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| **Formatting Requirements for the Entire Document** | | |
|  | | **Margins:** Margins must be adhered to on all pages including front pages, table of contents, body of text, tables, figures, references and appendices pages (i.e., everything!) as follows:  **TOP: 1.25”**  **LEFT: 1.25”**  **BOTTOM: 1.1”**  **RIGHT: 1”** |
|  | | **Font style:** Use **Times New Roman, Arial, or Calibri. One of these fonts** must be used for the entire document, for all sections (including page numbers). |
|  | | **Font size:** 12-point font size should be used for all sections except for individual Tables and Figures, which may use smaller and/or larger font sizes as needed. |
|  | | **Page numbers:** Page numbers should be centered, bottom of page, using same font as body of text. Page numbers should not show until *List of Tables* page (see below for details). |
|  | | **Blue instructions and < > marks on the Templates:** These are for your assistance only – please remove all blue instructions as you use the pages. |
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| **Tips for formatting your document** | | |
|  | | For assistance formatting page numbers, Table of Contents, Landscape view pages (Landscape page numbers must show at bottom as if they are Portrait pages), visit the University of Michigan Knowledge Navigation Center guide to “Microsoft Word for Dissertation 2010” at: <http://guides.lib.umich.edu/content.php?pid=245394&sid=2027967> |
|  | | If you are using a program other than Word (i.e., LaTeX), the style guidelines on this Checklist must still be used. |
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| **Signature Page** | | |
|  | **Page number should NOT show** (but counting of page numbers begins) | |
|  | **Title**: ALL CAPS. Set in an inverted pyramid shape, double-spaced, centered | |
|  | **Student’s name:** ALL CAPS.First name, middle name (or initial – no periods), last name, followed by **previous degree(s) earned**. Place commas after name and between degrees. No periods. | |
|  | **CE, Thesis, or Dissertation Chair name:** ALL CAPS. Type the Chair’s name and degree(s) below the first signature line. Use commas after name and between degrees. No periods.  **DO NOT include the title “Dr.” here or anywhere else on the document.**  Remove the words “CE, Thesis, or Dissertation Chair” | |
|  | **Academic Advisor name:** ALL CAPS. Type the name and degree(s) below the second signature line. No periods.  Remove the words “Academic Advisor” | |
|  | **Committee Member names:** ALL CAPS. Type the name and degree(s) below the third signature line, add additional names on additional lines (if applicable). No periods.  Committee members should be listed in **alphabetical order** (based on last name).  Remove the words “Committee Member” | |
|  | **Remove extra signature lines** (Note: only ONE signature line is needed for each committee member, even if they serve more than one “role” on your committee.) | |
|  | **MPH CE/MS Thesis:** Remove the Dean’s signature line. | |
|  | **DrPH/PhD Dissertation:** The following appears below the Dean’s signature line, in this format:  DEAN, THE UNIVERSITY OF TEXAS  SCHOOL OF PUBLIC HEALTH | |
|  | All text on page is caps except the word ‘by’ | |
|  | No bold or italic text | |
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| **Copyright Page** | | |
|  | **Page number should NOT show** (but page counting continues) | |
|  | This page must be its own page, not connected to the previous page. | |
|  | “Copyright” appears on the first line. Upper and lower case; centered. | |
|  | “by” appears on the second line. Lower case; centered. | |
|  | Student’s name appears on third line. Upper and lower case; centered. First name, middle name or initial, last name, followed by ***previous and current degrees***. | |
|  | Numeric calendar year appears on the fourth line, centered. | |
|  | No bold or italic text | |

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| **Dedication Page (Page not required)** | |
|  | **REMOVE THIS PAGE IF NOT USED.** |
|  | Page number should NOT show (but counting continues) |
|  | “DEDICATION” appears on the first line, centered, all caps |
|  | “To” and the name of the person is on the second line, centered, upper and lower case |
|  | **No other text or images show on this page** |
|  | No bold or italic text |
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| **Title Page** | |
|  | **Page number should NOT show** (but counting continues) |
|  | **Title**: appears in all caps in an inverted pyramid shape; double spaced ; and is the exact same as the title on the cover page |
|  | **Student’s name**: appears in all caps.  The next line shows previous degree earned, followed by the previous granting institution, and the year it was awarded. Use additional lines as needed to show previous degrees awarded, the granting institutions, and the years awarded. Show in chronological order, starting with the earliest degree first. Only previous degrees should show - not professional certifications. Use no periods. |
|  | The following appears double spaced; centered; upper and lower case:  Presented to the Faculty of The University of Texas School of Public Health in Partial Fulfillment of the Requirements for the Degree of |
|  | One of the following degrees is selected and is in all caps, centered:  Master of Public Health / MASTER OF SCIENCE / DOCTOR OF PUBLIC HEALTH /  DOCTOR OF PHILOSOPHY |
|  | The following appears near the bottom of the page; Houston is listed, regardless of which campus you graduate from. Single spaced; with one of the months selected and the others deleted:  The University of Texas  School of Public Health  Houston, Texas  May, August, or December, Numeric Year |
|  | No bold or italic text |

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| **Preface page (Not required, text only)** | |
|  | **REMOVE PAGE IF NOT USED** |
|  | **Page number should NOT show** (but counting continues) |
|  | “PREFACE” appears on the first line; centered; all caps; not bold |
|  | The first line of text is indented 0.5 inches; remaining text is left justified |
|  | The preface describes what inspired the student to complete the degree. Limit to 200 words. |
|  | Text is double spaced; upper and lower case |
|  | No bold or italic text on page |
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| **Acknowledgements page (Not required, text only)** | |
|  | **REMOVE PAGE IF NOT USED** |
|  | **Page number should NOT show** (but counting continues) |
|  | “ACKNOWLEDGEMENTS” appears on the first line and is centered; all caps; not bold |
|  | The first line is indented 0.5 inches; remaining text is left justified |
|  | The acknowledgements section is used to thank people who have helped in the research, and to recognize funding sources. |
|  | Text is double spaced; upper and lower case |
|  | No bold or italic text on page |
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| **Abstract page** | |
|  | **Page number should NOT show** (but counting continues) |
|  | Title appears in all caps in an inverted pyramid shape; double spaced ; and is the same as the title on the cover page |
|  | Student’s name appears centered on page; in upper and lower case; followed by previous and current degrees earned using no periods |
|  | The following is listed in the center of the page below the student’s name; single spaced  The University of Texas  School of Public Health, Numeric Year |
|  | The student has selected the appropriate title from: “CE, Thesis, or Dissertation Chair:” |
|  | **CE, Thesis, or Dissertation Chair’s name: Left justified.** Name, degree(s). Name and degrees are separated by commas, upper and lower case, no periods. |
|  | The first line of the abstract is indented 0.5 inches; remaining text is left justified |
|  | Text is double spaced; upper and lower case |
|  | No bold or italic text on page |
|  | **Abstract is limited to approximately 350 words – no more than 2 pages total.** |
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| **Table of Contents Page** | |
|  | **Page number should NOT show on bottom of this page.** |
|  | “TABLE OF CONTENTS” appears on the first line and is centered; all caps; not bold |
|  | Page numbers for all Table of Contents items must correspond with actual location in the document, and are generated using the Table of Contents and Headings features in Word (see Template for details, also see Tips section above for help). Leader dots are optional. |
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| **List of Tables Page (if applicable)** | |
|  | **Page numbers should begin showing on this page. Page numbers are centered at the bottom of the page. Use small Roman Numeral (for example, instead of 7, use vii). Use appropriate page number based on page count starting from the Signature page.** |
|  | “LIST OF TABLES” appears on the first line centered; all caps; Style - Heading 1 Not bold |
|  | Tables are numbered; upper and lower case; left justified with hanging indent at 0.75 for second line |
|  | Page numbers in the List of Tables correspond with actual location in the document |
|  | See the Style Templates and Tips section above for details. |
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| **List of Figures (if applicable)** | |
|  | **Page number is displayed, and continues from the previous page. Use small Roman Numeral.** |
|  | “LIST OF FIGURES” appears on the first line and is centered; all caps; Style - Heading 1 Not bold |
|  | Figures are numbered; upper and lower case; left justified with hanging indent at 0.75 for second line |
|  | Page numbers in the List of Figures must correspond with actual location in the document |
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| **List of Appendices (if applicable)** | |
|  | **Page number is displayed and continues from the previous page. Small Roman Numeral (for example, “viii” or whatever page it is, based on counting from the Signature page forward).** |
|  | “LIST OF APPENDICES” appears on the first line and is centered; all caps; Style - Heading 1 Not bold |
|  | Appendices labeled alphabetically; upper and lower case; left justified with hanging indent |
|  | Page numbers in the List of Appendices must correspond with actual location in the document |
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| **Body of the Document** | |
|  | **Page numbers are displayed using standard numbers beginning with 1, and continue through appendices. Numbers are centered, bottom of page.** |
|  | Headings and Subheadings may be reworded (or omitted as needed) to fit your particular WCE, thesis or dissertation project. Consult your committee for appropriate headings. |
|  | The first line of each paragraph is indented 0.5 inches; remaining text is left justified |
|  | Body text is double spaced; upper- and lower- case; one return between paragraphs. |
|  | Subheadings are left justified. |
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| **References Page(s)** | |
|  | **Page number is displayed, using standard numbers with continuous numbering from the body of the document** |
|  | “REFERENCES” appears on the first line and is centered; all caps; Style - Heading 1 Not bold |
|  | References are formatted using “Bibliography style” (hanging indent, double space) |
|  | The pages are formatted with the following margins:  Top: 1.25”  Left: 1.25”  Bottom: 1.1”  Right: 1” |
|  | No bold or italic text in references |
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|  | **Appendices page(s)** |
|  | **Page number is displayed, using standard numbers with continuous numbering from the body of the document** |
|  | The pages are formatted with the following margins:  Top: 1.25”  Left: 1.25”  Bottom: 1.1”  Right: 1” |
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