CHECKLIST FOR THESIS OR DISSERTATION SUBMISSION

Quality of Paper:
_____ 25%-100% cotton paper, standard white
_____ 8 ½ x 11 inch

Standard of Typing:
_____ Times New Roman, 12 point/font
_____ A quality printer must be used in black print, but may also include color print where appropriate

Title Page Margins:
_____ Title page centered and typed in all capital letters (do not bold)
_____ 2” at the top
_____ 1 ½” at the left
_____ 1” at the right

First page of Abstract, Table of Contents (subject headings throughout the paper should be listed in the table of contents and bolded), List of Tables, References/Bibliography and List of Figures or Illustrations pages (and all pages prior to chapter 1):
_____ List the title of these pages in bold print and centered
_____ 2” at the top
_____ 1” at the bottom
_____ 1 ½” at the left
_____ 1” at the right
_____ List with Roman Numerals

Margins that begin a new chapter:
_____ 2” at the top (beginning with chapter heading-please bold & center)
_____ 1” at the bottom (beginning with page number at the bottom centered)
_____ 1 ½” at the left
_____ 1” at the right

Margins that begin the second page of a chapter (and sequential pages):
_____ 1 ½” at the top (beginning with page number in upper right-hand corner)
_____ 1” at the bottom
_____ 1 ½” at the left
_____ 1” at the right

Pagination:
_____ Page number placement consistent throughout paper
_____ Pages prior to chapter 1 should be lower-case Roman numerals, centered from the bottom 1 inch margin
_____ Arabic numerals for the remainder of the paper with each chapter having pages numbered at bottom center of page (1” margin) and sequential pages in the upper right-hand corner of the page (1 ½” margin)
Body:

_____ Double-spaced
_____ Paragraphs indented
_____ New paragraph should not begin at bottom of page unless there is space for two lines
_____ Long quotations should be single-spaced with triple spacing before and after
_____ After the 2-inch top margin of the title page, double space, center the chapter title (in all capital letters), triple space, and begin text.

Organization of Thesis/Dissertation:

_____ Front Flyleaf (blank page)
_____ Thesis/Dissertation Committee Approval Sheet
_____ Title Page
_____ Copyright Page (if used)
_____ Dedication Page (optional)
_____ Acknowledgement Page (optional)
_____ Abstract
_____ Table of Contents
_____ List of Tables
_____ List of Figures or Illustrations
_____ List of Abbreviations
_____ Text (main body of Thesis/Dissertation)
_____ Reference List or Works Cited
_____ Appendices
_____ Glossary (if used)
_____ Index (optional)
_____ Curriculum Vita
_____ Back Fly Leaf (blank page)

Documentation Style

_____ MLA  _____ APA  _____ Chicago  _____ CSE  _____ Other

Please indicate

Final Steps:

_____ Signature page(s) signed by all parties except for the Dean of Graduate Studies
_____ All pages checked and in proper order; no missing pages
_____ Placed in unpadded manila envelope with name, degree, title of thesis/project

_________________________________________  ______________________________
Graduate Student     Date

_________________________________________  __________________________
Committee Chair     Date