

Thesis/Dissertation Format Self Certification Form Office of Graduate Studies

The following certification form is provided so that you may verify the compliance of your manuscript format to that required by Mines. Upon completing the final version of your thesis/dissertation, check the following items against a final copy of your manuscript. When all items in your manuscript conform to those specified on this certification form, sign the Certification Form and provide the signed form with a copy of your thesis/dissertation to the Office of Graduate Studies for format certification. The Office of Graduate Studies *will not review the format of your manuscript prior to receipt of a signed copy of this Self Certification Form*.

Is the required front matter properly formatted, placed in proper sequence, numbered with roman numerals and printed single sided?

- Title page
- Copyright page (if applicable)
- Submittal sheet (numbered as page ii and signed in **BLACK** ink)
- Abstract (numbered as page iii; does not exceed 350 words for Ph.D. Dissertation)
- Table of Contents
- List of Figures, Tables and Plates, etc. (if applicable)

Are these formatting elements included and consistent throughout the thesis?

- Margins: top and bottom text margin – 1 inch wide; inside text margin – 1 ½ inch wide; outside text margin – not less than 1 inch wide
- Alternating margin widths: If printed two sided, the inside and outside margin widths alternate with even- and odd-numbered pages
- Roman-numeral front matter page numbers: centered, ½ inch from bottom edge of paper
- Arabic-numeral main body and back matter page numbers: begin as page 1 on first page of Introduction or Chapter 1, placed consistently throughout document
- First page of each chapter, if printing two-sided: begins on an odd-numbered (right-hand) page
- Line spacing: 1 ½ or 2 line spacing in body text; single line spacing for captions and multiple-line references
- Text alignment is consistent: left-margin justification with ragged right edges; or left and right margin justification with NO extra white space between words
- Indentation: first line of each paragraph is indented
- Only uses standard font, i.e., Times, Times Roman, Arial or Helvetica, 10-12 point type; no handwritten symbols in text or equations
- Capitalization: proper capitalization for chapter, section titles and subheadings; all chapter, section titles and subheadings consistently formatted throughout document
- Headings and subheadings: at least one paragraph of text between ALL headings and subheadings; at least two lines of text after a heading or subheading before the end of a page
- Numbering: proper number for chapters, sections, subsections, figures, tables, equations and footnotes; if number system not used for sections and subheadings, are they indented appropriately
- Figures: all are numbered, have captions and are referenced in the text in the same chapter in which they appear; captions are singled spaced and placed directly below the figure (for landscape figures, this means caption is printed in landscape mode and placed on page right); text should flow around figure (even across sections and subsections); **figures on stand-alone pages must occupy more than 50% of the page, otherwise text must be included on the page with the figure**

- Tables: all are numbered, have titles and are referenced in the text in the same chapter in which they appear; titles are single spaced and placed directly above the table (for landscape tables, this means caption is printed in landscape mode and placed on page left); text should flow around table (even across sections and subsections); **tables on stand-alone pages must occupy more than 50% of the page, otherwise text must be included on the page with the table**; if table requires multiple pages, column headings must appear on each page
- Text does not stop on any page after the reference of a figure or table. Text continuously flows across all pages except those with figures/tables that occupy more than 50% of the page or at the end of chapters.
- References: only references cited in the text are included in References Cited; and all references listed in References Cited are included in the text; format used for references is consistent
- Oversized elements: plates and maps larger than the thesis page are properly folded to 7 x 10 inches, and labeled on the outside fold
- Photographs: import photographs into text as digital files; do not attach actual photographs

Is optional back matter (i.e., Appendices) properly formatted, placed in proper sequence, numbered with Arabic numerals and printed consistent with body of text?

- Page numbers of appendices continue in sequence and position that used in body
- Figure, table and equation numbers in appendices are preceded with the appropriate appendix letter (e.g., the first equation appearing in Appendix A is listed as A-1)
- Appendices and their accompanying figures and tables are included in the Index, List of Tables and List of Figures
- CDs/DVDs: labeled and included in jewel cases; labeling meets the requirements outlined in Thesis Writer's Guide

Have you remembered these requirements for submitting your thesis?

- Proofread thesis/dissertation carefully (including title and acknowledgements pages)
- Obtained all required signatures, in black ink, on the submittal page
- Printed front matter pages one-sided only; thesis body and back matter pages may be printed either one sided or two sided
- Double checked printed copies for out-of-order or missing pages
- Included all inserts and accompanying material: properly folded maps, plates, CDs (labeled and in a jewel case), etc.

I hereby certify that to the best of my knowledge the thesis/dissertation I have submitted meets all of the required institutional formatting guidelines as specified in the most recent edition of the *Thesis and Dissertation Writer's Guide*.

Name: _____

Date: _____