

Purpose: This activity will provide you with the information that you need to implement the final edits to your thesis. These edits involve your manuscript's citations, spacing, page numbers, and all of the required pages. Although each of these guides has a use and is available online, their uses will vary depending on whether you are making your final edits to the Proposal or your final manuscript. For a complete list of manuscript editing and formatting rules, see the TAMU Thesis and Dissertation Manual.

Final Edits (Proposal)

The Proposal manuscript is checked by the College of Arts and Sciences (COAS), who are mainly interested in your overall length (minimum 10 page narrative body), your spacing, your citations, and your references. They check to make sure that no part of your thesis is plagiarized.

Final Edits (Thesis and Dissertation)

The final Thesis or Dissertation manuscript is checked first by COAS and lastly by the Graduate School. As before, COAS is mainly interested in your length (at least 35 pages), the Abstract length, your spacing, citations, and references. COAS also checks your Title Page, Approval Page, making sure the pages, headings, and subheadings in the manuscript all match the Table of Contents.

The Graduate Schools checks all of the remaining formatting requirements, including the preliminary pages, the Tables and Figures, the Appendices, the spacing, the page numbers, and the Vita.

Guides

Thesis Guide 1 – This guide has general tips and examples for all of the required and optional pages in the thesis or dissertation. This is crucial for final edits. For Proposal edits, focus on the title page, the abstract, and the references, and the table of contents tables and figures if necessary.

<https://www.tamtu.edu/cees/arc/images/format.guide.pdf>

Thesis Guide 2 – This guide covers the Journal Model, spacing, headings and subheadings, in-text citations, bibliography, block quotes, and editing tips. This guide is useful for editing the Proposal and the final manuscript. <https://www.tamtu.edu/cees/arc/images/thesis.style.pt2.pdf>

Thesis Guide 3 – This guide covers only Tables and Figures, the List of Tables, List of Figures, and spacing for figures and tables. This guide is crucial for anyone who has 2 tables or 2 figures or more.

<https://www.tamtu.edu/cees/arc/images/thesis.figures.tables.pdf>

Thesis Guide for Table of Contents – This guide covers fonts, text-sizes, and the creation of an automatic or hand-made Table of Contents and should be used in conjunction with Thesis Guide 1 and the Manual. This is useful for all Final manuscripts and could also be useful for final Proposals.

<https://www.tamtu.edu/cees/arc/documents/table.contents.guide>

Contact the Writing Consultant at the Graduate School for questions, meetings, or other assistance.

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