Thesis Pre-Submittal Checklist

TEXAS A&M UNIVERSITY

This checklist emphasizes many of the formatting concerns relevant to thesis preparation. It highlights the important material contained in the *Thesis Manual*, however, this is not a substitute. Please click each maroon heading to see specifics about the topic, then click "Yes" once you've verified the topic in your document or "Does not apply." When your document complies to the *Thesis Office* guidelines, save the file. When you are ready to submit your approved Electronic Thesis or Dissertation, ETD to the *Thesis Office*, upload this completed checklist along with your ETD to *Vireo*.

Yes   Does not apply

General Concerns

- Uniform Font and Size
- Uniform Text Style
- Margins
- Spelling and Grammar
- Page Numbers
- Page Size

- Compare your List of Figures/Tables with the sample to see proper spacing, alignment, and capitalization for titles.

- Are you using consistent capitalization for each title, either title or sentence case?

- Do titles agree up to the first period with the in text captions?

Preliminary Pages

- Title Page
- Abstract
- Table of Contents
- List of Figures/Tables

- Do the page numbers match between the List of Figures/Tables and the text?

- Are all titles unique?

Click for sample

Name: Peter Maginot

You will not be able to see the text as you're typing. Once you click off the text box, the type will be visible.

Yes | Does not apply

Main Text

- Chapter/Section Titles
- Major Headings
- Subheadings
- Paragraph Styles
- Blank Pages
- Short Pages
- Equations
- Copyright Permissions

Has any material in your thesis been published? If so, you may need to be granted permission by the copyright holder. Click "Format for Copyright Permission" to see how to add the proper acknowledgements.

See Thesis Manual pages 5-7 and Thesis Office handout "Permission to Use Copyrighted Material" in the Policies section of our website.

Format for Permission Statement

Figures and Tables

Spacing

Titles

Text Mentions

Continued Figures/Tables

- Open the file, checking that it is not empty.

- Check that blank pages were not inserted anywhere in the document.

- Check that all figures/tables appear. Whole figures/tables have been known to disappear.

References

Format

Content

Text Mentions

- Check that text shifting did not occur. Check that all subheadings have at least one line of text below them.

- Check that your PDF is searchable.

Appendix Material

Headings

- Does it open to the first page (title page) of the ETD?

PDF Conversion

- Check that all pages are 8.5" x 11" (excluding oversized material).

After converting to PDF:

STOP!
Before you submit!

Do all pages follow 8.5" x 11" page size (excluding oversized material)?

YES!

Do your margins adhere to the established setting throughout the entire document?

YES!

Are all page numbers at the bottom, center with preliminary pages having a Roman numeral and Chapter I/Section 1 starting with Arabic number 1?

YES!

Save this PDF, then click Reveille to upload this checklist with your ETD as an "Administrative" file