

GUIDE TO FORMATTING THE THESIS OR DISSERTATION FOR TAMIU'S OFFICIAL MANUAL PART 2: STYLE AND FORMAT

(The Journal Model, Single and Double Spacing, Block Quotes,
Headings and Subheadings, In-Text Citations, Bibliography,
Additional Tips and Tricks)

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THE JOURNAL MODEL

While the TAMIU Thesis Manual provides several mandatory requirements for the thesis and dissertation, the journal model determines several important parts of the thesis/dissertation operations, including:

- How in-text citations are cited.
- How the Bibliography is formatted.
- The style and labeling for Tables and Figures.

The journal you select as a model must have these features

- It must be a major publication from the student's selected field.
- It must be from the last five years.
- If your thesis contains tables and/or figures, your journal model should also contain tables and/or figures.

If there are inconsistencies for formatting between the journal model and the TAMIU Thesis Manual, use the TAMIU Thesis Manual rules.

Submit a complete e-copy of the article, or PDF, of the journal model article when submitting the final thesis.

See Manual
pages 5 and 6.

SINGLE AND DOUBLE SPACING

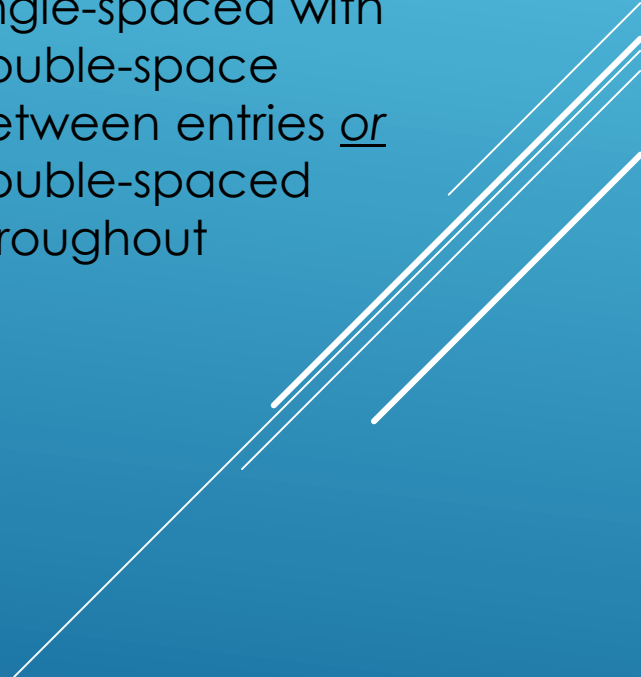
Use Single Space when:

- Using block quotes and inserted quotes
- Inserting the line that notes your Journal Model on page 1.
- Using footnotes or endnotes
- Itemized or tabular materials (lists).
- Certain parts of the Approval Page, Title Page, and Table of Contents.

Use Double Space when:

- Writing the body of the narrative text. (Note: You may also choose to use one and one-half space.) Whichever you choose, the Abstract, List of Tables and/or List of Figures should match this.
- Writing the title of the thesis or Chapter or Section titles within the narrative text.
- Certain parts of the Approval Page, Title Page, and Table of Contents.

Note: The Bibliography (References or Works Cited) may be either single-spaced with double-space between entries or double-spaced throughout

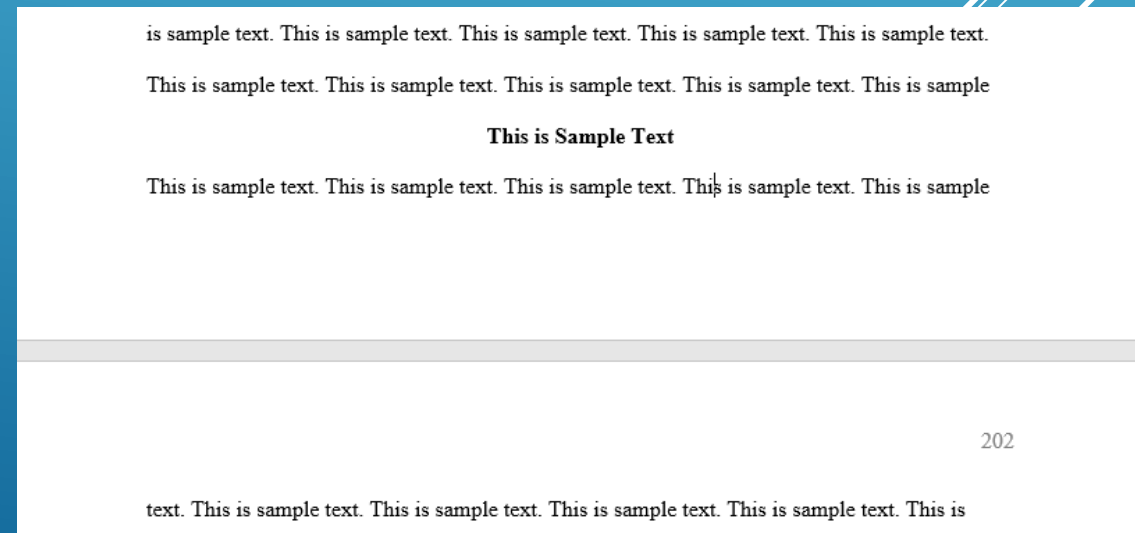
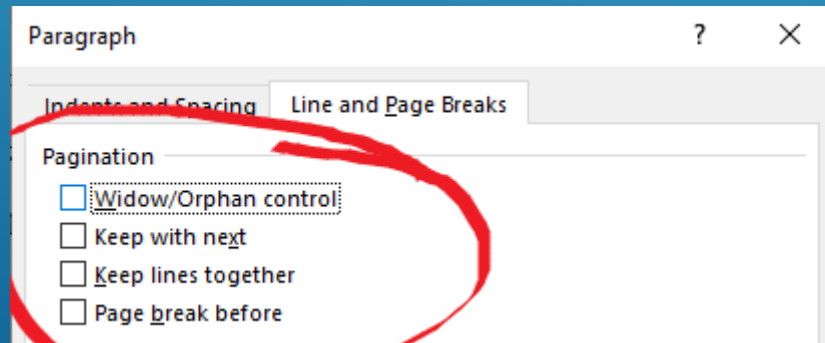
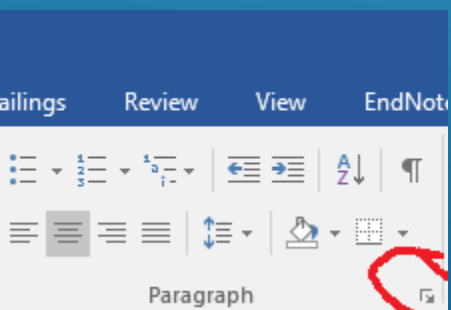
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SUBHEADINGS CONTINUED


Sometimes, adding additional lines of text can ensure that the subheading does not begin on a new page and/or does not sit by itself at the bottom of the page. However, this is not always convenient or appropriate.

Another potential method is to toggle off the “Window/Orphan control” setting to return paragraph spaces to previous pages.

- Select your paragraph and subheading text.
- In the “Home” tab on Microsoft Word, hit the arrow key under “Paragraph.”
- In the Paragraph menu, switch to “Line and Page Breaks.”
- Deselect “Window/Orphan control” and press “okay.”



IN-TEXT CITATIONS

- Follow the example and style used by your selected Journal Model.
 - If the journal uses multiple reference styles, you may find consulting with a relevant citation guide (for example, MLA 8th edition, APA 7th edition, or most recent Chicago style guide) helpful.
 - If the citation appears in the text, it **MUST** also appear in the Reference or Work Cited section.
 - The Bibliography should include only those sources utilized directly in the text. In other words, if it appears in the Bibliography, it **SHOULD** also appear in the thesis somewhere.
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BIBLIOGRAPHY

The style and format for this section depends on the journal model. The journal model determines:

- What the section is called (i.e., *References* or *Works Cited*)
- Whether the list is alphabetical, numerical, or some other format
- The way in which multiple works by the same author, multiple authors in a work, works with no author, and so on are referenced.

If desired, general references consulted and used as background study may be listed as a separate subdivision of the Reference section. Some subheadings, such as “Supplemental Sources Consulted,” should be added at the end of the sources cited. Background materials cited in this way should follow the style used by the journal model.

OTHER TIPS AND TRICKS FOR EDITING

- Keep a detailed list of your sources (especially for page numbers and years) as you use them. The number one place where students have errors are their in-text citations not matching their Reference pages and vice versa because they deleted or forgot something along the way.
- Using CTRL+F while browsing your document can QUICKLY help you find authors, keywords, or even consistent errors or mistakes, if you know what to look for!
- Your Table of Content should list every single heading and first-order subheading, AND all titles need to match (page number, words, punctuations, and capitalizations). CTRL+F can also be useful to make sure these things match.
- Keeping a printed copy of your References or Table of Contents can also be a fast method of checking your references and subheadings as you edit and revise your way through the body of your text.
- Spellcheck/Grammar Check can be helpful, but it doesn't catch everything, and it is not perfect. Having another pair of eyes (your advisor, a tutor, the TAMU Writing Consultant, or a peer) look at even one of your sections can be extremely valuable for catching errors.
- Consult the TAMU Electronic Thesis Database (<https://www.tamtu.edu/library/ThesesDissertations.shtml>) to view previous theses. Although these are a poor substitute for the manual or these guidelines, since formatting and style rules are likely to change over time, viewing the basic style that other students have used in the past can sometimes be useful to offset Imposter Syndrome or feelings of being overwhelmed by your own work.