



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

COLLEGE OF
GRADUATE STUDIES

Dissertation
Chapter Method
Template

Spring 2023

1 2 3 4 5 6 7

① Set 1" inch margins all around

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

A Dissertation
by

③ "[Click here and type YOUR NAME in all Caps.]"

④ BS, University Name, Year
MS, University Name, Year

Submitted in Partial Fulfillment of the Requirements for the Degree of

⑤ "[Click here and type DOCTOR OF EDUCATION/PHILOSOPHY in all caps]"

in

⑥ "[Double click here and type DEGREE NAME]"

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)

*International Students must include the name of the country between the school and the date the degree was received if it was received outside of the US.
*Delete this box before typing in your information.

Text on page is centered: all CAPS when appropriate

⑧ All text should be Times New Roman, 12pt font, double spaced.

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.]” **11**

A Dissertation

by

“[Click here and type YOUR NAME in all caps.]” **12**

This dissertation meets the standards for scope and quality of Texas A&M University-Corpus Christi and is hereby approved.

13 Committee Chair Name, Degree
Chair

Ensure all titles are the same, e.g. PhD or Ph.D

Co-Chair/Committee Member Name, Degree
Co-Chair or Committee Member **14** *Remove unneeded title*

Committee Member Name, Degree
Committee Member

Graduate Faculty Rep Name, Degree
Graduate Faculty Representative

“[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.

The image shows a document template with a ruler at the top. The word "ABSTRACT" is centered at the top of the page. To its right, a red circle with the number "16" is connected to the text "Set 1" inch margins all around" by a red double-headed arrow. Below "ABSTRACT", a red circle with the number "17" is connected to the text "Centered text & all CAPS; text starts 2 double spaced below title" by a red double-headed arrow. To the left of the main text, a red circle with the number "18" is connected to the text "Text is not indented" by a red double-headed arrow. The main text of the abstract begins with "The abstract should reflect the entire document and summarize the research and findings in your dissertation. If your dissertation 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 relatively brief and information dense."

The text starts with 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 should 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 – wherever there are differences in format and layout between the specifications of the University template/guidelines and the style guide utilized by the discipline, the University template/guidelines overrule the discipline’s style guide.

Double spacing in Word: With the exception of some of your 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” and “after.” Otherwise, the spacing of your document will be off in specific areas throughout your document. This is a common issue that triggers return for corrections upon submission in both Word and Latex documents.

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

The image shows a document template with a ruler at the top. The ruler is marked from 1 to 7 inches. The document content is as follows:

DEDICATION

20 Check for 1" inch margins all around

21 Centered text & all CAPS;
text starts 2 double spaced below title

22 Text Indented → The dedication page is optional and follows the abstract page. 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 and font style and size as used in the narrative text.

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 a width of 7 inches. The title "ACKNOWLEDGEMENTS" is centered at the top. The main text is indented and begins with "The acknowledgements page is optional and follows the dedication page. The title ACKNOWLEDGEMENTS is capitalized and centered at the top of the page. The text begins with two double spaces below the title. **There must be no additional space before or after titles and headings.** Use the same margins and font style and size as used in the text of the dissertation." A vertical line is centered at the bottom of the page.

Handwritten annotations in red include:

- (24) Check for 1" inch margins all around (with arrows pointing to the margins)
- (25) Centered text & all CAPS; text starts 2 double spaced below title (with arrows pointing to the title and the start of the text)
- (26) Text Indented (with an arrow pointing to the start of the main text)
- (27) check roman numeral for correct formatting (with an arrow pointing to the page number "vi")

vi (27) check roman numeral for correct formatting



Check for 1" inch margins all around



TABLE OF CONTENTS

Centered text & all CAPS:

Page Title Case, Flush Right

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First Level Subheading	1
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Text is all CAPS

Roman Numerals
Flush Right

Indentations should follow your program's style guide

Subheadings are in title case

Arabic Numerals:
Flush Right & Verify Page Numbers

All CAPS, Flush Left with Margin

All CAPS, Flush Left with Margin, Title ONLY

Dot Leaders should be uniform

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 ← Centered text & all CAPS:

	Page
Figure 1 Figure Title.....	2

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.

B
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LIST OF FIGURES

	Page
Figure 1. Figure Title.....	2

viii check roman numeral for correct formatting

Check for 1" inch margins all around

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

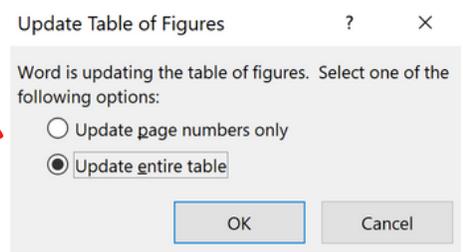
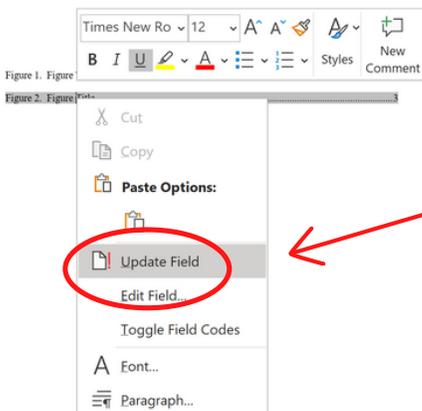
Title Case, Flush Right

Flush Right and Verify Page Numbers

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



Note: The List of Tables is built utilizing the "Table Heading" style. 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 TABLES ← Centered text & all CAPS:

Page

Table 1 Table Title.....	2
---------------------------------	---

In the List of Tables, 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.

B *I* U

LIST OF TABLES

Page

Table 1. Table Title.....	2
---------------------------	---

ix

Check for 1" inch margins all around

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

Title Case, Flush Right

Flush Right and Verify Page Numbers

check roman numeral for correct formatting

NOTE: One of the last steps for your List of Tables will be to manually place the period after the Table number (e.g. Table 1). You will want to do this right before you PDF your document, and when no other updates are needed to your List of Tables.

Figure 1. Figure
Figure 2. Figure

Update Field

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

Update Table of Figures ? X

Word is updating the table of figures. Select one of the following options:

Update page numbers only

Update entire table

OK Cancel

1 2 3 4 5 6 7

Chapter Title → CHAPTER II

TITLE

Content begins here. There will likely be different levels of headings throughout this and other chapters. Utilize the style guide appropriate for your discipline.

List of Figures Heading → **Figure 1** ← *First Level Subheading* → **First Level Subheading** ← *First Level Subheading*

Figure Title

Category	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2.0
Category 2	2.5	4.4	2.0
Category 3	3.5	1.8	3.0
Category 4	4.5	2.8	5.0

Note. Type chart description here.

Table Heading → **Table 1**

Table Title

Grade	Boys	Girls
4	115	126
5	130	119
Total	245	245

Note. Add your table description here.

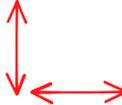
2

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.



Check for 1" inch margins all around

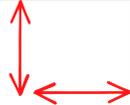


REFERENCES *Centered text & all CAPS*

The references can be located at the end of appropriate sections or at the end of the main text (here). If the document includes one or more manuscripts, the references for the manuscripts should be included at the end of the main text of each manuscript, with any other referenced work placed here, including sources referenced in the concluding section. The references must be double-spaced throughout. The list should be complete, accurate, and consistent. Apart from the requirement to double space, utilize the format dictated by your discipline. .



Check for 1" inch margins all around



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