

## FORMATTING CHECKLIST FOR THESES AND DISSERTATIONS

### Title Page

- Is spacing correct?
- Is the department name, degree name, and graduation date correct?

### Copyright Page

- Does your name match the name on the title page?
- Is the year correct?

### Margins

- Are side margins correct? (**1 ¼** inches for left and right)?
- Are MAIN HEADINGS **2** inches from the top of the page?
- Are top (except MAIN HEADING PAGES) and bottom margins **1** inch from the top and bottom of the page? (exceptions **BOTTOM MARGIN ONLY**: at end of chapter; when a subheading is next and there isn't enough space for it and 2 lines of text; if a footnote is forcing the bottom line to the next page, creating a gap at the bottom; if an in-text equation, matrix, or algorithm is next and will not fit.)

### Preliminary Pages

- Are Roman numerals placed at the bottom center of pages without MAIN HEADINGS?
- Is the typed Statement of Approval form present with dates?
- Did you check Table of Contents for spacing and accuracy (page correct, entries match chapter titles and subheadings exactly in wording, capitalization, and font emphasis)?
- Did you check List of Figures and Tables for spacing and accuracy (page correct, entries match the table titles and figure captions exactly in wording, capitalization, and font emphasis)?

### Chapters and Text

- Is pagination correct and correctly placed? (Arabic numerals top right corner.)
- Uniform indentation: Are all new paragraphs uniformly indented?
- Are all subheading levels consistently formatted and capitalized?
- Are heading spaces all the same size (after main headings, above subheadings, above and below figures and tables embedded in the text)?
- Do all figures and tables have textual references; are all textual references sequential in the text?
- Do figures and tables placed on a page with text have **at least 6 lines of text** on the page?
- Are all figures and tables correctly placed? (**After** the first textual mention: at the bottom of the page where it's mentioned if it will fit there, or at the top of the next page, OR within 3 pages if you're placing several mentioned in a group together, **OR all placed at the end of the chapter in order?**)
- Are figure and table captions consistently capitalized?
- Do subheadings at the bottom of page have at least **2 lines of text**?
- No gaps or white spaces in the text? For LaTeX, extra space in the middle of the page because of the end of a chapter or section needs to be moved to the bottom of the page (ragged bottom).

### References

- Are references formatted according to department-approved style guide?
- Double spaced between entries and single spaced within entries?