

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.