Formatting Checklist for Thesis/Dissertation

Title Page
☐ Capitalize thesis title
☐ Center information on the page with equal spaces on the top and bottom of the page
☐ Change graduation date to May, August, or December (spring, summer, or fall semester)

Copyright Page
☐ Your name should match the name on the title page

Preliminary Pages
☐ Enter defense dates in Statement of Approval page
☐ Enter and spell supervisory committee (SVC) names to match your SVC in your CIS account
☐ Center lowercase Roman numerals at the bottom of preliminary pages
☐ Fix spacing in Table of Contents
☐ Fix spacing in Lists of Figures/Tables

Chapters and Text
☐ Left/right margins should be 1 ¼ inches (1.25 in Word)
☐ MAIN HEADINGS must be 2 inches from the top of the page
☐ Top and bottom margins should be 1 inch from the top and bottom of the page for subheadings and text
☐ Heading spaces after MAIN HEADINGS and above subheadings must the same size throughout the manuscript: Choose one-size heading space
☐ Uniform indentation: New paragraphs should be uniformly indented
☐ Font style and size must be the same in text, figure and table captions, reference sections, and all preliminary pages
☐ Subheadings must have uniform capitalization
☐ Format all levels of subheadings consistently
☐ Subheadings at the bottom of page must have at least 2 lines of text
☐ Do not place numbers on pages with MAIN HEADINGS
☐ All figures and tables must have textual references
☐ Figure and table textual references must be sequential in chapters
☐ Do not place figure/tables in the middle of a page between two paragraphs
☐ Consistent spelling: Spell the words “Figures” and “Table” the same way in text and captions
☐ Capitalize figure and table captions consistently
☐ Remove gaps or white spaces in the text (except at the end of a chapter)

References
☐ Single-space references within and double spaced between reference entries
☐ Format references according to department-approved style guide

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