

***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 a style manual for formatting purposes. Submit this checklist to the Graduate School (FIT 201) with a defended and corrected copy of your document. Both the student and the major professor must check all applicable items followed for formatting purposes and each must sign at the bottom.

Which style manual was followed for formatting purposes?  ADA,  ASA,  MLA,  Chicago Style Manual, or  Kate Turabian. If a journal was used, indicate name of journal \_\_\_\_\_ and submit a sample journal article and "Instructions" for Author" (if available) with your submission.

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

**Requirements set forth in the Graduate School "Preparation Guide" take precedence over requirements in the style manual or refereed journal used for formatting.**

**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 triple space after 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 and 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 actual 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.
- \_\_\_\_\_ Footnotes are to be renumbered beginning with Arabic number "1" for each chapter.
- \_\_\_\_\_ Single space each individual footnote and double space between each entry.
- \_\_\_\_\_ Indent the first line of the footnote text as well as the footnote number; flush each subsequent line with the left margin.

**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 *must* be identified in the text by a number; table numbers and titles must be typed **above** the table. Use Arabic numbers.
- \_\_\_\_\_ If a table is continued on another page, repeat table number and column headers.
- \_\_\_\_\_ If a table/figure is taken directly from another source, you must cite the **entire** source below the table/figure.
- \_\_\_\_\_ Figures must be identified in the text by a number; figure numbers and captions must be typed **below** the figure. Use Arabic numbers.
- \_\_\_\_\_ Tables/figures must be numbered consecutively throughout the text (**EXCEPTION:** if a journal article is used for formatting, tables/figures should be numbered according to journal specifications).

**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 the same amount of spaces as a paragraph indent.
- \_\_\_\_\_ 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: \_\_\_\_\_