Dissertation
Section Method
Template

Spring 2023
Set 1" inch margins all around

Text on page is centered, all CAPS when appropriate

A Dissertation

by

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

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

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

in

"[Double click here and select DEGREE NAME]"

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

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

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

by

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

Committee Chair Name, Degree Chair

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

Committee Member Name, Degree Committee Member

Graduate Faculty Rep Name, Degree Graduate Faculty Representative

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

Text is Title Case (e.g. May 2023)
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
Note: Be sure to read the text of the template for additional information regarding developing your dedication.

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.

Check for 1" inch margins all around. Centered text & all CAPS; text starts 2 double spaced below title. Check roman numeral for correct formatting.
Note: Be sure to read the template’s text for additional information regarding developing your acknowledgements.

ACKNOWLEDGEMENTS

Centered text & all CAPS.

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

check roman numeral for correct
formatting
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iv</td>
</tr>
<tr>
<td>DEDICATION</td>
<td>v</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>vi</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>vii</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>viii</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>ix</td>
</tr>
<tr>
<td>1. TITLE</td>
<td>1</td>
</tr>
<tr>
<td>1/2&quot; tab 1.1 Section Method Subheading</td>
<td>1</td>
</tr>
<tr>
<td>1&quot; tab 1.1.1 Additional Section Subheading</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Second Section Method Subheading</td>
<td>2</td>
</tr>
<tr>
<td>2. TITLE</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Section Method Subheading</td>
<td>3</td>
</tr>
<tr>
<td>3. TITLE</td>
<td>4</td>
</tr>
<tr>
<td>4. TITLE</td>
<td>5</td>
</tr>
<tr>
<td>5. TITLE</td>
<td>6</td>
</tr>
<tr>
<td>All CAPS, Flush Left with Margin</td>
<td>6</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>7</td>
</tr>
<tr>
<td>All CAPS, Flush Left with Margin, Title ONLY</td>
<td>7</td>
</tr>
<tr>
<td>APPENDIX A: TITLE</td>
<td>8</td>
</tr>
<tr>
<td>APPENDIX B: TITLE</td>
<td>9</td>
</tr>
</tbody>
</table>

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.

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

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.
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.

In the List of Tables, 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 B I U button.

REMINDER: 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.

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

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.
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 your discipline within the body of the dissertation.

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

Check for 1" inch margins all around

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), 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.

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 your 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.

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.

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

Check page number - This page must be numbered page 1
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.

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