COLLEGE OF GRADUATE STUDIES

Thesis Section

Method

Template

Spring 2023

2 "[Click here and type THE TITLE OF YOUR DOCUMENT in all Caps.]"

A Thesis

by

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

4

BS, University Name, Year

*Delete this box when saving the final copy.
*This area is *only* for degrees previously earned. Please do not include your major with the degree name.
*For degrees received outside of the US, include the name of the country between the school and the date the degree was received.

Submitted in Partial Fulfillment of the Requirements for the Degree of

5 "[Click here and type DEGREE name in all caps]"

in

6 "[Click here and type PROGRAM NAME in all caps.]"

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)

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(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 Thesis

by

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

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

(13) Type Name, PhD
Chair

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

Type Name, PhD   Type Name, PhD
(14) Co-Chair/Committee Member   Committee Member

Remove unneeded title

***If there are four committee members, re-align spacing to accommodate all committee members.
Delete box before submission.**

"[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.

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 thesis. If your thesis 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 brief and information dense.

The text starts 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 must 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 – where there are differences in format and layout between the specifications of the University template/guidelines and the style guide utilized by the discipline, the template/guidelines of the University overrule the discipline's style.

Double spacing in Word: With the exception of some of the 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" or "after." Otherwise, the spacing of your document will be off in specific areas in the front matter and throughout the document. ***This is a common issue that triggers return for corrections upon submission in documents submitted in both Word and Latex.*** *CGS cannot amend the Latex template; please consult your chair.*

iv ⟨19⟩ Abstract starts on roman numeral page iv

DEDICATION

20 Check for 1" 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. 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, paragraph style, font, and alignment used in the body of the document.

v 23 check roman numeral for correct formatting

Note: Be sure to read the template's text for additional information regarding developing your acknowledgements.

(24) Check for 1" inch margins all around
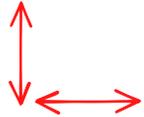
ACKNOWLEDGEMENTS

(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, followed by two double spaces. **There must be no additional space before or after titles and headings.** Use the same margins, paragraph style, font, and alignment as is used in the main text of the document.

(27) check roman numeral for correct formatting

TABLE OF CONTENTS   *Centered text & all CAPS*

Check for 1" inch margins all around

Page   *Title Case, Flush Right*

Text is all CAPS

Roman Numerials; Flush Right

Subheadings are in title case

1/2" tab

1" tab

Indentions should follow your program's style guide

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

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* U̲

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

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.

viii

check roman numeral for correct formatting

Times New Ro ∨ 12 ∨ A^ A˅
B I U̲ ✎ ∨ A ∨ :≡ ∨ ;≡ ∨ Styles New Comment

Figure 1. Figure
Figure 2. Figure Title

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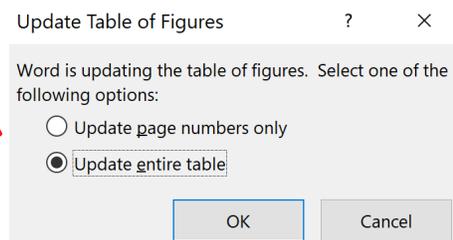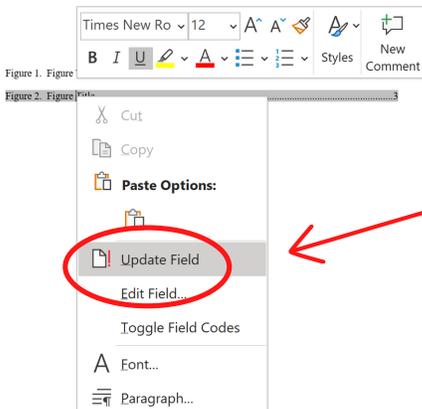
Note: The List of Tables is built utilizing the "Title of Table" heading. When items are highlighted and the heading is selected, it is configured to the assigned style, and creates an entry in the list.
You will need to update the list to populate as you write your document.

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˅

B I U ✎ ∨ A ∨ ☰ ∨ ☰ ∨   Styles   New Comment

Figure 1. Figure
Figure 2. Figure Title....................................3

✂ Cut
📋 Copy
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📄! 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
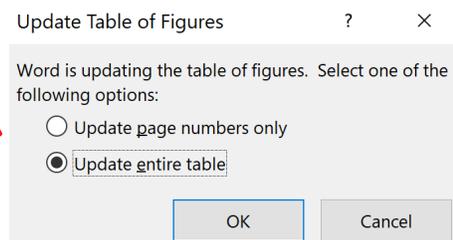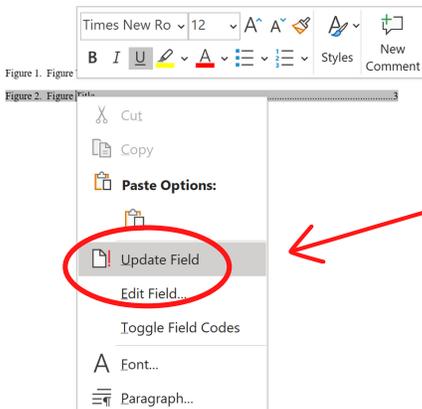
Note: Heading levels, figures and table headings in this sample are for illustrative purposes only. They may not match your discipline's preferred style. Consult with your chair and use a major style guide appropriate to you discipline within the body of the dissertation.

Heading Used in this Sample:
- Chapter Heading
- Section Method Heading
- Additional Heading Levels

Check for 1" inch margins all around

Chapter Heading

1. TITLE

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

Text Indented →

The text begins here. Margins should be consistent on all pages, with a minimum of 1" on all sides. Number all pages in sequence through to the last page, including references and appendices. If your document is written using the section method, the major heading (e.g., 1. INTRODUCTION: SECTION FORMAT) will consist of a title, centered, and in all capital letters. It may be numbered or unnumbered. If you are numbering your subheadings by section (e.g., 1.1, 1.1.1, etc.) you must number the major headings. TITLE (or major) will be at the top of a new page. Styling must be consistent.

Section Method Heading

1.1. Section Method Headings

Style your headings within each major heading in accordance with the preferred style in your discipline as approved by your chair. In this sample, the heading 1.1 is left justified and in bold; however, it is not required to be styled this way.

If the section title is longer than one-line, double space between the lines of the title. The font size should be consistent with the rest of the text (Times New Roman, 12 pt.)

Section Subheading

1.1.1   Additional heading levels. This heading level illustration is provided to connect to the spacing in the Table of Contents. As with all other heading illustrations in this template, remember that styling of headings should be consistent with those used in your discipline and should be consistent throughout the document. The styling here (left justified, not bold, with period and content following immediately after) is not required.

REMINDER: Headings link back to the TOC, check for appropriate indentations that match your style guide.

1

Check page number - This page must be numbered page 1

Figure 1
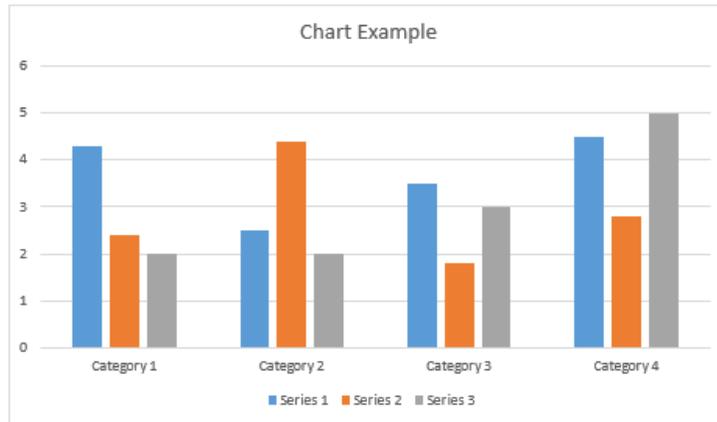
Figure Title

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.

Title of Table Heading

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.

Check for l" inch margins all around

REFERENCES   Centered text & all CAPS

The references must be double-spaced throughout. The list should be complete, accurate, and

consistent. Apart from double spacing, utilize the format dictated by your discipline.
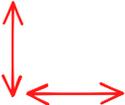
Check for l" inch margins all around

Centered text & all CAPS   APPENDIX A: TITLE

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