**Thesis Formatting Checklist**

**(Do NOT use the Formatting Checklist on the Graduate School website)**

***Thesis advisors responsibilities: approval of thesis content, English usage, readability and formatting.***

***Student responsibilities: content, readability, spelling, punctuation, neatness, English usage, and formatting.***

**Margins: (pages must be printed double-sided – new for fall 2013))**

 Portrait pages:

 \_\_\_ All top margins are 1.5 inches

 \_\_\_ All outside margins are 1.0 inches

 \_\_\_ All inside (gutter) margins are 1.5 inches

 \_\_\_ All bottom margins are 1.0 inches

 Landscape pages: see above

**Page Numbers:**

**\_\_\_ Portrait pages: centered in the footer (new for spring 2014)**

 \_\_\_ Landscape pages: page numbers must be in portrait format.

**Page Numbering:**

**\_\_\_** Signature and Title pages do **not** have page numbers

\_\_\_ Preliminary pages: all page numbers are roman numerals

\_\_\_ **All new major sections (level one headings) must begin on an ODD numbered page (new for fall 2013). Insert a blank page if needed to have new section begin on odd numbered page.**

\_\_\_ Thesis/References/Appendices: all page numbers are in Arabic numerals

**Line Spacing and Font Size (must be consistent throughout)**

\_\_\_ Double spaced or 1.5 spacing

\_\_\_ Font is the same size throughout the thesis, except for large tables

\_\_\_ Font is the same size in the header (page numbers) as the rest of the thesis.

\_\_\_ Use of non-script font

**Research Approval: required \_\_\_ yes \_\_\_ no**

\_\_\_ If required, proof/reference is included in the thesis text and/or appendices.

**Arrangement of Pages**

\_\_\_ Pages appear in the appropriate sequence according to the Handbook in sections 4.5.

**Signature Page (no bolding is allowed on this page)**

**\_\_\_** No page number

\_\_\_ Title in CAPS and double spaced

\_\_\_ All commas and/or periods are consistent though out the page

\_\_\_ Correct titles and signers on “APPROVED” lines for thesis

\_\_\_ If middle initials are used, then all signers must have middle initials (if they have one), except for Vice Provost Wisniewski where the middle initial “S” is required.

\_\_\_ Approved by the Graduate School before the defense

**Title Page (no bolding is allowed on this page)**

\_\_\_ No page number

\_\_\_ Title is in CAPS and matches the title on the Signature Page

\_\_\_ Title is double spaced

\_\_\_ Formatted according to Thesis Formatting Handbook template on GS webpage

\_\_\_ Correct date is inserted on page (December, May, or August) and year

**Abstract (if heading is bolded; all other headings must then be bolded)
\_\_\_** Title block appears at the upper margin and is centered

**\_\_\_** Roman numeral page v

\_\_\_ No maximum number of words but be brief and concise. Overly long abstracts will be truncated by UMI/ProQuest.

\_\_\_ Indent first paragraph of abstract if indenting thesis text.

**Table of Contents**

**\_\_\_** Title block appears at the upper margin and is centered and matches style of Abstract

\_\_\_ Roman numeral page vii

**\_\_\_** All entries double spaced or 1.5 spaced; no exceptions.

\_\_\_ Dotted leaders must be used between headings and page numbers

\_\_\_ The word “Page” is typed above the listings of each page of the TOC

\_\_\_ Titles are single spaced if a second line is required

\_\_\_ If there are Appendices, then both List of Appendices and Appendices are included.

\_\_\_ Includes every level heading from the main body of the thesis, each title matched exactly

\_\_\_Page numbers are right-hand justified

**List of Figures**

\_\_\_ Title block is listed at the upper margin and centered

\_\_\_ Titles match exactly the titles in the text, and is a short comprehensive title (8-10 words)

\_\_\_ The word “Page” is typed above the listings of each page of the List of Figures

\_\_\_ Dotted leaders must be used between headings and page numbers

\_\_\_ Begins on new odd numbered page after the TOC

\_\_\_ Titles are single spaced if a second line is required

**List of Tables**

**\_\_\_**Title block is listed at the upper margin and centered.

\_\_\_ Follows the List of Figures on an new odd numbered page.

\_\_\_ If there are few Tables, and the List if Figures has few entries, then may follow the List of Figures on same page, one-and-one half or double spacing below the last entry.

\_\_\_ The word “Page” is typed above the listings of each page of the List of Tables.

**List of Appendices (more than one Appendix)**

\_\_\_ see formatting for List of Figures and List of Tables.

\_\_\_ Begins on new odd numbered page.

**Preface, Acknowledgments (optional)**

**\_\_\_** Follows List of Appendices on new odd numbered page.

\_\_\_ Title block is listed at the upper margin and centered.

**----- “**Acknowledgments” is correctly spelled.

**Dedication (follows Preface or Acknowledgments)**

**Text**

**\_\_\_ Se**ction heading and levels are consistent with the style requirements for the discipline, if any.

**\_\_\_** Acronyms and abbreviations are defined the first time they are used.

\_\_\_ Use of language, grammar and punctuation must be professional.

\_\_\_ Chapters or major sections begin on new odd numbered pages.

**Figures**

\_\_\_ Must follow UAA Thesis Formatting requirements or style guide for the discipline.

\_\_\_ Font size and text must equal or exceed 6 point after reproduction.

\_\_\_ Legends must be placed at the bottom of the figure.

\_\_\_ Figures in Monograph style are inserted into the text immediately after its first identification.

\_\_\_ Figures should be placed portrait style if possible.

\_\_\_ All figures are centered on the page.

\_\_\_ Spacing between text and figure on either side must be the same dimension as in the vertical
 direction.

\_\_\_ Minimum spacing before and after the figure must be twice the double spacing or one-and-
 one half spacing in the text.

**Tables**

**\_\_\_** Table legends must be place at the top of the table and left hand justified.

\_\_\_ Short Tables: spacing and font size are consistent with the rest of the text.

\_\_\_ Long Tables: may be a minimum of font size 6, size 8 is more readable.

\_\_\_ Tables in Monograph (Chapter 4) style must be inserted into the text immediately after its first identification or on new separate page or pages immediately following first identification.

\_\_\_ Format of tables is consistent throughout the text or chapter.

**Equations in Text**

\_\_\_\_ Appear on separate line with one blank line above and below according to spacing used in the text.

\_\_\_ Numbered sequentially in order of appearance

\_\_\_ Simple equations may be typed within the text

\_\_\_ References to equations are: Equation 1 (or Eq.1) or Equation 4.1 (Eq. 4.1) and must be consistent throughout the text

**Works Cited/References**

\_\_\_ Format of references or literature cited is according to UAA Thesis Formatting Handbook or style guide for the discipline.

\_\_\_ Are in alphabetical order

\_\_\_ Are single spaced within a reference and double or 1.5 spaced between entries

\_\_\_ Works Cited: all literature cited must be included in the text. *If more than 5 entries cannot be found, then this is considered a fatal error and thesis is returned to student.*

\_\_\_ Title headings in Manuscript follow journal formatting requirements.

\_\_\_ Reference list is complete and consistently formatted.

**Appendices**

\_\_\_ Each appendix identified separately with block title (e.g., Appendix A, Appendix B, etc.) that is centered in the upper margin of the paper.

\_\_\_ Appendix title follows on next line

\_\_\_ Exact title as entered into the List of Appendices

\_\_\_ Requirements for tables or figures in appendices are same as for a table in the text.

\_\_\_ Tables or figures are labeled with the Appendix letter, e.g., Table A-1 or Figure A-2, and are listed in the List of Tables and List of Figures as such.

**Pocket or Foldout Pages** are considered Supplemental Files with Electronic Submission (ETD)

**In-text References**

\_\_\_ Meets style guide for the discipline, then UAA Formatting Handbook guidelines.

**Quotes**

\_\_\_ Prose quotes over three lines (depending on style manual) typed in block style with indentation and no quotation marks

\_\_\_ Must be either double-spaced or one-and-a-half spaced and consistent with the rest of the text.

\_\_\_ Shorter quotes are placed within the text with proper punctuation marks

**Printing**

\_\_\_ Laser or ink-jet printer used. (Dot matrix printers are not acceptable.)

**Grammar and Usage**

\_\_\_\_ Topic Paragraph and topic sentences are evident

\_\_\_\_ No noun, adjective or adverb is redundantly used within a sentence, paragraph, or the text

\_\_\_\_ Verb tense is consistent within a sentence and paragraph

\_\_\_\_ No mixed metaphors

\_\_\_\_ No run-on or choppy sentences

\_\_\_\_ No ambiguous use of pronouns

\_\_\_\_ Proper use of Latin abbreviations: i.e., vs. e.g.

\_\_\_\_ No dangling modifiers

\_\_\_\_ Proper use of the colon vs. the comma

\_\_\_\_ Singular and plural of “data” are correctly used in the text.

**APA Formatting**

\_\_\_ Level headings are formatted correctly, no numbered headings. (APA 3.03)

\_\_\_ Proper verb tense is used for specific sections (APA 3.06)

\_\_\_ Correct use of numbers vs. numerals. (APA 4.31 to 4.38)

\_\_\_ Tables and figures are properly formatted according to APA requirements (5.08 and 5.21)

\_\_\_ Citations within the text are properly entered (see Table 6.1)

\_\_\_ Do NOT use “&” when you mean “and”

\_\_\_ References are APA formatting with UAA requirements of single within and double or 1.5 between each reference.

**MLA Formatting**

 **Format of the Research Paper (Sections 4.4, 4.5): (where UAA formatting does not trump MLA)**

\_\_\_ Indent paragraphs .5 inch

\_\_\_ Indent long quotes 9-10 spaces or 1inch

\_\_\_ Paper is double-spaced

**Headings:**

**\_\_\_** Formatted unnumbered. See Purdue Owl/Sample Section Headings at <https://owl.english.purdue.edu/owl/resource/747/01/>.

**Tables and Figures (Illustrations): (Section 4.7)**

\_\_\_ Table is labeled Table, given an Arabic numeral; caption is located under the Table heading

\_\_\_ Table and caption are flush left on separate lines above the table

\_\_\_ Table caption is in title caps

\_\_\_ Source of the table is immediately below the table

\_\_\_ Figure is abbreviated Fig. and given an Arabic numeral.

\_\_\_ Figure and caption are located below the figure

\_\_\_ Figure caption is on the same line as the Fig. heading. Caption is written in sentence caps with source of the figure included.