

Name: \_\_\_\_\_ Masters Thesis \_\_\_\_ or PhD Dissertation \_\_\_\_

Thesis/Dissertation Submission Checklist  
Cullen College of Engineering

**1. Updates**

- a) Starting in Fall 2019, graduate students should use the new UHGS Written Thesis/Dissertation Approval Form.

The thesis and dissertation committee members will no longer sign a signature page when they approve the thesis or dissertation. Instead, committee members will sign an approval form, stating that they have read and examined the manuscript. The committee members will certify that it is adequate in scope and quality as a thesis/dissertation for a graduate degree and indicate their approval or disapproval of the content prior to being submitted to the college/department for processing and acceptance.

- b) Graduate students should use the new UHGS template for the front matter (Title page, Acknowledgements, Table of Contents, etc.)

<http://www.uh.edu/graduate-school/academics/thesis/>

**2. Preliminaries**

- a) Margins: 1.5" left and 1" all other sides

- b) Spacing: double spacing required except for Figure and Table captions.

- c) Fonts: uniform all throughout the thesis including Title and Abstract Page, figure and table captions, appendices (except for appendices containing computer program listings). Font size should be between 10 and 12 points.

- d) Title Page

Exactly as indicated in guideline at

<http://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>

- e) Page numbering begins with "i" (no quote marks) as lower case Roman numeral. The Title page is counted but number is not shown. The first page that will show a number will be Dedication/Epigraph (optional) and should be either ii or iii (for dissertations with copyright page). Use lower case Roman numerals for preliminaries (Dedication/Epigraph, Acknowledgements, Abstract, Table of Contents, List of Tables, List of Figures, Nomenclature). Use Arabic numerals beginning on first page of Chapter One throughout remainder of the thesis/dissertation including Appendices. Page numbers must be centered in the bottom 1" margin of the page.

- f) Table of Contents: should begin with Dedication/Epigraph (optional), Acknowledgements (optional), Abstract, Table of Contents, List of Tables, and List of Figures with proper lower case Roman numerals. Should list References and all Appendices. Page numbers must match with the text.

- g) List of Tables: must be on a separate page. Table captions must match table captions in the text. Indent multi-line figure captions.

- h) List of Figures: must be on a separate page. Figure captions must match figure captions in the text. Indent multi-line table captions.

- i) Abstract is limited to 350 words.

Comments:

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### 3. Format and Style

- a) Chapter headings – font size should not be bigger than 16 points and section headings should not be bigger than 14 point font while the rest of the thesis should not be bigger than 12 points. Do not underline a chapter heading. Heading should be either left justified or centered. Top margin for a chapter heading should be between 1” and 1.5”.
- b) Section headings – should be left justified. Subsection headings can be indented.
- c) Paragraph – indent 1 tab (5 spaces) to indicate start of a new paragraph; do not skip a line
- d) No large white spaces anywhere, especially at the end of a page (unless it's the last page of a chapter); move text to fill in. It is okay to have a section split by a full page figure.
- e) Figures
  - Figure caption below the figure; figure should not be so fuzzy that it is not readable and will not copy well. Leave a space between figure and the figure caption.
  - If a figure is taken from literature, must be quoted in text; however, no need to indicate it in the caption. Must be referenced in the text.
  - No long captions (more than 3 lines); explain figure in the text.
  - Indent multi-line captions.
  - Should be placed at the point of reference, on either the same page or the following page.
  - Do not submit freehand drawings. Do not submit drawings with freehand lettering.
- f) Tables
  - Table caption above the table. Do not break a table onto two pages unless it is a large table.
  - No long captions (more than 3 lines); explain the table in the text.
  - Indent multi-line captions.
  - Use "continued" as in "Table 2 (continued)" for a table continued on the following page(s).
  - Should be placed at the point of reference, on either the same page or the following page.
- g) Equations – must treat as part of a sentence, with proper punctuation; see <http://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>
- h) References
  - Not numbered as a chapter. Must be double-spaced.
  - References listed must be referred to in the text.
  - Must begin with author names. Put article title within quotes, italicize journal titles and underline book titles.
  - Follow an acceptable style such as APA, MLA, Turabian. It is acceptable to follow a style

according to a professional journal in your field. Attach a sample page.

Do not use *et al.* in list of references (only in the text when there are three or more authors).

All punctuation “,” or “.” must be within the closing quote:

Incorrect: “-----”, or “-----”.

#### 4. General

- a) No orphan headings at the bottom of a page; no widows at the top of the page.
- b) Use colon (:) only to list items. No colons at the end of a section or a subsection heading.
- c) All sentences should be complete sentences; they must contain a subject and a predicate. An equation is not a sentence; it must be part of a sentence. The equal sign in an equation does not serve as the predicate in a sentence.
- d) Inconsistency. The format chosen must be followed throughout the thesis/dissertation. This includes spacing before and after titles, selection of subtitle styles, etc.
- e) Make sure your thesis is photocopied properly. Variations in darkness of a copy (on a page or from page to page) are not acceptable.
- f) Abbreviation for, for example, that is, and others, and et cetera is: e.g., i.e., et al., etc.

Comments:

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#### Requested Action(s):

- Thesis acceptable as it stands; submit final copies.
- Make corrections; get approval; submit final copies.
- Make corrections; resubmit for review.

1<sup>st</sup> Review by \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Review by \_\_\_\_\_ Date \_\_\_\_\_

3<sup>rd</sup> Review by \_\_\_\_\_ Date \_\_\_\_\_

**Please turn in this form with your revised version so that changes can be verified.  
Include the previous version**