



This checklist is provided by the College of Graduate Studies to assist you in the proper formatting of your thesis/dissertation. A full explanation of formatting and acceptable variations is available online. The student and committee chairperson(s) should check that all format requirements listed below are incorporated in the thesis or dissertation and proper spelling, grammar, and punctuation BEFORE the paper is reviewed.

DO NOT refer to the thesis/dissertation of another student, as the current format guide/requirements may be different.

ORGANIZATION (Order of pages/sections)

- Title Page (No printed page number.)
- Abstract (No printed page number.) (1 pg. Only)
- Copyright page (1 pg. only)
- Certificate of Approval Page (Get the College of Graduate Studies format approval before you obtain your committee signatures!)
- Dedication Page (Optional) (1 pg only)
- Acknowledgments (Optional) (1 pg. only)
- Table of Contents
- List of Figures
- List of Tables
- Body of document (divided into chapters or sections)
- Reference Page
- Appendix/Appendices title page (when applicable)
- Vita (1 pg. only)

MARGINS

- 1.5" left, 1" top, right, and bottom margins for first Page. They MUST ALTERNATE AFTER THAT. (1.5' on Right, then left)

PARAGRAPH SETTINGS

- Spacing: Check the box that says No additional space Before or after a paragraph.

Line spacing: Double space after the abstract page, except
The table/figure titles and references section.

FONT

- Font size must be set at: 12pt in Times New Roman aligned left.**
- Do not use less than 10pt in Latex, and 11 is preferable. This can be changed in your main .tex file.
- Page numbers must be in the same font style and size as the body text.
- The same size font and font style is used throughout the paper.**
- Do not increase the font size for chapter titles or subheadings.**

FONT ATTRIBUTES

- Bold attribute: all chapters and numbers, chapter titles, all centered headings, freestanding and paragraph side heads; titles of all front pages (i.e., List of Tables); titles of closing matter (i.e., REFERENCES, and APPENDIX); for Abstract, Title, and Certificate of Approval pages: the first line and the title.
- Italics attribute: ONLY use for statistical expressions, in your references section, and with species names (i.e., *F*, *N*, *SD*, *M*, *SS*, *n*, *p*, *r*, *t*, etc.). DO NOT USE for keywords or terms.

PAGINATION

- Front pages are numbered using lowercase Roman numerals centered at 1" from the bottom of the page. Begin printing page numbers with "ii" on the first page following the Title Page.
- Every page is to have a printed page number except the Abstract and Title Page.
- After the front pages, the correct page number position is at the bottom of the page, 1" from the bottom of the page, centered, unless using Latex. Use Arabic numerals starting with the first page of Chapter 1.

SPACING

- For the ABSTRACT page only, single space the title; double space between title and name, name and degree; and single space the body text leaving one blank line between paragraphs.
- All other text must be double-spaced, except table/figure titles and references section.
- The first line of each paragraph is to be indented.
- Two double-spaced blank lines after the Chapter title.
- Two double-spaced blank lines before and after center headings within the text, and before and after freestanding side headings within the text.
- Normal paragraph spacing for paragraph side heads. Indent as if a normal paragraph with the side head being the first word(s) followed by a period. Then paragraph begins on the same line.
- Two double-spaced blank lines before or after tables/figures inserted at the top or bottom of the page followed or preceded by text.
- Table data, long quotes (40 words or 4 lines or more), and interview transcripts may be single-spaced and indented ½ inch from the left and right margin.

TABLES/FIGURES

- All tables/figures are to be placed at the top or bottom of a page with extra double space (above or below) to separate it from the body text. THEY DO NOT HAVE TO BE IN APPENDICES.
- Tables/figures may follow the page on which they are first referenced, or they may be included in a separate appendix.
- The table/figure must be identified in the text by a number.
- The table number and title must be typed above the table. Use Arabic numerals.**
- The figure number and caption must be typed below the figure. Use Arabic numerals.**
- Repeat table number & column headings if the table is continued on another page.
- If the table/figure is taken from another source, you must cite that source below the table/figure.
- All text for table/figure titles should be single-spaced.
- When referring to a specific table or figure or equation in the text, it must be capitalized (i.e., Table 4.9, Figure 2.3, Equation 7.11, etc.)

REFERENCES

- REFERENCES is on a page by itself as a cover sheet for the section. **No hyperlinks should be placed in references.** The word REFERENCES is to be in all capital, letters, bold and centered both vertically and horizontally on the page.
- REFERENCES are not printed at the top of the first page or any preceding page of references.
- All references are single-spaced within the reference and add one blank line between references.
- References with two authors: there is no comma separating the names, only the word "and." For example,
Smith, J. and Torres, R. "Engineering Today"
- References with multiple authors are separated with a comma and the word "and" is used between the last two authors' names. For example,
Smith, J., Hu, C., and Torres, R. "Engineering Today"
- The listing of authors' names is followed by a period as in the examples given above.
- Authors' names may be given as first name then last name, or last name first and then first name. Whichever style you choose, **YOU MUST BE CONSISTENT AND USE THROUGHOUT THIS SECTION.**
John Smith and Henry Cho.
Smith, John, and Cho, Henry.
J. Smith and H. Cho.
Smith, J. and Cho, H.
- If initials are used for the author's first and middle name, then all authors listed must follow the same format throughout the entire REFERENCES. If the full name is used for the author's first and middle name, then all authors listed must follow the same format throughout the entire REFERENCES.
- Be consistent in how journal and book names are treated. If one is italicized, they all should be.

BODY CONTENT FORMAT

- No widow or orphan lines (i.e., If only one line of a paragraph appears at the top or bottom of a page, move that line to the previous or next page whichever is appropriate.)
- All page numbers in the Table of Contents, List of Figures, List of Tables, etc. must correspond with page numbers in the text.
- The word "respectively" is always preceded by a comma. It is followed by a comma as well if the sentence continues.
- Sentence punctuation next to quoted material goes inside the quotation marks (i.e., "the end," or "and others.")
- Space before and after the equal sign (=), less than sign (<), or greater than sign (>), etc.
- Space after periods in an ellipsis (...)
- Always use the percentage symbol (%) when preceded by a number except if it is the first two words of a sentence. (Fifty percent of students....)
- The ampersand sign (&) is acceptable in a figure or table caption, but not in the body text.
- Numbers with four digits or more must have the appropriate comma(s).
- Verify if the words used are truly hyphenated. (e.g., nonzero is not non-zero)
- To reference multiple references in the bracketed style, the format is as follows: [3,8] or [2-7] or [2-7,35,66,72-80]
- When referring to a specific chapter, section, figure, table, or equation with a number, it should be capitalized. (e.g., Chapter 6, Equation 2.9, Table 4.1, etc.)
- Always use commas to separate a list of items and make sure to use a comma after the next to the last item, before the word "and." (e.g., Blue, red, and yellow are colors.)

BEFORE DEFENSE

- Submit to the College of Graduate Studies office a copy of the Certificate of Approval page (signature page) for format review and approval **before** the defense and getting signatures.

AFTER THE DEFENSE SUBMISSION PROCESS

- Make all the changes requested by the committee.

Submit a final copy to your committee that is free from errors both in format and content to obtain Certificate of Approval page signatures.
- Submit the original signed Certificate of Approval page to the College of Graduate Studies. The College of Graduate Studies will obtain the dean of the College of Graduate Studies' signature for you. This signed page **WILL NOT** be added to your paper.
- Create an account on ProQuest to submit the committee-approved thesis or dissertation in a non-read-only PDF format.