

Thesis Checklist

Any questions, contact the School of Graduate Studies or department adviser

Office use:

Name: _____

Date received: _____

All revisions are due by the Friday before Finals Week.

[Thesis Samples](#)

Margins/Type/Spacing

- ___ Left = 1.5"; Right, bottom and top = 1"
- ___ Times New Roman, size 10 or 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 Page of Abstract

- ___ Title - ALL CAPS
- ___ Date of Graduation
- ___ Student's name - ALL CAPS

Abstract

- ___ No more than one page

Approval Page

- ___ Student's name - ALL CAPS
- ___ Committee members named
- ___ Date (month and year) of Graduation

Title Page of Thesis

- ___ Title - ALL CAPS
- ___ Date of Graduation
- ___ Student's name - ALL CAPS

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 (including abstract, lists, tables, appendixes, references,)
- ___ List of headings/subheadings must match headings/subheadings of chapters EXACTLY.

List of Tables and Figures

- ___ format similar to Table of Contents pages

Chapters

- ___ Chapter headings - ALL CAPS
- ___ First page of chapter numbered bottom center
- ___ Remaining pages numbered top right, 1/2" from top

Appendixes

- ___ Title page only numbered bottom center
- ___ remaining pages numbered top right

References

- ___ Must be alpha; double-spaced

Placement of headings:

Level 1 (mixed case - centered)

Level 2 subheading (italicized - flush left)

Level 3 subheading (italicized and indented followed by a period).