



STUDENT CHECKLIST – THESIS FORMAT

Submission of Thesis

- _____ 1. Required template pages used for all preliminary pages.
- _____ 2. A digital copy (CD) of the thesis review copy is submitted along with the hard copy according to the instructions of the Graduate College.
- _____ 3. Specify the style manual (or professional journal) used as a supplement to this Thesis Guide for details such as citation/reference formatting [**REQUIRED**] _____. If a journal is used as your style guide (see the website), a journal's style guide is **NOT** sufficient for this requirement.

Title Page

- _____ 4. Title is in upper-case letters, bolded, double-spaced, and centered.
- _____ 5. All other entries on the page are centered appropriately.
- _____ 6. Template page used.
- _____ 7. The title on the title page matches the title in other preliminary pages.

Copyright Page (if any)

- _____ 8. Template page used.

Abstract Page

- _____ 9. Title is in upper-case letters, bolded, double-spaced, and left justified.
- _____ 10. All required departmental and degree information is included in the upper left corner.
- _____ 11. The abstract is single-spaced and left-justified.
- _____ 12. A list of at least five (5) keywords is included.
- _____ 13. The Chairperson of your thesis committee has signed at the appropriate location.
- _____ 14. Template used.

Acceptance/Signature Page

- _____ 15. All committee members have signed at the appropriate location.
- _____ 16. Template used.

Acknowledgements Page (if any)

- _____ 17. This includes acknowledgements and/or dedications, in paragraph form, double-spaced unless it exceeds one page. Template used.

Table of Contents Page

- _____ 18. Template page used.
- _____ 19. The first item on the Table of Contents starts on page 1.
- _____ 20. Each level of subheading included here is indented an additional ½”.

List of Tables Page (if any)

- _____ 21. This includes all tables in the thesis, excluding those in the Appendix. Template used.

List of Figures Page (if any)

- _____ 22. This includes all figures, plates, or illustrations, excluding those in the Appendix. Template used.

Research Compliance (if any)

- _____ 23. If human participants were used, proper approval is indicated in the thesis.
- _____ 24. If non-human vertebrates were used, proper approval is indicated in the thesis.
- _____ 25. If bio-hazardous materials were used, proper approval is indicated in the thesis.

Body of the Thesis

- _____ 26. All primary headings within the document are centered, bolded, upper case, and followed by a blank line.
- _____ 27. All secondary headings within the document are placed on the left margin, bolded, with the first letter of words capitalized and preceded by a blank line.
- _____ 28. Tertiary headings w/in the document are placed as the first word(s) of that section, indented, bolded, with the first letter of words capitalized, and followed by a period.
- _____ 29. Fourth level headings w/in the document are placed as the first word(s) of that section, indented, underlined, with the first letter of words capitalized, and followed by a period.
- _____ 30. Fifth level headings w/in the document are placed as the first word(s) of that section, indented, italicized with the first letter of words capitalized, and followed by a period.
- _____ 31. Each figure caption is located below the figure displayed (see Thesis Guide for an example).
- _____ 32. Each title caption is located above the table displayed.
- _____ 33. The format of each table follows that of the example in the Thesis Guide.
- _____ 34. Abbreviations are clearly identified the first time that they are used.
- _____ 35. All citations in the text are done in a consistent manner.

Reference Page

- _____ 36. All references consistently follow the style manual approved by your program. Also, they are single-spaced within the reference with a double-space between them.
- _____ 37. All references cited in the document are located in the reference list and only those cited in the document are included in the reference list.

Appendix(ces) Page(s) (if any)

- _____ 38. Headings/subheadings follow instructions in the Thesis Guide.
- _____ 39. Contents fit within margins of thesis.

Formatting of the Document

- _____ 40. 8.5x11 inch paper and all text is in black ink.
- _____ 41. Times New Roman font and 12 point type is used.
- _____ 42. Margins are set at 1.5 inches for the left margin and 1 inch for all other margins.
- _____ 43. All text, figures, and tables are located within the margins.
- _____ 44. Pages prior to the body of the thesis are numbered with small Roman numerals (with the exception of the title page which has no page number shown) which are centered and are ½ inch from the bottom of each page.
- _____ 45. The body of the thesis through the appendices is numbered with Arabic numerals which are centered and are ½ inch from the bottom of each page.
- _____ 46. All paragraphs are indented ½ inch, without any extra space between paragraphs.
- _____ 47. Text within the body of the thesis is double-spaced with the exception of footnotes, quotations of longer than five lines, table/figure captions, within items of a list, and within references.
- _____ 48. Documents over 300 pages are printed two-sided.

