Listed below is a summary of the Graduate School on-line Thesis/Dissertation requirements. This checklist **must** be used in addition to what may be specified by your committee or department. Both you and your major professor must check all applicable items followed for formatting purposes and each must sign.

Please review item #6 in the *Thesis/Dissertation Preparation Guide* for submission requirements of defended and corrected theses or dissertations. This checklist must be submitted with your final document along with the Final Committee Approval Form for Electronic Thesis or Dissertation Submission. If your department has required formatting changes different from the style manual or refereed journal used for preparation of your thesis or dissertation, your department must notify the Graduate School of these additional changes. This information must be sent along with your final document for review.

Your thesis/dissertation will not be accepted without all required documentation and signatures. If we find that you did not follow the Graduate School requirements, your document will be returned with the necessary track changes. You will be expected to make the appropriate changes.

Please list the style guide or refereed journal used for formatting purposes: ____________________________________________

**MARGINS REQUIREMENTS:**

_____ 1.00" left, top, right, and bottom margins for all pages. If you wish to eventually have bound copies, you may set your left margin for 1.50". **EXCEPTION:** title page must have a 2" top margin

**ORGANIZATION OF THESIS/DISSERTATION:**

_____ 1. Title Page
_____ 2. Copyright page (Optional)
_____ 3. Dedication Page (Optional)
_____ 4. Acknowledgments (Optional)
_____ 5. Abstract (350 words for dissertations, 150 words for theses)
_____ 6. Preface (Only when journal article formatting is used)
_____ 7. Table of Contents
_____ 8. List of Tables (only used for 5 or more), with page numbers
_____ 9. List of Figures (only used for 5 or more), with page numbers
_____ 10. List of Plates (only if needed), with page numbers
_____ 11. List of Symbols and/or Abbreviations (only if needed), with page numbers
_____ 13. Bibliography/References/Works Cited
_____ 14. Appendix or Appendices
_____ 15. Permission letter(s) for any copyrighted materials used in text
_____ 16. IRB or IACUC Approval or waiver (if human or animal subjects were used – no signatures please)

**FONT SIZE:**

_____ 12 point is preferred; however, 10 point may be used, if approved by student's committee.

**FONT TYPE:**

_____ Times New Roman is preferred; however specialized fonts appropriate for specific typesetting needs (such as formulas and equations in Mathematical Sciences and other departments) may be used, if approved by student's committee.

**SPACING:**
Double spacing will be the default for the entire document including before and after all centered headings and subheadings; this can vary by department preference and by the style guide or refereed journal used for formatting. **EXCEPTION:** Tables, figure captions, long block quotes, footnotes, and bibliography/reference listings may be single spaced.

Double space before and after tables/figures inserted within the text.

**PAGINATION:**

Every page must be assigned a number and page numbers should stand alone without any form of punctuation.

All page numbers must be centered 1/2" from the bottom of the page (last line of text must be 1" from bottom).

The title page is assumed to be numbered lowercase Roman numeral “i”; the actual number should **NOT** be displayed on this page. (Use a section break to solve this issue).

All other preliminary pages (e.g., Copyright, Dedication, Acknowledgement, Abstract, Table of Contents, etc.) must be numbered in lowercase Roman numerals beginning with "ii".

Pages in the body of text must be numbered using Arabic numerals beginning with "1".

All page numbers in the Table of Contents and the List of Tables and List of Figures **MUST** correspond with actual page numbers in the text.

**RUNNING HEADERS, FOOTNOTES AND ENDNOTES**

If footnotes are used, they must conform to margin requirements and must begin on the page they are cited.

Footnotes must be one font size smaller than document text.

Single space footnote entries and double space between each.

Footnotes are to be renumbered beginning with Arabic number "1" for each chapter or section.

Running headers and endnotes are **NOT** allowed.

**CENTERED HEADINGS AND SECTION HEADS**

Chapter headings **MUST** be centered; unless otherwise specified by student's committee.

Section headings should be consistent throughout entire document.

Preliminary page titles (i.e., Abstract, Table of Contents, etc.) and all chapter or section headings **MUST** be centered unless otherwise specified by student's committee.

If a subheading falls at the end of a page without any accompanying text, move subheading to the next page.

Do **NOT** use a numbering system for title and subheadings (e.g., 1.1, 1.1.1), unless required by style manual, refereed journal or by approval of student's committee.

**TABLES/FIGURES:**

Format all tables/figures, including the caption, according to required style manual.

All 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; however this may vary according to the style guide or journal used for formatting purposes.

When a table is continued to another page(s), repeat table number and column headers; label table title as such - Table 1 (Continued)

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., unless specified otherwise by student's committee.

Table numbers and titles must be typed above the table.

Figure numbers and captions must be typed below the figure.

Table/figure captions must appear on the same page as the table/figure.

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. **EXCEPTION:** All tables/figures **MUST** be incorporated within the text for dissertations only.

Tables/figures must be numbered consecutively throughout the text, unless specified otherwise by student's committee.

**MISCELLANEOUS:**

Left align text (full justification of the right-hand margin is not allowed; margins must be jagged).

If mathematical equations are used within the text, double space before **AND** after each equation.

Always spell out a number if it begins a sentence or paragraph.

Color figures, illustrations or charts are acceptable.
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:________________

Revised: 02/01/2016