

## 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, in the same font as the body.
- 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- or left-aligned; multiline captions are right-left justified or left-aligned
- 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 Word template
- 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 are 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 are 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 are 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 an abstract for each journal article
- 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 references from all 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!**