

Default Formatting Style

Proofreading Checklist for Thesis or Dissertation

Entire Document	Page #
MARGINS:	
Left: 1.5 inches	
Top, Right and Bottom: 1 inch	
TEXT: = all printed words, numbers, symbols, including page numbers	
Single font style, serif, non-script [Times Roman preferred]	
12 pt [except text within illustrative material, footnotes, and headers]	
Black [except text within illustrative material]	
Double-spaced [exceptions detailed in handbook]	
Widow/Orphan text not recommended [pg. 4, Section 2 in HANDBOOK]	
PAGINATION:	
Preliminary pages—lower-case Roman numerals	
Title & copyright—no page numbers printed on page; dedication pg. number optional	
First page of Chapter 1 begins with Arabic numeral one < 1 >	
Numbered consecutively through the last page of document	
Page numbers—12 pt, centered, 3/4" above bottom edge using text font	
BODY OF DOCUMENT: Required	
Text: begins at 1 inch top margin [except as indicated, i.e. Contents, References]	
Section headings: enumerated, flush left; i.e., 1.1.3 Machine Calibrations	
Margins: No text or images crossing margin boundaries	
No blank pages [exception: copyright page]	
ILLUSTRATIVE MATERIAL: Conditional [photos, graphs, charts, maps, etc.]	
Tables: do not break up over two pages unless too large; when breaking tables across pages, repeat the header row	





Tables: labeled ABOVE using 12pt , black, serif font , single or double-spaced; do not separate the table from the label	
Table 2.1 This is the caption to table 2.1 and if it goes to more than one line the second and following lines should be indented.	
Tables: flush left OR centered between margins, never crosses margin borders	
Tables: located between paragraphs of text when possible, instead of on its own page	
Figures: labeled BELOW using 12pt , black, serif font , single or double-spaced; do not separate the figure from its label	
Figure 3-4 This is the caption to figure 3-4 and if it goes to more than one line the second and following lines should be indented.	
Figures: centered between margins, never crosses margin borders	
Figures: located between paragraphs of text when possible, instead of on its own page	
Images: must be concise, accurate, professional quality [no sloppy scans, low-res]	
Images: must have an enumerated label and concise caption	
Images: if larger than standard 8.5x11 size, must be located in an appendix that occurs after all other appendices	
Individual Pages	
TITLE: Required	
Margins: Left – 1.5 inches; Top, bottom, right – 1 inch	
Elements: centered except for signatures	
Double-space within and between each page element	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name—consult advisor	
Must: include the name of committee chair	
If you include other members, ALL must be included	
Use: Committee Chair or Committee Member in the order shown below—not Advisor, Professor, or any other administrative job title	
Dr. Jane Doe, Committee Chair / Jane Doe, Ph.D., Committee Chair	






Dr. John Doe, Committee Member / John Doe, Ph.D., Committee Member	
Must: include the name of the current Dean of the College of Graduate Studies Dr. Amanda Bryant-Friedrich / Amanda Bryant-Friedrich, Dr. rer Nat.	
Committee members' names begin at the left with the signature line _____	
Dr. Jane Doe, Committee Chair	
Dean of COGS is centered under the signature line _____	
Dr. Amanda Bryant-Friedrich, Dean College of Graduate Studies	
Must: use the month you are graduating—May, August, or December	
No page number printed	
Text: 12pt, black, serif-font	
COPYRIGHT: Required	
No page number printed	
Blank – OR – Contains copyright year, your name, and the copyright statement	
Text: 12pt, black, serif-font	
ABSTRACT: Required	
Margins: Left – 1.5 inches; Top, bottom, right – 1 inch	
Part One section: Single-spaced within and between each element; Centered	
Part Two section: Double-spaced	
Page number: will always be lower-case Roman numeral three < iii >	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name—consult Degree Audit and/or advisor	
Must: use the month you are graduating—May, August, or December	
Text: 12pt, black, serif-font	
DEDICATION: Optional	
Heading: NONE	

Text: begins 3 inches below top edge	
Must: be flush left (no centering), use same font as rest of document (no script style)	
Double-spaced and limited to one page	
Text: 12pt, black, serif-font	
ACKNOWLEDGEMENTS: Optional	
Heading: 2 inches from top edge , flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Heading for this page can be larger than 12pt but consistent throughout	
Text: begins 1 inch below heading	
Double-spaced and Limited to one page	
Text: 12pt, black, serif-font	
TABLE OF CONTENTS: Required	
Heading: 2 inches from top edge , flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Heading for this page can be larger than 12pt but consistent throughout	
Line entries: flush left, begin 1 inch below heading	
Page numbers: flush right	
Required entries: Abstract, Contents, Chapters, sections, References	
Conditional entries: Acknowledgments, List of Tables, Figures, Abbreviations, Symbols, Preface, Appendices	
Sections / sub-sections: indented accordingly	
Entries / headings: use <u>T</u> itling <u>C</u> apitalization	
Chapter entries: begin with Arabic numeral <space> then chapter heading, 1 Introduction# 2 Literature Review#	
Enumeration: Uses Arabic numeral sequences to denote chapter sections/sub-sections i.e., 2.3.1 = Chapter Two, section three, subsection one 1. Introduction # 1.1 Heading # 1.2 Heading # 1.2.1 Subheading # 1.2.2 Subheading # 1.2.2.1 Subheading # 1.2.2.2 Subheading #	

Entries: Double-spaced; Dot leaders used between section / subsection headings and pg. numbers (see example above)	
Text: 12pt, black, serif-font	
LIST OF TABLES: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Heading for this page can be larger than 12pt but consistent throughout	
Line entries: flush left, begin 1 inch below heading	
Page numbers: flush right; Dot leaders used between caption and page number 3.1 Frequency vs. Expected angle #	
Enumeration: Arabic numeral sequence using a period between numbers, i.e., 1.8 = Chapter One, eighth table in chapter one	
Entries: double-spaced within and between	
Text: 12pt, black, serif-font	
LIST OF FIGURES: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Heading for this page can be larger than 12pt but consistent throughout	
Line entries: flush left, begin 1 inch below heading ; double-spaced	
Page numbers: flush right; Entries: Dot leaders used between caption and page number 2-5 Pitch-Catch Method #	
Enumeration: Arabic numeral sequence using a dash between numbers, i.e., 2-3 = Chapter Two, third table	
Text: 12pt, black, serif-font	
LIST OF ABBREVIATIONS: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Heading for this page can be larger than 12pt but consistent throughout	
Line entries: flush left, begin 1 inch below heading	
Entry: Begin with abbreviation in all capital letters, followed by the definition	

<p>Order: alphabetic—each alpha group separated by a double-space</p> <p>AAA ABA BBB CCC CDC</p>	
<p>Entries: Single-spaced [this is one of the few exceptions to double-spacing]</p>	
<p>Entries: Dot leaders used between abbreviation and definition</p> <p>FSAT Frequency Steerable Acoustic Transducer</p>	
<p>Text: 12pt, black, serif-font</p>	
<p>LIST OF SYMBOLS: Conditional</p>	
<p>Heading: 2 inches from top edge for first page; flush left; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized] Heading for this page can be larger than 12pt but consistent throughout</p>	
<p>Line entries: flush left, begin 1 inch below heading</p>	
<p>Entry: Begin with symbol, followed by the definition; dot leaders used between abbreviation and definition</p> <p>\cap. Intersection</p>	
<p>Order: numeric followed by alphabetic</p>	
<p>Entries: Single-spaced [this is one of the few exceptions to double-spacing]</p>	
<p>Text: 12pt, black, serif-font</p>	
<p>PREFACE: Conditional</p>	
<p>Heading: 2 inches from top edge for first page; flush left; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized] Heading for this page can be larger than 12pt but consistent throughout</p>	
<p>Text: begins 1 inch below heading</p>	
<p>Text: 12pt, black, serif-font, double-spaced</p>	
<p>Pagination: Part of preliminary section; uses lower-case Roman numerals</p>	

<p>CHAPTER FIRST PAGES: Required</p> <p>Top edge of page  <i>one inch top margin</i></p> <hr/> <p> <i>one inch</i> Chapter number and heading can be larger than 12pt. Standard is 18pt.</p> <p>Chapter 1</p> <p> <i>one inch</i></p> <p>Introduction</p> <p> <i>one inch</i></p> <p>1.1 Wetlands in Ohio</p> <p>The number of known wetlands in Ohio that are currently protected ... etc.</p> <p>1.2 Mapping the Area</p> <p>Using historical cartography ... etc.</p>	
<p>Chapter number: 2 inches from top edge for first page; flush left [Chapter 1]; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Heading: 1 inch below chapter number; flush left ; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Text: begins 1 inch below heading</p>	
<p>Text: double-spaced,12pt, black, serif-font</p>	
<p>REFERENCES: Required</p>	
<p>Heading: 2 inches from top edge for first page; flush left; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized] Heading for this page can be larger than 12pt but consistent throughout</p>	
<p>Line entries: flush left, begin 1 inch below heading</p>	
<p>Double-spaced: within and between references OR</p>	
<p>Single-spaced: within reference, but double-spaced between references</p>	
<p>Text: 12pt, black, serif-font – URLs/links may not be a different color</p>	

<p>APPENDIX: Conditional</p> <p>Top edge of page  <i>one inch top margin</i></p> <hr/> <p> <i>one inch</i> Appendix letter and heading can be larger than 12pt. Standard is 18pt</p> <p>Appendix A  <i>one inch</i></p> <p>Map of Northwest Ohio Wetlands  <i>one inch</i></p> 	
<p>Appendix letter: 2 inches from top edge for first page; flush left [Appendix A]; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Heading: 1 inch below appendix letter; flush left; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Text/image: begins 1 inch below heading</p>	
<p>Text: double-spaced, 12pt, black, serif-font [for text that is not part of a scanned document, figure, illustration, table, etc.]</p>	