

Thesis Formatting Checklist

Margins:

1.5" left, 1" top, 1" right and bottom margin for all pages

Organization

Your thesis should be organized in the order as listed below. Unless it says “optional” or “if applicable” the item is required to be in your thesis.

- *Title Page (see template)*
- *Signature Page (see template)*
- *Copyright page (if applicable)*
- *Dedication page (optional)*
- *Acknowledgments (optional)*
- *Abstract (150 words or less)*
- *Preface (optional)*
- *Table of Contents*
- *List of Tables (if applicable)*
- *List of Figures (if applicable)*
- *List of Plates (if applicable)*
- *List of symbols and/or abbreviations (if applicable)*
- *List of terms (if applicable)*
- Body of thesis (divided into chapters or sections)
- Bibliography/reference/works cited (in alphabetical order)
- Separation page for titled appendices (if applicable)
- Appendices (if applicable)
- IRB approval letter (if applicable)
- Permission letter(s) for use of any copyrighted materials used in text (if applicable)

Font Size: 12 is required /Times New Roman (standard)

Pagination:

- Every page should be assigned a number with the exception of the title page and signature page
- Front matter is numbered using lower-case Roman numerals centered at 1" from bottom of page. (Front matter includes all of the italicized items in the organization section above.)
- Restart page numbers with Arabic numerals for the Body of the Thesis. The remaining page numbers should be in the same position, 1" from bottom of page and 1" from right edge

>See Next Page<

Spacing

- Text must be double-spaced, **single-sided**
- Double space after the chapter/section number and after the chapter/section title
- Double space before and after centered headings within the text
- Triple space before and after tables/figures inserted between text
- Table data, long quotations (40 words or 4 lines or more), and reference listings may be single-spaced. Long quotations should be blocked.

Tables/Figures

- Tables/figures may follow page on which they are first referenced, or they may be included in a separate appendix
- Table/figure must be identified in the text by a number
- Table number and title must be typed above table; use Arabic numerals
- Figure number and caption must be typed below figure; use Arabic numerals
- Repeat table number and column headings if table is continued on another page
- If table/figure is taken from another source, you must cite that source below the table/figure

Miscellaneous:

- Do not use running heads on each page
- No widow or orphans. This means that when beginning a new paragraph at the bottom of the page, you must have two lines; if only one line appears, move that line to the top of the next page – or if a paragraph ends at the top of the page, you must have two lines; if only one line appears, move an additional line from the bottom of the previous page
- All page numbers in the Table of Contents, List of Figures, List of Tables, etc. must correspond with page numbers in the text
- All footnotes begin on the page where they are cited
- Footnotes are renumbered beginning with Arabic numeral "1" for each chapter
- Chapter headings should appear in all capital letters in Roman numerals
- Italicize all statistical expressions, (*F*, *N*, *SD*, *M*, *SS*, *n*, *p*, *r*, *t*, etc.)
- Space before and after equal sign (=), less-than sign (<), and more-than sign (>)
- Space before and after periods in ellipsis (. . .)
- Always use the percentage sign (%) when preceded by a number
- Indent number and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., seriations or enumerations)