The University of Memphis  
Graduate School

Thesis/Dissertation Checklist  
(For Students Using the APA Style Manual)

The checklist below is a summary of the Graduate School on-line Thesis/Dissertation Preparation Guide and MUST NOT be used specifically as a style manual for formatting your document. Requirements set forth in the Graduate School on-line "Preparation Guide" take precedence over some requirements in the APA style manual.

Submit this checklist to the Graduate School (FIT 201) with a defended and corrected “paper” copy of your document. Both you and your major professor must check all applicable items followed for formatting purposes and each must sign.

Your thesis/dissertation will not be accepted without all required documentation and signatures. If we find that you did not follow the APA style manual, your document will be returned immediately, and you will be expected to make the appropriate changes.

MARGINS REQUIREMENTS:
_____ 1.50” left, 1.00” top, right, and bottom margins for all pages.

ORGANIZATION OF THESIS/DISSERTATION:
_____ 1. Final Committee Approval Form for Electronic Thesis or Dissertation Submission
_____ 2. Title Page
_____ 3. Copyright page (Optional)
_____ 4. Dedication Page (Optional)
_____ 5. Acknowledgments (Optional)
_____ 6. Abstract (350 words for dissertations, 150 words for theses)
_____ 7. Preface (Optional)
_____ 8. Table of Contents
_____ 9. List of Tables (only used for 5 or more), with page numbers
_____ 10. List of Figures (only used for 5 or more), with page numbers
_____ 11. List of Plates (only if needed)
_____ 12. List of Symbols and/or Abbreviations (only if needed), with page numbers
_____ 13. Body of Thesis/Dissertation (divided into either chapters or sections)
_____ 14. Bibliography/References/Works Cited
_____ 15. Appendix or Appendices
_____ 16. Permission letter(s) for any copyrighted materials used in text
_____ 17. IRB or IACUC Approval or waiver (if human or animal subjects were used)

FONT SIZE:
_____ 12 point is required.

FONT TYPE:
_____ Arial or Times New Roman (please circle font type used)

PAGINATION:
_____ Every page must be assigned a number.
_____ All page numbers must centered 1/2” from the bottom of the page.
_____ The title page is assumed to be numbered page “i”, but the actual number should NOT appear on the page.
_____ All page numbers in the Table of Contents and the List of Tables and Figures MUST correspond with actual page numbers in the text.

SPACING:
_____ Text must be double spaced (NOTE: Tables, long quotes, and reference listings may be single spaced.)
_____ If using chapters (instead of sections) in your document, double space after each chapter number and chapter title.
_____ Double space before and after all centered headings within the text.
_____ Double space before and after all subheadings flushed with the left margin.
_____ Triple space before and after tables/figures inserted within the text.
_____ Space before and after all equal signs (=), less than signs (<) or greater than signs (>).
TABLES/FIGURES:
  ___ Format all tables/figures ACCORDING to APA style. Do NOT use vertical lines in tables unless absolutely necessary for clarity in reading.
  ___ Tables/figures must conform to required margin requirements.
  ___ There must be a line before and after column headers and at the end of each table.
  ___ Tables/figures must be identified in the text by a number (e.g. Table 1, do not label as Table 1.1, Table 2.1, etc.).
  ___ Table numbers and captions must be typed above the table.
  ___ Figure numbers and captions must be typed below the figure.
  ___ Repeat table number and column headings when a table is continued to another page.
  ___ If a table/figure is taken directly from another source, the entire source must be cited below the table/figure.
  ___ Tables/figures may follow the page on which they are first referenced, or they may be included in a separate appendix
  ___ All tables/figures must be incorporated within the text for dissertations only).

REFERENCES:
  ___ References must be in correct alphabetical order.
  ___ Every reference cited in the text must be included in the reference section.
  ___ Insert a comma after citing an author’s name and year of publication within parentheses (e.g., Baker, 1992).
  ___ When citing two or more authors within the text, do not use an ampersand; always spell out the word “and”, e.g., Threlkeld, Wiseman, and McKenzie (2005) stated …
  ___ When citing two or more authors within parentheses, use an ampersand instead of the word “and” (e.g., Baker, Smith, & McAfee, 1992).
  ___ When citing references using six or more authors within the text and within parentheses cite the source as et al. in each instance, even the first citation.
  ___ When citing multiple authors and years of publication within parentheses, list the authors in alphabetical order, not chronological order (e.g., Alexander, 1999; Messman-Moore & Resneck, 2002; Veazey, 2003; Yanagita, 2002).

MISCELLANEOUS:
  ___ Left align text (full justification of the right-hand margin is not allowed; margins must be jagged).
  ___ Do NOT use running headers in the text.
  ___ Numbering must NOT be used on subheadings (e.g., no 1.2.1 Data Analysis).
  ___ Due to microfilming requirements for doctoral dissertations, endnotes are not allowed.
  ___ Italicize all statistical expressions within both the text and tables (e.g., F, N, SD, M, SS, n, p, t, etc.)
  ___ If mathematical equations are used within the text, double space before AND after each equation.
  ___ Never begin a sentence with a number; always spell out the number, e.g., Thirty-five subjects were recruited for Study 1, not 35 students were recruited for Study 1.
  ___ Use the percentage symbol (%) when preceded by a number unless it is at the beginning of a sentence; then you would spell out the number, e.g., Seventy-two percent of subjects stated that………
  ___ No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines. If only one line appears, move that line to the top of the next page.

I have checked the manuscript for all of the above items.

Student's Name (please print): ___________________________________________
Signature: _____________________________________________________________ Date:____________
E-mail Address: _______________________________________________________

I have checked the manuscript for all of the above items.

Thesis/Dissertation Chair’s Name (please print): _____________________________
Signature: _____________________________________________________________ Date:____________

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