

THESIS AND DISSERTATION CHECKLIST

- Thesis/Dissertation title and your name are identical on the Title page, Copyright page, and Abstract
- Month and year of dissertation defense on the title and copyright pages
- Consistent spacing and font is used throughout the entire document
- The required preliminary pages and body of text sections are in the correct order
- The headings for all major chapter titles and section headings are formatted identically throughout the manuscript
- There are no orphaned titles, lines or words at the bottom or top of a page. (You should have at least two lines of print on each and every page)
- There are no broken references in the literature cited section
- Margins should be 1 inch throughout
- Document has been checked for spelling errors. (Please do not rely on spell check)
- All pages are numbered consecutively at the bottom center except the title page and the copyright page. There are no duplication of page numbers and no page numbers are omitted
- Roman numerals are used for the preliminary pages and Arabic numerals are used for the body of the text

Table of Contents, List of Figures, and List of Tables

- All of the titles match word for word as they are stated in the text
- A correct page number is listed for each item
- The page numbers are aligned neatly on the right hand side of the page
- All of the major sections and subsections are aligned similarly
- Each table and figure are uniquely named.
- Each table and figure are referenced in the text prior to its placement

Reminder: You must file for copyright!

