

## **Proofreading Checklist for Thesis / Dissertation Formatting**

### **Entire Document**

#### MARGINS:

Left: 1.5 inches

Right and Bottom: 1 inch

Top [except for first page of major divisions]: 1 inch

Major Divisions: Acknowledgments, Table of Contents, List of Tables,  
etc., Preface, Chapters, References, Appendices, Index

\*\*\*APA uses 1 inch top margins on every page except the Dedication

#### TEXT:

All text is a single font style [Times New Roman strongly preferred]

All text is 12 pt [except text within illustrative material, footnotes, and headers]

All text is serif, non-script, black

Double-spacing throughout [exceptions detailed in handbook]

Text = all printed words, numbers, symbols, including page numbers

#### PAGINATION:

All preliminary pages use lower-case Roman numerals

Title, copyright, and dedication do not have page numbers printed

First page of Chapter 1 begins with Arabic numeral “1” and is numbered

consecutively through the last page of document, including appendices

All page numbers are 12 pt, centered, 3/4” above the bottom edge using text font

#### ILLUSTRATIVE MATERIAL:

All figures are labeled BELOW

All tables are labeled ABOVE

If a table fits on one page, it is not to be split up over two pages

No material into the marginal areas  
No executable code or links permitted

## Specific Pages

### TITLE:

Top margin: 1 inch

Use titling capitalization [major words are capitalized]

Use correct and complete phrase:

*Submitted to the Graduate Faculty as partial fulfillment of the requirements for*

Use the correct degree name: consult Degree Audit and/or advisor

Must include the name of committee chair

If you include other members, ALL must be included

Use only Committee Chair or Committee Member—not Advisor, Professor, etc.

Must include the name of the current Dean of the College of Graduate Studies

Note: committee members' names begin at the left with the signature line,

Dean of COGS is centered under the signature line

Must use the month you are graduating: May, August, or December

No page number printed

### COPYRIGHT:

No page number printed

Blank – **OR** – Contains copyright year, your name, and the copyright statement

### ABSTRACT:

Top margin: 1 inch

Page number will always be lower-case Roman numeral “iii”

Check that title is capitalized and matches the document title listed on title page

Use correct phrase

*Submitted to the Graduate Faculty as partial fulfillment of the requirements for*

Use correct degree name

Use correct date

#### DEDICATION:

Top margin: 3 inches; no header  
Flush left, no script font, double-spaced  
No page number  
Limited to one page

#### ACKNOWLEDGEMENTS:

Top margin: 2 inches; header is flush left  
Limited to one page

#### TABLE OF CONTENTS:

Top margin: 2 inches for first page; header is flush left  
Include page number for each entry  
Line entries are flush left, page numbers are flush right  
Required entries: Abstract, Acknowledgments, Contents, Chapter Headings,  
Chapter sub-sections, References  
Conditional entries in proper order: List of Tables, Figures, Abbreviations,  
Symbols, Preface, Appendices, Index  
All sub-sections are indented accordingly  
All sections are capitalized appropriately  
All chapters begin with the Arabic numeral, <space>, then chapter heading  
Entries are double-spaced

#### LIST OF TABLES/FIGURES:

Top margin: 2 inches for first page; header is flush left  
Include page number for each entry  
Tables use a period to separate numbers: 1.4, 2.6  
Figures use a dash to separate numbers: 2-6, 4-1  
Entries are double-spaced  
Begin entry with the number, <space>, then an *abbreviated* caption

#### LIST OF ABBREVIATIONS/SYMBOLS:

Top margin: 2 inches for first page; header is flush left

Alphabetical order, each alpha group separated by a double-space

Single-spaced list\*\*\* [this is one of the few exceptions to double-spacing]

Begin entry with abbreviation, followed by the definition

#### PREFACE:

Top margin: 2 inches on first page; header is flush left

Uses lower-case Roman numeral – part of the preliminary pages

#### CHAPTERS—FIRST PAGE:

Top margin: 2 inches on first page; Chapter 1, Chapter 2, etc. is flush left

One inch below, flush left, is the heading: Introduction, Literature Review, etc.

All sections and sub-sections correspond with the numbering in T.o.C.: 1.2, 1.2.2

#### REFERENCES:

Top margin: 2 inches on first page; header is flush left

Single-spacing within reference but double-spacing between references

OR

Double-spacing within and between references

#### APPENDIX:

Top margin: 2 inches on first page; Appendix A, Appendix B, etc. is flush left

One inch below that, flush left, is the heading: Survey, Machine Code, etc.

#### Final Note:

This checklist addresses the most common errors made in formatting. If you are using published manuscripts as chapters, or an alternate approved style, like APA, then you will need to consult the handbook for more specific details. This checklist is in the same order as the Sample Pages from the handbook, and provides a structured way to review your document, though it is not intended to replace the directions of the handbook itself.