

Common Mistakes

(That you're going to fix about 100 times over the next two semesters. 😊)

Issue #1: Your document has incorrect page numbers.

First, determine what caused the numbering error in your template:

- A. Your document is missing all page numbers.
- B. Your Abstract Page is not Page 1 (Arabic numeral).

If A: Are you using our pre-prepared thesis template? If not, download one from our website (<http://ugr.tamu.edu>).

If B: Did your Table of Contents (ToC) exceed one page?

Example:

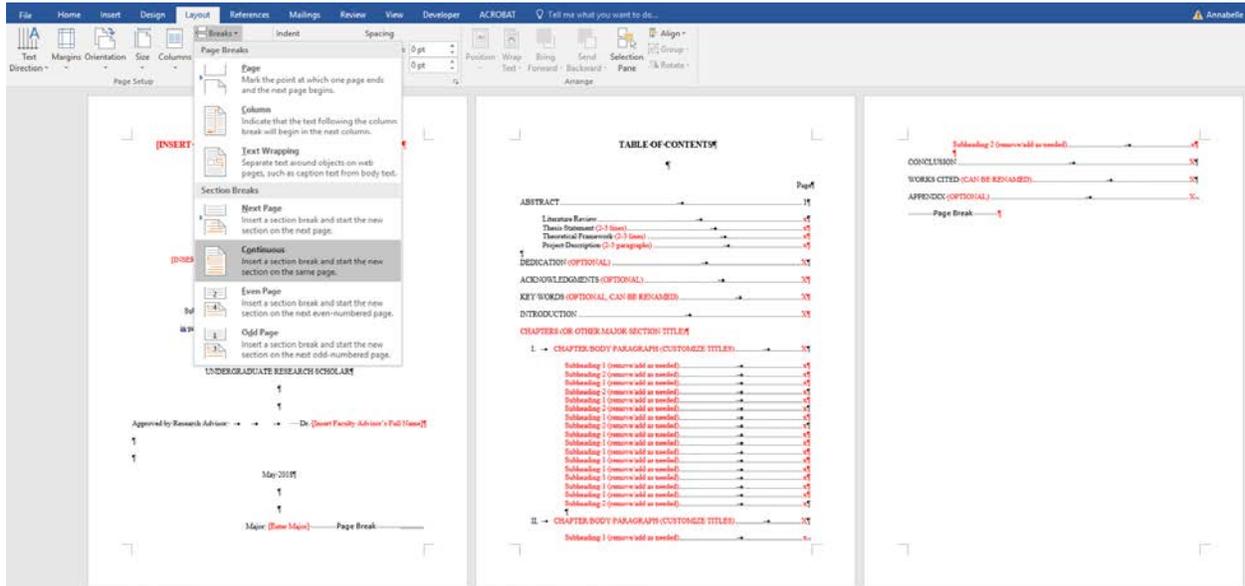
TABLE OF CONTENTS	
	Page
ABSTRACT	1
Literature Review	x
Thesis Statement (2-3 lines)	x
Theoretical Framework (2-3 lines)	x
Project Description (2-3 paragraphs)	x
DEDICATION (OPTIONAL)	x
ACKNOWLEDGMENTS (OPTIONAL)	x
KEY WORDS (OPTIONAL, CAN BE RENAMED)	x
INTRODUCTION	x
CHAPTERS (OR OTHER MAJOR SECTION TITLE)	
I. CHAPTER BODY PARAGRAPH (CUSTOMIZE TITLES)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
II. CHAPTER BODY PARAGRAPH (CUSTOMIZE TITLES)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
Subheading 1 (remove/add as needed)	x
Subheading 2 (remove/add as needed)	x
CONCLUSION	x
WORKS CITED (CAN BE RENAMED)	x

APPENDIX (OPTIONAL)	x
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(B Solution on next page)

B Solution:

1. Insert cursor at the end of the last line on the first page of the ToC.
2. Next, navigate to the Layout tab and select the Breaks drop-down menu.
3. Then, under Section Breaks, click Continuous to resolve the numbering error.
4. Repeat Steps 1-3 if you add more content to your ToC.

Example:

Issue #2: The leader dots in the Table of Contents are broken.

First, determine which issue is causing problems with the leader dots:

A. Accidentally deleted pre-prepared leader dots.

CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)

I. INTRODUCTION |X

Subheading 1 (remove/add as needed).....x

Subheading 2 (remove/add as needed).....x

B. Leader dots that look different than the others.

CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)

I. INTRODUCTION.....|X

Subheading 1 (remove/add as needed).....x

Subheading 2 (remove/add as needed).....x

C. Mismatched leader dots with periods.

CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)

I. INTRODUCTION.....|.X

Subheading 1 (remove/add as needed).....x

Subheading 2 (remove/add as needed).....x

D. Too much space in between text and leader dots.

CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)

I. INTRODUCTION |.....X

Subheading 1 (remove/add as needed).....x

Subheading 2 (remove/add as needed).....x

A-D Solutions:

1. Our thesis templates are set to create leader dots using the “Tab” key on your keyboard.
2. Place your cursor directly after the text and hit the “Tab” key to auto-create leader dots.
3. DO NOT use periods or other characters to fill in leader dots.
4. Older versions of Microsoft Word and Microsoft Word for Mac may not cooperate with these settings. If this is the case, try copy and pasting existing leader dots into the area where leader dots are missing.

Example:

CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)

I. INTRODUCTION X

Subheading 1 (remove/add as needed).....x

Subheading 2 (remove/add as needed).....x

II. METHODS (CAN CUSTOMIZE NAME).....X

Issue #3: Inconsistent content or spacing in the Table of Contents (ToC).

First, determine which issue is causing problems with the content or spacing:

A. Your Chapter headings and subheadings must be worded exactly the same way in the ToC as they are in the body of the document.

A Solution: Cross check each subheading in the body of the document with what is listed in the ToC. Always be consistent and proofread your work before submitting.

B. Inclusion of the wrong type of subheadings in the ToC.

B Solution: The ONLY subheadings that should be included in the ToC are first-order subheadings (the bold ones). Remove all second or third-order subheadings from the ToC.

C. Inconsistent spacing after major headings or subheadings in the ToC.

C Solution: Major headings and subheadings are followed by one single-spaced paragraph return. See example below to check for correct spacing.

Example:

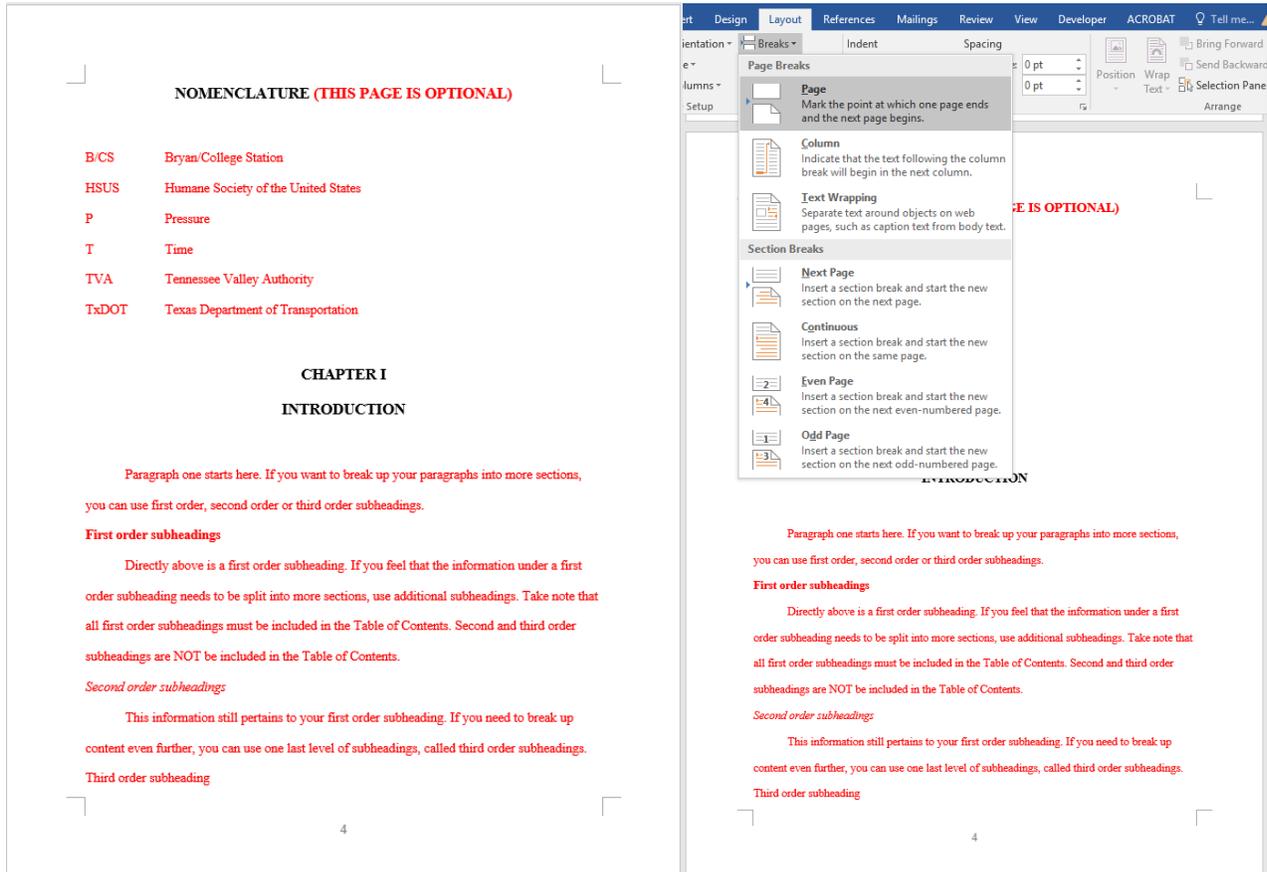
TABLE OF CONTENTS		Page
ABSTRACT	→	1
DEDICATION (OPTIONAL)	→	X
ACKNOWLEDGMENTS (OPTIONAL)	→	X
NOMENCLATURE (OPTIONAL, CAN BE RENAMED)	→	X
CHAPTER (OR OTHER MAJOR SECTION DESIGNATION)		
I. → INTRODUCTION	→	X
Subheading 1 (remove/add as needed)	→	X
Subheading 2 (remove/add as needed)	→	X
II. → METHODS (CAN CUSTOMIZE NAME)	→	X
Subheading 1 (remove/add as needed)	→	X
Subheading 2 (remove/add as needed)	→	X
III. → RESULTS (CAN CUSTOMIZE NAME)	→	X
Subheading 1 (remove/add as needed)	→	X
Subheading 1 (remove/add as needed)	→	X
IV. → CONCLUSION (CAN CUSTOMIZE NAME)	→	X
Subheading 1 (remove/add as needed)	→	X
Subheading 2 (remove/add as needed)	→	X
REFERENCES (CAN BE RENAMED)	→	X
APPENDIX (OPTIONAL)	→	X

Issue #4: A major heading is not at the top of a new page.

Issue #4 Solution:

1. Insert cursor at the end of the last line of the section before the new major heading.
2. Next, navigate to the Layout tab and select the Breaks drop-down menu.
3. Then, under Page Breaks, click Page to push your new section to the next page.

Example:



4. Check to make sure that your chapter heading is at the very top of the next page. If there is extra space between your chapter heading and the top 1" margin of the page, you will need to delete all of the extra space so that the chapter heading touches the top margin.

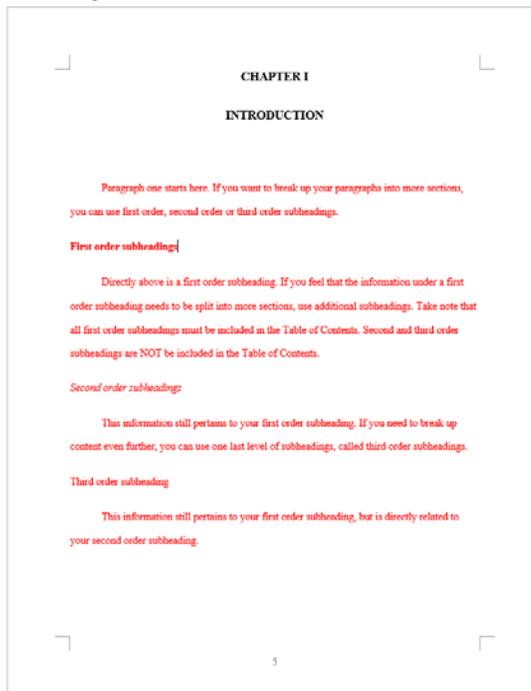
Issue #5: Your document has inconsistent paragraph spacing.

First, determine which issue is causing the inconsistent spacing in your document:

A. You are inconsistently adding a line of space in between some paragraphs and not others. Decide which type of spacing you will use throughout the entire document and correct all instances of inconsistent spacing.
Note: Do not add empty lines below subheadings.

B. Microsoft Word adds extra space before and after paragraphs automatically.

Example:

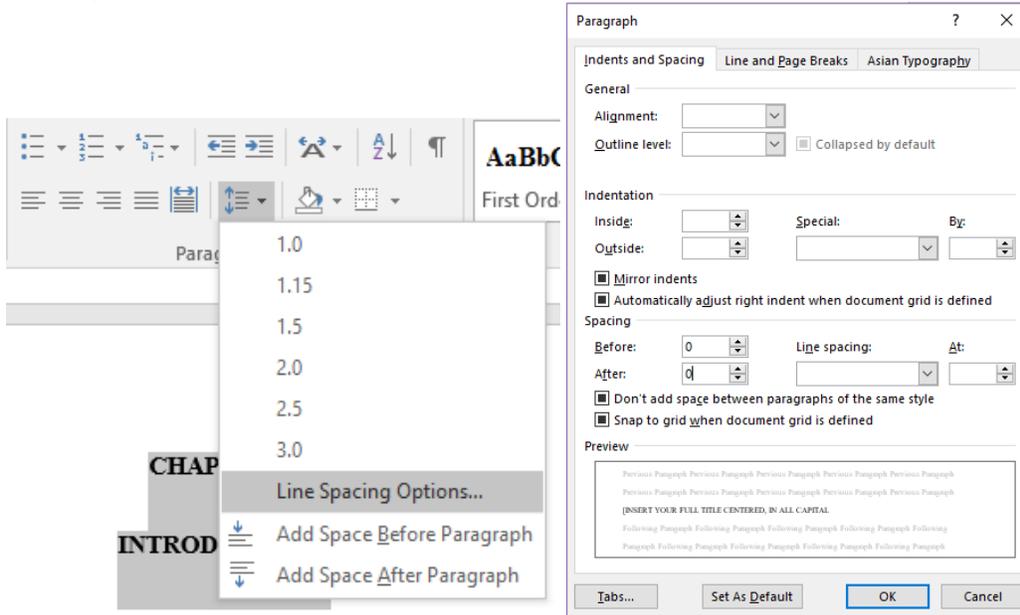


Note significantly more space in between all lines.

(B Solution on next page)

B Solution:

1. Hold Ctrl + A on your keyboard to select all text in the document.
2. Find the Line and Spacing Options in the Paragraph area in the top ribbon of Microsoft Word.
3. Under Spacing, set both the **Before** and **After Spacing** to 0. Then, click OK.

Example:

4. You will need to go back through and DOUBLE-CHECK your document. This can affect the spacing around figures and tables.

Issue #6: Your document has inconsistent indentations.

First, determine which issue is causing the inconsistent indentations in your document:

A. You are inconsistently using indentations in some paragraphs and not others. Decide whether or not you want to indent paragraphs in the entire document and correct all instances of inconsistent indentations.

B. Your indentation settings are not equal in size throughout the document.

Example:

First order subheadings

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT be included in the Table of Contents.

Second order subheadings

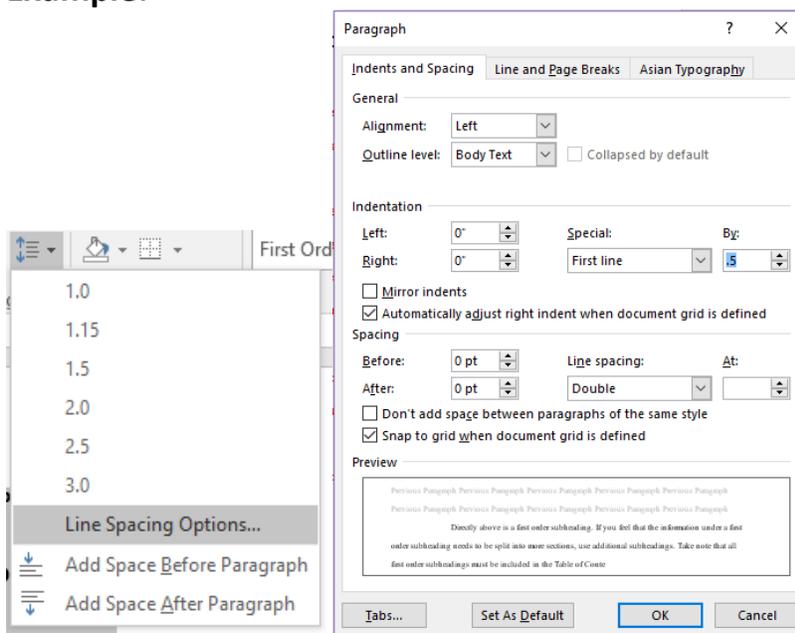
This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings.

Note difference in size of indentations.

B Solution:

1. Place your cursor directly in front of the incorrect indentation.
2. Find the Line and Spacing Options in the Paragraph area in the top ribbon of Microsoft Word.
3. Under Indentation, set **By** to 0.5. Then, click OK.

Example:



Issue #8: Your subheadings are formatted incorrectly.

Issue #8 Solution:

1. Check ALL of your subheadings.
2. First-order subheadings need to be bold. Second-order subheadings need to be *italicized*. Third-order subheadings shouldn't have any special formatting.
3. Do not underline subheadings.

Example of proper subheading format:

First order subheadings

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT be included in the Table of Contents.

Second order subheadings

This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings.

Third order subheading

This information still pertains to your first order subheading, but is directly related to your second order subheading.

NOTE: If you have any **bold** subheadings in your document, they need to be listed in your Table of Contents in the correct section.

Issue #9: Your figures/tables are formatted incorrectly.

Issue #9 Solution:

Check ALL of your figures and tables for the following:

- Make sure the wrap setting is on "In-Line with Text" and that your figure/table is centered.
- Do NOT embed your figures/tables.
- Every figure needs a label directly below it.
- Every table needs a label directly above it.

Issue #10: The names, major(s), or departments listed on the Title or Abstract Pages are incorrectly formatted.

The names of all team members should be listed alphabetically by last name. For teams with three or more members, the list of names should be separated by commas and the word “and.”

With the exception of a two-person team with both members having the same major/department, all team members should have an individual name statement on the Abstract page.

See the “Specific Formatting Exceptions” pages in the Thesis Manual & Policy Guide (starts on page 30).