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Literature Cited and Vita in TOC are first letter cap and NOT all cap		

	Complete	Incomplete
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A. SEQUENTIAL ORDER The content should be arranged in the following order: *1. Title Page, Copyright*, Approval Page, Dedication*, Preface/Acknowledgement, Abstract, Table of Contents, List of Tables, List of Figures/Plates**		
2. Text Components (Actual Body), Appendix*, List of Abbreviations*, Literature Cited, Vita		
Page numbers are centered 0.75 inches from bottom of the page		
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Headings preceded and followed by double spacing		
Subheadings with multiple lines are single spaced or alternatively double space all		
Major headings are all caps in TOC		
Preliminary Pages *- Listed in lowercase roman numeral (i, ii, iii, etc.)*		
- Titles in list of figures and list of tables **- First letter of each noun should be capitalized**		
- Title in table of contents (including list of figures and list of tables) should not impinge on column with page numbers		
Text Pages *Listed in Arabic numerals (1, 2, 3, etc.)* ***Must include subsections***		
Supplementary Pages Listed in Arabic numerals (1, 2, 3, etc.) **First letter of every word capitalized**		
Major titles are all caps and centered on the page		
Begin each major section on a new page		
Subheadings must be underlined		
Triple spaced between chapter (designated I,II,III etc) heading and first line of text		
Headings in body of text capitalized.		

III. Text- Associated Components	Complete	Incomplete
A. TABLES Page numbers in List of Tables match figures in text.	CHECKED ON FINAL REVIEW	
Table should appear on a separate page and adjacent to first page of the text where it is referred to.		
Table contains number, exact title and page number it appears on.	CHECKED ON FINAL REVIEW	
Each title is double-spaced		
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Each figure requires a **figure number, a title**, and in most cases, an explanatory legend.		
Legend must be placed on the bottom of the figure. ***5 lines between figure and legend***		
If legend does not fit on page, it is on centered on a separate page immediately following the figure		
Each figure should be placed adjacent to the first page of the text on which it is referred to.	CHECKED ON FINAL REVIEW	
Figure title should be capitalized in the same way as it is in the List of Figures (nouns capitalized)	CHECKED ON FINAL REVIEW	
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	Complete	Incomplete
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B. LIST OF ABBREVIATIONS List should consist of two columns with the abbreviations arranged alphabetically in the left-hand column and the parent word or term in the right-hand column.		
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    Parents' Names
    Birth date and place
    Colleges from which previous degrees were received, and year of degree
    Scholastic honors received
Year of admission to degree program at UTHSCSA		

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