**Thesis/Dissertation Formatting Checklist**

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| **Requirement**  | **Yes** |
| 1. The left margin for the entire document is 1.5 inches.
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| 1. The top, bottom, and right margins are set at 1 inch for the entire document.
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| 1. The title of the thesis/dissertation on the title page is bold, centered, and all caps.
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| 1. In the middle of the title page, the phrase “thesis/dissertation” has been replaced with either “thesis” or “dissertation.”
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| 1. At the bottom of the title page, the date is the month and year of the commencement ceremony. There should not be a comma after the month.
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| 1. No page number should appear on the title page.
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| 1. There should not be a copy of the committee signature form or the permission form in the thesis/dissertation.
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| 1. The page after the title page should be numbered page ii. Note that this page number is lower case, Roman numerals and appears at the bottom of the page, centered.
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| 1. There should not be a running head in the document.
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| 1. If there is an acknowledgements page, ACKNOWLEDGEMENTS appears in bold and all caps and is centered at the top of the page.
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| 1. An abstract is included. On this page, the title ABSTRACT appears in bold and all caps and is centered at the top of the page.
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| 1. A table of contents is included. On this page, the title TABLE OF CONTENTS appears in bold and all caps and is centered at the top of the page.
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| 1. The table of contents includes an entry for the abstract and the acknowledgements (if included). It does not include an entry for the table of contents.
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| 1. If there are figures and/or tables in the document, then a LIST OF TABLES and a LIST OF FIGURES are included. The titles are bold and all caps, appearing centered at the top of the page. Note that each list appears on its own page separately.
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| 1. If there is an excessive number of abbreviations or acronyms used in the document, then a LIST OF ABBREVIATIONS (or LIST OF SYMBOLS) is included. This title is bold and all caps, appearing centered at the top of the page. Note that the abbreviations or symbols should appear in alphabetical order.
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| 1. The entries in the Table of Contents, the List of Tables, and the List of Figures need the corresponding page numbers.
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| 1. The pages preceding the main text of the document (referred to as the front matter) appear in the correct order: title page, copyright page (optional), acknowledgements (optional), abstract, table of contents, list of tables (if applicable), list of figures (if applicable), and list of abbreviations/symbols (if applicable).
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| 1. The page number starts over with page 1 at the beginning of the main text. Note this is an Arabic numeral that appears bottom center.
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| 1. The numbering of the chapters in the table of contents matches the numbering of the chapters in the main text. For example, either both have Chapter 1 or both have Chapter I.
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| **Requirement**  | **Yes** |
| 1. The chapter title for each chapter appears at the top of a page – bold, all caps, and centered. It includes the subheading for the chapter (e.g., CHAPTER 1: INTRODUCTION).
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| 1. Each table/figure appears on a single page. They are not split across two pages. (Note: A long table may run across two pages. When this happens, though, the start of the table is at the top of a page.)
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| 1. The caption for each table/figure appears on the same page as the table/figure.
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| 1. All tables and figures are referenced in the text.
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| 1. Any table or figure that is to appear horizontally (landscape orientation) has a top margin of 1.5 inches, left/right/bottom margins of 1 inch, and the page number appears in the appropriate place so that when printed and bound it will appear at the bottom center like all other pages (i.e., in the left margin and rotated orientation).
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| 1. Widow/orphan control is turned on so that no single line of a paragraph appears at the top or bottom of a page.
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| 1. Any headings that appear alone at the bottom of a page have been moved to the next page using either “keep with next” or “insert a page break.”
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| 1. The REFERENCES appear immediately following the main text, followed by the APPENDICES.
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| 1. No reference is split across two pages.
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| 1. IRB or IACUC approval is included, if appropriate. (Note: Only the approval memo is needed.)
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| 1. For any surveys or data collection instruments that are included as an appendix, permission to reprint has been obtained. (Note: Permission to use and permission to reprint are not the same thing.)
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| 1. Permission to reprint has been obtained for any tables or figures that have been copied from another source. Appropriate citations for permissions are included in the figure/table captions.
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| **Alternative Format (Manuscript) Thesis/Dissertation** |
| 1. The thesis/dissertation contains a single abstract that appears in the frontmatter.
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| 1. The thesis/dissertation contains a single title page.
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| 1. There is an introductory chapter that provides an overview of the thesis/dissertation and the organization of the chapters.
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| 1. There is a conclusion chapter that connects the multiple research papers.
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| 1. The references and appendices for the manuscript chapters appear immediately after each manuscript chapter.
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| 1. The references and appendices for the introduction and conclusion chapter appear after the conclusion chapter.
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| 1. Tables and figures are numbered in such a way as there are not duplicate table/figure numbers. For example, instead of two Table 1s, there is a Table 2.1 and a Table 3.1.
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| 1. Any “extended” materials (e.g., extended literature, extended methodology) appear as chapters rather than appendices.
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