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, ¾” 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **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!**