Dissertation Checklist

Name: ___________________  ID: ___________________  Semester: ___________________  Degree: ___________________

Dissertation samples.

Western Illinois University
School of Graduate Studies
All revisions are due by the Friday before finals week. Any questions, contact the School of Graduate Studies or the department adviser.

Margins/Type/Spacing

___ Left margin = 1.5”; right, bottom and top = 1”
___ Times New Roman, size 10 or 12
___ Double-spaced (long quotations and footnotes are single-spaced)
___ Triple space after every chapter title line
___ Single space indented lengthy quotes
___ Pages in order; no missing page numbers

Title Page (not numbered)

___ Title (ALL CAPS)
___ Date (month and year) of graduation (must agree with approval and abstract page)
___ Student’s name (ALL CAPS)
___ Doctoral program listed

Copyright – Required (not numbered or counted)

___ Precedes all pages except Title page
___ Centered
___ Date must agree with Title page

Approval page (not numbered; assumed ii)

___ 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 (not numbered; assumed iii)

___ 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

Dedication (not required)/Acknowledgment

___ No more than one page
___ Small Roman numeral bottom center

Table of Contents/List of Tables & Figures

___ Roman numerals bottom center
___ List all headings and subheadings, including abstract, lists, tables, appendixes, references
___ List of headings/subheadings must match headings within dissertation EXACTLY
___ Lists – format similar to Table of Contents page

Text

___ Chapter headings (ALL CAPS)
___ Chapter title pages numbered bottom center; remaining pages numbered top right

References

___ Must be alpha; double-spaced

Appendices

___ Page # - bottom center (“Appendixes” page only)
___ Each appendix has own title page
___ Appendix A, etc – title in mixed case
___ Page number top right

Vita

___ Page number bottom center
___ Name (ALL CAPS)
___ Address – mixed case

Notes:

Placement of headings (APA 6th Ed.):

___ CHAPTER 1
  INTRODUCTION (ALL CAPS) Level 1
    Heading (center; bold, mixed case)
Level 2 Heading (mixed case, bold)
  Level 3 Heading (indented, bold and followed by a period, space and first sentence).
  Level 4 Heading (indented, italicized, bold and followed by a period, space and first sentence).

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