

Thesis Checklist

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:



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