

*The University of Memphis*

*Thesis/Dissertation Checklist  
(For Journals or Style Manuals Other Than APA)*

This checklist is only a summary of the Graduate School on-line [Thesis/Dissertation Preparation Guide](#) and **MUST NOT** be used as your style manual for formatting purposes. Please familiarize yourself with the "Guide" BEFORE beginning to write your document.

This checklist **must** be submitted with the defended and corrected copy of the thesis/dissertation to the Graduate School. Both the student and the major professor must check all applicable items followed for formatting and must also sign at the bottom.

Please Indicate which style manual was followed for formatting your thesis/dissertation:  ADA,  ASA,  MLA,  Turabian, or  Other (include name of refereed journal used)\_\_\_\_\_. If **Other** is checked, a sample journal article and "Instructions for Author" (if available) is required with submission of the defended copy. Copies will not be accepted by the Graduate School without all required additional information. Your thesis/dissertation will be returned, if we find that a student did not follow the style manual or refereed journal indicated on this checklist.

**Requirements set forth in the Graduate School on-line "Preparation Guide" take precedence over requirements in the style manual or refereed journal followed for preparing theses/dissertations.**

**MARGINS:** 1.50" left, 1.00" top, right and bottom margins for all pages.

**ORGANIZATION OF THESIS/DISSERTATION:**

- \_\_\_\_\_ 1. Approval page for review copy (**MUST BE ON white cotton paper with original signatures; black ink is required for all signatures**)
- \_\_\_\_\_ 2. Approval page for electronic submission **only** (include signature line above name, but do **NOT** have committee members sign)
- \_\_\_\_\_ 3. Statement of Permission to Use (**for master's thesis only**)
- \_\_\_\_\_ 4. Title Page (for either paper or electronic submission)
- \_\_\_\_\_ 5. Copyright page (Optional)
- \_\_\_\_\_ 6. Dedication Page (Optional)
- \_\_\_\_\_ 7. Acknowledgments (Optional)
- \_\_\_\_\_ 8. Abstract (**350 words for dissertations, 150 words for theses**)
- \_\_\_\_\_ 9. Preface (Optional)
- \_\_\_\_\_ 10. Table of Contents
- \_\_\_\_\_ 11. List of Tables (only used for 5 or more), with page numbers

- \_\_\_\_\_ 12. List of Figures (only used for 5 or more), with page numbers
- \_\_\_\_\_ 13. List of Plates (only if needed)
- \_\_\_\_\_ 14. List of Symbols and/or Abbreviations (only if needed), with page numbers
- \_\_\_\_\_ 15. Body of Thesis/Dissertation (divided into either chapters or sections)
- \_\_\_\_\_ 16. Bibliography/References/Works Cited
- \_\_\_\_\_ 17. Appendix or Appendices
- \_\_\_\_\_ 18. Permission letter(s) for any copyrighted materials used in text
- \_\_\_\_\_ 19. IRB or IACUC Approval or waiver (if human or animal subjects were used)

**FONT SIZE: 10 or 12 (12 is required for dissertations)**

**FONT TYPE:** Arial, Helvetica, Tahoma, or Times New Roman

**SPACING:**

- \_\_\_\_\_ Text *must* be double spaced (**NOTE:** Table data, block quotes [4 lines or longer], and reference listings may be single spaced).
- \_\_\_\_\_ Double space after all chapter numbers and chapter titles.
- \_\_\_\_\_ Triple space *before* all subheadings and double space *after* subheadings within the text.
- \_\_\_\_\_ Triple space before *and* after all tables/figures inserted within the text.
- \_\_\_\_\_ Double space before *and* after all block quotes (4 lines or longer) within the text.
- \_\_\_\_\_ Double space between all bibliographic entries.

**PAGINATION:**

- \_\_\_\_\_ Every page must be assigned a number.
- \_\_\_\_\_ Page numbers must be centered 1/2" from the bottom.

**FOOTNOTES:**

- \_\_\_\_\_ If footnotes are used, they must begin on the page they are cited.
- \_\_\_\_\_ The font size, however, may be one size smaller than the actual text.
- \_\_\_\_\_ Indent the footnote number and the first line of the footnote text; flush each subsequent line with the left margin.
- \_\_\_\_\_ Single space each individual footnote but double space between each entry.
- \_\_\_\_\_ Footnotes are to be renumbered beginning with Arabic number "1" for each chapter.

**TABLES/FIGURES:**

- \_\_\_\_\_ Tables/figures must meet margin requirements.
- \_\_\_\_\_ Tables/figures may follow page on which they are first referenced or they may be included in a separate appendix. (**NOTE: Due to microfilming**

**requirements of doctoral dissertations, all tables/figures must be incorporated in the text).**

- \_\_\_\_\_ Tables/figures must be identified in the text by a number.
- \_\_\_\_\_ Table numbers and titles must be typed **above** the table. Use Arabic numbers.
- \_\_\_\_\_ Figure numbers and captions must be typed **below** figure. Use Arabic numbers.
- \_\_\_\_\_ Repeat table number and column headings if a table is continued on another page.
- \_\_\_\_\_ If a table/figure is taken directly from another source, you must cite the **entire** source below the table/figure.

**MISCELLANEOUS:**

- \_\_\_\_\_ Left align text (full justification of the right-hand margin is **not** allowed).
- \_\_\_\_\_ Long quotes (four or more lines) should be single spaced and indented.
- \_\_\_\_\_ Do not place headers on each page.
- \_\_\_\_\_ Due to microfilming requirements for doctoral dissertations, chapter endnotes are not allowed.
- \_\_\_\_\_ No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page or ending at the top of the next page, you must have two lines. If only one line appears, move or add lines as necessary).
- \_\_\_\_\_ All page numbers in the Table of Contents and Lists of Tables and Figures must correspond with page numbers in the text.
- \_\_\_\_\_ Every reference cited in the text must be included in the bibliography section.

**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: \_\_\_\_\_