



**COLLEGE OF
GRADUATE STUDIES**

Thesis Chapter Method Template

Spring 2023

1 Set 1" margins all around



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

*Text on page is centered; all CAPS
when appropriate*

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.

8

*All text should be
Times New Roman,
12pt font, double
spaced.*

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 is Title Case (e.g. May 2023)

Text on page is centered —————> © Your Full Legal Name 9
All Rights Reserved

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.]"

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
Co-Chair/Committee Member

Type Name, PhD
Committee Member

14

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.

16 Set 1" inch margins all around

ABSTRACT

Centered text & all CAPS:

17 text starts 2 double spaced below title

18 Text is not indented

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.

*For double spacing in Word: For your entire document, go the paragraph tab on the ribbon, select double space, and ensure that spacing is set to 0 (not blank or automatic) for both "before" and "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.*

Abstract starts on roman numeral page iv

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

20 Check for 1" inch margins all around

DEDICATION

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.

The image shows a document template for an acknowledgements page. At the top, a ruler indicates margins from 1 to 7 inches. The title 'ACKNOWLEDGEMENTS' is centered at the top. Below it, a paragraph of text is shown, with the first line indented. Red annotations with arrows point to specific formatting elements: (24) points to the top margin, (25) points to the title and the first line of text, and (26) points to the first line of text. A red arrow also points to the first line of text from the left margin. At the bottom, the page number 'vi' is shown, with a red annotation (27) pointing to it.

(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.

vi (27) check roman numeral for correct formatting

1 2 3 4 5 6 7

Check for 1" inch margins all around

TABLE OF CONTENTS *Centered text & all CAPS;*

	Page	<i>Title Case, Flush Right</i>
ABSTRACT.....	iv	
DEDICATION.....	v	
ACKNOWLEDGEMENTS.....	vi	
TABLE OF CONTENTS.....	vii	
LIST OF FIGURES	viii	
LIST OF TABLES.....	ix	
CHAPTER I: TITLE.....	1	
Chapter Major Heading	1	
<i>1/2" tab</i> Subheadings	1	
Chapter Major Heading 2	1	
CHAPTER II: TITLE	3	
CHAPTER III: TITLE	4	
CHAPTER IV: TITLE.....	5	
CHAPTER V: TITLE	6	
REFERENCES	7	
APPENDIX A: TITLE.....	8	
APPENDIX B: TITLE.....	9	

Dot Leaders should be uniform

Text is all CAPS

Roman Numerals:
Flush Right

Indentions should follow
your program's style
guide

Arabic Numerals:
Flush Right &
Verify Page
Numbers

Subheadings are in title case

All CAPS, Flush Left with Margin
All CAPS, Flush Left with Margin, Title ONLY

The colons will have to be manually added
after chapter titles (e.g. CHAPTER I: TITLE).
This should be one of the last items you do
before you PDF your document, and no longer
need to make changes.

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

Page

Figure 1 Figure Title..... 2

In the List of Figures, 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.

LIST OF FIGURES

Page

Figure 1. Figure Title..... 2

Check for 1" inch margins all around

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

Title Case, Flush Right

Flush Right and Verify Page Numbers

viii check roman numeral for correct formatting

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.

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

Figure 1. Figure

Figure 2. Figure

Update Field

Edit Field

Toggle Field Codes

Font...

Paragraph...

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 your discipline within the body of the dissertation.

Heading Used in this Sample:

- Chapter Heading
- Chapter Method Subheading
- Subheading
- Major Heading 2



1 2 3 4 5 6 7

Check for 1" inch margins all around

Chapter Heading → CHAPTER I

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

TITLE OF CHAPTER

Text Indented → Content begins here. If you are using the chapter method, the word Chapter followed by a Roman numeral should be centered, all caps, with the title of the chapter, also centered and in all caps, below it. The heading, along with all content, must be double spaced with no additional space before or after headings.

Chapter Method Subheading → Chapter Major Heading

Throughout the text of your paper, ensure you are using the style guide preferred in your discipline or as indicated by your thesis chair. Be consistent with the use of the preferred style guide within the body of the thesis and for all tables, charts, references, etc., except where those conflict with TAMU-CC style guidelines. The heading for this paragraph aligns with Chapter Major Heading in the Chapter Format Table of Contents.

Subheading → Subheadings

Styles of preferred headings vary across disciplines and style guides. Appropriate use of subheadings is important in the written presentation of your work. Consistency matters. The heading for this paragraph aligns with Subheadings in the Chapter Format Table of Contents.

The style of Chapter Major Heading and Subheading (centered, then flush left, both bold) is not required unless it is consistent with your style guide; however, the relationship to the Table of Contents and level of heading should be noted and followed.

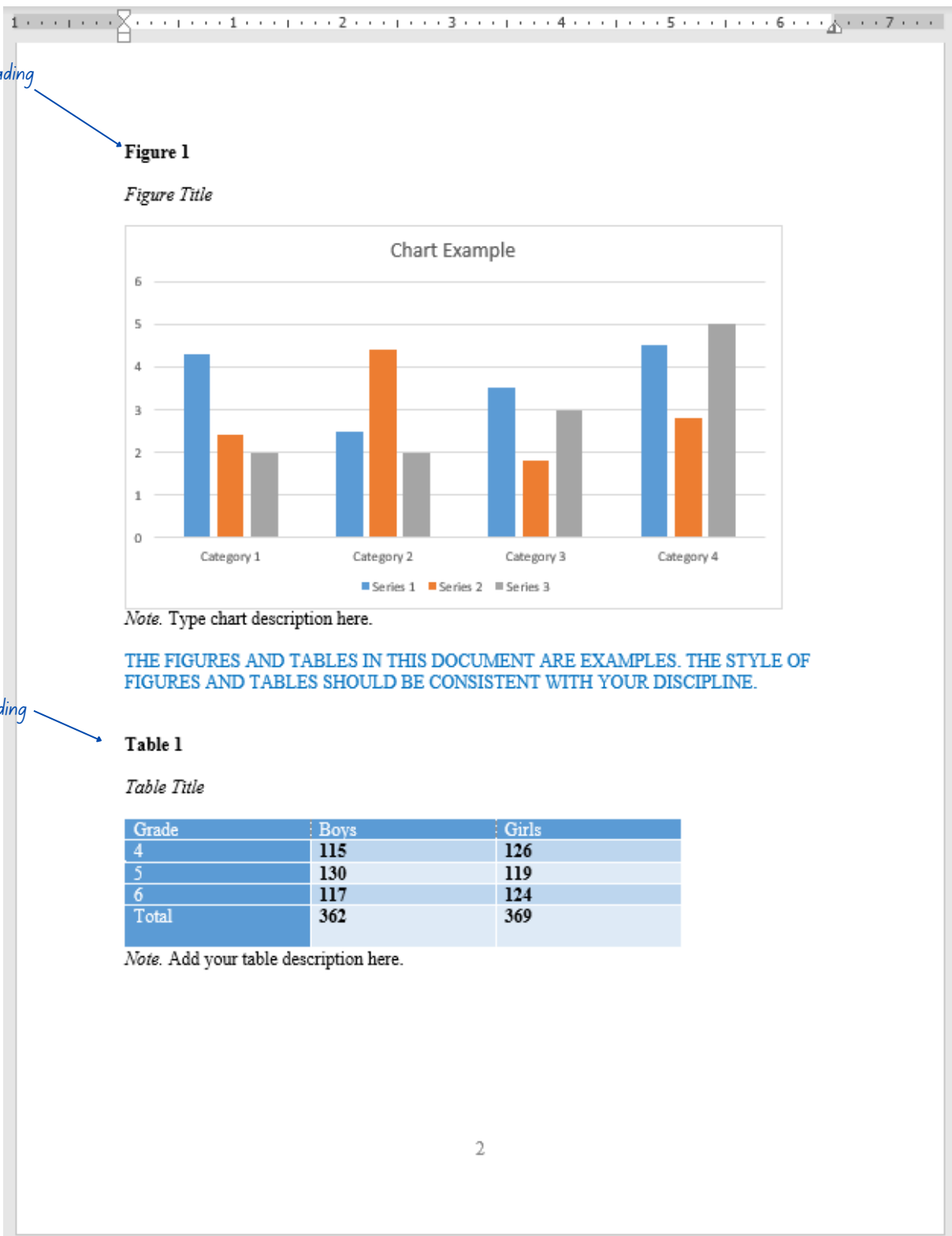
REMINDER: Headings link back to the TOC, check for appropriate indentations that match your style guide.

Chapter Major Heading 2

Major Heading 2

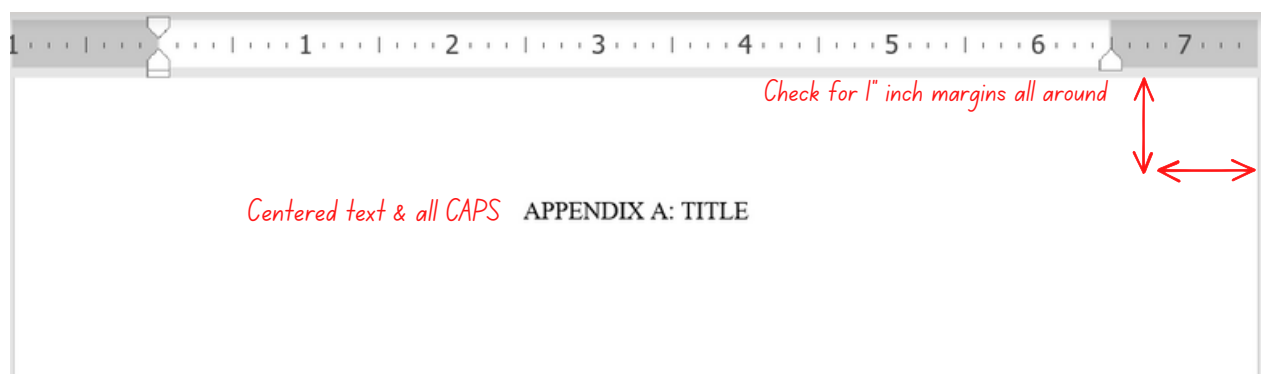
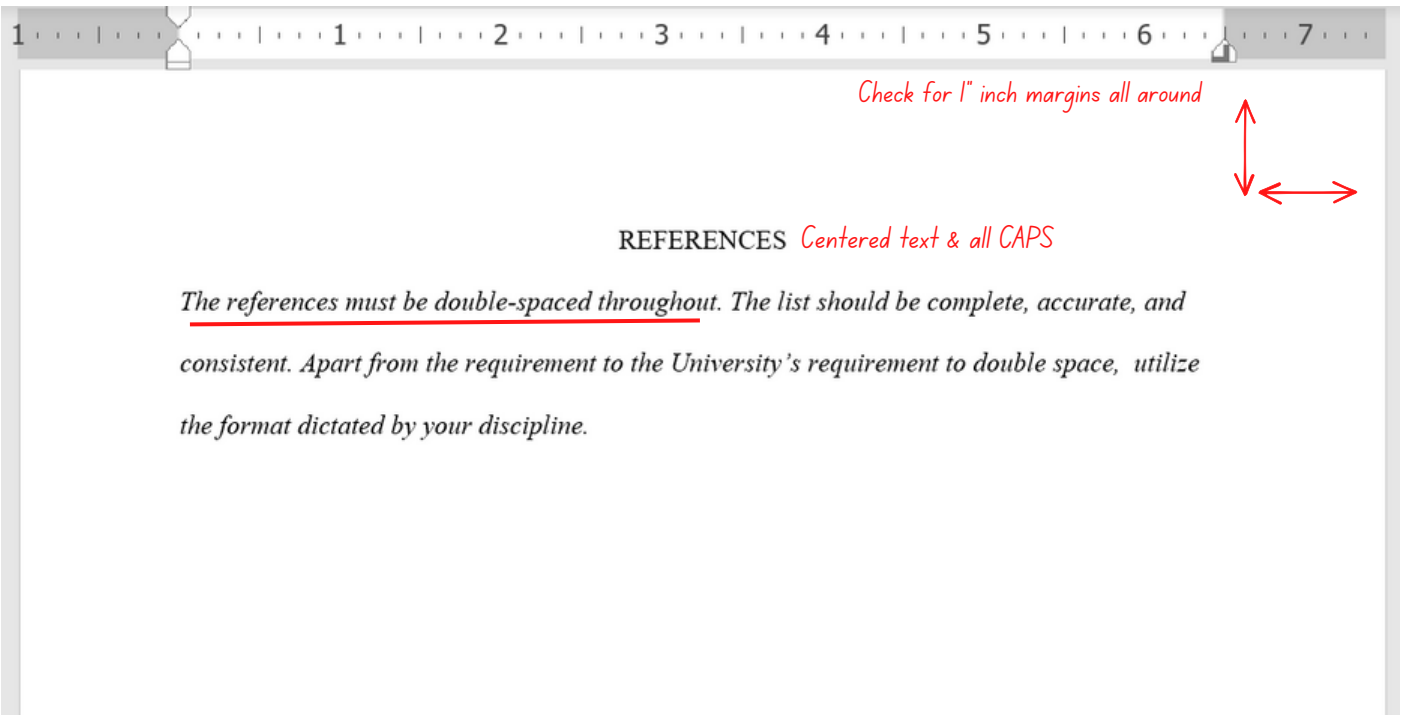
Please note that the Table of Contents may not update automatically. This is a result of changes to Microsoft Word. Remember to update page numbers.

Check page number - This page must be numbered page 1



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.



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