

Thesis and Dissertation Editing Checklist

This checklist is similar to the one used by the TAMIU Graduate School to ensure final thesis and dissertation manuscripts are fit for publication and, by extension, that the student has cleared the manuscript requirements for graduation. This checklist highlights important material contained in the latest *TAMIU Thesis Formatting Manual*; however, it is not a substitute for use of the *Formatting Manual*. The TAMIU Graduate School Office and ARC Program provides a template for creating your thesis, as well as guides on required pages that we suggest that you use for manuscript revisions in conjunction with this checklist. To schedule time to discuss your final edits, contact the COAS at miguel.rangel@tamiu.edu or the Graduate School representative at writingconsultant@tamiu.edu.

General Concerns

Use the *Thesis Formatting Manual 2020* as a tool while work is in preparation.

- Have you checked for uniform typeface (font and point size) and vertical spacing in the text?
- Have you checked for uniform text justification style? Text may be left aligned. The style needs to remain consistent throughout the document.
- Is all text within the prescribed margins? Left, right, top and bottom margins should be 1". Are all page numbers in the top right corner?
- Have you ensured that the only text throughout all manuscript page headings is the page number?
- Are the pages numbered correctly? Title page, Copyright page (optional), and Approval page DO NOT have page numbers. Numbers begin with the Abstract, p. iii (or p. iv if the manuscript includes a Copyright Page) in Roman numerals for preliminary pages. Text beginning with the first page of Chapter 1 or the first section in Arabic numbers begins with 1. The Vita is the last numbered page.
- Have you spell checked the entire document? Also, have you checked all titles that are in capital letters for correct spelling? (Spell check does not always pick up errors in words in all capital letters.)
- Have you checked for correct grammar? Once you submit your manuscript, there can be no further corrections. The only changes will be formatting changes from COAS or Grad School.
- Are equations the same font and point size as the text?
- Has any of the material in your thesis been published? If so, check with the Graduate School Office for instructions on proper copyright use.

PDF Conversion

- Did you open your PDF file before submitting (checking to be sure the file is not empty)? Does the author and title listed in the PDF properties indicate your name and manuscript title?
- Are all fonts embedded?
- Is security turned off?
- Is your PDF text searchable in its settings?
- Are pages in the PDF standard size (8.5" x 11")?
- Does the PDF file open to the first (title) page of the thesis?
- LaTeX users—does thesis appear fuzzy on the monitor?

Preliminary Pages

Follow the *Thesis Formatting Manual 2020* sample pages very carefully.

- Title Page - Put yours on top of sample – does the vertical alignment match? Does the title of the manuscript match EXACTLY across the Title, Approval and Abstract pages? Title should be all uppercase and double spaced with no punctuation. Does your listed Major Subject appear as it does in the TAMIU course catalog?
- Copyright Page – Recommended but optional unnumbered page. If present, does it follow the Title page and precede the Approval page? It is not required to use a copyright page, but highly recommended.
- Approval Page – Is spacing correct? Is everything spelled correctly? Does your name and title of manuscript match other instances in the document? Correct date of graduation (only May, August, or December)? Are the names correct with no titles (i.e. no “Doctor,” “Professor,” “Mr.,” “Mrs.,” “Mx.,” etc.) listed for committee members? Does your listed Major Subject appear as it does in the TAMIU course catalog?
- Abstract – Is this the first numbered page? Is the title of your thesis in both upper and lower case letters (title case)? Is the name of your committee chair (or co-chairs) correctly situated? Does the spacing of the page match the spacing in the *Thesis Formatting Manual's* sample page? Is the Abstract 350 words or less?
- Table of Contents – (**Check each time your document is edited.**) Is there consistent vertical spacing? Consistent capitalization? Are all page numbers correct EXACTLY? Does the word ‘Page’ (and, if needed, ‘CHAPTER’) appear on continuing pages? Do all chapter titles and subheadings agree with text? Does the TOC include ALL major divisions, first-order subdivisions, and preliminary pages, if used? Is the TOC free of boldface font? Is it free of italics (except when Latin terms are used)?
- List of Figures/Tables – If both pages are included, are they separated onto their own pages? Is there consistent vertical spacing? Consistent capitalization? Are all page numbers correct EXACTLY? Do the titles match exactly the wording of the titles in the text (up to the first period)? Is each figure and/or table numbered consistently? Remember, numbers cannot repeat between figures or tables.

Text

- Are all chapter or major section titles in all capital letters and centered?
- Are chapters numbered consistently? Section-style manuscripts do not need to be numbered.
- Does the wording of subheadings match the Table of Contents EXACTLY? Do all page numbers agree? Are all major headings and 1st level subheadings included on the Table of Contents?
- Is there a consistent capitalization format for subheadings? The subheading organization must be consistent and coherent throughout the entire thesis. A first level subheading must appear before a second level subheading. Do not omit a level.
- Have you checked to make sure the following requirements are met?
 - Subheadings may not go in all caps. Only major divisions and chapter titles may be placed in all caps.
 - Must have at least one line of text beneath each subheading.
 - If text is centered or left-aligned, it must be consistent across subheading levels.
 - If boldface or italics are used, they must be consistent across subheading levels.

- Do not underline boldface font.
- No subheadings as the last line on a page
- Do all new chapter titles or major section titles begin on a new page? (Note: Do not start a new page for subheadings except when previous page is already full of text.)
- Is the journal model sentence at the bottom of page 1 of the text?
- Is the expression 'et al.' written correctly (no period after the 'et', period after 'al.')?
- Are all parentheses and quotation marks properly closed in the manuscript?
- For block and insert quotes, is the text single-spaced and indented from the left margin using 2 Tab keystrokes? Does the following paragraph text continue at the left text margin, rather than use a paragraph indent?

Tables and Figures

- Have you checked your journal for title positions (above or below the tables or figures)? Do not place titles beside tables or figures.
- Have you checked for first text mention of each table/figure? Each must be mentioned in sequence. Also, have you checked that each text mention is within 1 page of text before or on the first page of text after the table/figure?
- Have you checked for word agreement of the titles with the List of Figures/tables?
- Have you checked for consistent formatting of titles (including capitalization, vertical spacing of title and use of end punctuation)?
- Have you checked each table/figure for legibility?
- Have you checked for at least a triple space (3 single spaces) separation from text for any embedded table or figure or between tables and figures?
- Are continued tables/figures formatted according to *Thesis Formatting Manual* requirements? Do not repeat full title; only table/figure number and column headings.

Bibliography (Words Cited, References, etc.)

To ensure that all sources appear in both the manuscript and the bibliography, we recommend using CTRL+F (document search shortcut) to match sources in bibliography with those in your document, as well as combing through the document to ensure that all mentioned and cited sources appear in the bibliography.

- Has the reference section been organized following the selected journal model style? Is it alphabetized within author, date in text? Is it numbered and non-alphabetized with reference numbers in sequence in the text?
- Have you followed your model journal in the use of italics, bold, underlining, parenthesis, quotes, etc.?
- Is each entry complete (for retrieval)?
- Is there consistent capitalization?
- Are all state names written or abbreviated consistently?
- Does this section include ONLY sources actually appearing in the manuscript?
- Does this section include ALL sources that appear somewhere in the manuscript?
- Do all text citations agree with information in the reference section?

Appendix Material

- Are appendix designations and titles in all capital letters with a double space between them?
- Is all material within the appendix legible and large enough?
- Does each appendix page have a page number (continuously numbered from text)?
- If permission to use material in these Appendices was required, are letters of permission included?

Vita

- Is this the final page in your document?
- Is it properly numbered?
- Does the form of your name agree with the name on the first three pages of your thesis?
- Does your listed “major field of specialization” appear as it does in the TAMIU course catalog?
- Is your educational background (degree, university, major subject and year for each previous degree) included? Is the information in agreement with the information elsewhere?
- Is the Vita limited to one page?
- (Optional) If including a permanent address or email address, is it good for at least two years?
- Have you avoided giving personal information that you do not want on the Internet?