FORMATTING YOUR THESIS APPROVAL PAGE

SET-UP

• Set the margins
  – Left = 4cm
  – Top, right, bottom = 2.5cm

• Set the line spacing
  (Double: with 0 spacing before, 0 spacing after)
ENTERING YOUR DATA

• Type the title.  
  (use ‘title case’ — see the guidelines)

• Type the ‘This thesis has been approved by’ phrase.

• Create the committee member list.  
  (pay attention to correct order — see the guidelines)

• Enter the month and year of the defense.

CENTERING

Warning: Do not center text manually by repeatedly hitting the space bar on your keyboard.

• Select everything above the committee member list and click on the button that looks like this: 

• Do the same for the date at the bottom of the page.
THE LIST OF COMMITTEE MEMBERS

For those with special designations (such as thesis advisor, external member): Use a single-space between the name and the designation.

• Select the lines with the name and designation.
• Go to Format, and change ‘double’ to ‘single’ spacing (with 0 spacing before, 0 spacing after).
• Do the same for each member with a designation.
• Adjust the layout so that the names are equidistant.

CHECK!

• Are the margins and line spacing correct?
• Does the parsing of the title look right?
• Have you listed the committee members in the correct order? (See the guidelines)
• Have you spelled all names correctly?
• Are the designations abbreviated correctly?
• Have you modeled the layout on the sample approval page? (See the guidelines.)
SEND

If you answered ‘yes’ to all the previous questions:

• Send the formatted Word document to the SBE editor. (No PDF, please.)

• On the subject line of your email, be sure to include
  • the phrase ‘title check’
  • your name