



Dissertation/Thesis Formatting Checklist

	Feature	Requirement	Manual Page	✓
General Formatting	Color	Must be black (including all URLs).	6	
	Font	Same typeface, size, and weight throughout; footnotes and captions may be smaller.	6-7	
		No smaller than 10 point.	6-7	
	Spacing	No closer than 4 lines per inch and consistent throughout; body text should be double spaced, captions, references, and footnotes may be single spaced.	6	
	Margins on all pages	1" margins all around.	6	
	Pagination	The Front Matter (Title Page – Abstract) is numbered at the bottom center of each page, starting with "i".	7	
		The Body is numbered with Arabic numerals starting with "1" on the first page of Chapter 1.	7	
		Page numbers of the Body are in the same place on every page: Top Right, in line with the right margin, or Bottom Center, ¾" from bottom.	7	
Major Sections (In Order of How They Should Appear)		All pages in the front matter and introducing a major section or chapter must be numbered at the bottom center—regardless where the other pages are numbered.	7	
	Title Page	Not numbered. (But is considered page "i").	12	
		The submission date matches the month and year submitted to OGE.	12	
		The graduation date is the correct month (May, August or December) and year that you are graduating.	12	
		The "Major Subject" matches your PROGRAM as it appears on your transcript NOT your department.	12	
		The capitalization and formatting match the OGE manual exactly.	12	
	Copyright Notice	(Optional) Is page "ii" and matches the requirements in the OGE manual.	13	
	Table of Contents	Includes List of Tables, List of Figures, References, Abstract, ALL Body sections and subsections, Appendices, but NOT Contents or Title Page.	13	
		Page numbers and section headings are correct.	13	
		Page numbers are right aligned and text does not run into number column.	13	
		Titles are consistently capitalized throughout the Body: Either Sentence case or Title Case .	13	
	List of Tables	Captions are consistently punctuated and capitalized with those in the Body.	14	

		Page numbers are right justified.	14
		Page numbers correctly match the placement of the table within the Body.	14
	List of Figures	<i>Same as List of Tables.</i>	14
	Preface, Foreword, Acknowledgements	(Optional) Heading of this section should match other major section headings; text should be formatted consistently with the Body text.	15
	Abstract	Heading of this section should match other major section headings; text should be formatted consistently with Body text.	15-16
	Body of Thesis	All content has been reviewed and approved by your committee.	16
	References/Bibliography/ Works Cited	The in-text citations are formatted and arranged according to the style guide used.	21
		Online sources must be cited according to the style guide used; MUST include the date accessed or retrieved.	21-22
	Appendices	(Optional) Must include a listing and description of any supplementary files.	17
Other Essential Document Elements	Tables	Centered and does not exceed margins.	8
		All are clear and legible.	8
	Headings	All Headings are consistently formatted at each level.	10
	Table Captions	ABOVE the table.	8
		Left aligned or Centered – consistent throughout and matching Figure Captions.	8
		Captions have a delimiter (". " or ": ") and a space separating the table number and the caption. Table 1: Pin Fin Boiling Temperatures.	8-9
		All text is bold .	8
	Figures	Centered and does not exceed margins.	8
		All are clear and legible.	8
	Figure Captions	UNDER the figure.	8
		Left Justified or Centered – consistent throughout and matching Table Captions.	8
		Captions must have a delimiter (". " or ": ") and a space separating the figure number and the caption. Figure 1: Pin Fin Boiling Cycle.	8-9
		All text is bold .	8
	Equations	Centered within the margins of the page; not in line with text.	9
	Equation Numbers	MUST be Right aligned and in parentheses (1.1).	9
	Chapter Attribution	Appears at the bottom of the first page of the chapter containing the work.	23-24
		Must include a correctly formatted citation.	23-24