Thesis Checklist

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. Thesis samples

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

Title Page of Abstract (not numbered)

___Title (ALL CAPS)
___Student’s name (ALL CAPS)
___Date of graduation

Abstract (not numbered)

___No more than one page

Approval page (not numbered)

___Student’s name (ALL CAPS)
___Committee members named
___Date (month and year) of graduation

Title page of Thesis (not numbered; assumed i)

___Title (ALL CAPS)
___Student’s name (ALL CAPS)
___Date of graduation

Acknowledgments (numbered ii)

___No more than one page
___Small Roman numeral bottom center

Table of Contents

___Roman numerals bottom center
___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
___Titles and captions must agree with titles and captions listed within document EXACTLY

Chapters

___Chapter headings – ALL CAPS
___First page of each 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

Notes: