

Thesis/Dissertation Formatting Checklist

Required elements

- Title page
- Committee members signature page (signed)
- Abstract
- Table of contents
- List of figures/List of tables (if applicable)
- References

Table of Contents, List of Figures, List of Tables

- "TABLE OF CONTENTS" at top of page, centered
- Column of page numbers with heading "Page"
- ToC includes preliminary pages (beginning with the Abstract)
- ToC includes all headings and subheadings and all required content (chapters, chapter headings, references, etc.)
- Tab leaders used between content items and page numbers
- If document uses a figure or table, a List of Tables / List of Figures must be included; same format as Table of Contents

Formatting

- Font – Times New Roman, 12 pt
- Margins – 1"; all text, tables, & figures must be within the 1" margin
- Line Spacing – double-spaced throughout
- Justification – either uneven or right-justified, consistent throughout
- Page Numbers – bottom center, 0.5" from bottom of page [does placement vary by template?]
 - Times New Roman, 12 pt
 - preliminary pages with lowercase Roman numerals, starting with Abstract on p. iv
 - first page of the main body of the work is numbered with Arabic numerals, starting with p. 1
- Page Titles in ALL CAPS (e.g., TABLE OF CONTENTS, CHAPTER, REFERENCES, APPENDIX, etc.)
- Chapter numbers in Roman numeral and capitalized (CHAPTER I, CHAPTER II, CHAPTER III, etc.)
- Each chapter/section starts on a new page