



THESIS CHECKLIST FOR LATEX USERS

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LaTeX is reliable, but the student is still responsible

LaTeX style files from SFU Engineering, Computing Science, Math, Stats, Physics are extremely reliable for creating an SFU thesis and ensuring it meets the requirements for submission to the SFU Library. However, the student is still responsible for meeting those requirements.

General Requirements:

Formatting, pagination, documentation, printing and copyright

The general requirements for thesis publication are the same regardless of the software used for producing that thesis. All helpsheets can be found at <http://www.lib.sfu.ca/theses/> or on webpages clickable from that main Theses Office webpage.

- Formatting requirements and recommendations, including fonts, margins, page numbering, heading/subheadings management, captions for tables and figures, Table of Contents, Lists of Figures, Lists of Tables, copyright, and much more, can be found in detail at <http://www.lib.sfu.ca/theses/>.
 - Guides to thesis document completion are the PDFs: **Review guidelines and checklist** and **Reviewing Your Own**
- Abstract length is standard: 150 words for Masters’ degrees, 350 words for Ph.Ds. No exceptions.**
 - See helpsheet: Abstract Editing Hints.
- Submission to the library: Step-by-step instructions for this process, including final requirements, required documents, printing, checking, and more.
 - Found in **Last Steps**. Always use the edition for the term in which you are submitting.
- Forms, licences, request forms for postponement of publication, copyright requirements, see <http://www.lib.sfu.ca/help/writing/theses/regulations>

What goes wrong in LaTeX

Some glitches are peculiar to LaTeX, to SFU style files, or to printing from a PDF, that the student needs to check for.

Title page errors

- Title page date: must be Term (Term) of submission, not term of defence, nor month.
Use this form: Fall YYYY, Spring YYYY, or Summer YYYY, i.e. Summer 2010.
- Copyright statement: It is best to utilize the new text, as follows:

All rights reserved. However, in accordance with the *Copyright Act of Canada*, this work may be reproduced, without authorization, under the conditions for *Fair Dealing*. Therefore, limited reproduction of this work for the purposes of private study, research, criticism, review and news reporting is likely to be in accordance with the law, particularly if cited appropriately.



**Most
Common
Error**

Items missing from, or unnecessary in, the Table of Contents

- Check your table of contents (Called just “Contents” in LaTeX) to ensure that all preliminary page features, whether originally from the style files or added by you, are included.
 - Examples: Approval, Abstract, Dedication, Quotation, Acknowledgements, Contents, List of Figures, List of Tables, Glossary, List of Terms, List of Abbreviations, List of Schemes, etc.
 - If they appear on the pages, but not in the table of contents, then for these headings, use the same configurations in existing preliminary page headings to create the new headings.
 - Every major heading following the main text, such as Appendices, Appendix 1, 2, 3 or Appendix A, B, C, as well as the Bibliography, is present in the table of contents.
 - “Bibliography” going missing is the most common error here.
 - If you are including a reference list with each chapter, but not a final bibliography, then ensure that these reference lists appear in the table of contents.
- Check your preliminary pages to ensure that features which you have NOT used are deleted
 - Example: if you do not have a List of Schemes, then delete that heading and page.
- Refresh your Table of Contents to ensure these unwanted headings do not appear.

Running heads too long – page numbers pushed into the right margin

- The text of running heads can be too long for the space available.
 - If the text of the running heads is too long, it will touch the page number, making the page number unreadable, or “push” the page number over into the margin.
 - If this occurs, the running head text must be edited to shorten it.

Equations too long – equation numbers pushed into the right margin

- The text of equations can push equation numbers out into the margin.
 - If this occurs, the equation text is better distributed over more lines, rather than shrinking the font size so it becomes unreadable.

Tables or figures too wide to fit within the page margins

- Shrink to fit. Must fit within the margins.

Print clarity

- Print clarity of graphics and tables.
 - Graphics need to be “optimized” to obtain maximum clarity in printing.

- This does not mean all graphics should be enlarged to fit the full 6 inch space available within the margins. It means that the graphics need to be as large as possible, within the available page set-up you have chosen, without pixelating from being made too large, and thus losing clarity.
- Graphics can also have grey shadowing. This can be corrected by adjusting the contrast of the graphic in a photographic program.
- To check for clarity of all graphics, see: [Reviewing Your Own](#) PDF or [Colour Graphics and Print Quality](#)

Margins and printing issues

- Margins:**
 - Printers can shift the page image too high, too low or too far to the left or right. Ensure that your printed pages still have sufficient margins to meet the requirements by setting the onscreen settings generously.
 - SFU theses may now have equal margins of 1.25 inch right and left, but there is no need to change the margin settings on the SFU LaTeX style files. Margins of final printed edition must be **NO LESS THAN:**
 - Top and bottom:** No less than 1 inch (2.54 cm) top and bottom.
 - Running head and page number placement** no less than 0.5 inch (1.27 cm) from edge of paper.
 - Sides.** Either 1.50 inch left/1 inch right (3.81 cm left/2.54 cm right) OR NO LESS THAN 1.25 inch left and right. Metric: 3.17 cm left and right.
 - You don't have to measure every page. Check a page in the preliminary pages and a few randomly in the main body.
- Print quality: Graphics quality, printer quality.** See: [Reviewing Your Own](#) PDF.
- Printing on North American letter-sized paper** (8 ½ x 11 inch) required. Check your style files and PDF maker configurations.
 - LaTeX style files are sometimes configured for A4 paper because the program is European in origin.
 - Other software purchased outside of North America can also be configured with A4 paper as the default.
 - Creating PDFs from LaTeX can sometimes result in merely shrinking the image of the A4 configured pages to fit North American letter-sized paper. This causes the font to shrink, and makes the margins and page number placement incorrect for SFU theses.
 - Correct this to generate 8 1/2x11 pages, and to print onto 8 1/2x11 paper.,
 - Set your style file settings for North American letter sized paper (8 ½ x 11 inches)
 - AND** Set your PDF print settings North American letter sized paper (8 ½ x 11 inches)
 - Don't know how? See helpsheet: **Printing, scaling and A4 paper problems - LaTeX and MS Word**