

Angelo State University Final Thesis Checklist

- 1. Times New Roman 12" font
- 2. 1" bottom margin
- 3. 1" top margin (most computers require the footer to be set at 0.75")
- 4. 1" right margin
- 5. 1.25" left margin
- 6. Header/Footer font is same font as the body
- 7. Title Page (Second Cover Page) and Committee Page (Third Cover Page)
- 8. New chapters/sections start on a new page
- 9. Work cited subsequent lines are indented
- 10. Copy of IRB/IRC/IACUC approval letters (if applicable) in appendices
- 11. Thesis turned in four weeks prior to graduation
- 12. Committee Chair and Student sign the Thesis Format Form. Email with thesis, but as a separate attachment.
- 13. Signature Page (First Cover Page) DO NOT attach to thesis. Email with thesis, but as a separate attachment.
- 14. Thesis must be submitted in PDF format via email to GA-thesis@angelo.edu .

Below will be completed after Graduate Dean's approval

- 16. A link will be sent to student for electronic submission to TDL.
- 17. Remove biography or personal information for TDL** submission
- 18. Remove biography from table of contents for TDL** submission

**Texas Digital Library