

The University of Memphis
Graduate School

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

This checklist is a summary of the Graduate School on-line **Thesis/Dissertation Preparation Guide** and **MUST NOT** be used specifically as your style manual for formatting your document. **Requirements set forth in the Graduate School on-line "Preparation Guide" take precedence over requirements in the style manual or refereed journal used to prepare your document.**

Submit this checklist to the Graduate School with a defended and corrected copy of your document. Check which style manual was followed for formatting your document: ___ ADA, ___ ASA, ___ MLA, ___ Chicago Manual, ___ Turabian, or ___ a Refereed Journal (include journal name)_____. If a journal was used, a sample journal article and "Instructions for Author" (*if available*) must be included with your submission.

Your thesis/dissertation will not be accepted without all required documentation and signatures. Also, if we find that you did not follow the style manual or refereed journal indicated on this checklist, your document will be returned, and you will be expected to make the appropriate changes.

MARGINS:

_____ 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)

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.
- _____ Double space before *and* after all block quotes (4 lines or longer).
- _____ Double space between all bibliographic/reference entries.
- _____ Triple space before *and* after all tables/figures.

_____ Triple space before *and* after all mathematical equations.

PAGINATION:

- _____ Every page must be assigned a number
- _____ All page numbers must be centered 1/2" from the bottom of the page.
- _____ The title page is assumed to be page "i", but the actual number must not appear on the page.
- _____ All page numbers in the Table of Contents and List of Tables/Figures **MUST** correspond with page numbers in the text.

FOOTNOTES:

- _____ If footnotes are used, they must begin on the page they are cited.
- _____ Footnote font size must be one size smaller than the actual text.
- _____ Indent 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 conform to required 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; margins must be jagged).
- _____ Long quotes (four or more lines) must be single spaced and indented.
- _____ Do *not* use headers.
- _____ 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).
- _____ 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: _____