

Some Common Manuscript Problems

Front Matter

Formatting the front material is very detailed. The Approval page (p.i) and the Title page (p.ii) must be formatted correctly. Make sure that pages are numbered correctly with lower case Roman numeral pagination. Both template pages are secure/locked webpages. When you generate the template pages, follow the steps to "unprotect" the document before you copy/paste to pages to your computer/laptop. At the Microsoft Word Tool Bar at top, click on the "Review" icon, then click on the "Restrict Editing" icon, then click on the "Stop Protection" icon (lower right area). Complete the fields in the template page. A sample of completed front material is available for:

- Thesis Example: [http://grad.unm.edu/degree-completion/thesis-dissertations/documents/thesis front matter nored 2011.pdf](http://grad.unm.edu/degree-completion/thesis-dissertations/documents/thesis_front_matter_nored_2011.pdf)
- Dissertation Example: [http://grad.unm.edu/degree-completion/thesis-dissertations/documents/diss front matter nored 2011.pdf](http://grad.unm.edu/degree-completion/thesis-dissertations/documents/diss_front_matter_nored_2011.pdf)

Margins

Margins for the entire manuscript must be: left -1.5 inches; top, right, bottom – 1 inch. Exceptions: Top, right and bottom margins may vary in the Appendix pages, but the left margin must be 1.5 inches throughout the ENTIRE manuscript (including Front Matter, References, Appendices). Page numbers in the Appendices must also appear consistently as in the rest of the body of the research that uses Arabic pagination.

Landscape-oriented figures and tables

Margin requirements must be met, and page numbers must be placed consistently as in the rest of the manuscript.

Table of Contents/Headings & Subheadings within manuscripts

Your Table of Contents will be checked against the body of your manuscript.

1. Page numbers must be correct and match the Arabic pagination in the body of the research.
2. All headings/sub-headings that appear at the same level should have the same appearance in the body of the manuscript and be distinguished from other heading levels by appearance or numbering.
3. All headings and subheadings (as many levels as you include in the Table of Contents) should appear in the Table of Contents. Please incorporate dot leaders for each line of the headings or subheadings in the Table of Contents.
4. The major section headings (usually Chapter headings) should each begin on a new page and must have Arabic pagination.

All formatting guidelines are available on the web site:

<http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>