Thesis/Dissertation Checklist

**All Pages**
- **Double spaced** except for abstract page; captions may be single spaced if desired
- 12 point minimum font, New York Times is recommended
- 10 point minimum captions; use different size or style or spacing to distinguish from body text
- 1.5” inch margin on left including title page; 1” inch margin on top, bottom, and right
- Printed on one side of page (no duplex printing)
- Page numbers in upper right hand corner, 3/4” from top and right side

**Illustrations, figures, maps, graphs, tables, etc.**
- Figures and tables must fit within the margins specified above, or placed in the back of the thesis as supplemental materials
- Place table captions above the tables and figure captions below the figures. Leave sufficient space above/below captions to distinguish them from the body text.
- Multi-line captions must be left-justified. Capitalize only the first word.
- For figures/tables turned to “landscape” view, the bottom of picture and caption should be located on the right side of the page. Must still fit within specified margins. Page number still in upper right of page.

**Title page**
- No page number

**Abstract**
- Must address objectives, methods, results, and conclusions
- Not to exceed 1 single-spaced page in length
- Number the page with lower case Roman numerals starting with “i”

**Acknowledgements**
- Lower case Roman numerals, continued

**Table of Contents**
- Lower case Roman numerals, continued

**List of Tables**
- Lower case Roman numerals, continued
- Check that table numbers in the list match those in the text

**List of Figures**
- Lower case Roman numerals, continued
- Check that figure numbers in list match those in the text

**Body**
- Conventional style must contain these five chapters: Introduction, Theory/Literature Search, Methods, Results, Conclusions
- Journal style must contain these chapters: Introduction, 1 or more journal article manuscripts formatted as above, Conclusions
- Use Arabic numbers, starting with “1”. Do not restart numbers for each article in journal style.

**Bibliography**
- For journal style, include only references for non-journal chapters. Each journal article should include a separate bibliography.
- Use Arabic numbers, continued from the body

**Appendices (if needed)**
- At least one required for journal style, which contains documentation of permission to use the articles
- Arabic numbers, continued
- Label each appendix with a capital letter (“Appendix A, Appendix B, etc.”)

**Vita**
- Arabic numbers, continued
- Written in professional rather than personal style to match the rest of the document

Remember to perform a final grammar/spelling check