

## 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.**