



## Thesis/Project Formatting Checklist for Final Submission

**NOTE: This is a checklist of common issues that often need to be corrected. It is not an exhaustive list of all the formatting requirements, and the Office of Graduate Studies Thesis/Project webpage should be reviewed to ensure that all formatting guidelines are followed.**

### PRE-TEXT PAGES

Title, Approval, Publication Rights (optional), Dedication (optional), Preface/Acknowledgements (optional), Table of Contents, List of Tables (if used), List of Figures (if used), List of Symbols or Nomenclature (if used), and Abstract pages.

- Ensure the pages are in the correct order and listed correctly in the Table of Contents.
- Title and approval pages are counted but not numbered.

Page Numbers are correct:

- Pre-text Pages Numbering: Starts on the third page (after the title and approval pages) and is the first-page number starting with the lower-case Roman numeral iii and ending on the abstract's last page.
- Table of Contents: Double-check that all page numbers in Table of Contents are correct.

NOTE: This can be a challenging part of formatting the document. Set up different sections to allow for the changes from lower-case Roman numerals on the pre-text pages or Arabic numerals on the rest of the document.

- Double-check that your document title listed on the title, approval, and abstract pages are all the same and if longer than one line is in an inverted triangle.
- Check that the submission term is correct (e.g., Summer 2023, Fall 2023, Spring 2024).
- Copyright symbol ( © ) placed next to your name on the title and abstract pages
- Ensure your margins in both the text and footer and header are set to 1-inch margins on the top, bottom, left, and right.
- Make sure your title, approval, and publication rights pages refer to the correct type of document, i.e., thesis or project.

Table of Contents:

- Page Numbers are correct and leading dots are formatted consistently.

Chapter Titles, Center Headers, and Flush-left Headers are only listed in the Table of Contents under the Chapter section.

Under the Appendices header, make sure to follow the instructions on the [Formatting page](#) for more than one appendix or only one appendix.

List of Tables and List of Figures:

If used, will have a separate page in the pre-text pages after the table of contents (even if only one table and/or figure is in the document).

Ensure that the titles of the table and figures match what is in the text and the list pages.

## **TEXT PAGES (CHAPTERS)**

- Make sure all the Chapter headings are in all capitals and have upper-case Roman numerals (e.g., CHAPTER I).
- Make sure the chapter title is in all capitals (e.g., INTRODUCTION) and is three lines below the chapter heading.
- Make sure the section title (use Center Heading) main words are capitalized (e.g., Statement of Purpose) and are three lines below the chapter title.
- Headers: Refer to the Graduate Studies Thesis/Project Formatting webpage for information about the different levels of headers and how they should be formatted.

Page Numbering:

Chapter I starts with page 1 (Arabic numerals) and corresponding page numbers, following through the end of the last page of the appendices.

Double-check that the page numbers match the corresponding pages to what is listed in the Table of Contents, the List of Tables (if used), and the List of Figures (if used).

To ensure the page numbers are correct, use the MS Word help feature or find a tutorial video by doing a Google search.

Margins in the footer or header must be set at 1" for the page number to be formatted correctly.

Proper In-text Citation:

Follow the department-designated style guide for proper in-text citation. Pay attention to guidelines on using et al.

Direct quotes require citation of the page number or location within the source.

Be sure you are using, i.e., and, e.g., correctly. Both have a period after each letter and a comma at the end.

Etc. always has a period at the end.

#### Figures and Tables:

Should be referred to in the text before the figure or table.

Should follow the correct formatting – general rule table and figure titles are placed above the table, and the description/source material is below the table and figure.

Ensure table and figure titles match the information in the Table of Contents with the title above the table or figure.

The description for tables and figures should be single-spaced to set it apart from the text. Often it is also best to reduce the font size, but it cannot be smaller than 8-point font.

If you have a complex table with many blank cells or NA (not applicable) listed, consider breaking it down into smaller tables to make it more accessible and easier to understand the data.

Triple space (leave two blank lines) above and below each table/figure to offset the rest of the text.

NOTE: Refer to the Graduate Studies Thesis/Project Formatting webpage for more information and examples.

<b>DOCUMENTATION (REFERENCES, WORKS CITED, ETC.)</b>
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Use the department's designated style guide to format references, works cited, etc.

## APPENDICES

### Half-Title Pages:

- APPENDICES (first half-title page): The beginning of the appendices sections must start with a half-title page labeled APPENDICES (all capitals), which is centered in the middle of the page (top, bottom, left, and right). The Table of Contents must include the appendices sections and be listed as Appendices with the page number of the half-title page. The half-title page is numbered following the documentation page sequence. For example, the reference section ends on page 70, and the half-title page number is 71.
- A (second half-title page): Each appendix is preceded by a half-title page bearing only its label (e.g., APPENDIX A, APPENDIX B, etc.). The label must be centered within the page's top, bottom, left, and right margins.
- Pagination: Use Arabic numerals that follow the progression of the documentation sections; all pages are numbered.

## GENERAL INFORMATION

- SECTION BREAKS: Section breaks are different from page breaks.

### PAGE BREAKS:

- Apply Page Breaks after each major section.
- Page Breaks must be used when starting a new page. For example, at the end of Chapter I, you would do a page break to start Chapter II.
- The shortcut for a page break is CTRL+Enter. Do not use the enter key to tab down to the next page to start a new page. Otherwise, it will create formatting space that you must fix later.
- Remove any unnecessary/blank space from the document. This may mean the table or figure must be resized to fit on the page.
- Double, double check that page numbers match all sections and headers in the Table of Contents.
- The manuscript text must be black, not bolded, and hyperlinks (throughout the document) must be blue and underlined.