UTHealth®
The University of Texas
Health Science Center at Houston
School of Public Health

CHECKLIST FOR Final Thesis and Dissertation

Formatting Requirements for the Entire Document

Margins: *Margins must be adhered to on all pages, including front matter, table of contents, body of text, tables, figures, references and appendices pages 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 font within individual Tables and Figures, which may use smaller and/or larger font sizes as needed.*

Page numbers: Page numbers at the bottom of page and centered. Use the same font for page numbers as in the body of text. Page numbers should only begin showing on the *List of Tables* page (see below for details).

Blue instructions and < > marks: Remove all blue instructions and carat marks as you use the pages. These are only for your assistance.

Helpful Tips for Formatting Your Document

For formatting assistance with page numbering, automatic 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."

If you are using a program other than Microsoft Word (i.e., LaTeX), the style guidelines on this Checklist must still be used.

Tips for LaTeX: The command for formatting margins in LaTeX is as follows:

\usepackage[inner=1.25in,outer=1in,bottom=1.1in, top=1.25in]{geometry}

First, you will need to install a "geometry" package in LaTeX. And then use the command above to change the margins.

inner=1.25in   means the left margin is set to be 1.25 inches
outer=1in   means the right margin is set to be 1 inch
bottom=1.1in   means the bottom margin is 1.1 inches
top=1.25in   means the top margin is 1.25 inches

CHECKLIST FOR Final Thesis and Dissertation

Individual Sections of the Thesis or Dissertation Document – Formatting Requirements (Refer to Templates for *Additional Information*)

Signature Page – (This page is REQUIRED)

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.

Thesis or Dissertation Chair name: ALL CAPS. Type the Chair's name, comma, and degree(s) below the first signature line. Use commas after name and between degrees. No periods.
DO NOT include the title "Dr." in addition to the degree; *only use the degree*.
Remove the words "Thesis, or Dissertation Chair."

Academic Advisor/Chair name: ALL CAPS. Type the name and degree(s) below the second signature line. No periods.
Remove the words "Academic Advisor/Chair."

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.)
DrPH/PhD Dissertation: External reviewers should NOT be included on the signature page – they only need to sign on Dissertation Defense Form V.

All text on page is in caps, except the word "by."

No bold or italic text.

Copyright Page – (This page is Required)

Page number should NOT show (but page counting continues).

The Copyright page should be used even if you are not applying for additional copyright. Submit your thesis or dissertation in PDF format to SPHLibrary@uth.tmc.edu. You retain the copyright to your work, granting us the non-exclusive right to publish it. You will be notified by email when the document is officially posted on the ProQuest Dissertations & Theses Database (PDQT), and you will receive monthly reports letting you know how many

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times your thesis or dissertation was downloaded. For assistance, please contact the UTHealth School of Public Health Library at SPHLibrary@uth.tmc.edu.
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 new degrees**.
Numeric calendar year appears on the fourth line, centered.
No bold or italic text.

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.

Title Page (REQUIRED)

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 degree granting institution name, and year 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 /

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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 following 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.

Preface page (Page not required)

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.

Acknowledgements page (Page not required)

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.

Abstract (REQUIRED)

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

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The University of Texas School of Public Health, Numeric Year
The student has selected the appropriate title from: "Thesis or Dissertation Chair:"
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.

Table of Contents (REQUIRED)

Page number should NOT show on bottom of this page.
"TABLE OF CONTENTS" appears on the first line and is centered; **Heading is in 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, as well as Helpful Tips section above for help). Leader dots are optional.

List of Tables (if applicable)

Preliminary page numbers (Roman numerals) **should BEGIN SHOWING on THIS PAGE. Preliminary page numbers are centered at the bottom of the page. Use small Roman Numerals (for example, use vii instead of 7). Use appropriate page numbers 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 Templates and Helpful Tips section above for details.

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.

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.

Body of the Document (REQUIRED)

Page numbers are displayed using standard Arabic numbers, beginning with 1, and continuing through Appendices. Page numbers show on bottom of page, and are centered.
Headings and Subheadings may be reworded (or omitted as needed) to fit your particular 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.

References (REQUIRED)

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.
If you did a Thesis or Dissertation with journal article(s), separate References sections should also be included along with each article. References listed at the end of the overall

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document refer to the outer material (overall Background, etc.). For details, see the Template for Thesis/Dissertation with Journal Article(s).
Appendices (if applicable)
Page number is displayed, using standard numbers with continuous numbering from the body of the document.
Check your specific style guide (APA, AMA, MLA, etc.) to determine whether your Appendix section will need to be inserted either before, or after, the References section. This differs based on the particular style guide you are adhering to.

The pages are formatted with the following margins:
    Top: 1.25"
    Left: 1.25"
    Bottom: 1.1"
    Right: 1"