

Thesis/Dissertation Format Checklist

Global formatting requirements

Page layout

- Pages are standard letter size (8.5 by 11 inches) in portrait orientation
- All pages are one-sided
- The body text is double-spaced
- Paragraphs are indented

Margins

- 1.5-inch margin on the left, including the title page
- 1-inch margins on the top, bottom, and right
- Landscape and double-size pages have the same margins as portrait pages

Fonts

- Body text font is in 12-pt. Times New Roman or similar serif font
- The same body text font is consistently used throughout
- Figure/table captions are distinctive from the body text but at least 10 pt.
- No text is smaller than 10 pt.
- Headings clearly indicate the hierarchy

Page numbers

- Numbers appear in the upper right corner, $\frac{3}{4}$ " from the top and right side.
- The title page and copyright page are not numbered
- The front matter (starts with Abstract) is numbered using lower-case Roman numerals (i, ii, iii...)
- The rest (starting with Chapter 1) is continuously numbered with Arabic numerals (1, 2, 3...)

Figures and tables

Table/figure layout

- Centered on portrait pages with caption immediately above (tables) or below (figures)
- Landscape pages appear bottom-right but numbered as for portrait pages
- Conform to the required page margins
- Figure/table numbers increase sequentially throughout document or use chapter-number format

Table/illustration captions

- Captions are distinctive in size or style from the body text but at least 10 pt.
- Single line captions are center-aligned; multiline captions are right-left justified
- Sufficient space below the captions clearly distinguishes them from the body text
- Captions use standard capitalization, not title capitalization

Format for each component (listed in required order)

Title page (no page number)

- Should EXACTLY match current year's template from the *Thesis/Dissertation Writing Manual*
- Title is in 14-pt bold font unless space needed on Ph.D. page
- Page conforms to margin and font requirements
- Each required item and signature line is included
- Names, titles, affiliations, and degrees have been triple-checked for accuracy
- Degree abbreviations use periods (Ph.D., M.S.) and affiliations are spelled out, not acronyms

Copyright notice (optional) (no page number)

- By itself near the center of the page

Thesis/Dissertation Format Checklist, con't.

Abstract (page i in lower-case Roman numerals)

- Addresses objectives, methods, results, conclusions
- On a single, separate page with correct margins
- Single-spaced**, with indentation or extra space to denote paragraphs

Acknowledgements (Roman page numbers continued from previous section)

- External funding acknowledged with appropriate citation
- Personal acknowledgements written professionally in good taste

Table of Contents (Roman page numbers continued from previous section)

- At minimum, lists all chapters and major sections
- Adheres to document guidelines for margins and fonts
- Single spaced, with a blank line between each chapter
- Indented to show section hierarchy
- Numbers right-justified with dotted leader lines

List of Tables (Roman page numbers continued from previous section)

- Starts on new page and adheres to margins and font requirements
- Single spaced; small additional space between tables/figures/equations OK
- Page numbers right-justified with dotted leader lines
- Uses reasonably short titles, not extended multi-line captions if used on tables
- Table/figure/equation numbers and page numbers checked for accuracy

List of Figures (Roman page numbers continued from previous section)

- Starts on new page and adheres to margins and font requirements
- Single spaced; small additional space between tables/figures/equations OK
- Page numbers right-justified with dotted leader lines
- Uses reasonably short titles, not extended multi-line captions if used on figures
- Table/figure/equation numbers and page numbers checked for accuracy

List of Equations (optional) (Follow requirements for List of Figures.)

List of Acronyms (optional)

Body (Starts on page 1 in Arabic numerals, numbered consecutively throughout)

- Double-spaced and conforms to margin and font specifications
- Conventional style is organized with these or similar chapters: Introduction, Theory/Literature, Methods, Results, Conclusion.
- Journal style includes Introduction and Conclusions chapters to tie the articles together

Bibliography (Arabic numerals continued from previous section)

- Conforms to margin and font specifications
- Chosen bibliographic style (Conventional) or styles (Journal) is/are consistently applied in each section
- In Journal style, Bibliography contains only references for the Introductory and Conclusions chapters.

Appendices (if needed) (Arabic numerals continued from previous section)

- Journal style requires at least one appendix containing permission to reprint published articles (if applicable)
- Each appendix labeled with a capital letter (A, B, etc.) and starts on new page

Vita (Arabic numerals continued from previous section)

- Written in professional style

Remember to perform a final grammar/spelling check!