

Quick Guide: Thesis and Dissertation Format Checklist

This checklist is to be used in conjunction with the Thesis and Dissertation Manual. The page numbers in parentheses refer to specific parts of the Manual. Please make sure you have checked off all items on this list prior to submitting your document to the Office of Graduate Research Services for final document approval.

Font (p. 18)

- Font size is 12 points throughout document, including chapter titles and headings.
- General text is double-spaced.
- Traditional serif font, such as Times New Roman or Palatino, is used consistently throughout document.

Margins (p. 18)

- Left margin is 1.5 inches wide on every page, including those with tables and figures.
- Right, top, and bottom margins are 1 inch wide on every page (with the exception of the title page), including those with tables and figures and appendix material.
- Title page has a top margin of 1.75 inches.

Pagination (p. 18)

- Page numbers are in bottom center of each page (where applicable).
- Preliminary pages (acknowledgements through Abstract) are numbered using lowercase roman numerals (e.g. iii, iv).
- Main text (Chapter 1 through end of thesis or dissertation) is numbered consecutively using Arabic numerals (e.g., 1, 2, 3).

Arrangement (p. 19)

- Thesis/dissertation follows the arrangement specified on page 19 of the Manual.

Title Page (p. 20)

- Title page follows the format shown on pages 32 & 33 of the Manual.
- Top margin is 1.75 inches.
- For master's degree, program is given: Master of Science in _____.
(See Appendix C for list of approved program names)
- Month, day and year of defense are given.
- The page is counted but not numbered.

Copyright or Blank Page (p. 20)

- Copyright page follows the format shown on page 34 of the Manual.
- If thesis/dissertation is not copyrighted, a blank page has been inserted.
- The page is counted but not numbered.

Dedication(s) (optional) (p. 20)

- The heading **Dedication(s)** appears at the top of the page and is bold and centered.
- The page is counted but not numbered.

Acknowledgment(s) (optional) (p. 21)

- The heading **Acknowledgment(s)** appears at the top of the page and is bold and centered.
- The page is counted and numbered in lower case Roman numeral (e.g. iii, iv)
- Acknowledgments fit onto a single page.

Abstract (p. 21)

- The heading **Abstract** appears at the top of the page and is bold and centered.
- Abstract follows the format of the sample on page 37 of the Manual.
- Heading material includes: your name, title of thesis/dissertation, academic year, chair/advisor name, and degree for which you are a candidate centered below the **Abstract** heading.
- The heading material is single-spaced.
- The abstract text begins two double-spaced lines below heading material.
- The text is double-spaced.
- Abstract appears on a single page.

Table of Contents (p. 21)

- The heading **Table of Contents** appears at the top of the page and is bold and centered.
- The heading **Table of Contents (continued)** appears on subsequent pages.
- Chapter headings, subheadings, and appendix titles are worded exactly as they appear in the body of the thesis/dissertation.
- Titles are separated from page numbers with right-justified tabs and dot leaders.

List of Figures (p. 22)

- The heading **List of Figures** appears at the top of the page and is bold and centered.
- List of figures contains column headers as illustrated in the sample on page 39 of the Manual.
- The wording of the entries matches exactly the wording of the figure captions in the text.
- Figure captions are separated from page numbers with right-justified tabs and dot leaders.

List of Tables (p. 23)

- The heading **List of Tables** appears at the top of the page and is bold and centered.
- List of tables contains column headers as illustrated in the sample on page 40 of the Manual.
- The wording of the entries matches exactly the wording of the table titles in the text.
- Table titles are separated from page numbers with right-justified tabs and dot leaders.

Headings in Text (p. 24)

- Chapter headings appear at the top of the page and are bold and centered.
- Chapter headings appear as below:

Chapter I

Title of the Chapter

- Headings are consistent with formatting according to APA guidelines. (Please see p. 24)

Tables (p. 25)

- Table titles are in italics and are located directly above the tables, below the table number, and are single spaced.
- There are at least three single-spaced lines of space above table numbers and below tables.
- Tables do not appear in the middle of a paragraph or sentence.

Figures (p. 25)

- Figure captions are directly beneath the figures and are single spaced.
- There are at least three single-spaced lines of space above figures and below figure captions.
- Figures do not appear in the middle of a paragraph or sentence.

Footnotes (optional) (p. 26)

- Footnotes are separated from text with a line.
- There is one single-spaced line of space between line and first footnote.
- Each footnote entry is 10 point font and single-spaced.
- All footnotes are numbered in the order in which they appear in the manuscript with superscript Arabic numerals.

References (p. 26)

- The heading **References** appears at the top of the first page and is bold and centered.
- Individual entries should not be split over two pages.
- Each entry is single-spaced.
- Double spacing is used between entries.

Appendices (p. 26)

- The heading (e.g., **Appendix A**) is bold and centered, and without punctuation.
- The title of the appendix is bold and centered, and appears below the appendix heading.
- The appendix material begins a double-spaced line below the appendix title.
- These pages are counted and numbered in Arabic numerals.