the Texas State requirements section. It consists of informational and required pages, such as (in order):

☐ Title page,

☐ Copyright,

☐ Dedication (optional),

☐ Acknowledgments (optional),

☐ Table of Contents,

☐ List of Tables (optional),

☐ List of Figures (optional),

☐ List of Abbreviations (optional), and

☐ Abstract (required in dissertations and theses written in a non-English language; optional for all other master's students)

The Text Section is where the student's work/research is reflected. It contains the individual chapters (the number will vary by thesis/dissertation), tables, figures, etc. (if included), and any additional information that either precludes or concludes the thesis/dissertation. Items

like Prologues and Epilogues will go in the Text Section, as they are part of the document's content, and should be numbered as chapters.

The Back Matter includes the Appendix Section (optional) and References (also referred to as Bibliography, Literature Cited, Work Cited, etc.). Table 2 indicates the overall arrangement of the thesis and dissertation. The required pages and sections should be listed and arranged in the document in the order indicated in the chart. Documents missing required pages and/or sections will be sent back for reformatting. See Appendix A for examples of formatting.

<div align="center">

**Margins**

</div>

The entire document will have a 1-inch margin all around (top, left, right, and bottom).

Microsoft Word Support: Margins

**Margins – PC and Mac**

1. Select Layout > Margins.
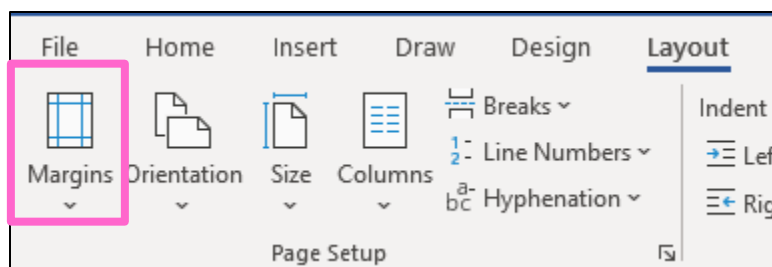


**Figure 1.** Margins button – PC.
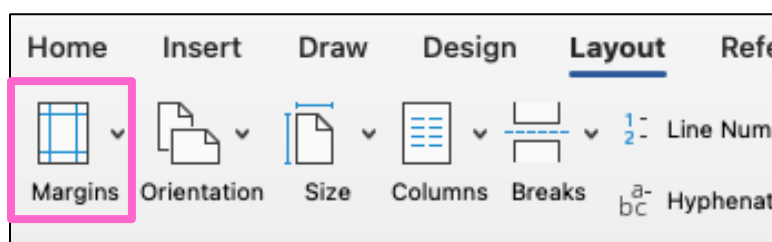


**Figure 2.** Margins button – Mac.

2. In the drop-down menu, select Normal to have a 1-inch margin all around. If section breaks are already established in your paper, you will need to do this after every section break.
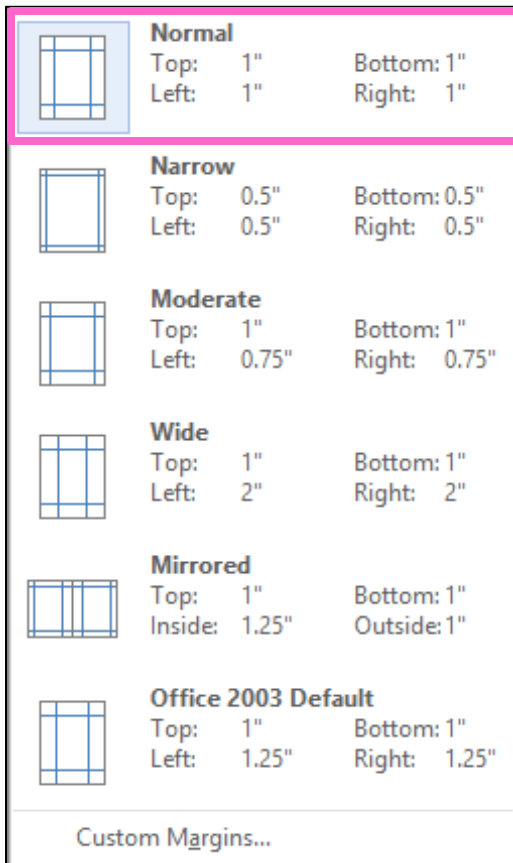


**Figure 3.** Normal 1-inch margin – PC.
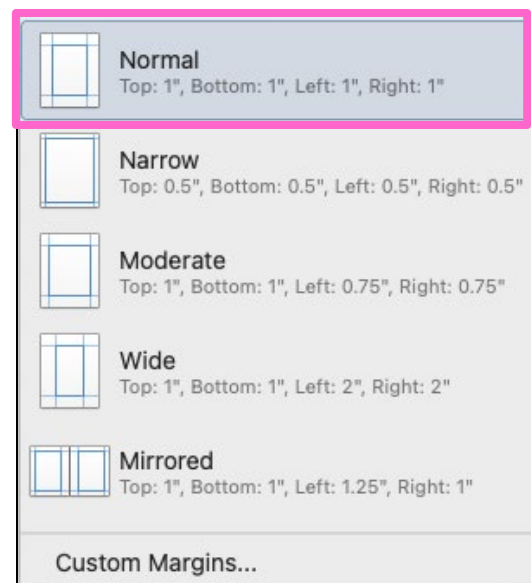


**Figure 4.** Normal 1-inch margin – Mac.

**Next Page Section Break**

A Next Page Section Break is needed between pages that have different page number formatting. **Do not use continuous page breaks for every page in the document**. A section break is needed before the Table of Contents and before page 1 of the first chapter in order to properly format page numbers. Microsoft Word Support: Section Break and Link to Previous

**Next Page Section Break – PC and Mac**

1. Place your cursor after the text where you want to enter a section break.

2. Select Layout > Breaks > Next Page
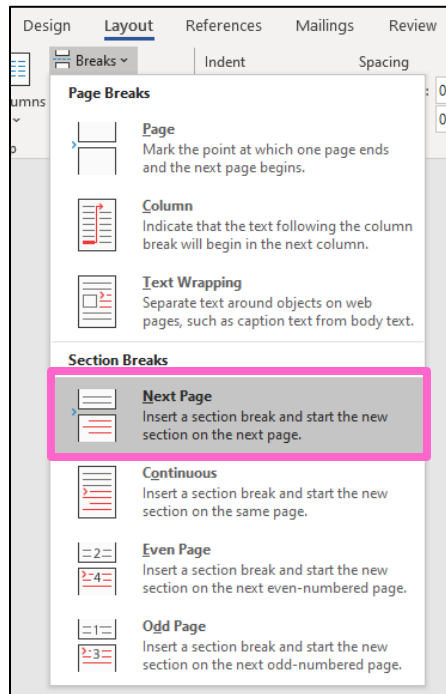


**Figure 5.** Next Page section breaks option – PC.
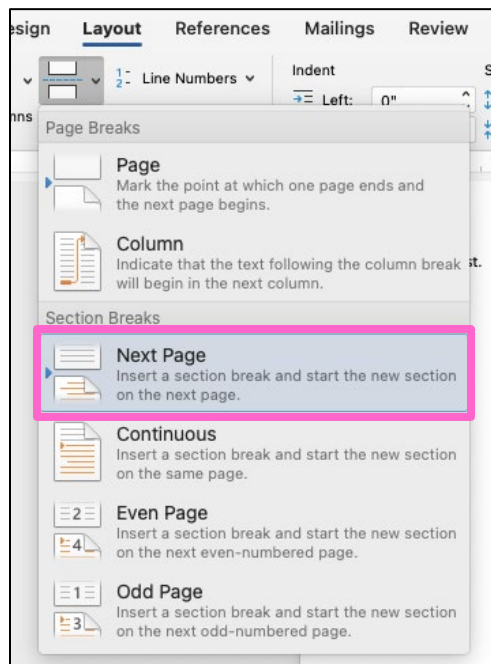


**Figure 6**. Next Page section breaks – Mac.

3. Double click in the Header section on the page after your section break. Deselect the Link to Previous setting in the Header and Footer tab. This should remove the Same as Previous designation in the Header. **Repeat in the Footer section.**
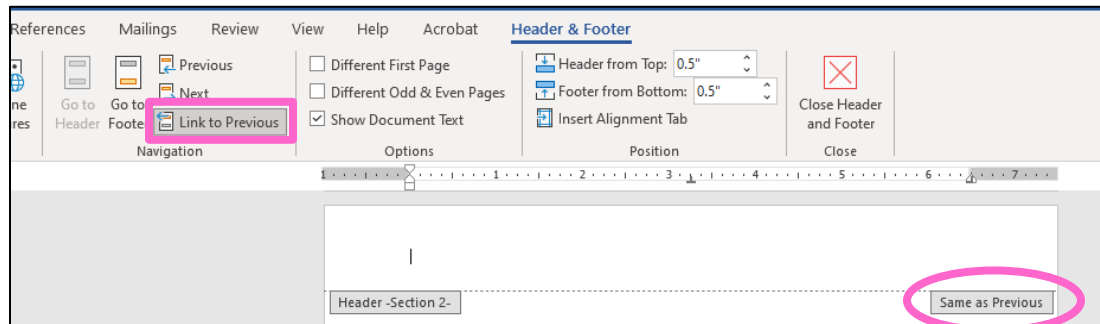


**Figure 7.** Link to Previous before – PC.
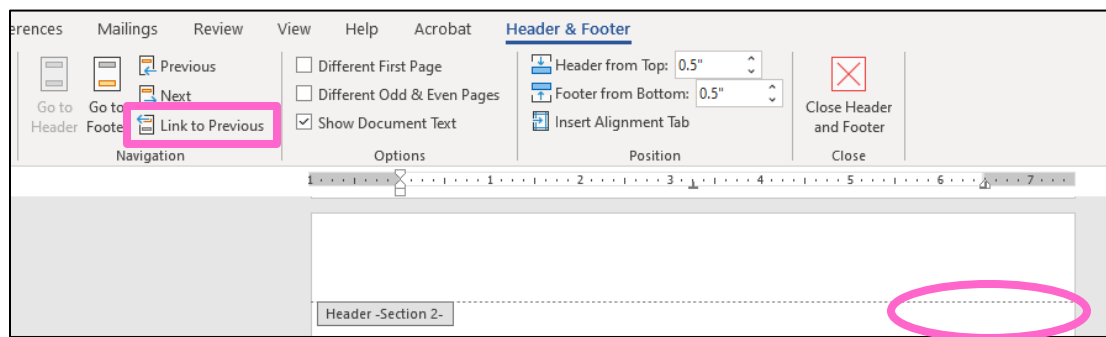


**Figure 8.** Link to Previous after – PC.
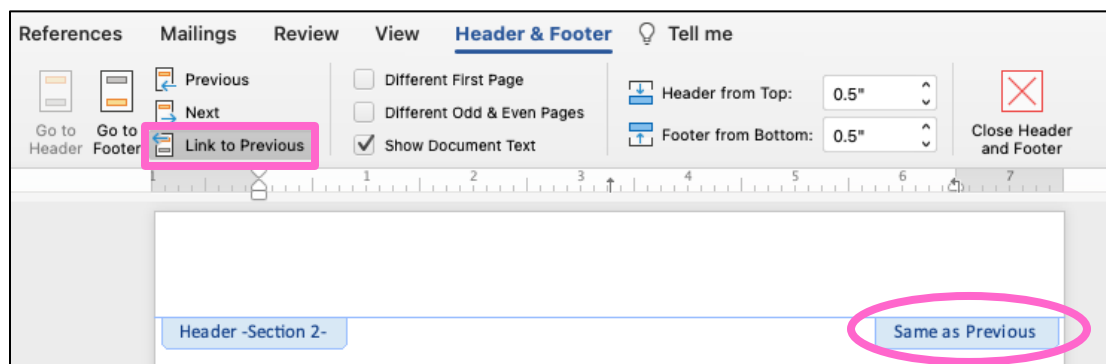


**Figure 9**. Link to Previous before – Mac.
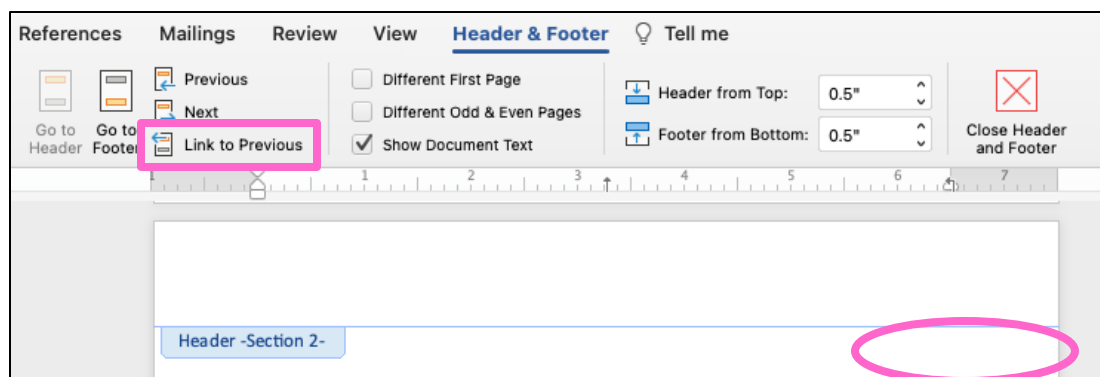
**Figure 10**. Link to Previous after – Mac.

## Pagination

Page numbers in the Front Matter must be lowercase Roman numerals and will first appear on the Table of Contents page starting with the actual page number (not page i). Page numbers will start over at Arabic number 1 on the first page of chapter 1 and will continue until the end of the paper. All page numbers will be centered under the 1-inch bottom margin and must be the same font as used in chapter paragraphs. Microsoft Word Support: Insert Page Numbers.

**Page Numbers – PC**

1. Select Insert > Page Number > Bottom of Page > Plain Number 2
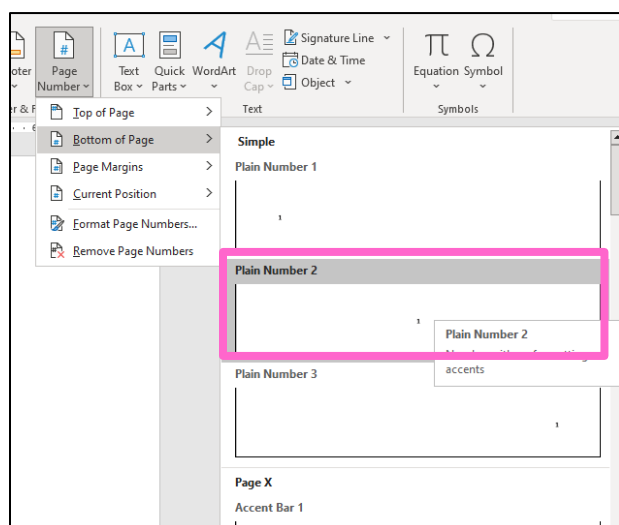


**Figure 11.** Plain Number 2 option – PC.

2. To change the page number type (Roman or Arabic numerals), select Insert > Page Number > Format Page Numbers.
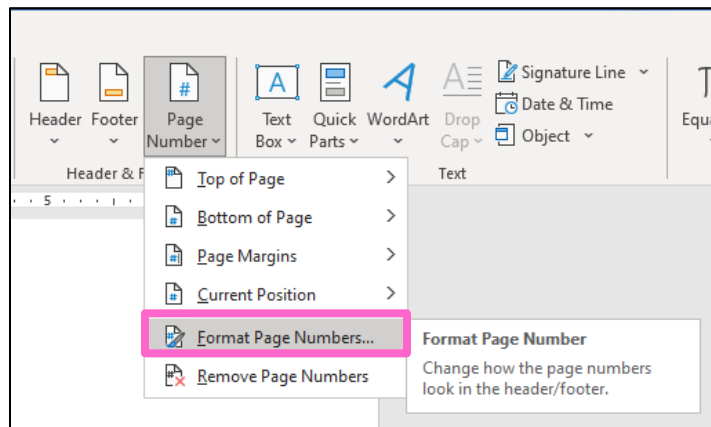


**Figure 12.** Format Page Numbers option – PC.

3. In the dialog box, select the appropriate Number format (lowercase Roman numerals or Arabic numbers) and enter Start at number per the formatting requirements.
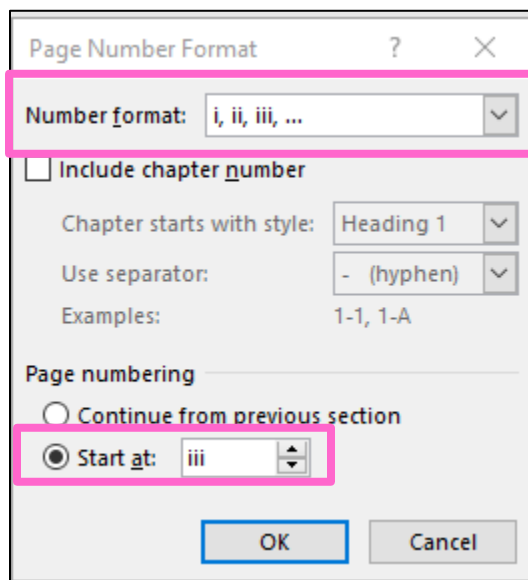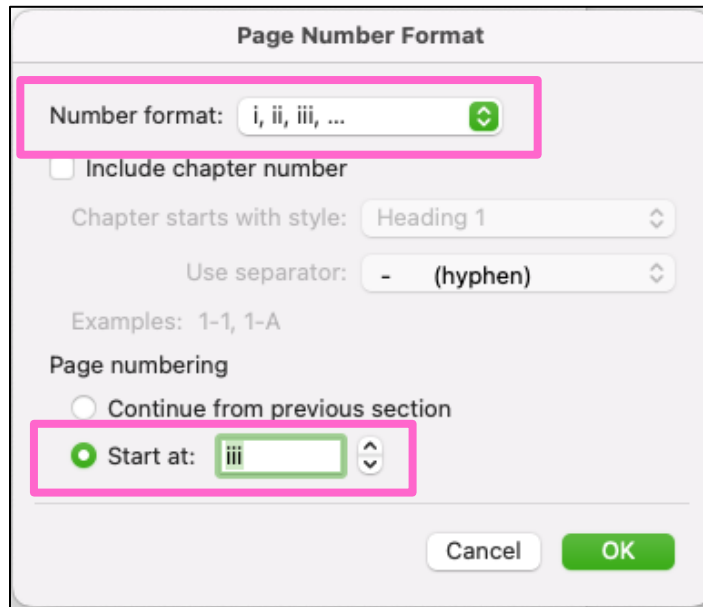


**Figure 13.** Page Number Format box – PC.

4. When page numbers are set, double click in the footer and highlight the page number text. Change font and font size to match your paragraph text if needed.
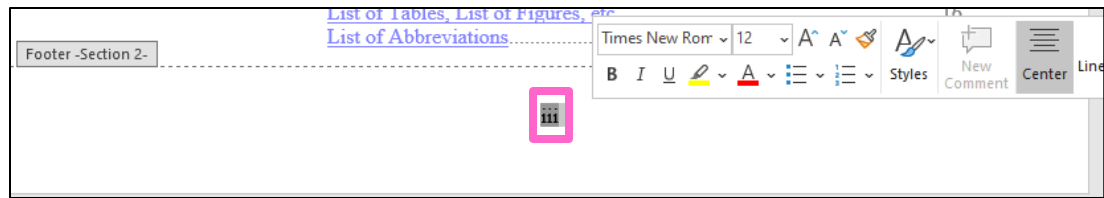
**Figure 14.** Page number font and size – PC.

**Page Numbers – Mac**

1. Select Insert > Page Number > Page Number
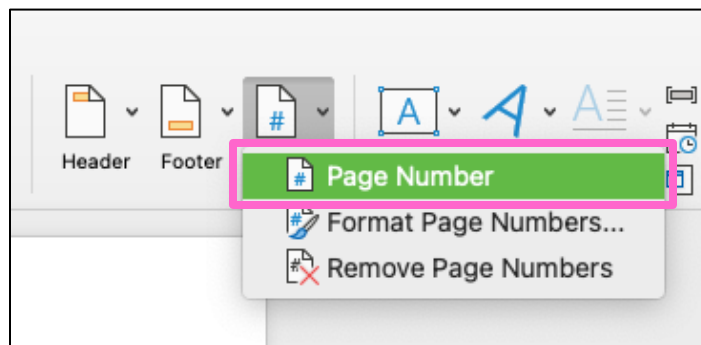


**Figure 15.** Page Number option – Mac.

2. Select Bottom of page (Footer) under Position and Center under Alignment. The

   Show number on first page should be checked by default.
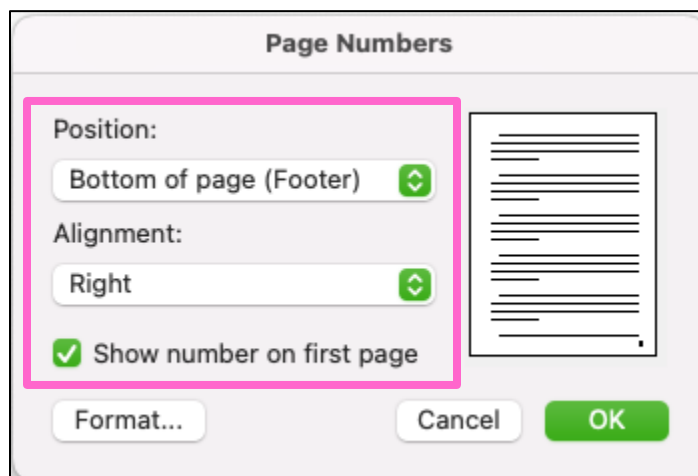


**Figure 16.** Page Numbers options – Mac.

3. Select Insert > Page Number > Format Page Numbers (see second option in Figure 15). Select the appropriate Number format (lowercase Roman numerals or Arabic numbers) and enter Start at number per the formatting requirements.



**Figure 17.** Page Number Format box – Mac.

4. When page numbers are set, double click in the footer and highlight the page number text. Change font and font size in the Home tab to match your paragraph text if needed.
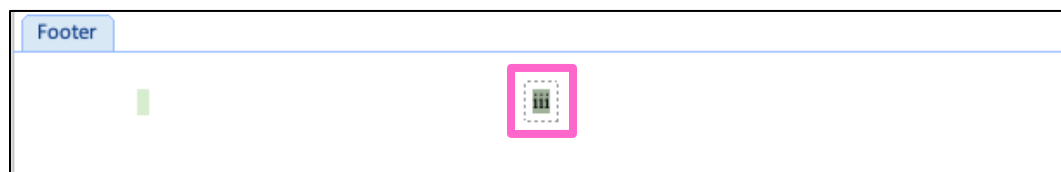


**Figure 18.** Page number font and size – Mac.

## Spacing

Standard double spacing is required for most text throughout your paper unless noted otherwise per the checklist. **In order to be consistent, it is highly recommended to always set the Before and After to 0 pt.** Microsoft Word Support: Spacing

**Spacing – PC and Mac**

1. Highlight the text to be updated or place your cursor where you want to begin typing.

2. Select Home tab > Line and Paragraph Spacing button > Line Spacing Options
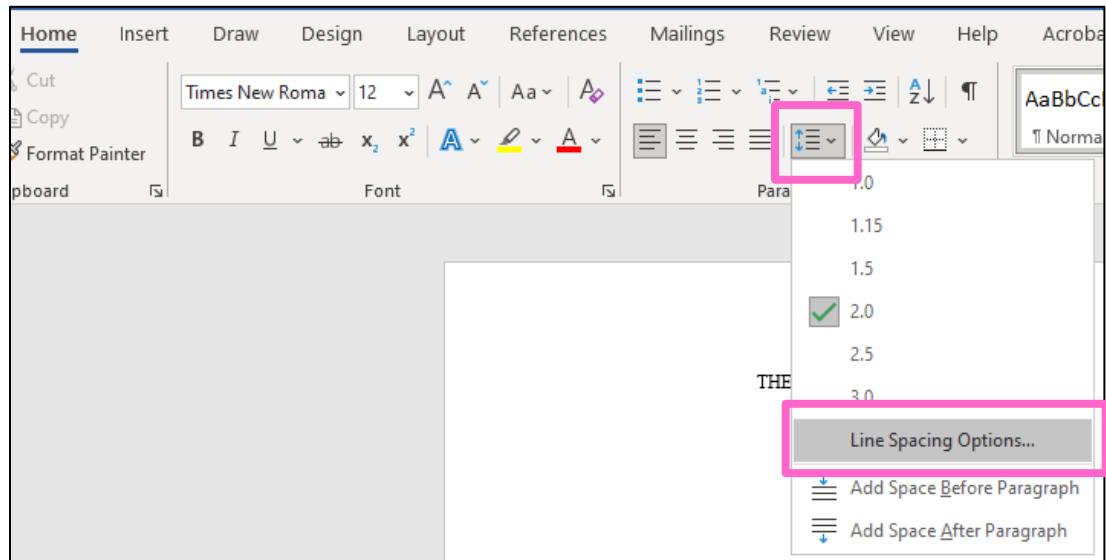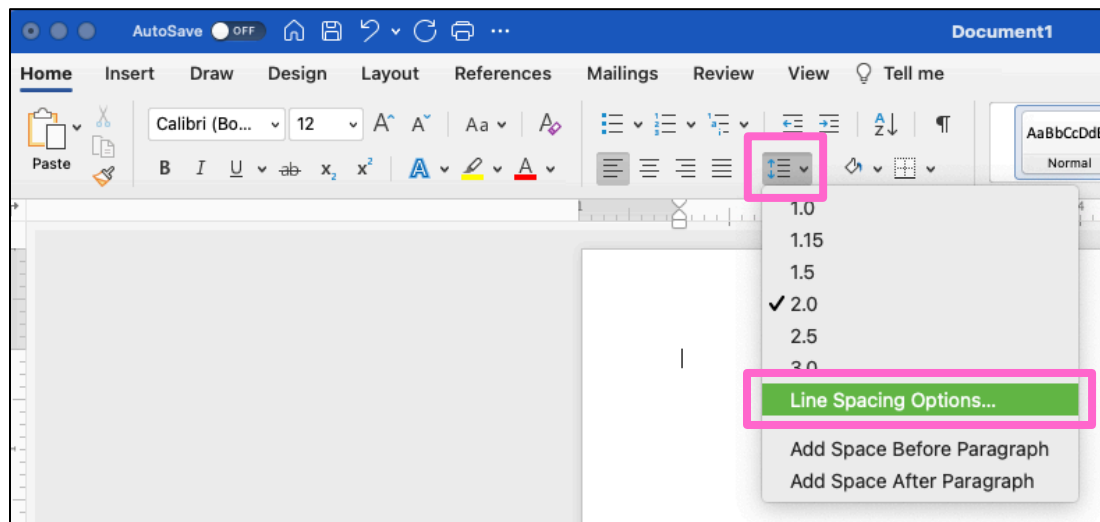


**Figure 19**. Line Spacing Options – PC.



**Figure 20**. Line Spacing Options – Mac.

**3.** In the Paragraph dialog box, select Double or Single in the Line spacing option.

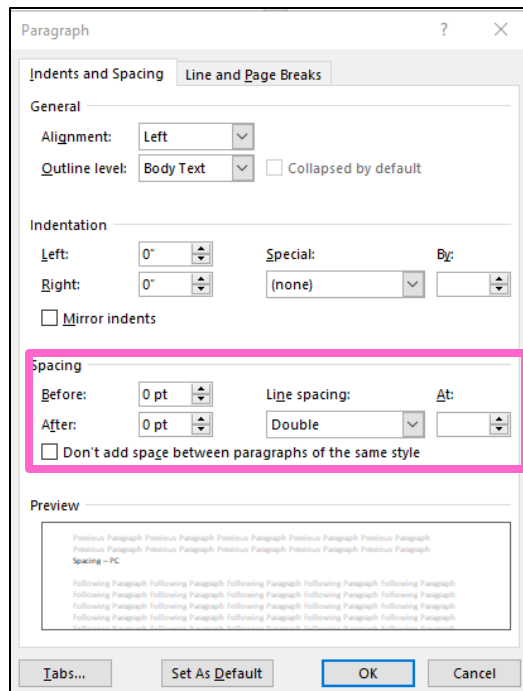**Make sure the Before and After are set to 0 pt.**

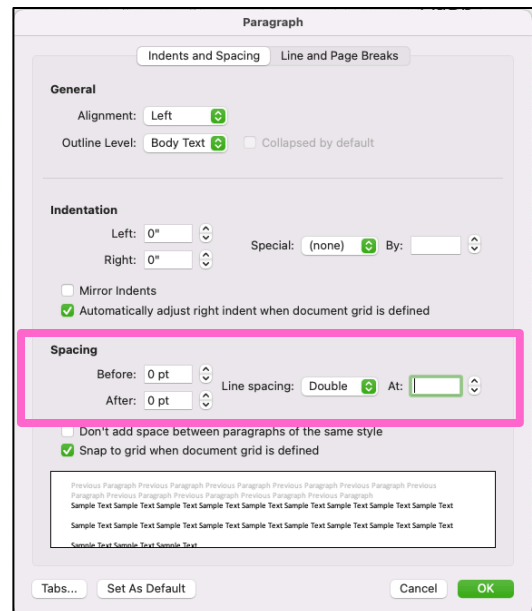**Figure 21**. Paragraph dialog box – PC.



**Figure 22**. Paragraph dialog box – Mac.

## Text Alignment

Throughout the document, different alignments are used for formatting certain sections (i.e. title page, lists, body of the document, etc.). Microsoft Word Support: Text Alignment

**Text Alignment – PC and Mac**

1.  Select the text you want to align or place your cursor where you will begin typing text. On the Home tab in the Paragraph group, click on the appropriate alignment option.
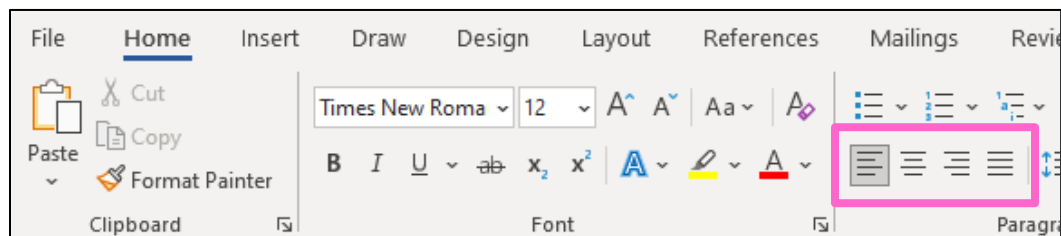


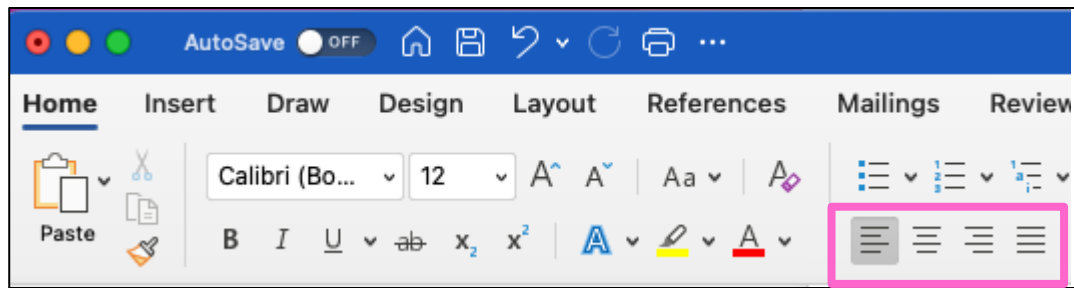**Figure 23.** Text Alignment options – PC

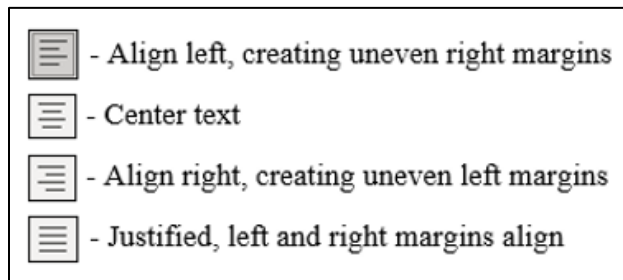**Figure 24.** Text Alignment options – Mac.



**Figure 25.** Alignments – PC and Mac.

**Dot Leaders**

Dot leaders add a consistent line of dots between tabs in a document. These leaders should be used instead of periods in the Table of Contents, List of Tables, List of Figures, or any other list included where page numbers from the text are referenced. Dot leaders are required and must be used in the thesis/dissertation.

**Dot Leaders – PC**

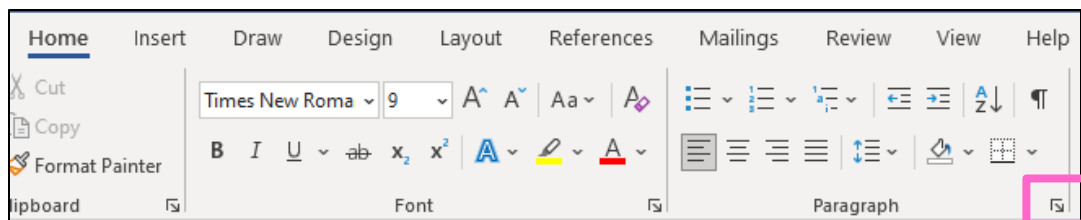1. Select Home tab > Paragraph dialog launcher > Tabs



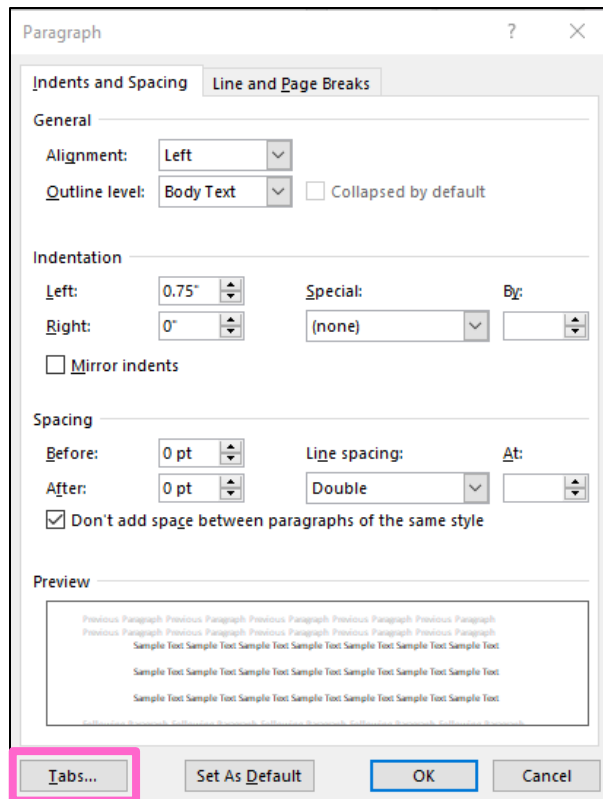**Figure 26.** Paragraph dialog launcher – PC.

**Figure 27**. Tabs button – PC.

2. Enter 6.5 for Tab stop position. Choose Right alignment and option 2 under Leader.
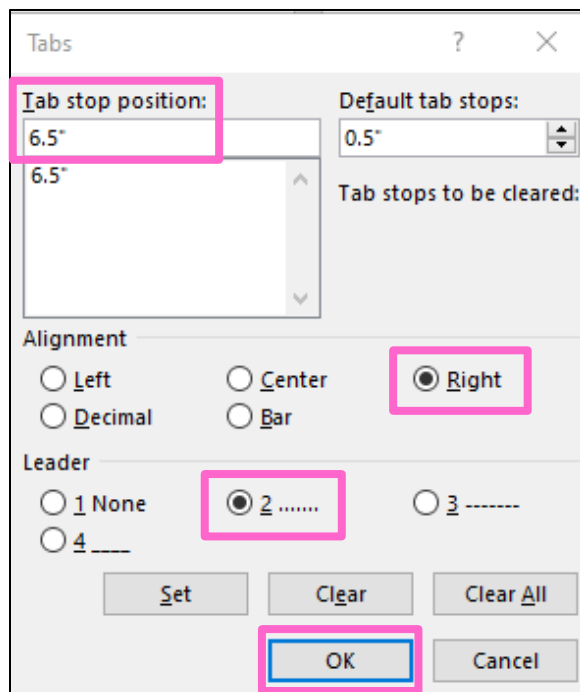


**Figure 28.** Setting Tabs for Dot Leaders – PC

3. To insert a dot leader, place your cursor after an entry and press Tab on your keyboard. The dot leader should appear. Enter the page number at the end if needed.

**Dot Leaders – Mac**
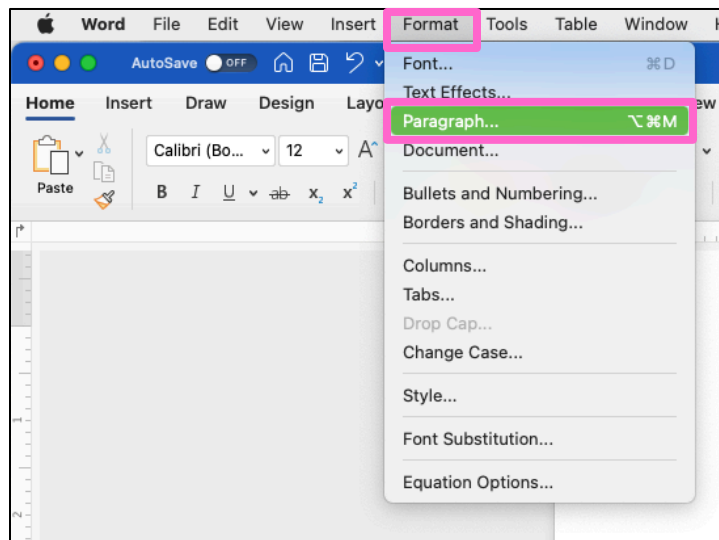
1. Select Format > Paragraph > Tabs



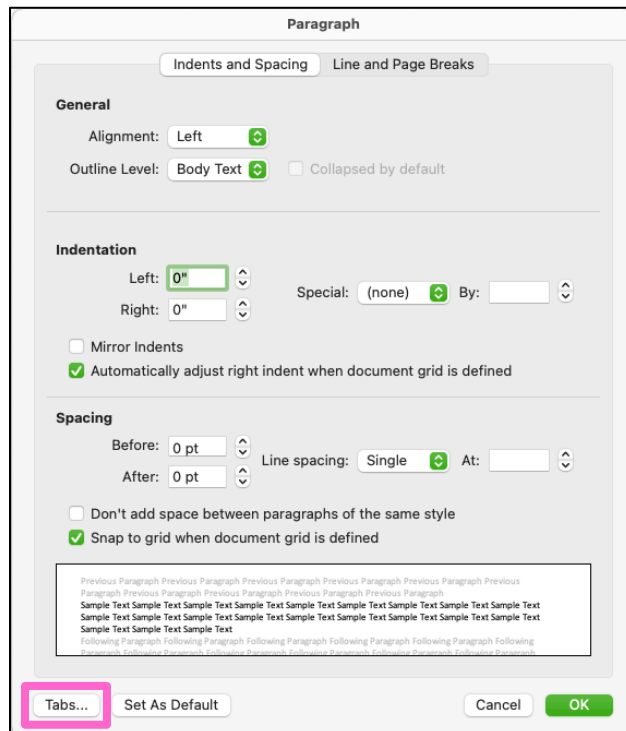**Figure 29**. Paragraph dialog launcher – Mac.



**Figure 30**. Tabs button – Mac.

2. Enter 6.5 for Tab stop position. Choose Right alignment and the bottom left option under Leader.
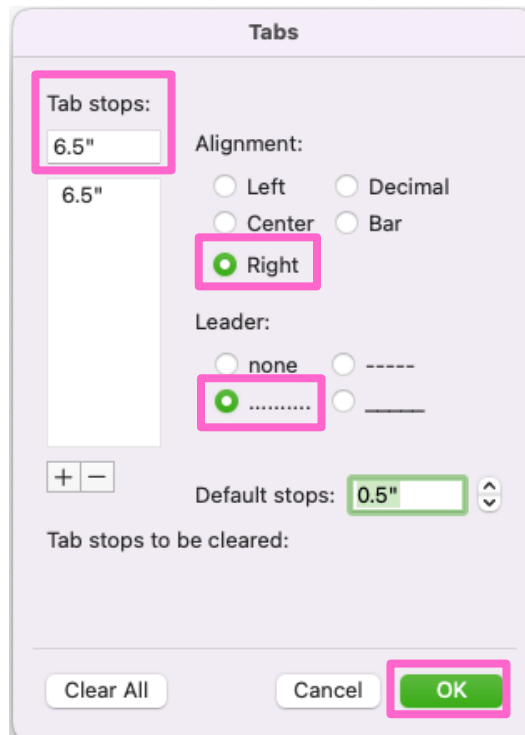


**Figure 31.** Setting Tabs for Dot Leaders – Mac

## Landscape Pages

Landscape pages are vertical pages rotated clockwise. They are used for large tables, figures, etc. Pages numbers should be on the lefthand side and sideways. It is best to have your paper formatted before moving to landscape pages (i.e. margins, page numbers, section breaks, etc.) [Microsoft Word Support: Landscape Pages](#)

**Landscape Pages – PC**

1. Highlight (click and drag your cursor over) the table/figure/etc. and caption that you want to move to a landscape page.

**Table 1**. Copy and paste table title.

| ITEM | NEEDED |
|---|---|
| Books | 1 |
| Magazines | 3 |
| Notebooks | 1 |
| Paper pads | 1 |
| Pens | 3 |
| Pencils | 2 |
| Highlighter | 2 colors |
| Scissors | 1 pair |

**Figure 32**. Example table highlight – PC

2. Select Layout > Page Setup dialog box launcher
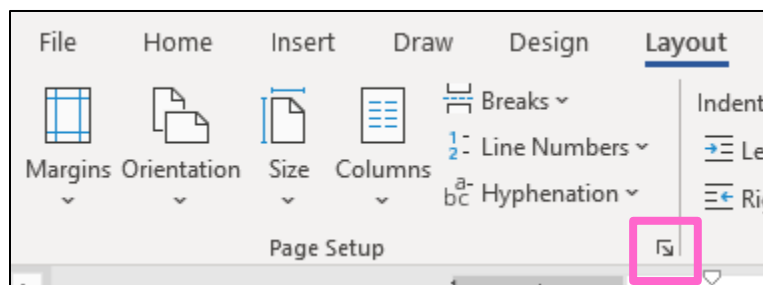


**Figure 33**. Page Setup dialog box launcher – PC

3. In the Page Setup box, choose "Landscape" under "Orientation." In the "Apply to" option, select "Selected text." Click OK.

**Figure 34**. Page Setup dialog box – PC

4. Section breaks should automatically be entered before and after your landscape pages. Double click in the Header section on your first landscape page. Deselect the Link to Previous setting in the Header and Footer tab. This should remove the Same as Previous designation in the Header. **Repeat in the Footer section.**



**Figure 35.** Link to Previous before – PC.

**Figure 36.** Link to Previous after – PC.

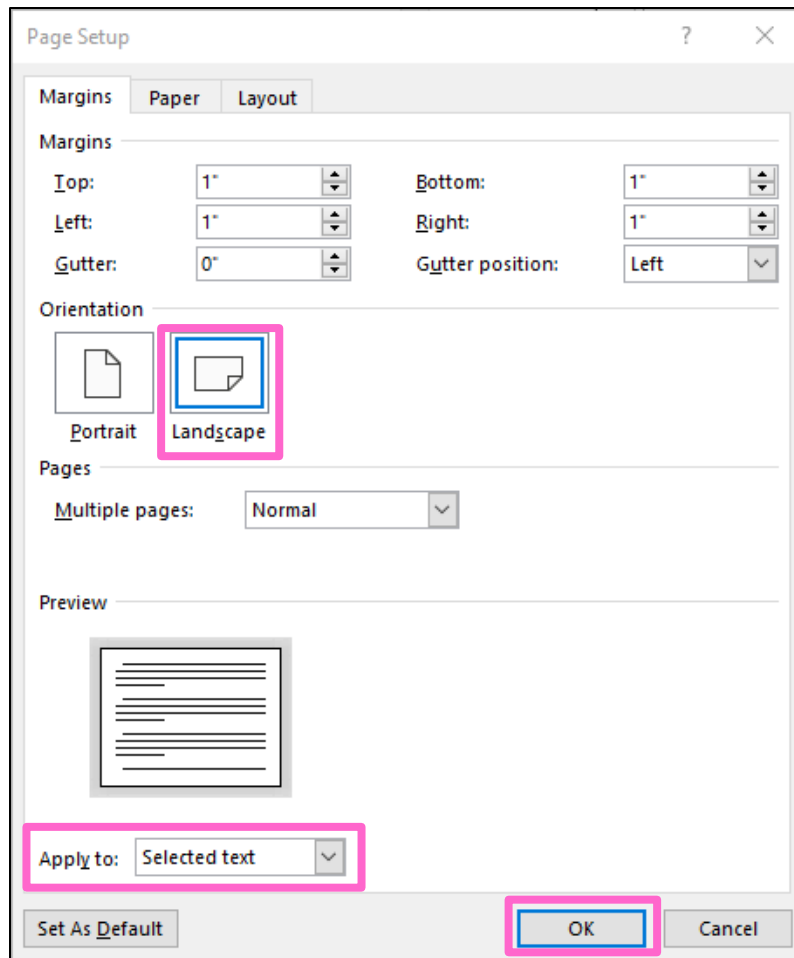5. Repeat step 4 for the vertical page right after your landscape pages. **You will need to do this for each section of landscape pages.**

6. Double click in your footer on the landscape page and delete the page number. This should only delete the page numbers on your landscape pages and not the vertical pages before and after if the section breaks were set correctly.

7. Select Insert > Page Number > Page Margins > Large Left
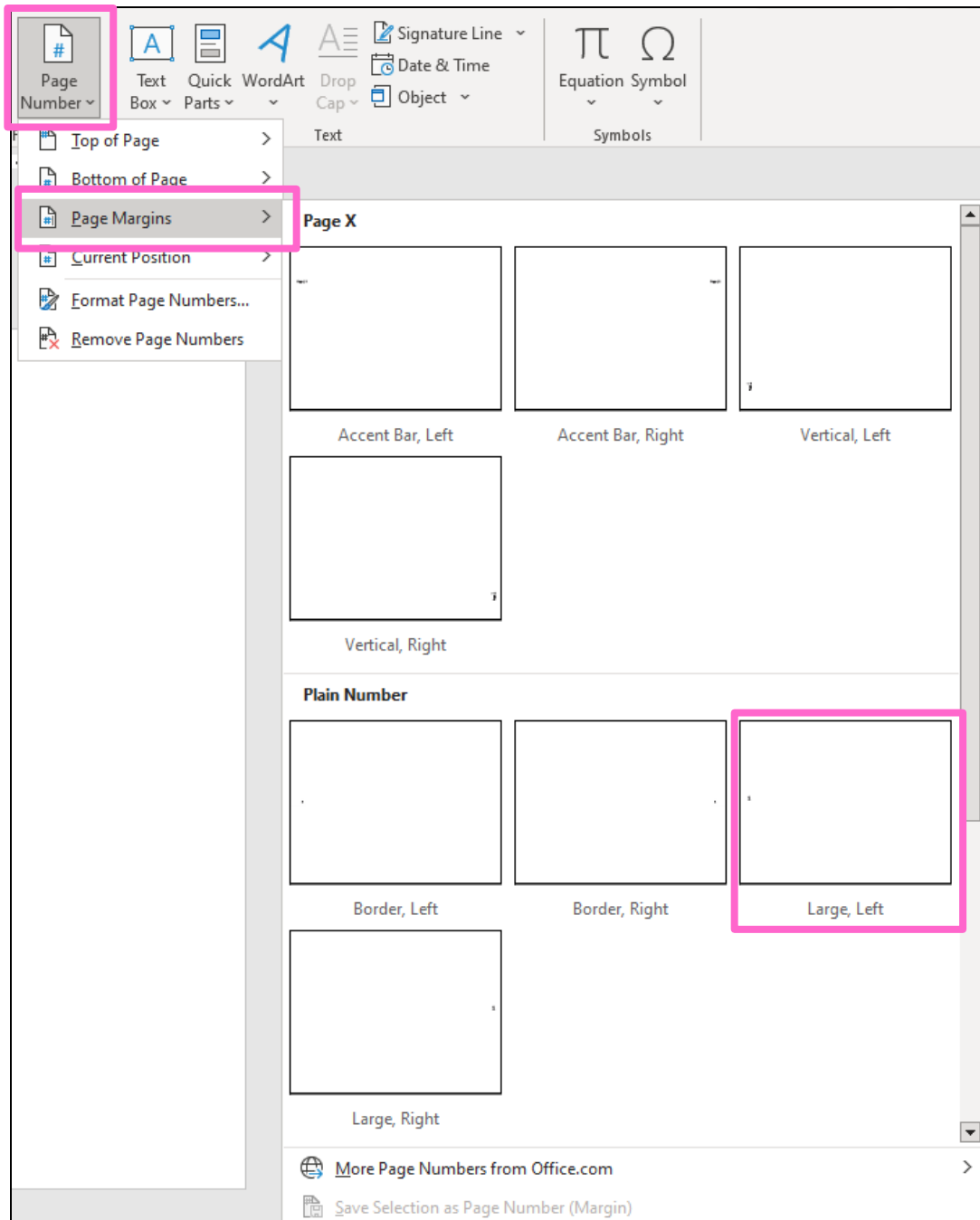
**Figure 37.** Large, Left page number option.

8. Double click in the number box. Select Shape Format > Text Direction > Rotate all text 90°. (Note: you can only highlight the page number if you double-click the header/footer).
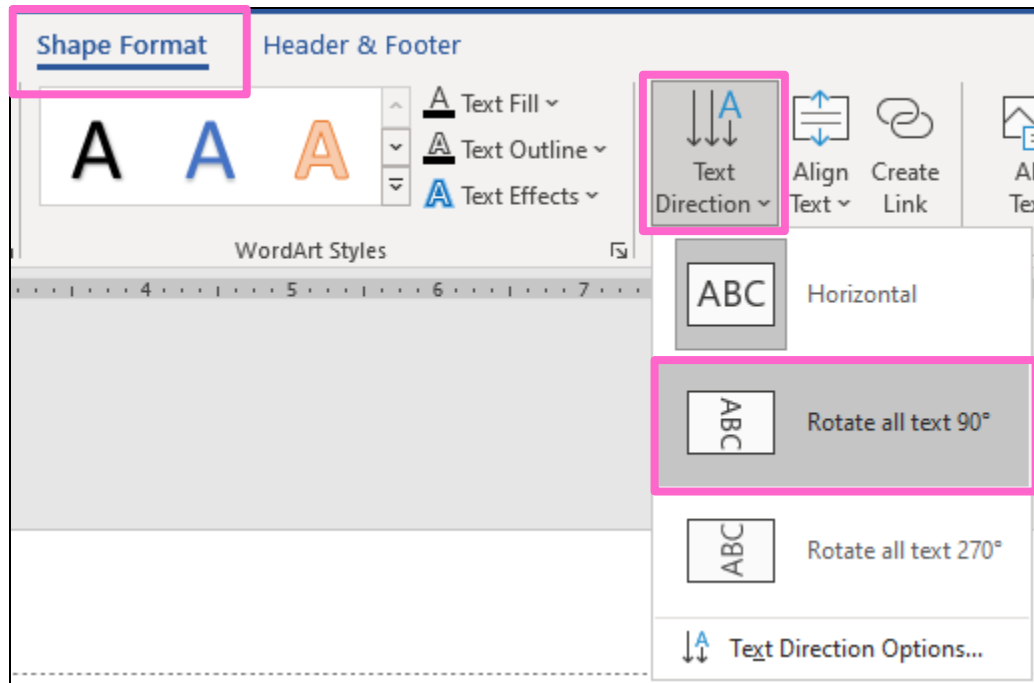
**Figure 38.** Rotate all text 90° option.

9. Go to Home and change the font type and size to match your paragraphs while the number is still highlighted.

10. Highlight page number, and at the top of the window, click "Page Number"> "Format Page Numbers". Click "Start at" and change the page number to the appropriate number.

**Landscape Pages – Mac**

1. Insert a Next Page Section Break before the table/figure/etc. and caption that you want to move to a landscape page. Place your cursor after the table/figure/etc. and add another Next Page Section Break.

2. With your cursor on the chosen page, click Layout > Orientation > Landscape. You do not need to select the table and text. Word should automatically apply the landscape orientation to just this page.

3. Double click in the Header section on your first landscape page. Deselect the Link to Previous setting in the Header and Footer tab. This should remove the Same as Previous designation in the Header. **Repeat in the Footer section.**
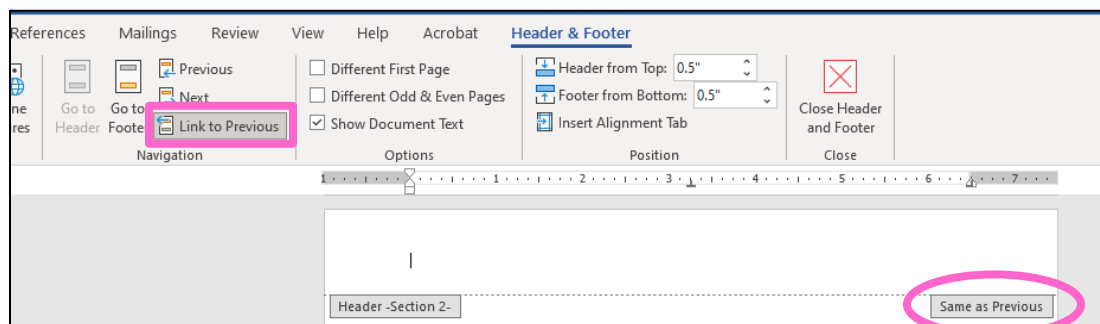


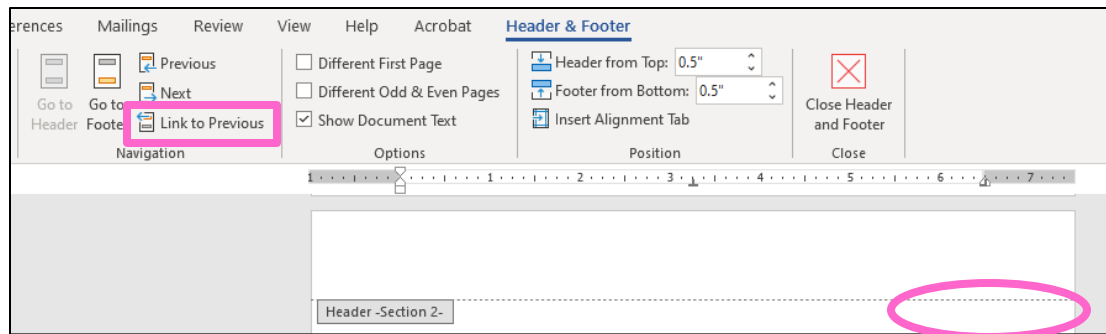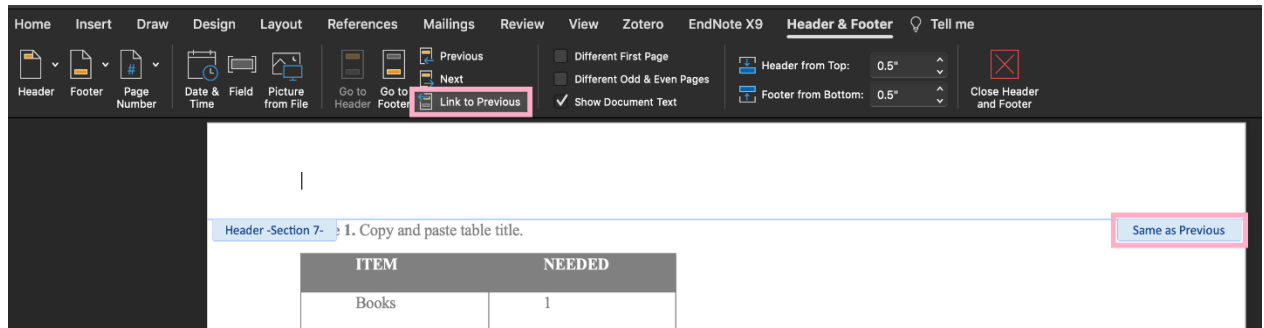**Figure 39.** Link to Previous before deselecting – Mac.

4. Repeat Step 3 for the vertical page right after your landscape pages. **You will need to do this for each section of landscape pages.**

5. Double click in your footer on the landscape page and delete the page number.

6. Select Insert > Text Box > Draw Vertical Text Box. Draw text box large enough to type your page number.
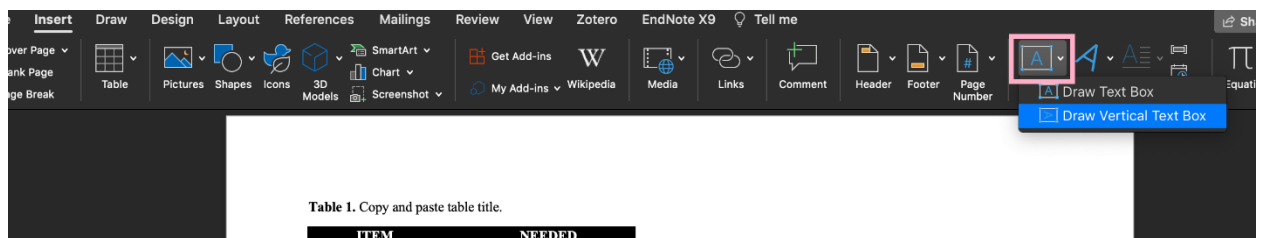


**Figure 40.** Insert Vertical Text Box option - Mac.

7. Type in the correct page number and format it to match font type and size of paragraphs. Make sure "No outline" is selected for the Shape Outline of the text box.

8. Click on the text box. Select Shape Format > Arrange > Position. Select More Layout Options.



**Table 1.** Copy and paste table title.

| ITEM | |
|------|---|
| Books | |
| Magazines | |
| Notebooks | |
| Paper pads | |
| Pens | |
| Pencils | |
| Highlighter | 2 colors |
| Scissors | 1 pair |
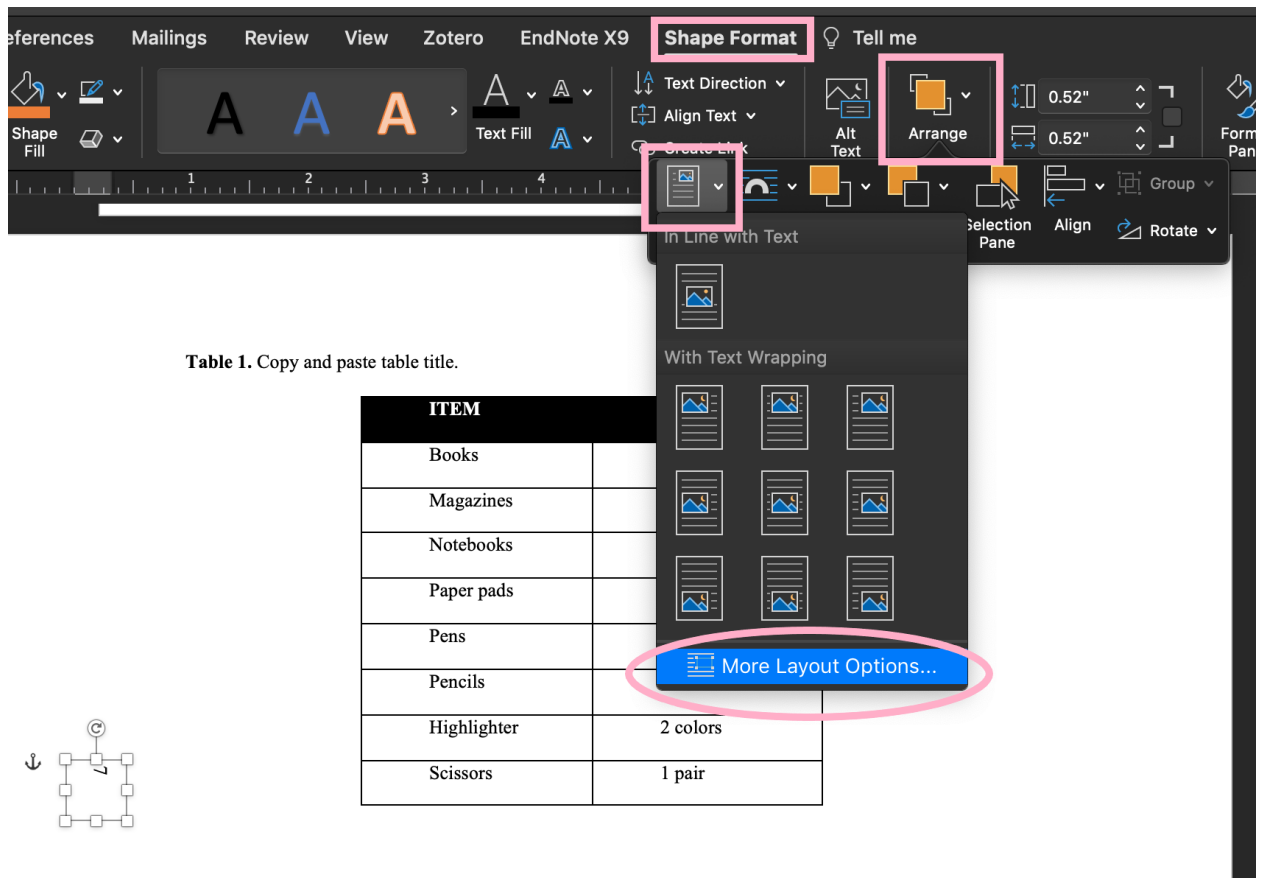
**Figure 41.** More Layout Options - Mac.

9. In More Layout Options, change the Horizontal Absolute Position to match the placement of other page numbers (for ex. 0.5") and select "Left Margin" in the drop-down menu for To the Right of. Change the Vertical Alignment to "Centered" relative to "Page." Click OK.
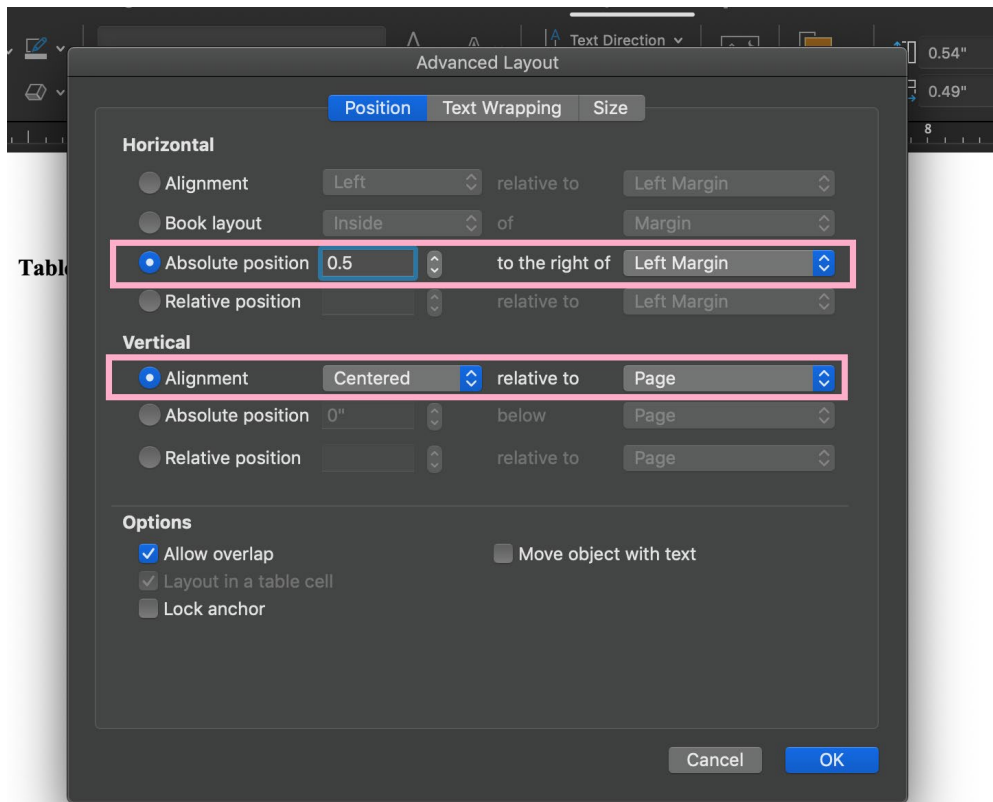
**Figure 42.** Advanced Layout settings for text box - Mac.

10. Select the page number of the following portrait page and format page number to "Start at" the next appropriate number in the sequence.

### Heading and Subheading Example

The American Psychological Association (APA) style guide is one of the more common formatting style guides used in Texas State theses and dissertations across subject areas. The heading and subheading structure for APA style has five levels, applied to text in order:

| Table 3. APA Headings | |
|---|---|
| Level | |
| 1 | **Centered, Boldface, Uppercase and Lowercase Headings** |
| 2 | **Left-aligned, Boldface, Uppercase and Lowercase Heading** |
| 3 | **Indented, boldface, lowercase heading with a period.** The body text begins after the period, on the same line as the subheading. |

| 4 | ***Indented, boldface, italicized, lowercase heading with a period.*** The body text begins after the period, on the same line as the subheading. |
|---|---|
| 5 | *Indented, italicized, lowercase heading with a period.* The body text begins after the period, on the same line as the subheading. |

Thus, if the thesis or dissertation uses APA heading level 3, it also by definition uses heading levels 1 and 2. If level 2 headings are included in the Table of Contents for a particular chapter, all other chapters that have level 2 headings must also have them represented in the Table of Contents as well.

The guiding framework here is one of consistency. No matter which formatting guide is used, it must be used consistently throughout the thesis or dissertation.

## Computer Use

To avoid complications with the document, it may be advisable to use the same computer and word processing software version throughout the thesis/dissertation process. If different machines or word processing software versions are used to prepare the thesis or dissertation, settings and format may change between edits, which could result in a submission being returned for reformatting by The Graduate College.

## Conversion to PDF

PDF is the required format for electronic online submission. It is viewable and printable on any platform, and it preserves fonts, formatting, and graphics of source documents. The primary document of the thesis/dissertation must be in PDF, however supplementary materials in various formats are allowed. Refer to the end of this section for additional details.

If the electronic thesis/dissertation consists of multiple text documents, it is best to consolidate them into one document and convert the consolidated file to a PDF. If complex

digital objects (digital video/audio, 3-dimensional multimedia) are to be included they may be submitted separately as Supplementary Materials.

<div align="center">**Conversion Tools**</div>

Regardless of the conversion tool chosen, the following criteria <u>must</u> be met to create a compliant PDF/A document, suitable for preservation and archiving:

- Embed all fonts.

- Make sure there is no password protection on the PDF.

- Ensure that security settings allow printing.

**PDF Conversion for PC**

The preferred method of converting is to use the PDF conversion tool included in Microsoft Office for PCs, because this is the most prevalent software on campus.

To save a Word document as a PDF/A file, click on File and point the arrow to Export. By default, Create PDF/XPS Document should be selected under Export. Click on the Create PDF/XPS icon. In the next window, check that Save as type is set to PDF. Choose Optimize for Standard (publishing online and printing), click on Options, check the box next to PDF/A compliant. Make sure the Page range is set to All, then click OK. This setting ensures that all conversion criteria are met.

**PDF Conversion for Mac**

Mac users must use Adobe Acrobat Pro to convert a text document into PDF/A file. This software is available at all computer labs on campus. To save a document as a PDF/A file simply click on File, point to the arrow next to Save as other, and choose Archivable PDF (PDF/A).

To save a WordPerfect document as a PDF/A file simply click on File, then Publish to PDF. From drop down PDF style menu choose PDF/A-1a-Level A compliance and Save. This setting ensures that all conversion criteria are met.

**Make Sure to Check the Final PDF**

Regardless of which conversion tool is chosen, make sure the final PDF document has been checked before it is submitted. **Do not assume that if the final Word or other file looks fine, the PDF will be fine**. Look at charts, graphs, and any graphics files that were imported into the document and look for correct conversions of fonts and diacritical marks such as accents.

<center>**Supplementary Materials**</center>

Supplementary materials may consist of any additional resources that could be used to support a thesis/dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If supplementary materials are submitted with the thesis/dissertation, please include a list of these materials within the Appendix Section in the document.

Supplementary materials may be uploaded in Vireo to accompany the thesis/dissertation. Long-term preservation and accessibility of the supplementary material may be subject to change due to changing technologies. Choosing standard and commonly used formats will increase the likelihood of successful migration to future technologies.  Refer to [University Scholarship's submission information](#) for the most recent list of acceptable file formats and accessibility requirements. Students are also welcome to submit supplementary material in their original format if the standard formats do not provide the best representation of their work. The standard format copy may be retained as an archival copy, while the student's preferred format will be the accessible copy.

## Technical Support

For general technical support please contact the Texas State IT Assistance Center (ITAC). ITAC is available via phone and LiveChat 24 hours a day/7 days a week. Contact information can be found on the ITAC website.

For Vireo technical assistance, contact Stephanie Larrison, Librarian, at Larrison@txstate.edu or 512.245.8613.

There are computer workstations available for use by students, faculty and staff on both the Round Rock and San Marcos campuses in the libraries and other campus buildings. For information about locations, hours, available software and specialized workstations, please see University Libraries page on Open Computers and TechSpots.

**APPENDIX SECTION**

APPENDIX A: Example of Proper Thesis/Dissertation Formatting

Please ensure your document looks very similar to, if not the same as, the example starting on the next page. This example was created using the <mark>Microsoft Word Template</mark> available on The Graduate College Thesis & Dissertation Resource Guides page. Not all pages in the front matter are required. If you choose to include optional pages, please compare them to the example page provided in this section to ensure your formatting follows the requirements. Pay attention to font, spacing, and alignment. It is helpful to refer to this example while using the formatting checklist. Each example page contains additional formatting descriptions. Please read through those for clarification on requirements.

AN IN-DEPTH EXAMPLE OF HOW A THESIS OR DISSERTATION

SHOULD APPEAR WHEN BEING SUBMITTED TO THE

GRADUATE COLLEGE


by


Jane Q. Doe, B.S.


A thesis submitted to the Graduate Council of
Texas State University in partial fulfillment
of the requirements for the degree of
Master of Science
with a Major in Biology
May 2023


Committee Members:

Andrea Golato, Chair

Eric Paulson

Patti Giuffre

# DEDICATION

The dedication page is optional. If used, it should have a one-inch margin all around. The word "DEDICATION" is the heading and should be in all CAPS and centered. The page will not be numbered but will count in the overall numbering of the document.

**ACKNOWLEDGMENTS**

The acknowledgments page is optional. Consult your committee if an acknowledgments page should be included. If included, it should have a one-inch margin all around. The word "ACKNOWLEDGMENTS" is the heading and must be centered in all CAPS.

Many students use this section to thank their committee members, fellow students, family members, or any person they feel has contributed significantly to their document.

# TABLE OF CONTENTS

**Page**

# LIST OF TABLES

# LIST OF FIGURES

**Page**

# LIST OF ABBREVIATIONS

| Abbreviation | Description |
| --- | --- |
| AI | Artificial Intelligence |
| Pubs | Publications |

# **ABSTRACT**

Indent and begin typing the abstract. This is required for all doctoral students and thesis students writing a thesis in a language other than English. The abstract must be in English. Text should be double spaced.

# I. TYPE TITLE OF FIRST CHAPTER

Begin typing thesis/dissertation. This page restarts the page number to page "1." All chapters must start on a new page. Chapter titles must be numbered (Roman *or* Arabic numerals), in ALL CAPS, bold, and centered at the top 1-inch margin. If a Prologue and Epilogue are included, they must be formatted as chapters.

This document gives an example of placing tables, figures, etc. in the text after they have been referenced. See formatting guide checklist for other acceptable options of where to place tables, figures, etc. A List of Tables, List of Figures, etc. is not required in the Table of Contents. Please keep in mind that the table and figure titles are taken from the List of Table and List of Figure examples in the example Front Matter. Table 1 illustrates where to properly place titles and captions for all tables (above the table).

**Table 1**. Copy and paste table title.

| ITEM | NEEDED |
|------|--------|
| Books | 1 |
| Magazines | 3 |
| Notebooks | 1 |
| Paper pads | 1 |
| Pens | 3 |
| Pencils | 2 |
| Highlighter | 2 colors |
| Scissors | 1 pair |

It is ok if tables and figures split between pages as long as the title and caption touch the table or figure. The title and caption cannot be alone on a separate page.

Figures 1 and 2 illustrate where to properly place titles and captions for all figures, etc (below the figure).
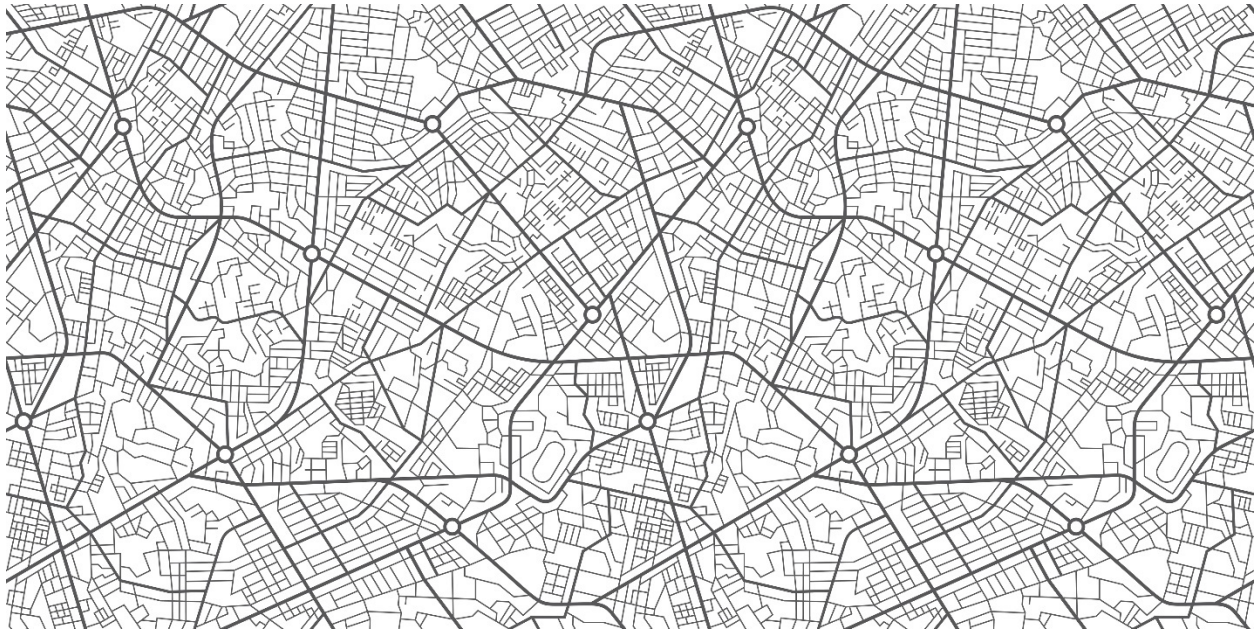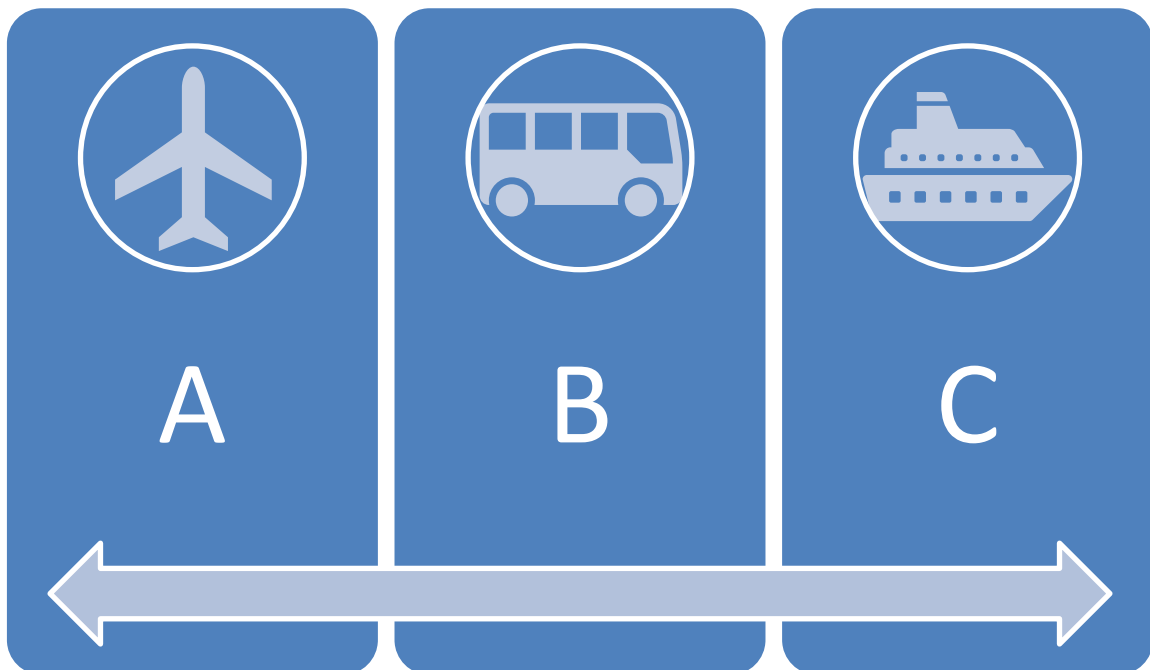
**Figure 1**. Copy and paste figure title.



**Figure 2**. Only the first sentence of the title is required. Any other sentence does not have to be included in the List of Figures.

## II. TYPE TITLE OF SECOND CHAPTER OR DELETE IF DOCUMENT HAS ONLY
## ONE CHAPTER

Begin typing the second chapter if applicable. All chapters must start on a new page. Chapter titles must follow the format above (using either Roman *or* Arabic numerals). Do not begin chapter titles with the word CHAPTER. Chapter titles always begin with the number.

### Include space between chapter title and subheading

If subheadings are included, each level must be formatted differently. *The example subheadings are taken from the example Table of Contents.* Subheadings are not required to be numbered. If numbered, use Arabic numbers (1.1, 1.2, 1.2.1, etc.) and make sure the chapters titles also use Arabic numbers.

### All subheadings should be indented and single spaced

This is a level one subheading and should match the formatting of the previous level one subheading. Below is another example of a table. Notice that the Table 2 title/caption is formatted exactly the same as Table 1.

**Table 2**. Only the first sentence of the title is required. Any other sentence does not have to be included in the List of Tables.

| Letter name | Uppercase | Lowercase | Letter name | Uppercase | Lowercase |
|---|---|---|---|---|---|
| Alpha | A | $\alpha$ | Nu | N | $\nu$ |
| Beta | B | $\beta$ | Xi | $\Xi$ | $\xi$ |
| Gamma | $\Gamma$ | $\gamma$ | Omicron | O | $o$ |
| Delta | $\Delta$ | $\delta$ | Pi | $\Pi$ | $\pi$ |
| Epsilon | E | $\varepsilon$ | Rho | P | $\rho$ |
| Zeta | Z | $\zeta$ | Sigma | $\Sigma$ | $\sigma$ |
| Eta | H | $\eta$ | Tau | T | $\tau$ |
| Theta | $\Theta$ | $\theta$ | Upsilon | $\Upsilon$ | $\upsilon$ |
| Iota | I | $\iota$ | Phi | $\Phi$ | $\varphi$ |
| Kappa | K | $\kappa$ | Chi | X | $\chi$ |
| Lambda | $\Lambda$ | $\lambda$ | Psi | $\Psi$ | $\psi$ |
| Mu | M | $\mu$ | Omega | $\Omega$ | $\omega$ |

**Continue to indent for each level of subheading listed**

At least two lines must fit under a subheading. Therefore, this subheading had to be moved to this page to meet this requirement.

This is a level two subheadings and should be formatted differently than level one and any other level of subheadings. No level should match in formatting, even when numbered, but each level should be consistent in formatting. An example of how to format each level differently can be found on p. XX in this document; however, you may use a different style guide or determine your own style. Consult your thesis/dissertation committee.

**The last word of each entry must touch the dot leader**

This is a level two subheading and should match the formatting of the previous level two subheading. Below is another example of a figure. Notice that the Figure 3 title/caption is formatted exactly the same as Figure 1 and 2.
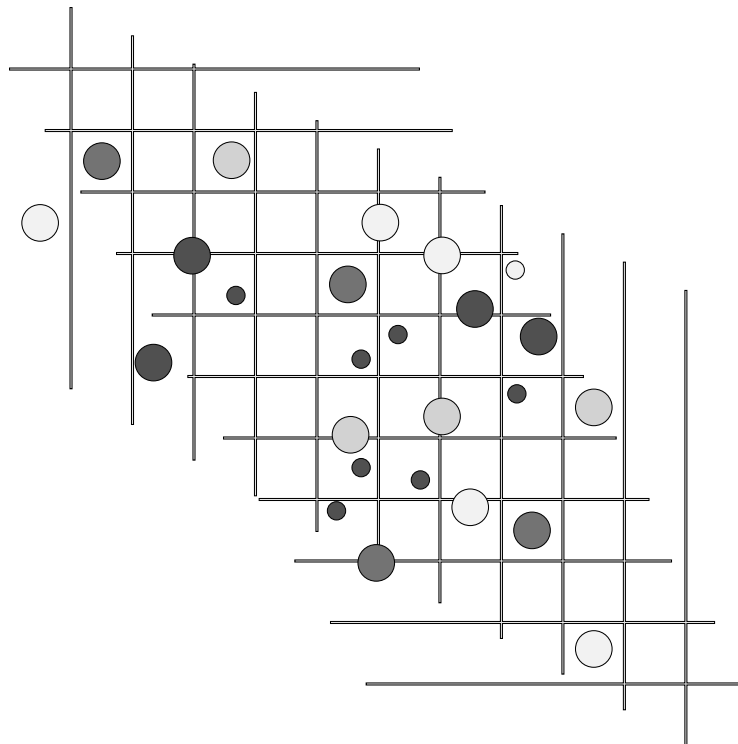


**Figure 3**. Title must match exactly with text, word for word, including capitalization.

**Make sure to also include a space after the last subheading**

This is a level one subheading and should match the formatting of the previous level one subheading.

Table 3 matches the formatting of Table 1 and 2. This document formats all tables starting with **Table #** in bold with the caption left justified, starting at the left margin of the table. Tables are centered on the page if they do not touch both the left and right margins.

**Table 3**. Title must match exactly with text, word for word, including capitalization.

| College | New students | Graduating students | Change |
|---|---|---|---|
| *Undergraduate* | | | |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy | 197 | 120 | +77 |
| Pine College | 134 | 121 | +13 |
| Oak Institute | 202 | 210 | -8 |
| *Graduate* | | | |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy | 3 | 11 | -8 |
| Pine College | 9 | 4 | +5 |
| Oak Institute | 53 | 52 | +1 |
| **Total** | **998** | **908** | **90** |

*Source:* Fictitious data, for illustration purposes only

## III. TYPE TITLE OF THIRD CHAPTER

Begin typing the third chapter if applicable. All chapters must start on a new page. Chapter titles must match exactly with what is listed in the Table of Contents (word for word and with capitalization).

**You do not have to include any or all levels of subheadings**

This is a level one subheading and should match the formatting of any level one subheading in previous chapters.

Figure 4 matches the formatting of all other figures. This document formats all figures starting with **Figure #** in bold with the caption left justified, starting at the left margin of the table. Figures are centered on the page if they do not touch both the left and right margins. Please note table formatting does not have to match figure formatting.
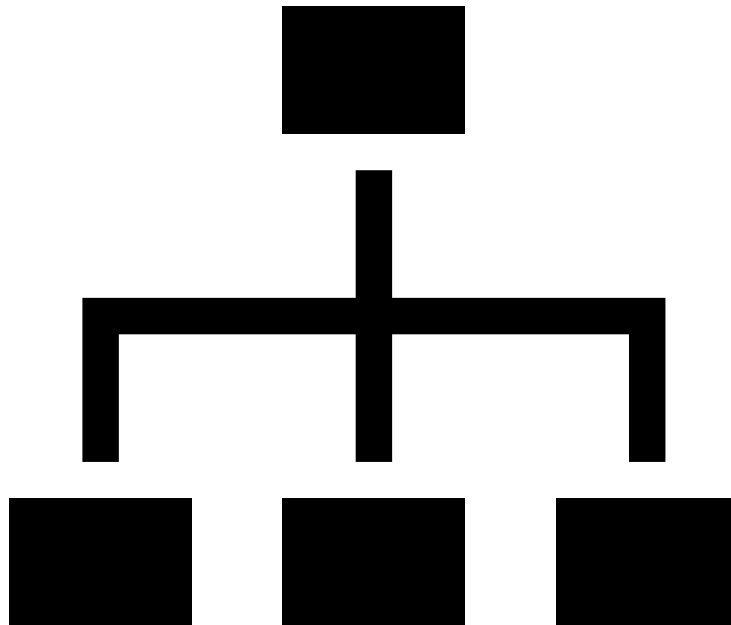


**Figure 4**. If the title is more than one line, make sure that the entire entry is single spaced with a blank line in between each entry.

**If you choose to list one or more levels of subheadings, however, be sure to include all titles within that subheading level for every chapter**

At least two lines must fit under a subheading. Therefore, this subheading had to be moved to this page to meet this requirement.

This is also a level one subheading. Subheadings that are more than one line may be singled spaced, if desired.

Table 4 formatting matches all other tables throughout the document.

**Table 4**. If the title is more than one line, make sure that the entire entry is single spaced with a blank line in between each entry

| City or Town | Point A | Point B | Point C | Point D | Point E |
|---|---|---|---|---|---|
| Point A | — | | | | |
| Point B | 87 | — | | | |
| Point C | 64 | 56 | — | | |
| Point D | 37 | 32 | 91 | — | |
| Point E | 93 | 35 | 54 | 43 | — |

# APPENDIX SECTION

This section is optional. If included, the title of the section must be called Appendix Section (as seen above). Anything included in the Appendix Section must fit within all four margins.

## APPENDIX A

THESIS AND DISSERTATION GUIDE:

FOCUS ON FORMATTING

by

The Graduate College of Texas State University

Effective for the 2022-23 Academic Year

Graduate College Deans:

Andrea Golato, Dean

Eric Paulson, Associate Dean
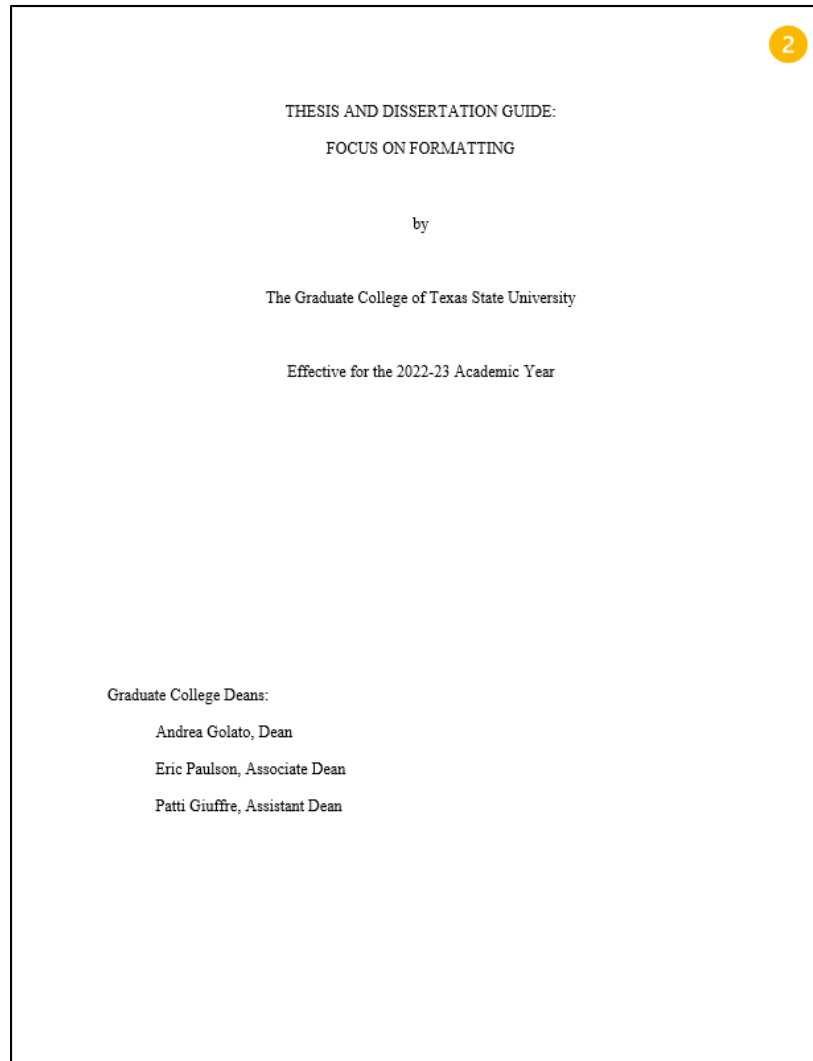
Patti Giuffre, Assistant Dean

Figure A1. This is the guide where The Graduate College formatting requirements are found. This appendix item does not appear in the List of Figures (if included in the Front Matter).

# REFERENCES

Doe, J. (2000). *Consult your committee for the appropriate title and style guide to use in this section*. Anonymous Press.

Smith, A. (1996). Check formatting of references per The Graduate College formatting requirements. *Focus on Formatting, 23*(1), 19.