

Red text is explanatory to clarify requirements for each section.

The title page is the first page of the document and the first page of the front matter. Use a 12-point font throughout.

TITLE OF THESIS, DOUBLE SPACED AND CENTERED,  
ALL UPPERCASE, INVERTED  
PYRAMID FORM

by

STUDENT'S FULL OFFICIAL NAME, ALL UPPERCASE

List all previously earned degrees in chronological order

Include the abbreviated degree, degree name, awarding institution, and the year of award  
(example: M.S., Biology, The University of New Mexico, 2022)

THESIS

Submitted in Partial Fulfillment of the  
Requirements for the Degree of

NAME OF THE DEGREE AS WORDED IN THE CATALOG, ALL UPPERCASE

Examples: MASTER OF SCIENCE, MASTER OF ARTS

DISCIPLINE AS LISTED IN THE CATALOG FOR THE DEGREE, ALL UPPERCASE

Examples: CIVIL ENGINEERING, BIOLOGY, HISTORY

The University of New Mexico  
Albuquerque, New Mexico

Month, Year

(Last month of term: May for spring, July or August for summer, or December for fall)

APPROVED BY THE COMMITTEE:

Name, Chairperson

Name

Name

Only list names. Do not get signatures. Align to the left.

Page numbers should be in the bottom center or top right, and placement should be consistent throughout the manuscript. Note that page number is i and all following front matter pages are sequentially numbered in lower case roman numerals.

Margins need to be one inch; however, the left-hand margin may be up to 1.25 This is required throughout the full document.

This is a sample dedication page.

## DEDICATION

Make sure the header, DEDICATION, is formatted the same as the headers for chapters in the body. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required.

Dedication text is entered here. Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

The dedication page is optional and does not have a length limit. Make sure the line spacing is the same as your body (1.5 or double space, whichever you use in the body). Font should also be consistent with the rest of the manuscript and be a 12-point font.

This is a sample acknowledgements page.

## ACKNOWLEDGEMENTS

Make sure the header, ACKNOWLEDGEMENTS, is formatted the same as the headers for chapters in the body. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required.

Acknowledgements text is entered here. The acknowledgements can be as short or as long as you would like. Text spacing should be 1.5 or 2.0 (double) spacing.

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The acknowledgements page is optional and does not have a length limit. Make sure the line spacing is the same as your body (1.5 or double space, whichever you use in the body). Font should also be consistent with the rest of the manuscript and be a 12-point font.

This is a sample of the abstract page.

Regardless of how headers are formatted in the rest of the document, follow the structure below for this page.

TITLE OF THESIS, DOUBLE SPACED AND CENTERED,  
ALL UPPERCASE, INVERTED  
PYRAMID FORM

by

Student's full official name

List all previously earned degrees and the master's degree to be awarded in chronological order  
Include the abbreviated degree, degree name, awarding institution, and year of award for each  
(example: M.S., Biology, The University of New Mexico, 2022)

ABSTRACT

Abstract text is entered here. Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Notes about formatting this page:

1. Maintain the same line spacing and font style as used throughout the manuscript.
2. Use 12-point font throughout.
3. There is a one-page limit for the abstract page.
4. Use the same abstract text from this page in your submission details when uploading the manuscript to UNM's Digital Repository.
5. The page number must be sequential with the rest of the front matter and maintain the same placement. The number in the footer below is just an example.

This is a sample table of contents (TOC). Page numbers are for example only and do not correspond with pages in the rest of this sample thesis document.

## TABLE OF CONTENTS

Make sure the header, TABLE OF CONTENTS, is formatted the same as the headers for chapters in the body. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required.

Notes for table of contents formatting:

1. Use dot leaders between each entry item and the page number.
2. At minimum, include entries for all section headings following the TOC (List of Figures, List of Tables, Abbreviations, Chapter 1, etc.) and all first level subheadings in the body.
  - a. Second level and beyond subheadings do not need to be included in the TOC.
3. Make sure the headers match how they are presented in the body. Entries below are just examples.
4. Maintain the same font as the rest of the document.
5. If using Microsoft Word, [resources are available online](#) with instructions for building an automatically constructed table of contents.
  - a. Entries below are just examples and were not built using this process. Page number alignment is more consistent with the use of the table of contents tool.
6. The word section in the entries below indicates a major section or chapter.

|                      |      |
|----------------------|------|
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| LIST OF TABLES.....  | viii |
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| Subheading 1.....    | 1    |
| Subheading 2.....    | 2    |
| Sub heading 3.....   | 5    |
| SECTION TITLE.....   | 13   |
| Subheading 1.....    | 15   |
| Subheading 2.....    | 17   |
| Sub heading 3.....   | 24   |
| SECTION TITLE.....   | 33   |
| Subheading 1.....    | 37   |
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Items of note:

1. For the appendices:
  - a. If there is just one appendix, subheadings are not needed and the header should be Appendix.
  - b. If there is more than one appendix, each one starts with a subheading that includes a letter (Appendix A, Appendix B, Appendix C, etc.).
2. References are always in the last section of the full document. Do not include references at the end of each section. Instead, list them all in the references (or bibliography, works cited, sources, etc.) section at the end.
  - a. You may break them up by chapter in the references section using subheadings. These subheadings would be along the lines of Introduction References, Chapter 1 References, Chapter 2 References, etc.

This is a sample List of Figures. Page numbers are for example only and do not correspond with pages in the rest of this sample thesis document.

## LIST OF FIGURES

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|-------------------|-----|
| FIGURE 1.1.....   | 13  |
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| FIGURE 1.3.....   | 22  |
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| FIGURE 3.2.....   | 85  |
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If the manuscript contains only one figure, this list is not required. If the manuscript contains two or more figures, this list is required. If this list is included, it needs to be included as a line item with a page number in the TOC. The list itself starts on a new page.

If including a list of figures and a list of tables, include these pages in alphabetical order, list of figures page and then list of tables page.

Make sure the header, LIST OF FIGURES, is formatted the same as the headers for chapters in the body. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required.

Figures should be numbered sequentially. The numbering may be continuous throughout (Figure 1, Figure 2, Figure 3, etc.) or structured with a decimal point to align with the chapter in which they feature (chapter 1 figures would be Figure 1.1, Figure 1.2, Figure 1.3, etc., chapter 2 figures would be Figure 2.1, Figure 2.2, etc., and so on for all chapters).

If using Microsoft Word, [resources are available online](#) with instructions for building an automatically constructed list of figures. Entries below are just examples and were not built using this process. Spacing is more consistent with the use of the table of figures tool.

This is a sample List of Tables. Page numbers are for example only and do not correspond with pages in the rest of this sample thesis document.

## LIST OF TABLES

|                |     |
|----------------|-----|
| TABLE 1.1..... | 14  |
| TABLE 1.2..... | 17  |
| TABLE 1.3..... | 20  |
| TABLE 2.1..... | 38  |
| TABLE 2.2..... | 62  |
| TABLE 3.1..... | 86  |
| TABLE 3.2..... | 87  |
| TABLE 3.3..... | 89  |
| TABLE 3.4..... | 101 |

If the manuscript contains only one table, this list is not required. If the manuscript contains two or more tables, this list is required. If this list is included, it needs to be included as a line item with a page number in the TOC. The list itself starts on a new page.

If including a list of figures and a list of tables, include these pages in alphabetical order, list of figures page and then list of tables page.

Make sure the header, LIST OF TABLES, is formatted the same as the headers for chapters in the body. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required.

Tables should be numbered sequentially. The numbering may be continuous throughout (Table 1, Table 2, Table 3, etc.) or structured with a decimal point to align with the chapter in which they feature (chapter 1 figures would be Table 1.1, Table 1.2, Table 1.3, etc., chapter 2 figures would be Table 2.1, Table 2.2, etc., and so on for all chapters).

If using Microsoft Word, [resources are available online](#) with instructions for building an automatically constructed list of tables (same method as building list of figures). Entries below are just examples and were not built using this process. Spacing is more consistent with the use of the table of figures tool (also used for list of tables).

## **OTHER POTENTIAL FRONT MATTER ITEMS:**

This page is not part of the sample thesis and should not be included in your thesis manuscript.

You may elect to include other sections in the front matter as appropriate for your thesis after the TOC, list of figures, and list of tables. Examples of other front matter sections include, but are not limited to, the following:

- List of Abbreviations
- Glossary
- List of Formulas
- Sponsorship Statement
- Copyright Notification
  - Only include a copyright notification if a copyright was filed with the U.S. government. This is not needed and is rare. Do not include this page unless an official copyright was filed.
- Publication Note
- Authors Note
  - Generally included if additional authors and/or research sites need to be noted.
- Preface

Introduction sections of your thesis are not to be included in the front matter. If the manuscript has an introduction section, that will be in the body and will start with page number 1.

## GENERAL NOTES:

This page is not part of the sample thesis and should not be included in your thesis manuscript. Instead, it is included here to provide notes that will be of use when formatting your thesis.

### General formatting details to consider:

- 1) When a heading or subheading is at the bottom of one page and the text is on the next page, this is called an orphaned header. Check the full manuscript for any orphaned headers and move them to the next page containing the text they head.
- 2) Please visit the [Graduate Studies website](#) for details about the required accessibility check. Convert the manuscript to a PDF and complete the accessibility check before uploading it to UNM's Digital Repository. **Do not upload the manuscript until you clear the Adobe PDF accessibility check.**

### Notes about hybrid theses:

- 1) Place all appendices at the end of the manuscript but before the references section.
  - a. Alternatively, you may have a section at the end of the chapter/section with the subheading of Supplemental Materials (or Supplemental Details).
- 2) Place all references at the very end of the manuscript. Do not include these at the end of each chapter/section. The references need to be the very last section of the manuscript.
  - a. You may break them up by chapter with subheadings. For instance, you may have the main References (or Bibliography, Works Cited, etc.) heading and then a subheading for each chapter, such as Chapter 1 References, Chapter 2 References, etc.

This is the first page of the body of the manuscript. Notice that the page number is now 1, and all following pages are numbered consecutively.

Note about running headers: Should the author elect to include running headers in the top margin, they need to be on every page, remain within the side margins, maintain consistent formatting across chapters, and maintain consistent text within each chapter.

## INTRODUCTION

The above heading is not prescriptive. The first section may be Introduction, Chapter 1: Introduction, or the title of the first chapter. Just be sure to maintain formatting consistency throughout all section headings. For example, if headers in the body are all uppercase, bold, and centered, the header here should be all uppercase, bold, and centered. All uppercase font is not required. Headings may be up to 14-point font.

Additionally, chapter numbers are not required. If they are used, they must be used uniformly. For example, Chapter 1: Title, Chapter 2: Title, etc. For another example, 1. Title, 2. Title, 3. Title, etc. If the chapters are numbered and the first section is the introduction, it is left to the author's discretion as to whether a chapter number is included in the Introduction heading.

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## **Heading 2**

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For subheadings, format these in line with your style guide (Chicago, APA, AP, AMA, ASME, etc.). Just be sure they are easily differentiated from the text and consistently formatted throughout the manuscript. Subheadings should retain 12-point font.

For the body text, maintain consistent line spacing (1.5 or double) in the text itself and 12-point font. Also, maintain consistent spacing between paragraphs. In this example, the author does not use extra spacing between paragraphs or before a new section. If they used an extra line space for either of these, that extra line spacing should be consistent throughout.

A new chapter or major section needs to start on a new page.

## CHAPTER 1: TITLE

See all notes in the previous section about formatting headings, subheadings, and text.

### Heading 2

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*Figure 1.1 - Scholes Hall on the main University of New Mexico Campus*

When formatting figures and tables, make sure the following requirements are met:

- They are near the text in which it is referenced. In these examples (see table on next page), they are referenced in the paragraph above the figure or table.
  - In the text, the referenced figure or table label does not need to be bolded unless that aligns with your style guide.
- It has a label and a caption or description. These should be on the same page as the figure or table.
  - Tables may be more than one page if needed.
  - Figures must have all components on the same page.

- Accessibility steps:
  - For figures, be sure to [add alt text to the image](#) to meet accessibility requirements. This will be retained when converting to PDF.
  - For tables, add alt text if copying and pasting an image of the table. If building a table directly in the manuscript, that text will be recognized during accessibility checks. Just be sure to have a clear label clarifying the table’s contents.
- Format the label and caption in line with your style guide’s requirements. The label and caption may be above or below the image (as dictated by your style guide) but must be easily differentiated from the body text and must be consistently formatted for all figures in the manuscript. These examples are italicized with bold labels.
- The figure must remain within the margins (at least one inch all around and up to 1.25 on the left-hand side).

## Heading 2

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus duis convallis. In **Table 1.1**, tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere.

***Table 1.1 - Table description or label***

| <b>Heading</b> | <b>Heading</b> | <b>Heading</b> | <b>Heading</b> |
|----------------|----------------|----------------|----------------|
| 4.5            | 12.7           | 4.08           | 21             |
| 6.8            | 22             | 3.7            | 12.36          |
| 9.2            | 13.5           | 5.92           | 6.39           |
| 5.3            | 8.36           | 8              | 14             |

From here, proceed with the remaining chapters, maintaining consistency in formatting. Reminder: All references go at the end of the full manuscript.

This is a sample appendices section.

## APPENDICES

As the appendix example below is numbered, this student would have additional appendices, even though those examples are not included here. Even though each appendix is a subsection, each one needs to start on a new page. For example, Appendix B would start on a new page and not at the bottom of the last page of Appendix A.

If the student had one appendix item, the above heading would instead be Appendix and no subheadings would be included unless the single appendix has subsections.

### Appendix A

The same rules for tables and figures apply as noted in the previous section. The only exception is that any forms included in the appendices may exceed the margin if the form itself exceeds the margins. If it is copied and pasted in as an image, then it must remain within the margins and have alt text tied to it.



*Figure A.A.1* - Adobe building during winter on the University of New Mexico main campus

This is a sample references section.

## REFERENCES

Heading formatting must be consistent with the previous sections. If breaking this section up by chapters, use the same subheading formatting as in the previous sections. See notes about this in the TOC section above.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.  
<https://doi.org/10.1037/ppm0000185>

Pope, J. P., & Wall, H. (2025). Is the goal intrinsic or extrinsic? Examining self-determination theory researchers' and the general publics' perceptions of exercise goals. *Canadian Journal of Behavioural Science/Revue canadienne des sciences du comportement*, 57(3), 239–248. <https://doi.org/10.1037/cbs0000411>

Rybaczewska, M., & Sparks, L. (2022). Ageing consumers and e-commerce activities. *Ageing and Society*, 42(8), 1879–1898. <https://doi.org/10.1017/S0144686X20001932>

This page contains just three example references for illustrative purposes. They are in APA format with a hanging indentation. Follow the formatting requirements as established in your style guide. You may name this section References, Works Cited, Bibliography, or another title as recommended by your style guide.

If each reference is single spaced, include a space between individual references as shown above.

**A FINAL IMPORTANT NOTE IS ON THE NEXT PAGE – PLEASE READ!**

**Accessibility notification:**

**Once you finish compiling your thesis manuscript, convert it to a PDF and complete an accessibility check *before* uploading it to the repository.** Effective April 26, 2026, Graduate Studies requires thesis and dissertation manuscripts to comply with Web Content Accessibility Guidelines (WCAG 2.1).

Students must check that their manuscript passes accessibility requirements in Adobe Acrobat prior to submitting their manuscript to the Digital Repository and/or ProQuest (PhD only). Please refer to our [Manuscript Accessibility Check Instructions](#) for guidance to check accessibility in Adobe Acrobat.

Upcoming Graduate Studies [manuscript workshops](#) will discuss all manuscript formatting requirements, including checking for accessibility. All graduate students who are working on their thesis or dissertation are encouraged to attend.

To learn more about creating accessible content, please visit [Digital Accessibility Resources from the Center for Teaching & Learning](#) or the [WCAG 2.1 web standard](#).