

CHECKLIST FOR THESIS OR DISSERTATION SUBMISSION

Quality of Paper:

- Standard white
- 8 ½ x 11inch

Standard of Typing:

- Times New Roman, 12 point/font
- A quality printer must be used in black print, but may also include color print where appropriate.

Title Page Margins:

- Title page centered and typed in all capital letters (do not bold)
- 1" at the top
- 1" at the left
- 1" at the right

First page of Abstract, Table of Contents (subject headings throughout the paper should be listed in the table of contents and bolded), List of Tables, References/Bibliography and List of Figures or Illustrations pages (and all pages prior to chapter 1):

- List the title of these pages in bold print and centered
- 1" at the top
- 1" at the bottom
- 1" at the left
- 1" at the right
- List with Roman Numerals

Margins that begin a new chapter:

- 1" at the top (beginning with chapter heading-please bold & center)
- 1" at the bottom (beginning with page number at the bottom centered)
- 1" at the left
- 1" at the right

Margins that begin the second page of a chapter (and sequential pages):

- 1" at the top (beginning with page number in upper right-hand corner)
- 1" at the bottom
- 1" at the left
- 1" at the right

Pagination:

- Page number placement consistent throughout paper
- Pages prior to chapter 1 should be lower-case Roman numerals, centered from the bottom 1 inch margin

_____ Arabic numerals for the remainder of the paper with each chapter having pages numbered at bottom center of page (1" margin) and sequential pages in the bottom center of the page (1" margin)

Body:

- _____ Double-spaced
- _____ Paragraphs indented
- _____ New paragraph should not begin at bottom of page unless there is space for two lines
- _____ Long quotations should be single-spaced with triple spacing before and after
- _____ After the 1-inch top margin of the title page, double space, center the chapter title (in all capital letters), triple space, and begin text.

Organization of Thesis/Dissertation:

- _____ Front Flyleaf (blank page)
- _____ Thesis/Dissertation Committee Approval Sheet
- _____ Title Page
- _____ Copyright Page (if used)
- _____ Dedication Page (optional)
- _____ Acknowledgement Page (optional)
- _____ Abstract
- _____ Table of Contents
- _____ List of Tables
- _____ List of Figures or Illustrations
- _____ List of Abbreviations
- _____ Text (main body of Thesis/Dissertation)
- _____ Reference List or Works Cited
- _____ Appendices
- _____ Glossary (if used)
- _____ Index (optional)
- _____ Back Fly Leaf (blank page)

Documentation Style

_____ MLA _____ APA _____ Chicago _____ CSE _____ Other _____
Please indicate

Final Steps:

- _____ Signature page(s) signed by all parties except for the Dean of Graduate Studies
- _____ All pages checked and in proper order; no missing pages
- _____ Placed in unpadded manila envelope with name, degree, title of thesis/project

Graduate Student

Date

Committee Chair

Date