New Mexico Tech thesis formatting checklist

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Abstract

Thesis and dissertation authors, use this checklist to ensure that your final submission to the Graduate Office is formatted correctly.

This publication is available in Web form and also as a PDF document. Please forward any comments to tcc-doc@nmt.edu.

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1. How to use this document

This document is intended for New Mexico Tech graduate students who write a thesis or dissertation as part of the requirements for an advanced degree.

For graduate school standards and procedures, refer to the New Mexico Tech Graduate Student Handbook.

The complete standards for New Mexico Tech thesis and dissertation formatting are given in the Thesis/Dissertation Manuscript Requirements. Please read them carefully before you start writing your thesis: it is much easier to get the formatting right from the beginning than to repair it later.

1 http://www.nmt.edu/tcc/help/pubs/nmtthesis/checklist/
3 http://www.nmt.edu/~grad/studentinfo/Gradhb.html
4 http://www.nmt.edu/tcc/help/pubs/nmtthesis/
• If your thesis has a lot of mathematical content, you may find that the LaTeX system\textsuperscript{5} makes display of mathematical equations much faster, easier, and better-looking that most other word processing systems.

If you decide to use LaTeX, the Tech Computer Center maintains a template that will help you conform to the Graduate Office formatting requirements. See \textit{Writing a New Mexico Tech thesis with LaTeX}\textsuperscript{6}.

• If you use Microsoft Office or some other word processor, you are responsible for setting up all the correct formatting conventions yourself.

Before printing the final copy of your thesis, print some sample pages and check them against this list. What you see on your screen may not be the same size or position on the printed page — and exact margins are very important!

2. General requirements

- The Graduate Office must accept your thesis and paperwork at least two weeks before the end of the semester in which you plan to graduate.
- Submit an electronic copy of the final work. These procedures are currently being developed; ask the Skeen Library Director for current procedures.
- Submit three identical copies, cleanly printed, with no evidence of corrections, on acid-free, archival, 20-pound bond paper, 8.5" × 11".

**Margins:** No printing can occur in these areas, not even page numbers.
- Left margin at least 1.5”.
- Top, bottom, and right margins at least 1”.
- On pages that start major divisions (title page, abstract, table of contents, list of figures, chapter headings, appendices, references), the top margin must be 2”.
- Following the heading of a major division, there must be three blank lines between the last line of the heading and the first line of text.
- Page numbers may be centered horizontally, or they may be aligned with the right-hand side of the text. They may appear at the top of the page or at the bottom.

**Type fonts**
- Main body type is serif-style: Times, Palatino, Courier, or other fonts if approved by the Graduate Office.
- Main body type is 12-point.
- You may use 10-point type in figures, tables, appendices, and equations, but no type may be smaller than 10-point. Exception: subscripts and superscripts in equations may be smaller.
- Fourteen-point type may be used for the title on the title page, or for the section titles on major sections, but nowhere else.

**Line spacing**
- Main text is double-spaced.
- In the References or Bibliography, each entry must be single-spaced.
- Within a footnote, text must be single-spaced.
- Block-style quotations from other works are single-spaced.

\textsuperscript{5} http://en.wikipedia.org/wiki/LaTeX
\textsuperscript{6} http://www.nmt.edu/tcc/help/pubs/nmtthesis/latex/
3. Sequence of the sections

The major sections of the work must follow the sequence shown below. Examine your Table of Contents to be sure that the sections are correctly sequenced, and all the required sections are present.

<table>
<thead>
<tr>
<th>Page no.</th>
<th>Required</th>
<th>Section type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminaries:</strong> Features that help the reader find things. Pages with numbers are numbered with lowercase Roman numerals: ii, iii, ….</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Required</td>
<td>Title page. This is considered page “i”, but no page number appears.</td>
</tr>
<tr>
<td>No</td>
<td>Optional</td>
<td>Copyright page.</td>
</tr>
<tr>
<td>No</td>
<td>Optional</td>
<td>Dedication.</td>
</tr>
<tr>
<td>No</td>
<td>Optional</td>
<td>Epigraph or frontispiece.</td>
</tr>
<tr>
<td>No</td>
<td>Required</td>
<td>Abstract and keywords.</td>
</tr>
<tr>
<td>Yes</td>
<td>Optional</td>
<td>Acknowledgement.</td>
</tr>
<tr>
<td>Yes</td>
<td>Required</td>
<td>Table of contents.</td>
</tr>
<tr>
<td>Yes</td>
<td>Required</td>
<td>List of tables. Required if you have any tables.</td>
</tr>
<tr>
<td>Yes</td>
<td>Required</td>
<td>List of figures. Required if you have any figures.</td>
</tr>
<tr>
<td>Yes</td>
<td>Optional</td>
<td>List of abbreviations, list of symbols, etc.</td>
</tr>
<tr>
<td>No</td>
<td>Required</td>
<td>Approval page.</td>
</tr>
<tr>
<td>Yes</td>
<td>Optional</td>
<td>Preface.</td>
</tr>
</tbody>
</table>

**Text:** The presentation of your work. Pages are numbered with Arabic numerals: 1, 2, …. |

| Yes | Optional | Introduction. If you have an Introduction section, it precedes chapter 1 and is not part of the chapter numbering scheme. (You may instead call your Introduction chapter 1.) |
| Yes | Required | Main chapters. |
| Yes | Optional | Conclusion. If you have a Conclusion section, it follows the last numbered chapter and is not part of the chapter numbering scheme. (You may instead have a regular chapter entitled “Conclusion”.) |

**Reference materials:** supporting and supplementary information. Arabic page numbers continue in sequence from the main chapters.

| Yes | Optional | Appendices: the basic data from your research. If you have more than one appendix, you may number the first one either “Appendix 1” or “Appendix A”. |
| Yes | Required | References or Bibliography. You may move this section before the appendices, but only if there are no references cited in any of the appendices. |

4. Title page

- Main title is at least 2” from the top.
- All words in the title are capitalized.
- Each line of the title is centered.
- Remaining lines on the page are in mixed case.
- Your name must appear in exactly the same form as the name the Registrar has for you at the time you graduate.
5. Dedication page (optional)

- No heading on this page.
- Starts “To...”.
- Text is single-spaced, centered horizontally and vertically on the page.
- No page number appears.

6. Epigraph or frontispiece (optional)

- No heading on this page.
- The single-spaced text (for an epigraph) or the figure (for a frontispiece) is centered horizontally and vertically on the page.
- If there is an attribution, place it below the text or figure, right-justified on the page.
- No page number appears.

7. Abstract (required)

- Title “ABSTRACT” centered and at least 2” below the top of the page.
- Contains a brief summary of major contributions and conclusions.
- No citations, figures, or data allowed.
- At the end, include “Keywords:” followed by a list of two or more key words or phrases for indexing purposes.
- No page numbers appear.

8. Acknowledgement (optional)

If you wish, include thanks and recognition for assistance and permissions for the use of copyrighted material. After your successful defense, it is customary to add thanks to committee members and other faculty.

- Title “ACKNOWLEDGEMENTS” centered and at least 2” below the top of the page.
- Numbered with lowercase Roman numerals in the series ii, iii, iv, ....
9. Table of contents

- The first page carries the heading “TABLE OF CONTENTS” in capital letters, with a 2” margin at the top.
- Continuation pages do not carry any heading.
- Double-spaced throughout.
- Includes entries for each section that follows the table of contents. Do not include entries for the dedication, abstract, or other sections that precede the table of contents.
- The page number of each entry must be right-justified at the end of the last line of the entry, with the numbers vertically aligned on their last digits.
- All pages of the table of contents are numbered with lowercase Roman numerals in the series ii, iii, iv, ….

10. Lists of figures, tables, etc.

Include a list of figures if you have any figures. Include a list of tables if you have any tables. You may also include sections listing other items, for example, abbreviations or mathematical symbols. Give them a title such as “LIST OF ABBREVIATIONS”.

- Headings such as “LIST OF FIGURES” in capital letters, with a 2” margin at the top.
- Each entry shows the caption of the figure or table, but you may omit parenthetical material, or omit any text after the first punctuation mark (comma, semicolon, colon, or period).
- No two captions may be identical.
- Page numbers must be right-justified at the end of the last line of each entry, with the numbers vertically aligned on their last digits.

11. Approval page

You may wish to use these online versions:

- MSSignature.pdf for the Master of Science degree.
- PhDSignaturepage.pdf for the Doctor of Philosophy degree.

If you format it yourself, make it resemble one of the above models, and conform to these standards:

- No title appears on the page.
- Top margin is at least 2”.
- This text appears at the top: “This thesis is accepted on behalf of the Faculty of the Institute by the following committee.” If it is a dissertation, the sentence starts “This dissertation is accepted…”.
- Under the first signature line is the word “Advisor”, or combine it with the advisor’s name as in “Leonardo da Vinci, Advisor” but omit any titles or degree names.
- Following the committee signature lines, the paragraph “I release this document to the New Mexico Institute of Mining and Technology”.

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12. Preface (optional)

- Title “PREFACE” centered with a 2” top margin.
- Page number in the lowercase Roman sequence.

13. Parts (optional)

You may group your chapters into parts. If so, each part must be preceded by a separate cover sheet with this format.

- All text is centered vertically and horizontally on the page.
- A heading like “PART I” or “PART A” or “PART 1” appears in capital letters.
- A double space below that heading, place a descriptive heading in capital letters, double-spaced.
- One chapter numbering sequence is followed throughout all parts. For example, if the first part has three chapters, the first chapter of the second part will be numbered “CHAPTER 4”.
- In the table of contents, part titles are left-justified, and chapter entries are indented.
- Each part’s cover sheet carries a normal Arabic page number.

14. Main text chapters

- Each chapter starts on a new page.
- Partially filled pages are allowed only on the last page of a chapter or other major section.
- Heading, such as “CHAPTER 1”, in all capital letters, centered, with a 2” top margin. The chapter number must be Arabic.
- The chapter title follows on a separate line, in all capital letters, preceded by a double space, with each line centered.
- You may have an INTRODUCTION before the first numbered chapter. In this case, the title “INTRODUCTION” is centered with a 2” top margin. You may also have a CONCLUSIONS section after your last numbered chapter, with the same heading format. Or you may instead make your introduction or conclusion sections regular numbered chapters.
- If the chapter title has multiple lines, they may be either single-spaced or double-spaced, but be consistent throughout the document.
- Three blank lines separate the last line of the heading from the first line of the text.
- Pages are numbered with Arabic numerals: 1, 2, 3, ....
15. Appendices

- If you have just one appendix, the title “APPENDIX” must appear in capital letters, centered, with a 2" margin. If you have multiple appendices, you may number them using either numbers (“APPENDIX 1”) or letters (“APPENDIX A”).
- The title of the appendix appears next, in capital letters, centered, with a double-space before and after it. If there are multiple lines, they may be either single-spaced or double-spaced. You may omit the title if you have only one appendix.
- Page numbers continue the Arabic sequence of the main chapters.

16. References

This section contains a list of publications used in the work. The exact format of citations in the body of the work, and entries in this section, is left to the department, the committee, and the student.

- This section normally follows the appendices. However, if none of your appendices contain any reference citations, you may place it before the appendices.
- If your work is a compilation of papers that were published elsewhere, each section may have its own list of references.
- If you cite all the entries, the heading should be “REFERENCES” or “REFERENCES CITED”. If you have included works that you have not cited, use the heading “BIBLIOGRAPHY”.
- The heading appears in capital letters, centered, with a 2” top margin.
- No heading appears on continuation pages.
- Each entry is single-spaced, with a double-space between entries.