TEXAS A&M UNIVERSITY CORPUS CHRISTI | **COLLEGE OF GRADUATE STUDIES**

Dissertation
Section Method
Template

Spring 2023

② "[Click here and type the TITLE OF YOUR DOCUMENT in all caps.]"

A Dissertation

by

③ "[Click here and type YOUR NAME in all Caps.]"

④ BS, University Name, Year
MS, University Name, Year

*International Students must include the name of the country between the school and the date the degree was received if it was received outside of the US.

*Delete this box before typing in your information.

Submitted in Partial Fulfillment of the Requirements for the Degree of

⑤ "[Click here and type DOCTOR OF EDUCATION/PHILOSOPHY in all caps]"

in

⑥ "[Double click here and select DEGREE NAME]"

Texas A&M University-Corpus Christi
Corpus Christi, Texas

⑦ "[Click here and type the month and year of your graduation]"

Text on page is centered ——————→ © Your Full Legal Name ⑨

⑩ "[Click here and type the month and year of your graduation]"

Text is Title Case (e.g. May 2023)

"[Click here and type THE TITLE OF YOUR DOCUMENT in all caps.]" (11)

A Dissertation

by

"[Click here and type YOUR NAME in all caps.]" (12)

This dissertation meets the standards for scope and quality of
Texas A&M University-Corpus Christi and is hereby approved.

Ensure all titles are the same, e.g. PhD or Ph.D

(13)

Committee Chair Name, Degree   Co-Chair/Committee Member Name, Degree
Chair   Co-Chair or Committee Member

(14) *Remove unneeded title*

Committee Member Name, Degree   Graduate Faculty Rep Name, Degree
Committee Member   Graduate Faculty Representative

"[Click here and type the month and year of your graduation]"

(15) *Text is Title Case (e.g. May 2023)*

Note: Be sure to read the text of the template for additional information regarding developing your abstract.

16 Set 1" inch margins all around

ABSTRACT **17** Centered text & all CAPS; text starts 2 double spaced below title

Text is not indented

18 The abstract should reflect the entire document and summarize the research and findings in your dissertation. If your dissertation includes one or more manuscripts, each manuscript may include a short abstract that relates to the work in the manuscript. Note that the abstract text is not indented. It is generally one paragraph; however, if additional paragraphs are needed, indentation of subsequent paragraphs should be consistent with style(s) utilized by your discipline and determined in consultation with your chair. Ideally, the abstract will be relatively brief and information dense.

The text starts with two double spaces below the title ABSTRACT and is double-spaced. There must be no additional space before or after titles and headings. Use the same margin settings and fonts as used in the narrative text. Your abstract should not include formal citations, images, or complex equations. It is up to you, based on guidelines of your discipline and related style guides and *in consultation with your chair,* to design the contents of the abstract. |

Note: For the entire submission – wherever there are differences in format and layout between the specifications of the University template/guidelines and the style guide utilized by the discipline, the University template/guidelines overrule the discipline's style guide.

Double spacing in Word: With the exception of some of your front matter, the entire document should be set to double space. To prevent automatic insertion of additional space before or after headings, go to the paragraph tab on the ribbon and ensure that spacing is set to 0 (not blank or automatic) for both "before" and "after." Otherwise, the spacing of your

iv **19** Abstract starts on roman numeral page iv

DEDICATION

20 Check for l" inch margins all around

21 Centered text & all CAPS;

text starts 2 double spaced below title

22

Text Indented → The dedication page is optional and follows the abstract page. The title DEDICATION is

capitalized and centered at the top of the page, followed by two double spaces. **There must be**

no additional space before or after titles and headings. Use the same margins and font style

and size as used in the narrative text.

v **23** check roman numeral for correct formatting

24 Check for 1" inch margins all around

ACKNOWLEDGEMENTS

25 Centered text & all CAPS; text starts 2 double spaced below title

26 Text Indented

The acknowledgements page is optional and follows the dedication page. The title ACKNOWLEDGEMENTS is capitalized and centered at the top of the page. The text begins with two double spaces below the title. **There must be no additional space before or after titles and headings.** Use the same margins and font style and size as used in the text of the dissertation.

vi

27 check roman numeral for correct formatting

Check for 1" inch margins all around

TABLE OF CONTENTS
Centered text & all CAPS;

Page *Title Case, Flush Right*

Text is all CAPS

Roman Numerials; Flush Right

1/2" tab

Indentions should follow your program's style guide

1" tab

Subheadings are in title case

Arabic Numerials; Flush Right & Verify Page Numbers

All CAPS, Flush Left with Margin

All CAPS, Flush Left with Margin, Title ONLY

Dot Leaders should be uniform

Note: The List of Figures is built utilizing the "List of Figures" heading. When items are highlighted and the heading is selected, it is configured to the assigned style, and creates an entry in the list.
You will need to update the list to populate as you write your document.

LIST OF FIGURES ← Centered text & all CAPS;

Page

Figure 1 *Figure Title* 2

Figure 2 *Figure Title* 3

In the List of Figures, all text should be title case, with no bold or italics. You will have to remove the italics from your titles manually. Select all, and unclick the button.

B *I* U

Check for 1" inch margins all around

LIST OF FIGURES

Text is Title Case, Flush Left with Margin, Title of Figure ONLY

Page — Title Case, Flush Right

Figure 1. Figure Title...2

Figure 2. Figure Title...3

Flush Right and Verify Page Numbers

NOTE: One of the last steps for your List of Figures will be to manually place the period after the figure number
(e.g. Figure 1.)
You will want to do this right before you PDF your document, and when no other updates are needed to your List of Figures.

check roman numeral for correct formatting

viii

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Figure 1. Figure
Figure 2. Figure Title

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📄! Update Field
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⬚ Paragraph...

REMINDER: You will need to update the list to populate as you write your document.
• Hover over the table, right-click the mouse, select Update Field
• Select Update entire table

Update Table of Figures   ?   ×

Word is updating the table of figures. Select one of the following options:

○ Update page numbers only
◉ Update entire table

OK   Cancel
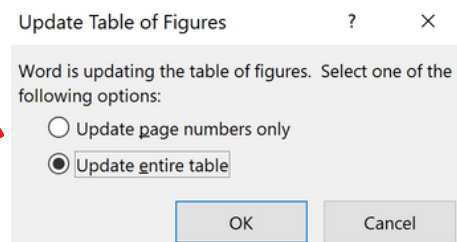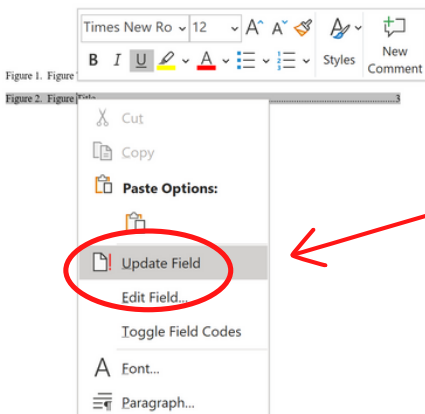
Note: The List of Tables is built utilizing the "Table Title" heading. When items are highlighted and the heading is selected, it is configured to the assigned style, and creates an entry in the list.

You will need to update the list to populate as you write your document.

LIST OF TABLES ← Centered text & all CAPS

Page

Table 1 *Table Title* 2

Table 2 *Table Title* 3

In the List of Tables, all text should be tile case, with no bold or italics. You will have to remove the italics from your titles manually. Select all, and unclick the **B** (I) U button.

Check for 1" inch margins all around

LIST OF TABLES

Text is Title Case, Flush Left with Margin, Title of Table ONLY

Page ← Title Case, Flush Right

Table 1. Table Title 2

Table 2. Table Title .... 3 ← Flush Right and Verify Page Numbers
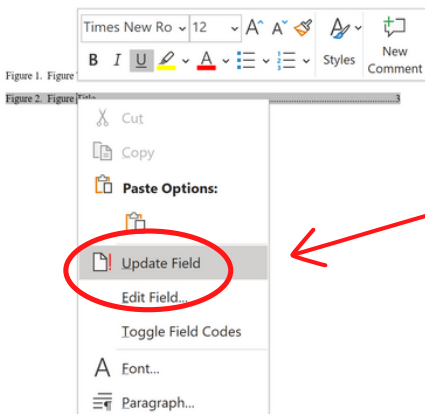
NOTE: One of the last steps for your List of Tables will be to manually place the period after the Table number (e.g. Table 1.)
You will want to do this right before you PDF your document, and when no other updates are needed to your List of Tables.

ix   check roman numeral for correct formatting

Times New Ro ✓ 12 ✓ | A⌃ A˅ | Styles | New Comment

B I U

Figure 1. Figure

Figure 2. Figure Title

- ✂ Cut
- ▣ Copy
- ▣ **Paste Options:**
- Update Field
- Edit Field...
- Toggle Field Codes
- A Font...
- Paragraph...

REMINDER: You will need to update the list to populate as you write your document.

- Hover over the table, right-click the mouse, select Update Field
- Select Update entire table

Update Table of Figures   ?   ✕

Word is updating the table of figures. Select one of the following options:

○ Update page numbers only
● Update entire table

OK   Cancel

Heading Used in this Sample:
- Chapter Heading
- Section Method Subheading
- Section Subheading

Mailings   Review   View   Help   Acrobat

AaBbCcI — Additional...
AaBbCcI — Appendix
AaBbCcI — List of Fig...
AaBbCcI — List of Tab...
AaBbCcI — ¶ Normal

AaBbCcI — Section M...
AaBbCcI — Table Title
¶ No Spac...
AaBbCcI — Chapter H...
AaBbCcDc — Heading 4

AaBbCcI — Heading4
AaBbCcI — Subheadi...
AaB — Title
AaBbCcD — Subtitle
AaBbCcI — Subtle Em...

AaBbCcI — Emphasis
AaBbCcI — Intense E...
AaBbCcI — Strong
AaBbCcI — Quote
AaBbCcI — Intense Q...

AaBbCcI — Subtle Ref...
AaBbCcC — Intense R...
AaBbCcI — Book Title
¶ AaBbCcI — ¶ List Para...
AaBbCc — ¶ TOC He...

Find ˅
Replace
Select ˅
Editing

Check for l" inch margins all around

Chapter Heading

1. TITLE Centered text & all CAPS; text starts l double spaced below title

Text Indented

Content begins here. Margins should be consistent on all pages, with a minimum of 1" on all sides. Number all pages in sequence, beginning with this page, through to the last page, including references and appendices. This page must be numbered page 1. The page number must be centered at the bottom of the page.

If using the section method, the major will consist of a title, centered, and in all capital letters. It may be numbered or unnumbered. **The title may be numbered or unnumbered.** If you are numbering your subheadings by section (e.g., 1.1, 1.1.1), you must number the major headings. The major heading for each section should begin on a new page. This page must be numbered page 1 and remaining pages must be numbered sequentially. The page number must be centered at the bottom of the page.

Section Method Subheading

1.1 Section Method Subheading

Heading levels and figures and table headings in this sample are for illustrative purposes only. They may not match your discipline's preferred style. Consult with your chair and use a major style guide appropriate to you discipline *within the body of the dissertation.* Alternatively, you may use a style that is consistent with a major journal in your discipline as directed by your chair. Tables, figures, and reference entries should follow the style guide used, with the exception of the University requirement for double spacing. Subheading usage must be consistent throughout the document.

Section Subheading

1.1.1 Additional Section Subheading

Consult with your program to determine the appropriate style guide regarding proper indentations for your document. The List of Figures and/or List of Tables must be included in your Table of Contents if there is more than one figure or table.

1

Check page number - This page must be numbered page l

Section Method Subheading

List of Figures Heading
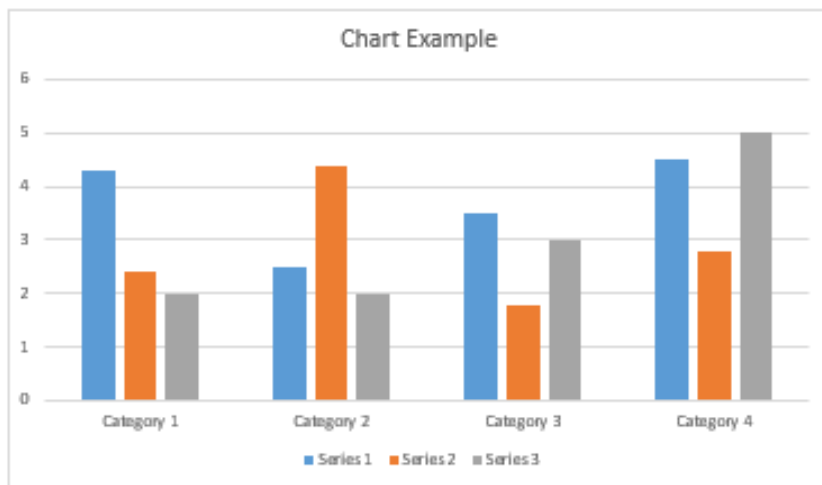
Table Title Heading

1.2 Second Section Method Subheading

Content begins here. There will likely be different levels of headings throughout this and other chapters. Utilize the style guide appropriate for your discipline.

Figure 1

Figure Title

Note. Type chart description here.

THE FIGURES AND TABLES IN THIS DOCUMENT ARE EXAMPLES. THE STYLE OF FIGURES AND TABLES SHOULD BE CONSISTENT WITH YOUR DISCIPLINE.
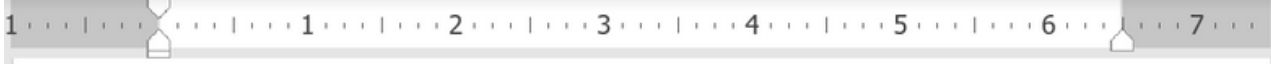
Table 1

Table Title

Grade	Boys	Girls
4	115	126
5	130	119
6	117	124
Total	362	369

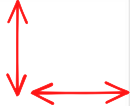*Note.* Add your table description here.

Note: Watch video to see how to configure figures and tables.

In this sample, heading levels, figures, and table headings are for illustrative purposes only. They may not match your discipline's preferred style. Consult with your chair and use a major style guide appropriate to your discipline within the body of the dissertation.

REFERENCES *Centered text & all CAPS*

The references can be located at the end of appropriate sections or at the end of the main text (here). If the document includes one or more manuscripts, the references for the manuscripts should be included at the end of the main text of each manuscript, with any other referenced work placed here, including sources referenced in the concluding section. The references must be double-spaced throughout. The list should be complete, accurate, and consistent. Apart from the requirement to double space, utilize the format dictated by your discipline. .

Check for 1" inch margins all around

Centered text & all CAPS APPENDIX A: TITLE

Check for 1" inch margins all around

Checklist Items

(Double check your document before submitting for review)

- [ ] Set 1-inch margins all around
- [ ] Page numbers match the Table of Contents (TOC)
- [ ] Your TOC is formatted properly (Indentations, Dot Leaders, Text)
- [ ] Document is double-spaced throughout
- [ ] Figure and Table titles match the lists
- [ ] Centered Text on Title Page
- [ ] Signature Lines on the Committee Page are formatted correctly
- [ ] Font is Times New Roman, 12 pt throughout the document
- [ ] Pagination beginning on the preliminary pages
- [ ] Tables or Figures do not extend beyond the 1-inch margin
- [ ] No empty pages or large spaces
- [ ] Your document is saved with the latest updates