

FORMATTING CHECKLIST FOR THESES AND DISSERTATIONS

Title Page

- Is spacing correct?
- Is the information on the page centered with equal spaces on the top and bottom of the page?
- Is the department name and graduation date correct?

Copyright Page

- Does your name match the name on the title page?
- Is the year correct?

Preliminary Pages

- Are lowercase Roman numerals centered at the bottom of the preliminary pages?
- Is the Statement of Approval typed with faculty names and dates?
- Are Table of Contents and Lists of Figures and Tables formatted correctly?

Chapters and Text

- Are margins correct? (**1 ¼ inches** for left and right) (**1.25** in Word).
- Are MAIN HEADINGS **2 inches** from the top of the page?
- Are top and bottom margins **1 inch** from the top and bottom of the page for subheadings and text?
- Is **Widow/Orphan control** in Word clicked off in the entire thesis?
- Is pagination correct and correctly placed?
- Uniform indentation:** Are all new paragraphs uniformly indented?
- Is font style and size the same** in text, figure and table captions, reference sections, and all preliminary pages?
- Does the pagination of the chapters and subheadings match what is listed in the Table of Contents?
- Are all subheading levels consistently formatted?
- Do subheadings at the bottom of page have at least **2 lines of text**?
- Do subheadings have uniform capitalization?
- Are all heading spaces **the same size** (below main headings and above subheadings)?
- Do all figures and tables have **textual references**; are all textual references **sequential** in the text?
- Are all figures and tables correctly placed?
- Are figure and table captions consistently capitalized?
- No gaps or white spaces** in the text (except at the end of a chapter or before a subheading)?

References

- Are references single-spaced **within** and double spaced **between** reference entries?
- Are references formatted according to **department-approved style guide**?