

Thesis/Dissertation Format Checklist

Committee Chair: Submission of this signed form affirms that you have reviewed the document and approve it to be sent for binding and final publication.

<p><u>Preliminary Page Order and Comments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Flyleaves (one blank page at beginning and one at the end) <input type="checkbox"/> Title page (this is always page i, counted but not numbered) <input type="checkbox"/> Acknowledgments (<i>optional</i>, Limit to two pages) <input type="checkbox"/> Abstract (counted but not numbered; 400 word limit). Formatted according to Manual <input type="checkbox"/> Nomenclature (<i>optional</i>) <input type="checkbox"/> Table of Contents (follow the Manual exactly) <input type="checkbox"/> List of Graphics (if applicable; follow the Manual exactly) <input type="checkbox"/> Text, divided into chapters <input type="checkbox"/> Bibliography (may be labeled literature cited, references, etc.) <input type="checkbox"/> Appendices (if applicable) <p><u>Table of Contents and List of Graphics</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bolding in TOC and chapter starts correspond with Manual. <input type="checkbox"/> Table and figure titles are listed in one line, and no two titles are identical 	<p><u>Margins</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the left margin is 1 ½” on all pages <input type="checkbox"/> Ensure right, top, and bottom margins are 1” on all pages <p><u>Title Page</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the name of your degree is correct <input type="checkbox"/> List committee members’ names and terminal degrees. Ensure the committee chair is listed as chair and first in your list <input type="checkbox"/> The date on the title page must be the month and year of your degree award date <p><u>Font and Pagination</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Font should be 12 point throughout the document, except for tables and other graphics <input type="checkbox"/> Ensure all pages are numbered consecutively on bottom center of each page. (<i>Pages before the ToC are counted but not numbered</i>). <i>All numbered pages before the first page of Chapter 1 will be numbered using roman numerals (ii, iii, iv, etc...).</i> <i>The first page of Chapter 1 will begin with “1” and use Arabic numerals (1, 2, 3, etc...) to the end of the document</i> <p><u>Chapters</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that CHAPTER X is capitalized and in bold for each chapter and that the CHAPTER TITLE is capitalized but not in bold , with both centered at the top of the page
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Signatures:

Student	Type Name	Date
Committee Chair	Type Name	Date

Submit completed form to the College of Graduate Studies (T-0350)

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