

***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).

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

Student's Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Thesis/Dissertation Chair’s Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_