THESIS FORMATTING CHECKLIST

FORMATTING REQUIREMENTS

☐ Font-Must be consistent
  ▪ Color: Black
  ▪ Type: Times, Times New Roman, Arial, Helvetica
  ▪ Size: 10-12 point font
    - Titles that are a little larger are OK
    - Titles that are huge are not OK
  ▪ No handwritten symbols in text or equations

☐ Page Numbers
  ▪ Must be in numerical order
  ▪ Front Matter: lower case Roman numerals (i, ii, iii, etc)
    - Title page is not numbered
    - Submittal page is page ii
  ▪ Body of Thesis: Arabic numerals (1, 2, 3, etc)
    - Begins with chapter 1 to end of thesis

☐ Margins
  ▪ 1 inch margin on all sides (top, bottom and both sides) throughout document
  ▪ Text, figures, tables, equations, etc. may not go beyond the 1 inch margins

☐ Line Spacing and Indenting-Must be consistent
  ▪ 1.5 or double spacing on all text in paragraphs
  ▪ Exceptions:
    - Figure and Table captions are single spaced
    - Multi-line entries in the Table of Contents, List of Figures, List of Tables and References are single spaced
    - 1.5 or double space between different entries
  ▪ Use appropriate spacing between the text of paragraph and the Figure/Table captions to differentiate the text
    - Make sure that you have enough space so the text on the caption does not look like it could be a part of the text in the preceding/following paragraph
  ▪ Indent at the beginning of each new paragraph

☐ Text Alignment
  ▪ Left margin is justified
  ▪ Right margin is not justified
    - Exception: right margin can be justified if the word spacing is proportional with no extra white space between words

☐ Titles (Title Page, Table of Contents, List of Figures/Tables, chapters, References, etc.)
  ▪ Centered on page
  ▪ All CAPITAL letters- Must be consistent. If use all capital letters on one title, then must use all capital letters on all titles
  ▪ Inverted pyramid

☐ No Excess White Space
  ▪ Text must fill the entire page
    - As long as the page is filled ¾, then it is OK
  ▪ The figure/table does not need to directly follow the text referring to the figure/table
If a figure/table won’t fit, add text to refer the reader to the page where the figure/table can be found (i.e. see table 2.4 on page 3) and bring text from the next section up to the page with the white space.

- White space is only allowed:
  - At the end of a chapter
  - When a figure/table fills more than 50% of the page and no other text is added to the page
    - Table or Figure should be centered vertically and horizontally
      - If Figure or Table is large (takes up about ¾ of page, then don’t worry about this.
        - It only really matters when a Figure or Table is barely more than 50% of page, with a lot of white space
  - If the next 2 lines of a paragraph won’t fit at the bottom of the page
  - If the heading or subheading + 2 lines of text won’t fit

□ Thesis Length and File Size
  ▪ No upper page limit
  ▪ No file size restrictions

□ Copyright Permissions
  ▪ Required if:
    - Article has been published
      - Co-author permission
      - Publisher permission
    - Article has been accepted for publication
      - Publisher permission
      - Co-author permission
    - Article has been submitted, but no yet accepted/rejected by journal
      - Co-author permission
    - Future publication, but not yet submitted
      - No permission needed

▪ Adding Permissions to thesis
  - Permissions may be in the form of an email
  - Permissions may be added at the end of the thesis
  - Permissions may be uploaded separately in ProQuest
    - If uploaded separately in ProQuest, you can see them when you revise a PDF.

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**THESIS COMPONENTS**

**Page Sequence**

- Title page (not numbered)
- Front matter (pages numbered with lower case Roman numerals: i, ii, iii, iv, etc)
  - Copyright page (if applicable)-not numbered
  - Submittal page without signatures (always numbered page ii)
  - Abstract (always numbered page iii)
  - Table of Contents
  - List of Figures
  - List of Tables
  - List of Plates or Symbols (if applicable)
  - Acknowledgments
  - Dedication
- Content begins with chapter 1 (pages numbered with Arabic numerals: 1, 2, 3, etc.)
- Chapters
  - Each new chapter begins on a new page
- References
- Bibliography (if applicable)
- Appendices (if applicable)
  - If included appendices must follow formatting guidelines

**FRONT MATTER of THESIS**

- **Title Page**
  - No page number
  - Title in all CAPITAL letters
  - Title is centered both vertically and horizontally
  - Multi-line titles appear in an inverted pyramid shape

- **Submittal Page**
  - Page ii
  - Electronic copy uploaded into ProQuest without signatures
  - Signed hardcopy submitted to OGS by 5:00pm on day of upload deadline

- **Copyright Page**
  - Students own the copyright to their thesis, but may wish to register your work with the Library of Congress
  - For a fee, ProQuest will register your thesis at the time of submission. For more information, see the ProQuest website and the U.S. Copyright Office website
  - If an official copyright is obtained, the copyright page is the page just after the title page
  - The copyright page is not numbered

- **Abstract**
  - Page iii
  - Concise 1-3 sentence statement of the thesis problem, a brief statement of a few sentences describing the research method and a report on the major findings
  - Generally 200-300 words
  - Do not repeat thesis title

- **Table of Contents, List of Figures, List of Tables, etc.**
  - Required
  - Double space unless multi-line item, then single space
  - Text cannot overlap the last leader dot (…….)

- **Acknowledgements**
  - Optional-see department for recommendations

- **Dedication**
  - Optional

**MAIN BODY of THESIS**

- **Thesis Text**
  - Each chapter begins on a new page
  - Text alignment is consistent
  - **Headings and Subheadings within chapters**
    - Must be consistently formatted
    - Must have a paragraph of text under each heading and/or subheading
      - Exceptions only for chapters that have been previously published as a journal article.
    - Use either Double Numbering System or Three Level System
    - Journal Paper Format
      - Must include copyright permissions
□ Figures and Tables
  o Figures must be listed in the List of Figures and Tables must be listed in List of Tables
  o Must be numbered and have a brief caption describing the figure/table
  o Must fit within margins
  o Do not wrap text around figures/tables
  o Do not place figures or tables side-by-side
  o Number & Captions
    ▪ Single spaced
    ▪ Font size and type must match font size and type throughout thesis
    ▪ Font color must be black
    ▪ Flush with left margin, or centered under figure/table
    ▪ Figure numbers & captions are placed below the figure
    ▪ Table numbers & captions are placed above the table
  ▪ Numbering
    o First number = chapter number
    o Second number = number within chapter
      o For example: Figure 2.4 = the 4th figure in chapter 2
    o Make sure the numbers make sense.
  ▪ Large Figures/Tables that (are):
    o Take up more than 50% of a page may stand alone on the page
    o If figure fills the page and no room for caption, place caption alone on the preceding page
    o Figures or Tables that fill more than one page (i.e. continue on to a 2nd or 3rd page) will have: (Figures that are 1 image cannot be split: in this case upload as supplemental files).
      ▪ Figure/table number and caption on first page
      ▪ Figure/table number, followed by continued on each subsequent page
        o For example, Figure 2.4 Continued
    o Larger than 6.5x9 may be shrunk to fit the page, or uploaded as supplemental files
    o Figures/tables formatted wider than they are high must be in landscape mode.
      ▪ Page number placed at the bottom of the page (along the 11” side).

□ References- Must be consistent
  ▪ Individual References are single spaced
  ▪ 1.5 or double space (use the same spacing you used throughout the entire thesis) between different references
  ▪ Use the style of reference preferred by your department (be consistent)
  ▪ Do not type URLs in blue

□ Appendices-optional
  ▪ Appendices must be listed in the Table of Contents
  ▪ Figures and Tables in an appendix must be listed in the List of Figures or List of Tables
    o Figures and Tables in an appendix must be labeled with a number and a caption, just like all other figures and tables throughout the thesis
    o Label as Figure A.1 (1st figure in appendix A), Table B.4 (4th table in appendix B), etc.
  ▪ Formatting must be the same as the main text
  ▪ Page numbering continues from Main Body of Text

□ Supplemental files-optional
  ▪ Must be listed in an appendix: https://inside.mines.edu/Supplemental-Electronic-Files
  ▪ Must be uploaded separately from thesis/dissertation
  ▪ If have supplemental files, then must have appendix for supplemental files.

□ Copyright Permissions
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    o Upload the permissions into ProQuest