



This checklist is a brief summary of formatting requirements. Full formatting details and instructions are online. Students and their committees must check for proper formatting, spelling, grammar, and punctuation BEFORE the paper is submitted in ProQuest.

ORDER OF PAGES/SECTIONS

<input type="checkbox"/> Title
<input type="checkbox"/> Abstract
<input type="checkbox"/> Copyright
<input type="checkbox"/> Table of Contents
<input type="checkbox"/> Approval (email sholderman@tntech.edu for format approval before getting signatures)
<input type="checkbox"/> Dedication
<input type="checkbox"/> Acknowledgments
<input type="checkbox"/> List of Figures
<input type="checkbox"/> List of Tables
<input type="checkbox"/> Content/Chapters
<input type="checkbox"/> Appendices
<input type="checkbox"/> References
<input type="checkbox"/> Vita

FONT

<input type="checkbox"/> Font is Times New Roman including page numbers, figures, tables, etc.
<input type="checkbox"/> Font is size 12 (exception: figures and tables may use size 10, 11, or 12 as needed)

SPACING/MARGINS

<input type="checkbox"/> Aligned left
<input type="checkbox"/> No additional line spacing after paragraphs
<input type="checkbox"/> Paragraphs indented 0.5" with tabs not spaces
<input type="checkbox"/> Double-spaced (exceptions: singled spacing for Abstract, figures, tables, some of Approval)
<input type="checkbox"/> Widow/Orphan control enabled
<input type="checkbox"/> Mirrored margins

TABLE OF CONTENTS

<input type="checkbox"/> Titles and headings are displayed in the table of contents properly
<input type="checkbox"/> Page numbers are correct

PAGE NUMBERING

<input type="checkbox"/> Centered at the bottom
<input type="checkbox"/> Title page has no printed number
<input type="checkbox"/> Abstract page through List of Tables have lower-case Roman numerals for numbering starting with ii
<input type="checkbox"/> Content/Chapters through Vita use numbers starting with 1

FIGURES/TABLES

<input type="checkbox"/> Text within figures/tables is single-spaced
<input type="checkbox"/> Figure numbers and titles are above the figure; figures are numbered sequentially
<input type="checkbox"/> Table numbers and titles are above the table; tables are numbered sequentially
<input type="checkbox"/> Figures and tables are placed after the paragraph of first mention or at the beginning of the next page. If broken across pages, titles and labels are repeated.
<input type="checkbox"/> Content text refers to the figure/table and number: "As demonstrated in Table 3..." Do not use, "As demonstrated in the following figure...."
<input type="checkbox"/> Page numbers on List of Figures/Tables are accurate

CONTENT/CHAPTERS

<input type="checkbox"/> Each chapter starts on a new page
<input type="checkbox"/> Titles and headings are formatted and labeled properly to display in the table of contents

REFERENCES

<input type="checkbox"/> References use a hanging indent
<input type="checkbox"/> In-text citation use APA except English students use MLA and chemistry students use ACS Style Guide
<input type="checkbox"/> Reference page citations use APA except English students use MLA and chemistry students use ACS Style Guide

PRIOR TO DEFENSE

<input type="checkbox"/> Attend a formatting workshop or contact a librarian with formatting questions
<input type="checkbox"/> Email approval page to sholderman@tntech.edu for format review and approval before getting signatures

AFTER DEFENSE

<input type="checkbox"/> Make all changes requested by the committee
<input type="checkbox"/> Verify formatting, spelling, grammar, and punctuation
<input type="checkbox"/> Obtain approval page signatures
<input type="checkbox"/> Submit original signature page to 306 Derryberry for Dean's signature
<input type="checkbox"/> Submit approved document through ProQuest
<input type="checkbox"/> Fix formatting as necessary with Graduate Studies before graduation