

A CHECKLIST FOR YOUR THESIS/DISSERTATION

REMINDER: The thesis manual is an actual formatting example/guide.

- ___ 1. Did you compare your Table of Contents, List of Tables, and List of Figures with your text for page numbers and mirror wording and capitalization of titles? You only need to list the first sentence of table and figure titles in the List of Tables and List of Figures.
- ___ 2. Do you have an added hard return/space **after** the chapter title and **before** a centered or side subheading? **There is no added extra space after a subheading, between subheadings when there is no text separating the subheadings, before “paragraph” level subheadings, or between regular paragraphs.** *[This varies from APA journal format.]*
- ___ 3. Were you consistent with the subheading levels used in **all** chapters? Do not insert a new level once your hierarchy pattern is established.
- ___ 4. Do you have your tables or figures mentioned in the text before they appear? They should appear on that page, the next page, or at the end of that chapter. The same placement style must be used for both tables and figures and for all chapters. *[This varies from APA journal format.]*
- ___ 5. **Do you have your references in “final format” style: single-spaced, hanging-indent paragraphs with double spacing between references?** *There is a separate references handout available.*
- ___ 6. Do you have a period at the end of your equations if they are at the end of sentences?
- ___ 7. Do **all** pages throughout your document including **all appendix materials** fit the margin guide and have **consecutive page numbers**? Chapter I begins with page 1 and Prelim section begins with ii.
- ___ 8. Do you have at least 2 lines of a paragraph ending a page and 2 lines of a paragraph beginning a page? Do you have at least 2 lines of a paragraph with a subheading ending a page? (Select Widow/Orphan under Format/ Paragraph/Line and Page Breaks)
- ___ 9. Are your **chapter titles, subheadings, and table and figure titles** in the **same font size and style** as the **text** and are **not italicized nor boldfaced**? *[This varies from APA journal format.]*
- ___ 10. Do you have subheadings and chapter titles divided into multiple lines if more than 4” in length? **Be sure to use single-spacing with multiple-line subheadings and regular text spacing with multiple-line chapter titles, except in Table of Contents where you use single spacing.** *[This varies from APA journal format.]*
- ___ 11. **Are table titles above the tables and figure titles below the figures?** Multiple-line table and figure titles are single spaced. **Do the tables have beginning and ending lines or boxes around the data, including column headings? If a table is continued on additional page(s), are the column headings repeated? Are table and figure titles outside of the boxes? If a figure has parts, do you have a common title for the parts. Maps and photographs are classified as figures.**
- ___ 12. If you have **landscape** tables or figures, are the page numbers placed at the **bottom center** of the **portrait** page layout?
- ___ 13. Did you use American-style Punctuation Reminders and et al. Punctuation:

period with quotation mark	.”	comma with quotation mark	,”
semi-colon with quotation mark	”;	colon with quotation mark	”:
(author’s name et al., year)		author’s name et al. (year).	
- ___ 14. Did you check the order of your preliminary pages: ACKNOWLEDGMENTS (ii), TABLE OF CONTENTS (iii), ABSTRACT (iv), LIST OF TABLES (v), LIST OF FIGURES (vi), LIST OF SCHEMAS (or ABBREVIATIONS, NOMENCLATURE, MUSICAL EXAMPLES) (vii), etc. A mock page number is listed in parenthesis.