

# Dissertation 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 adviser.

[Dissertation 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
- \_\_\_ 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

## Appendixes

- \_\_\_ 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 6<sup>th</sup> Ed.):

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



Western Illinois University

School of Graduate Studies

1 University Circle

Macomb, IL USA 61455-1390

Phone (309)298-1806; Fax (309)298-2345

[www.wiu.edu/grad](http://www.wiu.edu/grad); Email: [Grad-Office@wiu.edu](mailto:Grad-Office@wiu.edu)