FORMAT CHECKLIST FOR THESIS OR DISSERTATION

Please refer to the “Style Guide” found on the School of Graduate Studies website – guidelines and sample pages are included.

Before submitting your document to your committee, please check all of the following:

- The “Title Page” meets guidelines – the title on this page matches the title on your Permission page.
- The “Copyright Page” (optional) meets guidelines – if included, this would be page number “ii”
- The “Approval Page” meets guidelines (please refer to this page in the “Style Guide”) – this will be pg. “ii” or “iii”

Submit this page to the School of Graduate Studies, with original signatures of your committee, after your successful defense. If your committee is not ready to sign, it is your responsibility to keep track of this page until it is submitted to our office for the dean’s signature - please notify the School of Graduate Studies of this.

- The “Permission Page” meets guidelines (refer to this page in the “Style Guide”) – this will be pg. “iii” or “iv”
- The “TABLE OF CONTENTS” meets guidelines:
  - Line spacing is correct.
  - List only items that follow the Table of Contents - (chapter titles, subheadings, & page numbers)
  - Verify page numbers, chapter numbers and chapter titles for accuracy.
  - Verify all headings & subheadings for accuracy - (they match what is in the text word for word).
  - Verify that headings and subheadings are the correct format.

- The “LIST OF FIGURES” meets guidelines – (figure titles match figure titles in text exactly).
  - See examples of Figures in the “Style Guide”
- The “LIST OF TABLES” meets guidelines – (table titles match table titles in text exactly).
  - See examples of Tables in the “Style Guide”
- The “ACKNOWLEDGEMENTS” Page” (optional) – meets guidelines & is spelled the same in Table of Contents.
- The “Dedication” Page” (optional) – this page is not numbered or counted.
- The “ABSTRACT” meets guidelines.
- The text of my thesis/dissertation meets guidelines.
  - I have double spaced all text (excluding titles longer than one line, these would be single spaced)
  - I have used an acceptable font & font size throughout – including all page numbers (12 pt. is preferred)
  - I have adhered to all margin guidelines - (margins are an essential part of your work)
- The “APPENDICES” adhere to all guidelines.
- The “REFERENCES” adhere to all guidelines.

Once your final copy is electronically submitted to ProQuest/UMI for publishing, no changes are made to the format or content. Therefore, the burden of how the manuscript looks when published, is entirely the responsibility of the student author.