

Thesis/Dissertation Checklist

Any questions, contact the School of Graduate Studies

Name: _____

Date received: _____

All revisions are due by the Friday before Finals Week.

Margins/Type/Spacing

- ___ Left = 1.5"; Right, bottom and top = 1"
- ___ Times New Roman, size 12
- ___ Double-spaced (single-space long quotations and footnotes)
- ___ Triple space after every chapter title line
- ___ Indented lengthy quotes are single spaced

Page numbering

- ___ Title, Approval/Signature page and Abstract are **not numbered**
- ___ Table of Contents, Tables, Figures pages - small **Roman** numerals; page number BOTTOM, CENTER
- ___ Chapter 1 through Vita - **Arabic** numerals
- ___ Chapter title pages - page number BOTTOM, CENTER
- ___ Remaining pages - page number TOP, RIGHT, even w/right hand margin (1/2" from top)
- ___ Appendixes (title page only) and Vita - page number BOTTOM, CENTER
- ___ Appendix A, B, etc. - page number TOP, RIGHT
- ___ Pages in order; no missing pages _____

Copyright - Required (Dissertations only)

- ___ Precedes all other pages except Title page
- ___ Not counted/numbered
- ___ Centered



Title Page

- ___ Title - ALL CAPS
- ___ Date (Month and year) of Graduation [Must agree with Approval and Abstract page]
- ___ Student's name - ALL CAPS
- ___ Master's/Doctoral program listed

Approval Page

- ___ Title - exactly the same as title page; ALL CAPS
- ___ Student's name - ALL CAPS
- ___ Committee members named
- ___ Date (month and year) of Graduation [Must agree with Title and Abstract page]

Abstract (format for Dissertations)

- ___ Title - exactly the same as title page; mixed case
- ___ Month/year of Graduation [Must agree with Title and Approval pages]
- ___ Name and degrees earned
- ___ Dissertation Chair included

Acknowledgment/Dedication (not required)

- ___ No more than one page; small Roman numeral bottom center

Table of Contents/List of Tables & Figures

- ___ Roman numerals
- ___ Must list all headings and subheadings, inc. abstract, lists, tables, appendixes, references,
- ___ List of headings and subheadings must match headings/subheadings of dissertation chapters EXACTLY.
- ___ Lists - format similar to Table of Contents pages

Text

- ___ Chapter headings - ALL CAPS

References

- ___ Must be alpha; double-spaced

Appendixes

- ___ Each appendix has own title page
- ___ Page # - BOTTOM CENTER ("Appendixes" page only)
- ___ Appendix A, etc. - title in mixed case; # TOP RIGHT

Vita (Dissertation only)

- ___ Page # BOTTOM CENTER
- ___ Name - ALL CAPS
- ___ Address - mixed case

Placement of chapter title and headings:

CHAPTER I

INTRODUCTION (ALL CAPS)

First Heading (Mixed Case)

Second subheading (italicized)

Third subheading (italicized and indented followed by a period).