

A World of Difference

Guide to Formatting the Thesis or Dissertation for TAMIU's Official Formatting Manual Part 1: All Its Parts

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A Note on TAMIU Thesis Manuals

TAMIU's most up-to-date manual, published in Fall 2020, has been split into two parts:

- The Thesis Policy Manual covers rules and regulations that TAMIU has in place for the writing of, defense of, submission of, and publication of final theses and dissertations.
- The Thesis Formatting Manual covers rules and guidelines for style and format, including citations, page numbers, required pages, font sizes, etc.

This guide (Thesis Guide 1) refers mostly to the Formatting Manual.

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All Possible Parts of a Complete Thesis In Order:

- | Preliminary
Material | Body of Text | Supplemental
Material |
|-------------------------|------------------|--------------------------|
| 1. Title Page | 14. Introduction | 16. Endnotes* |
| 2. Copyright Page* | 15. Chapters | 17. Bibliography |
| 3. Approval Page | | 18. Appendix* |
| 4. Abstract | | 19. Vita |
| 5. Dedication* | | |
| 6. Acknowledgements* | | |
| 7. Table of Contents | | |
| 8. List of Figures** | | |
| 9. List of Tables** | | |
| 10. Abbreviations* | | |
| 11. Foreword* | | |
| 12. Preface* | | |

*Optional

**Often

Required

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Things Your Thesis and Dissertation MUST Include

- Title Page
- Approval Form Page
- Abstract
- Table of Contents
- List of Tables/List of Figures (whenever there are two or more or either)
- Major Divisions (Chapter Titles)
- Bibliography/Works Cited/References
- Vita

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Optional Thesis Components

- Copyright Page
- Dedication
- Acknowledgements
- Abbreviations
- Foreword
- Preface/Prologue
- Endnotes
- Appendix/Appendices

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Important Tip for Page Numbers:

Not all pages have page numbers, and some pages use Roman numerals (i, ii, iii) while others use traditional Arabic numbers (1, 2, 3). In order to change how a page presents (or does not present) the numbers, follow these steps for Microsoft Word or Word for Apple:

1. Go to the top-most line on your page.

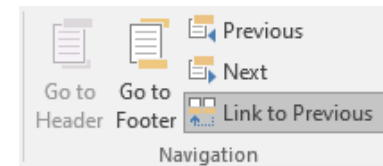
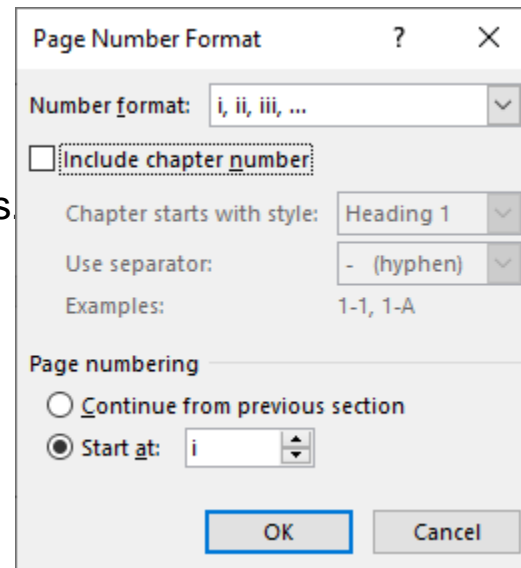
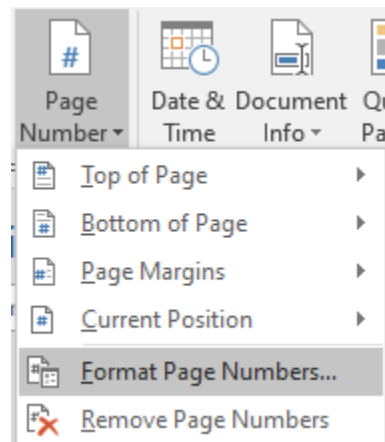
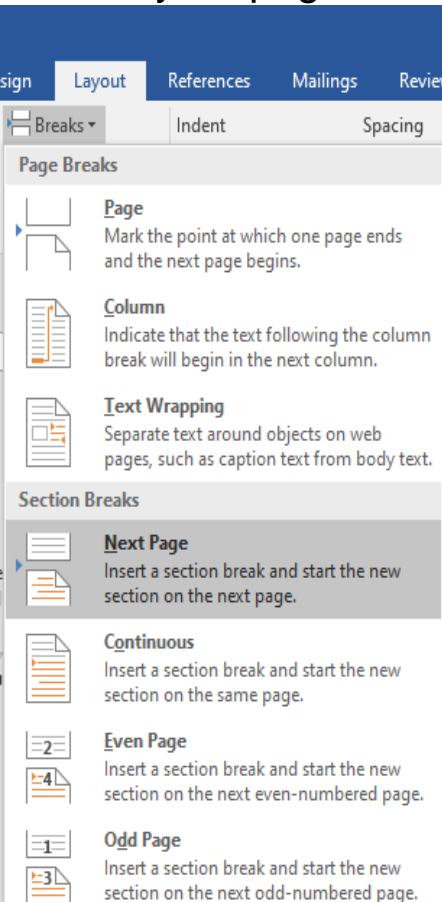
2. In the “Layout” tab, find “Breaks,” and under “Section Breaks,” select “Continuous.”

3. On the desired page, insert a page number as usual. Go to the page you wish to change (the Abstract, Chapter 1, or Introduction, most likely)

4. Under “Page Numbers,” select “Format Page numbers

5. In the “Format Page Numbers” menu, select “Start at,” along with the desired page and format.

6. After inserting and formatting the page number, you may need to deselect “Link to Previous” in order to make numbers appear on some pages and not appear on others.



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Title Page (Required)

About four single lines of empty space, depending on title length

THESIS TITLE IN ALL CAPITAL LETTERS AND CENTERED AND NOT WITH BOLD OR ITALICS (IF THE TITLE IS LONGER THAN ONE LINE, SPLIT IT IN AN "INVERTED PYRAMID" AND DOUBLE SPACE IT) MATCHED WITH APPROVAL PAGE TITLE

Double
space

A Thesis or Dissertation

About two single lines of empty space

by

Lowercase "by"

About two lines of space

FULL LEGAL NAME

About four lines of space

Submitted to Texas A&M International University
in partial fulfillment of the requirements
for the degree of

Single space

About two lines of space

NAME OF DEGREE

Six to eight lines of space

Month Awarded 20XX

Four to six lines of space;
"Major Subject" appears on
the bottom-most line.

Major Subject: As Listed in Catalog

- The very first page
- Considered page "i"
- Does NOT have a number on top.
- Title, student name, and name of degree go all CAPS (ex. MASTER OF ART).
- Title goes in Double-space.
- Page is mostly single-spaced
- Follow this guide for spacing and formatting
- Degrees are only awarded in May, August, and December.
- See Formatting Manual pages 12 and 13.

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Copyright Page (Optional)

- Regardless of whether you use this page in your thesis, you **MUST** sign and return the Copyright and Approval Form (found in the **Thesis Policy Manual Appendices**).
- This is an optional page insert.
- If used, it is considered page “ii.”
- It is **NOT** numbered on top.
- TAMIU does not currently have a hard guideline about its formatting, however, it generally looks like this.
- The title and the full legal name of the author appear as far toward the bottom of the page as they can while retaining standard Thesis margins of 1 inch all around.
- Must include the year of “publication.”

Thesis Title in All Capital Letters and Centered and Not with Bold or
Italics (If the Title Is Longer Than One Line, Split it in an “Inverted
Pyramid” and Double Space it) Matched with Approval Page Title
Copyright 20XX Full Legal Name

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Two or three empty lines of single space

Double Space, ALL CAPS THESIS TITLE IN ALL CAPITAL LETTERS AND CENTERED AND NOT WITH BOLD OR ITALICS (IF THE TITLE IS LONGER THAN ONE LINE, SPLIT IT IN AN "INVERTED PYRAMID" AND DOUBLE SPACE IT) MATCHED WITH APPROVAL PAGE TITLE

About one single line empty

A Thesis or Dissertation

About two lines of space

by

About two lines of space

FULL LEGAL NAME

About two lines of space

Single spaced

Submitted to Texas A&M International University
in partial fulfillment of the requirements
for the degree of

About two lines of space

NAME OF DEGREE

About two lines of space

Approved as to style and content by:

Chair of Committee, First N. Last
Committee Members, First N. Last

About two

First N. Last "Tab" spaces;

First N. Last align the names

Head of Department, First N. Last

About four lines of space

Month Awarded 20XX

About three lines of space

Major Subject: As Listed in Catalog

Approval Page (Required)

- The Approval page must be signed by every member of your committee, plus the department head.
- Usually considered page "ii" (sometimes "iii," if Copyright page is used).
- Does NOT have a page number on top.
- Title and name must match those on Title page.
- Committee member names DO NOT list titles such as Dr. or Prof or Ph.D.
- If the department head serves as a member, chair, or co-chair, his/her name must be included for both positions.
- See Formatting Manual pages 14 and 15.

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DEDICATION

The dedication MUST be titled, all caps, as all major divisions and titles in the thesis should be.

*For all the people who ever
considered
attempted
or completed
their thesis at TAMU*

Dedication (Optional)

- This is an optional page.
- It DOES have a number on top, and if this page is used, it must be listed in the Table of Contents as its correct page.
- It must be titled in ALL CAPS on top, in the same style as other major divisions in the thesis or dissertation.
- Limited to one page.
- TAMIU Thesis Formatting Manual does not have official guidelines for the dedication beyond what is listed.
- In publications, dedications tend to be short, perhaps a couple of lines or a paragraph at most. They are often made for a person who has passed away, although this is not always the case.
- See Formatting Manual page 8.

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The title must go all caps and centered , because it is a major division in the work.

ACKNOWLEDGMENTS

It should have a roman numeral page number on top

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I would like to thank the academy. I would like to thank the sun. I would like to thank my parents. I would like to thank my professors, especially Professor X, Professor O, Professor M, and Professor S. I would like to thank you. I would like to thank myself. I would like to thank the inventor of the microwave. I would like to thank the dinosaurs. I would like to thank myself again. Thank you.

Acknowledgments (Optional)

- This is an optional insert.
- It is limited to four pages.
- It should have a page number listed on top.
- It must be titled, and the title must appear centered and in all caps, as all other major divisions in the work appear.
- TAMIU Thesis Formatting Manual does not list official guidelines for the acknowledgments beyond this.
- Acknowledgments in publications are often a place to thank contributors, supporters, mentors, colleagues, friends and family members, or other important people to the author.

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Table of Contents (Required)

- This is a list of all the major divisions (chapter titles and sections, including bibliography and vita) as well as first-order subdivisions.
- Subdivisions are indicated by spacing and indentation in the list.
- All titles that appear **MUST** match the exact numbering, wording, and page number as they are found in the work. BE AS THOROUGH AS POSSIBLE.
- It includes **nothing in bold.**
- It only uses italics for terms in Latin (such as scientific nomenclature, for example).
- It does NOT need to list preliminary pages (such as the abstract and the table of contents), but if they are listed, they must list ALL preliminary pages.
- It can come in two styles: Chapter Style and Section Style.
- See Formatting Manual pages 18 and 19.
- See additional ARC guide for formatting the Table of Contents.

Table of Contents Styles

Chapter Style

Section Style

TABLE OF CONTENTS

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ABSTRACT.....		iv
DEDICATION.....		v
ACKNOWLEDGMENTS.....		vi
TABLE OF CONTENTS.....		vii
LIST OF FIGURES.....		viii
LIST OF TABLES.....		ix
CHAPTER		
I INTRODUCTION.....		1
The Thing and the Challenge it Presents.....		1
II QUANDRY.....		2
How We Got Here.....		2
What It Is.....		3
What It Isn't.....		4
Where We Want to Go.....		5
How We Think We Can Get There.....		6
III STRUGGLE.....		7
In Which the Author Is Challenged To Come Up With an Increasingly Frustratingly Long Title.....		8
Leader Dots Explained.....		9
Words.....		10
<i>Stegosaurus stenops</i> and Their Classification.....		11
How to Keep <i>Megachile pluto</i> from Going Extinct.....		12
IV CONCLUSION.....		207
WORKS CITED.....		208
APPENDIX.....		209
VITA.....		210

Align these page numbers as closely to the margin as possible. Be consistent.

When title is longer than one line, it may continue onto the next line, but do not indent it. Leader dots are arranged after

Do not add bold; capitalize titles as they appear in the text's work.

Single Spaced throughout

Section titles are NOT indented; they are given same weight as other major divisions.

TABLE OF CONTENTS

		viii
ABSTRACT.....		iv
DEDICATION.....		v
ACKNOWLEDGMENTS.....		vi
TABLE OF CONTENTS.....		vii
LIST OF FIGURES.....		viii
LIST OF TABLES.....		ix
INTRODUCTION.....		1
The Thing and the Challenge it Presents.....		1
QUANDRY.....		2
How We Got Here.....		2
What It Is.....		3
What It Isn't.....		4
Where We Want to Go.....		5
How We Think We Can Get There.....		6
STRUGGLE.....		7
In Which the Author Is Challenged To Come Up With an Increasingly Frustratingly Long Title.....		8
Leader Dots Explained.....		9
Words.....		10
<i>Stegosaurus stenops</i> and Their Classification.....		11
How to Keep <i>Megachile pluto</i> from Going Extinct.....		12
CONCLUSION.....		207
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All major divisions and first-order subheadings must be listed. Secondary subheadings do not need to be listed.

List of Figures (Often Required)

List of Tables (Often Required)

- Only required if the work contains 2 or more figures or two or more tables.
- Placement of titles and captions follows the journal model.
- Each figure and table must have its own title and number. None can have identical number or title.
- All numbers, titles, and page numbers must match those from the text EXACTLY.
- Follows similar guidelines for Table of Contents.
- If both are included, List of Figures appears before List of Tables.
- See Formatting Manual pages 5, 6 and 18.

Abbreviations (Optional)

- This is an optional insert page.
- Center and all-caps the title, as with all other major divisions in the work.
- TAMIU Thesis Formatting Manual has very few official statements about this page.
- It should be listed with the preliminary pages (i.e., it should have a roman numeral page number).
- Most publications that include these list of abbreviations do so in the form of a list, with the abbreviation on one margin, followed by the full name, title, or explanation.
- As with all other parts of the text, consistency is key.

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Foreword (Optional)

- This is an optional insert.
- Center and all-caps the title, as with all other major divisions in the work.
- TAMIU Thesis Formatting Manual has very few official statements about this page.
- It should be listed with the preliminary pages (i.e., it should have a roman numeral page number).
- In most other publications, Forewords are an introductory note written by someone other than the author—a “guest,” a relevant colleague or mentor, for example.
- Most publications that include a Foreword do so in order to explain some purpose or aspect of the text that is not already explained or mandated in the Abstract.
- As with all other parts of the text, consistency is key.

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Preface or Prologue (Optional)

- This is an optional insert.
- Center and all-caps the title, as with all other major divisions in the work.
- TAMIU Thesis Formatting Manual has very few official statements about this page.
- It should be listed with the preliminary pages (i.e., it should have a roman numeral page number).
- In most other publications, Prefaces are an introductory note written by the author that discusses how the work came to be or why the author began the work.
- In most other publications, a Prologue may also be a prelude or introductory note to establish context or set background for the text. They are much more commonly used in narrative works, and are rare in technical or scientific writing.
- As with all other parts of the text, consistency is key.

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Major Divisions and Subdivisions in Body of Text

- Chapter titles and sections must be ALL CAPS and centered. If they are more than one line in length, they should be double-spaced.
- Chapters **MUST** be numbered. Sections do not need to be numbered.
- A subdivision **MUST NOT** begin a new page.
- Subdivisions must have at least one line of narrative text under them. (i.e., You may not have two subdivisions in a row, and you may not have a subdivision by itself at the bottom of a page.)
- Only first-order subdivisions may be typed in all caps, but they must be placed flush left if so.
- Subdivisions may be centered or flush left, and they are typed in upper and lowercase letters. They can be bold or italicized to indicate their level, but they must always be consistent with each other.
- See Formatting Manual pages 8 and 9.

Endnotes (Optional)

- This is an optional page in the backmatter or the text.
- The pages should be single-spaced if used. See Formatting Manual page 7.
- If listed at the end of the text, the page should include a major division title (all caps and centered).
- There are few TAMIU Thesis Formatting Manual notes about Endnotes.

Bibliography (Required)

- Regardless of the style or format selected for the thesis or dissertation, a bibliography is required.
- It must include all referenced texts and citations used in the work, and they must match the citations as they appear and are used in the work.
- The bibliography follows the format of the journal model selected by the student for that individual article, rather than a particular style (such as MLA, APA, Chicago, etc.).
- If there are discrepancies in the formatting of the bibliography as used by the journal model and the TAMIU Thesis Formatting Manual, the manual rules take precedent.
- See Formatting Manual page 23.

Appendix (Optional)

- This is an optional back matter section.
- Appendices often include tables, figures, or tools used for reference.
- Appendix designation and titles are listed in ALL CAPS, centered, standard font.
- All material in the appendix must be legible.
- The appendix may also include copies of copyright letters of permission, in addition to the copyrighted material.
- A cover page may be used for each separate appendix if desired.
- See Formatting Manual page 23.

Vita (Required)

- This is a required insert. It is always the last page in the thesis. It includes a page number.
- It must list the title as a major division (ALL Caps, centered).
- It MUST Include the student's full legal name.
- It MUST include educational background, including schools attended, degrees earned, years earned, and the major field of specialization.
- It MUST also list applicable professional, industry, military, business, and academic experience.
- It SHOULD NOT include the master's or ph.d. degree that you are currently pursuing.
- The typist name may be included at the bottom of the page.
- Although the Vita has these requirements, the style in which this information is given in the manuscript is not mandated by the TAMIU Thesis Formatting Manual.
- See Formatting Manual page 24.

Vita (Required) Examples

Because there are few format expectations for the required Vita, many students customize their own. As long as the required information is included, there are many possibilities. These are two examples (note: only one Vita required per manuscript).

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VITA

Francisco Enrique Zamora

Major Specialization

English

Educational Background

Central Washington University, 2015

Bachelor of Arts, English

Bachelor of Arts, Psychology

Professional Experience

Writing Tutor Mentor

Central Washington University, 2015-2017

Teaching Assistant, English 100T

Central Washington University, 2016-2017

Adjunct Instructor, English 1301

Texas A&M International University, Fall 2019

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VITA

Francisco Enrique Zamora is pursuing his major specialization in English through TAMIU's graduate program. He previously received dual Bachelor of Arts degrees in English and Psychology in 2015 from Central Washington University. His professional experience is focused on education and writing. He was a writing tutor at Central Washington University from 2015 to 2017. He was a teaching assistant for English 100T at CWU in Fall and Spring 2016, and he was an adjunct instructor for English 1301 at TAMIU in Fall 2019.

Contact info: francisco.zamora@tamiu.edu

(956) 326-2477

Congratulations!!!

- Once everything has been approved, the last step is to upload your thesis with the guidance of Graduate School staff.
- Keeping checking the TAMIU Thesis and Dissertation Repository to view the published form of your thesis/dissertation:
<https://www.tamiu.edu/library/ThesesDissertations.shtml>
- See ARC's additional Thesis Guides for assistance with styles, figures and tables, table of contents, and the thesis defense.

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