

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 be 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**