

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 1inch 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 $\frac{3}{4}$, 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 (ie. 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.

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**

- Figures must be listed in the List of Figures and Tables must be listed in List of Tables
- Must be numbered and have a brief caption describing the figure/table
- Must fit within margins
- Do not wrap text around figures/tables
- Do not place figures or tables side-by-side
- **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**
 - First number =chapter number
 - Second number = number within chapter
 - For example: Figure 2.4= the 4th figure in chapter 2
 - Make sure the numbers make sense.
- **Large Figures/Tables that (are):**
 - Take up more than 50 % of a page may stand alone on the page
 - If figure fills the page and no room for caption, place caption alone on the preceding page
 - Figures or Tables that fill more than one page (ie. 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
 - For example, Figure 2.4 Continued
 - Larger than 6.5x9 may be shrunk to fit the page, or uploaded as supplemental files
 - 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
 - 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
 - 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**

- If you need copyright permissions for your thesis, you may:
 - Add the PDF'd emails at the end of your thesis, or
 - Upload the permissions into ProQuest