

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: The image shows a standard text alignment toolbar with four buttons: left-align, center-align, right-align, and justified-align. The center-align button is highlighted with a grey background.
- 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.



- 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