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?

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