THESIS FORMATTING CHECKLIST

□ Margins
  ▪ 1 inch margin on all sides (top, bottom and both sides) throughout document

□ Font
  ▪ Color: Black
  ▪ Type: Times, Times New Roman, Arial, Helvetica
  ▪ Size: 10-12 point font

□ Line Spacing
  ▪ Double space or 1.5 spacing on all text in paragraphs
  ▪ Exceptions:
    o Figure and Table captions are single spaced
    o Multi-line entries in the Table of Contents, List of Figures, List of Tables and References are single spaced
      - Double or 1.5 space between different entries
    ▪ Use appropriate spacing between the text of paragraph and the Figure/Table captions to differentiate the text
      - Make sure that you have enough space so the text on the caption does not look like it could be a part of the text in the preceding/following paragraph

□ Indenting
  ▪ Indent at the beginning of each new paragraph

□ Titles (Title Page, Table of Contents, List of Figures/Tables, chapters, References, etc.)
  ▪ Centered on page
  ▪ All capital letters
  ▪ Inverted pyramid

□ Copyright- Students own the copyright to their thesis and you may wish to register your work with the Library of Congress
  ▪ For a fee, ProQuest will register your thesis at the time of submission. For more information, see the ProQuest website and the U.S. Copyright Office website
    - If an official copyright is obtained, the copyright page is the page just after the title page
  ▪ The copyright page is not numbered
  ▪ Permissions
    - You do NOT need to receive permission from your committee
    - You do need to receive permission from:
      - Article already published
        - Publisher permission
        - Co-author permission
      - Article accepted for publication
        - Publisher permission
        - Co-author permission
      - Article submitted but not yet accepted/rejected
        - Co-author permission
      - Future article submission
        - No permissions required
  ▪ Adding Permissions to thesis
    - Permissions may be in the form of an email
Permissions may be added at the end of the thesis
Permissions may be uploaded separately in ProQuest

**Page Sequence**
- Title page (not numbered)
- Front matter (pages numbered with lower case Roman numerals - i, ii, iii, iv, etc)
  - Copyright page (if applicable) - not numbered
  - Submittal page without signatures (always numbered page ii)
  - Abstract (always numbered page iii)
  - Table of Contents
  - List of Figures
  - List of Tables
  - List of Plates or Symbols (if applicable)
  - Acknowledgments
  - Dedication
- Content begins with chapter 1 (pages numbered with Arabic numerals: 1, 2, 3, etc.)
- Chapters
  - Each new chapter begins on a new page
- References
- Bibliography (if applicable)
- Appendices (if applicable)

**Table of Contents, List of Figures, List of Tables**
- Double space unless multi-line item, then single space
- Text cannot overlap the last leader dot (…….)

**Headings and Subheadings within chapters**
- Must have a paragraph of text under each heading and/or subheading
  - Exceptions only for chapters that have been previously published as a journal article.

**Figures and Tables**
- Figures must be listed in the List of Figures and Tables must be listed in List of Tables
- Must be numbered and have a brief caption describing the figure/table
- Number & Captions
  - Single spaced
  - Font size and type must match font size and type throughout thesis
  - Font color must be black
  - Flush with left margin, or centered under figure/table
  - Figure numbers & captions are placed below the figure
  - Table numbers & captions are placed above the table
- Numbering
  - First number = chapter number
  - Second number = number within chapter
  - For example: Figure 2.4 = the 4th figure in chapter 2
- Large Figures/Tables that (are):
  - Take up more than 50 % of a page may stand alone on the page
  - If figure fills the page and no room for caption, place caption alone on the preceding page
  - Figures or Tables that fill more than one page (ie. continue on to a 2nd or 3rd page) will have:
- Figure/table number and caption on first page
- Figure/table number, followed by continued on each subsequent page
  - For example, Figure 2.4 Continued

  - Larger than 6.5x9 may be shrunk to fit the page, or uploaded as supplemental files
  - Figures/tables formatted wider than they are high must be in landscape mode.
    - Page number placed at the bottom of the page (along the 11” side).

☐ No Excess White Space
- Text must fill the entire page
- The figure/table does not need to directly follow the text referring to the figure/table
  - If a figure/table won’t fit, add text to refer the reader to the page where the figure/table can be found and bring text from the next section up to the page with the white space
- White space is only allowed:
  - At the end of a chapter
  - When a figure/table fills more than 50% of the page and no other text is added to the page
  - If the next 2 lines of a paragraph won’t fit at the bottom of the page
  - If the heading or subheading + 2 lines of text won’t fit

☐ References
- Individual References are single spaced
- Double space between different references
- Use the style of reference preferred by your department (be consistent)
- Do not type URLs in blue

☐ Appendices
- Appendices must be listed in the Table of Contents
- Figures and Tables in an appendix must be listed in the List of Figures or List of Tables
  - Figures and Tables in an appendix must be labeled with a number and a caption, just like all other figures and tables throughout the thesis
  - Label as Figure A.1 (1st figure in appendix A), Table B.4 (4th table in appendix B), etc.

☐ Supplemental files
- Must be listed in an appendix: https://inside.mines.edu/Supplemental-Electronic.Files
- Must be uploaded separately from thesis/dissertation
- Supplemental files + theses that exceed 1000 MB must be mailed to ProQuest
  - Student is responsible for mailing the CD
  - Student must notify OGS if mailing a CD