



## The Graduate and Professional School

### Sam Houston State University

*A Member of the Texas State University System*

#### REVIEW THIS DOCUMENT FOR THESIS/DISSERTATION FORMAT CORRECTIONS.

Please address all check-marked format issues and comments. NOTE: It is the candidate's responsibility to ensure their thesis/dissertation complies with all SHSU's regulations and guidelines. If you need help with formatting, refer to SHSU's ETD Manual or contact the Thesis/Dissertation Specialist for assistance.

Student Name:

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1<sup>st</sup> Draft Review  2<sup>nd</sup> Draft Review

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#### **SHSU BASIC FORMAT STANDARDS:**

- Margins: Left margin 1 ½". Top, Right, Bottom 1".
- Font: 12 pt. Double-spaced throughout. Use same font style throughout document. Acceptable font styles include: Times New Roman, Helvetica, Geneva and CG Times.

#### **TITLE PAGE:**

- Do not include page number
- Title of document is the same as what appears on the Abstract page and Approval page.
- The title of document uses ALL CAPS.
- Author's name is the same as what appears on Abstract page and Approval page.
- The date listed reflects the current semester of publication. Students graduating in a later semester must put the current semester of publication on their documents.
- The correct Department name appears on the Title page.

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#### **APPROVAL PAGE:**

- Do not include page number
- Title of document is the same as what appears on Abstract page and Title page.
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- All committee member names on the Approval page are spelled correctly and have appropriate credentials next to each person's name.

**Comments:**

#### **DEDICATION PAGE:** \*\*The Dedication page is optional.

- Lower case roman numeral, centered, bottom of page.
- Dedication Page should be written in ALL CAPS

#### **ABSTRACT:**

- Lower case roman numeral, centered, bottom of page.
- Abstract should be centered and written in ALL CAPS
- Title of document is the same as what appears on Title page and Approval page.
- The title of document uses sentence-style capitalization.

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- The correct Major is listed in the Abstract.
- Key Words are listed at the end of the Abstract. The first word of each term is Capitalized and separated by a semicolon. (Ex: Assessment risk; Chemical reaction; Handbook; Optical illusion).

**Comments:**

**ACKNOWLEDGEMENTS:** \*\*The Acknowledgements page is optional.

- Lower case roman numeral, centered, bottom of page.
- Acknowledgements should be centered and written in ALL CAPS

**PREFACE:** \*\*The Preface page is optional.

- Lower case roman numeral, centered, bottom of page.
- Preface should be centered and written in ALL CAPS

**TABLE OF CONTENTS:**

- Lower case roman numeral, centered, bottom of page.
- Table of Contents should be centered and written in ALL CAPS
- Lists all main sections of the document starting with the Dedication page. If the Dedication page is not used, then starts with the Abstract page.
- Lists the titles of each chapter, plus all Heading Level 2's -- these are the main sections within each chapter. **Do not list any subsections.**
- All titles and headings should match what appears in the text **exactly**.
- All page numbers are correct.

**Comments:**

**LIST OF TABLES AND LIST OF FIGURES:** \*\*You do not have to provide a List of Tables or List of Figures if you have fewer than 5 tables or fewer than 5 figures.

- Lower case roman numeral, centered, bottom of page.
- List of Figures and List of Tables should be centered and written in ALL CAPS.
- Lists all tables/figures in the document except those listed in any Appendices.
- All titles match what appears in the text **exactly**.
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**Comments:**

**BODY OF THESIS/DISSERTATION:**

- Arabic numbers (1, 2, 3, 4, etc.), right side, top of page. Page numbers start with 1 on the first page of the first chapter and continue to the end of the document.
- Separated into chapters with chapter titles.
- Chapters should be centered, labeled using roman numerals and written in ALL CAPS (Ex: CHAPTER V, CHAPTER VI)
- Appropriately formatted according to chosen style manual, such as APA, MLA, Chicago/Turabian, etc.
- Headings and subheadings are consistently formatted throughout the document. Do not change heading structure midway through the document.
- A subheading at the bottom of the page must have at least three lines of text beneath it. Otherwise, the subheading may be moved to the next page.
- DO NOT** use numbering systems to designate sections and subsections. For Example:

- Part 2: Structure of the Elements
  - Part 2.1: List of Elements
- Text is double-spaced throughout. Do not insert extra blank lines or spacing to separate text.
- You may insert blank lines at the bottom of one page in order to keep a single Table from breaking, or when inserting a Figure.

**Comments:**

**BIBLIOGRAPHY, LIST OF REFERENCES OR WORKS CITED:**

- Arabic numbers (1, 2, 3, 4, etc.), right side, top of page.
- Bibliography/List of References/Works Cited should be centered and written in ALL CAPS.
- Includes a complete listing of all resources cited in the document.
- Appropriately formatted according to chosen style guide. Should be double-spaced throughout with no extra spacing unless chosen style guide dictates otherwise.

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**APPENDIX:**

- Arabic numbers (1, 2, 3, 4, etc.), right side, top of page.
- Appendix should be centered and written in ALL CAPS.
- Contains a copy of the IRB (if one was required for research).
- Contains copies of any copyright permissions if any were needed.
- Tables and figures are labeled appropriately according to style guide.
- If there are more than one Appendices, they should be labeled A, B, C... (Ex: Appendix A).

**Comments:**

**VITA:**

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- Does not contain any personal contact info such as home address, phone number, or email address. This is for your personal safety since these documents are accessible by anyone.
- Is neatly formatted according to the style used within your field. Alternatively, you can use the narrative format.
- Vita should be no longer than 5 pages.

**Comments:**

**COPYRIGHT:**

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- Contains content reprinted or modified from another source such as photos, music notations, surveys, questionnaires, tables, figures, computer code, etc.
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- Items published under a Creative Commons license should have proper attribution.

**Comments:**

**TABLES AND FIGURES:**

- Table number and title appears above each table.
- Table note (if any) appears below each table.
- If a table spans multiple pages, then (continued) should be written on the last line of

the table before the break – this goes for each page where a break occurs.

- If a table spans multiple pages, the table's headings repeat at the top of each new page.
- Figure number, title, and note appear below each figure. Do not provide additional titles above figures
- Tables and figures fit within margins
- Template users: figure/table notes do not appear in the List of Figures or List of Tables.
- Each table or figure is referenced in the text leading up to it. **DO NOT** place a figure/table in the middle of a sentence. Complete the sentence, then insert the figure/table.

**Comments:**

**SPECIAL INSTRUCTIONS FOR JOURNAL MODEL**

- A journal model manuscript should contain 3 or more journal articles.** If it does not, then the document should be formatted as a regular thesis or dissertation.
- First chapter contains an Introduction discussing all research presented in the document, including: Literature Review, Study Area, and Literature Cited.
- Each article appears in its own chapter and may have its own List of References.
- Last chapter is a Summary or Conclusion of all research.
- A comprehensive listing of all references appears in a Reference/Bibliography/Works Cited section

**SPECIAL INSTRUCTIONS FOR CREATIVE WORK**

- First chapter contains an Introduction to the document with a review of the literature or critical essay unifying the presentation and sets the tone of the work. The introduction should provide the rationale for the acceptance of a Creative Thesis. A list of references may appear either directly after this section or at the end of the document before any Appendices or the Vita.
- Is divided into Chapters. Same guidelines for chapters apply to creative works (i.e. CHAPTER VI).
- Last chapter is a Summary or Conclusion of all research. \*\*Chapters are optional.
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**ADDITIONAL REQUIREMENTS AND COMMENTS:**

- Endnotes and footnotes should be single-spaced within each entry and double-spaced between entries.
- Landscape pages should have the page number on the bottom-right and turned clockwise.  
For Example: 

46
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- Do not leave large empty spaces throughout your document unless it is to start a new chapter.
- All pages must have page #s. Missing pages:

**Comments:**