

Texas A&M International University

A Member of the Texas A&M University System

Graduate School

Thesis/Dissertation Format Submission Checklist

Committee Chair: Submission of this signed form affirms that you have reviewed the document and approve it to be sent for submission and final publication. Check all included, noted sections.

<p><u>Page Order and Pages Included</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Title Page (required; always page 'i', counted but not numbered)<input type="checkbox"/> Copyright Page (<i>optional</i>; unnumbered if used)<input type="checkbox"/> Approval Form Page (required; counted but not numbered)<input type="checkbox"/> Abstract (required; first numbered page, always a lowercase Latin numeral)<input type="checkbox"/> Dedication (<i>optional</i>)<input type="checkbox"/> Acknowledgements (<i>optional</i>; limit four pages)<input type="checkbox"/> Table of Contents (required; follow Formatting Manual exactly)<input type="checkbox"/> List of Figures (required if manuscript includes 2 or more figures)<input type="checkbox"/> List of Tables (required if manuscript includes 2 or more tables)<input type="checkbox"/> Abbreviations (<i>optional</i>)<input type="checkbox"/> Foreword (<i>optional</i>)<input type="checkbox"/> Preface (<i>optional</i>)<input type="checkbox"/> Body Text (required; 40 page minimum)<input type="checkbox"/> Endnotes (<i>optional</i>)<input type="checkbox"/> Bibliography (required; label of its title may vary based on journal model)<input type="checkbox"/> Appendices (<i>optional</i>)<input type="checkbox"/> Vita (required; always last page, limit one page) <p><u>Journal Model and Style</u></p> <ul style="list-style-type: none"><input type="checkbox"/> The journal model is listed at the bottom of page "1."<input type="checkbox"/> The manuscript follows the journal model's formatting style for sources and bibliography as closely as possible.	<p><u>Title Page and Approval Page</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Title matches in all places in the manuscript<input type="checkbox"/> The name of the degree major subject is correct as it appears in the TAMIU course catalog.<input type="checkbox"/> The date on the title page must be the month and year of the degree award date (only May, August, or December).<input type="checkbox"/> (<i>Approval Page only</i>) Committee members' names are listed with no titles. Committee chair or co-chairs are listed as chair and appear first in the list. <p><u>Margins, Spacing, and Pagination</u></p> <ul style="list-style-type: none"><input type="checkbox"/> All margins (left, right, top, and bottom) are 1" on all pages.<input type="checkbox"/> The text is consistently double-spaced, except when appropriate, such as on some preliminary pages or when using insert or block quotes.<input type="checkbox"/> All pages are included, numbered consecutively, and only appear on the top right of each page. (<i>Pages before the Abstract are counted but not numbered. All numbered pages before the first page of Chapter 1 will be numbered using roman numerals (ii, iii, iv, etc...). The first page of Chapter 1 will begin with "1" and use Arabic numerals (1, 2, 3, etc...) to the end of the document.</i>) <p><u>Chapters or Sections</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Each major division title is capitalized, centered, and unbolded for each chapter or section.<input type="checkbox"/> The narrative body of the text is at least 40 pages in length, filled with text in all appropriate places.<input type="checkbox"/> All subheading levels are internally consistent.
--	---

Student Signature

Type Name

Date

Committee Chair Signature

Type Name

Date

Graduate School

Senator Judith Zaffirini Student Success Center 223

Phone: 956.326.3027 ~ Email: thesis@tamiu.edu

Website: www.tamiu.edu/gradschool

Revised: 09/28/2020