Thesis Section
Method
Template

Spring 2023
A Thesis

by

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BS, University Name, Year

Submitted in Partial Fulfillment of the Requirements for the Degree of

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in

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

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

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A Thesis

by

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Type Name, PhD
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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 override 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.
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. 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.
Note: Be sure to read the template’s text for additional information regarding developing your acknowledgements.

ACKNOWLEDGEMENTS

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 check roman numeral for correct formatting
TABLE OF CONTENTS  Centered text & all CAPS

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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.

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.

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

Check for 1" inch margins all around
Text is Title Case, Flush Left with Margin, Title of Figure ONLY
Page Title Case, Flush Right
Flush Right and Verify Page Numbers
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Heading Used in this Sample:
- Chapter Heading
- Section Method Heading
- Additional Heading Levels

Check page number - This page must be numbered page 1

1. TITLE

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.

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.)

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.
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.

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

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

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