

## FORMAT CHECKLIST

### for Major Research Paper/ Thesis/ Dissertation (traditional format)

Please ensure all following items are considered before submitting a copy of your paper to be format checked by Graduate Studies.

For details review [all format requirements](#).

#### REQUIRED CONTENT (check-off each item when completed):

FRONT MATTER SECTION (ALL PAGES PRECEDING THE THESIS BODY):	
	<b>Title Page:</b> layout and wording exactly as in <a href="#">sample</a> , with official department/program name listed, etc. Counted as page one but <b>no page number</b> appears on it. Refer to <a href="#">Title page sample</a> .
	<b>Unsigned Approval Page:</b> counted as page two but <b>no page number</b> appears on it. Names of committee members are listed in the required format (e.g. without title "Dr.", an initial for the first name, etc.). Layout and wording <u>exactly</u> as in the <a href="#">Approval page sample</a> . <b>*Note that the approval page must remain unsigned within the thesis/dissertation PDF file to be uploaded;</b> one copy of the signed approval page is to be submitted separately in <a href="#">deposit step 3</a> .
	<b>either "Author's Declaration of Originality" OR "Declaration of Co-Authorship/ Previous Publication":</b> must follow <u>exactly</u> the wording in the template - refer to <a href="#">declaration templates</a> for instructions. <b>If your thesis includes co-authored and/or previously published material, ensure you have obtained written permission from all co-authors and publisher(s) before submitting.</b> It is best to append copies of these permissions as an appendix to your thesis (otherwise keep for your records). From declaration onwards pages are physically numbered starting at page three in Roman numerals (iii), etc.
	<b>Abstract:</b> Within the limit: up to 2 pages double-spaced PhD dissertation; up to 1 page double-spaced Master's Thesis/MRP
	<b>Table of Contents:</b> All front matter is listed <u>starting with Declaration</u> (p. iii), Abstract, etc., as well as all back matter that follows the thesis body: Appendices, References, and Vita Auctoris. Review <a href="#">sample</a> . <ul style="list-style-type: none"> <li>Do NOT list the title page and the approval page within the Table of Contents;</li> <li>Do NOT list the "Table of Contents" page within the Table of Contents itself.</li> </ul>
	<b>Titles of Front matter pages:</b> no particular format required for titles, however, the selected style of <u>each</u> title within the front matter <u>must be consistent</u> : for example, all titles in same font size, in UPPERCASE, centered on the page, in <b>bold</b> text: "DECLARATION OF ORIGINALITY", "ABSTRACT", "DEDICATION", etc.
THESIS BODY:	
divided into chapters/sections; pages numbered in Arabic numerals starting at page 1 (one). The selected style (e.g. font type, formatting of chapter titles & sub-headings, etc.) is consistent throughout <u>all</u> chapters.	
BACK MATTER SECTION (ALL PAGES FOLLOWING THE THESIS BODY):	
	<b>Titles of Back matter pages:</b> font and style of each title within the back matter (e.g. "REFERENCES", "VITA AUCTORIS") is consistent, e.g. all titles in UPPERCASE, centered on the page, in <b>bold</b> text.
	<b>References:</b> no particular citation style is recommended or required but must be consistent.
	<b>Vita Auctoris</b> ("life of the author"): containing <u>no personal information</u> such as address, phone number, full date of birth, etc. Must be listed within the Table of Contents. Refer to <a href="#">template</a> .

#### GENERAL FORMATTING:

	<b>Page numbering:</b> each page assigned a page number but first two pages not physically numbered. Front matter in Roman numerals as follows: first and second page (title page and approval page) count as page one and two but are <u>not</u> physically numbered; the page numbers appear on all subsequent pages starting with Declaration - numbered iii (three), Abstract - iv (four), etc.
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	Restart numbering at 1 (one) in Arabic numerals after the front-matter, where the thesis body begins, and continue consecutively in Arabic numerals through the end of document.
	<b>Format of Titles:</b> no particular style required for the main titles in each of the 3 sections (front matter, thesis body, and back matter); however, all headings & sub-heads must be formatted in the same style selected for that section.
	<b>Appendices</b> (if needed): ensure no private or confidential information appears in any appendix such as signatures on forms, private contact emails or phone numbers, etc.
	<b>Margins:</b> 1 inch everywhere; 1 ½ inch on left recommended. Format of table/figure captions follows the same style.

Ensure you have formatted your paper according to the template and guidelines on the [Graduate Studies website](#). You can also browse previously submitted thesis/dissertations to use as a reference point for formatting at [the 'Scholarship at UWindsor' online thesis collection](#).

#### PROPER ORDER OF THESIS/DISSERATION/MAJOR PAPER COMPONENTS (traditional format):

1. *Title Page*
2. *Copyright page* (if separate, otherwise omit)
3. *Approval Page*
4. *either Author's Declaration of Originality, OR, where applicable, Declaration of Co-Authorship/Previous Publication*
5. *Abstract*
6. *Dedication* (where applicable)
7. *Acknowledgements* (where applicable)
8. *Table of Contents*
9. *List of Tables* (where applicable)
10. *List of Figures* (where applicable)
11. *List of Appendices* (where applicable)
12. *List of Abbreviations, Symbols, Nomenclature* (where applicable)
13. *Body of thesis* (divided into various chapters)
14. *Bibliography/References* (note that the Bibliography/References section can either precede or follow the Appendices)
15. *Appendices* (include copyright releases here where applicable)
16. *Vita Auctoris*