

Graduate School
The University of Memphis
201 FedEx Institute of Technology Building, 365 Innovation Drive

Thesis/Dissertation Checklist

Listed below is a summary of the Graduate School on-line Thesis/Dissertation requirements. This checklist **must** be used in addition to what is specified by your committee/department. If your department required formatting changes different than the style manual or refereed journal, the Graduate School must be notified of these additional changes. This information must be included with your review document. Review Item 6 in the [Thesis/Dissertation Preparation Guide](#) for submission requirements of defended and corrected theses or dissertations.

This checklist must be submitted with your final document along with the Final Committee Approval Form for Electronic Thesis or Dissertation Submission. Both you and your major professor **must** check all applicable items followed for formatting purposes and each must sign. Please indicate the style guide used for formatting purposes: ___APA; ___ASA; ___Turabian; ___Chicago Manual; ___MLA; ___LaTeX. If a journal was used, provide a sample article with your submission and indicate the name of the journal here:_____.

MARGINS REQUIREMENTS:

_____ 1.00" left, top, right, and bottom margins for all pages. If you wish to eventually have bound copies, you may set your left margin for 1.50".

ORGANIZATION OF THESIS/DISSERTATION:

- ___ 1. Title Page
- ___ 2. Copyright page (Optional)
- ___ 3. Dedication Page (Optional)
- ___ 4. Acknowledgments (Optional)
- ___ 5. Preface (Only when journal article formatting is used)
- ___ 6. Abstract (**350 words for dissertations, 150 words for theses**)
- ___ 7. Table of Contents
- ___ 8. List of Tables (only used for 5 or more), with page numbers
- ___ 9. List of Figures (only used for 5 or more), with page numbers
- ___ 10. List of Plates (only if needed), with page numbers
- ___ 11. List of Symbols and/or Abbreviations (only if needed)
- ___ 12. Body of Thesis/Dissertation
- ___ 13. Bibliography/References/Works Cited
- ___ 14. Appendix or Appendices
- ___ 15. Permission letter(s) for any copyrighted materials used in text
- ___ 16. IRB or IACUC Approval or waiver (if human or animal subjects were used – no

signatures please)

FONT SIZE:

_____ 12 point is preferred; however, 10 point may be used, if approved by student's committee.

FONT TYPE:

_____ Times New Roman is preferred; however specialized fonts appropriate for specific typesetting needs (such as formulas and equations in Mathematical Sciences and other departments) may be used, if approved by student's committee.

SPACING:

_____ Double spacing will be the default for the entire document including before and after all centered headings and subheadings; this requirement may vary by department preference and/or by the style guide or refereed journal used for formatting.

PAGINATION:

- ___ Every page must be assigned a number and page numbers should stand alone without any form of punctuation.
- ___ All page numbers must be centered 1/2" from the bottom of the page (last line of text must be 1" from bottom).
- ___ The title page is assumed to be numbered lowercase Roman numeral "i"; the actual number should **NOT** be displayed on this page. (Use a section break to solve this issue).
- ___ All other preliminary pages (e.g., Copyright, Dedication, Acknowledgement, Abstract, Table of Contents, etc.) must be numbered in lowercase Roman numerals beginning with "ii"
- ___ Pages in the body of text must be numbered using Arabic numerals beginning with "1".
- ___ All page numbers in the Table of Contents and the List of Tables and List of Figures **MUST** correspond with actual page numbers in the text.

RUNNING HEADERS, FOOTNOTES AND ENDNOTES

- ___ If footnotes are used, they must conform to margin requirements and must begin on the page they are cited.
- ___ Footnotes must be two font sizes smaller than document text (10 pt).
- ___ Single space footnote entries and double space between each.
- ___ Footnotes are to be renumbered beginning with Arabic number "1" for each chapter or section.
- ___ Running headers and endnotes are **NOT** allowed.

CENTERED HEADINGS AND SECTION HEADS

- ___ Chapter headings **MUST** be centered; unless otherwise specified by student's committee. If they are not centered, please send justification with review copy.
- ___ Section headings should be consistent throughout entire document.
- ___ Preliminary page titles (i.e., Abstract, Table of Contents, etc.) and all chapter or section headings **MUST** be centered unless otherwise specified by student's committee.
- ___ If a subheading falls at the end of a page without any accompanying text, move subheading to the next page.
- ___ Do **NOT** use a numbering system for title and subheadings (e.g., 1.1, 1.1.1), unless required by style manual, refereed journal or by approval of student's committee. If they are numbered, please send justification with review copy.

TABLES/FIGURES:

- ___ Format all tables/figures, including the caption, according to required style manual or refereed journal.
- ___ All tables/figures must conform to required margin requirements.
- ___ There must be a line before and after column headers and at the end of each table; however this may vary according to the style guide or journal used for formatting purposes.
- ___ When a table is continued to another page(s), repeat table number and column headers; label table title as such - Table 1 (Continued)
- ___ Tables/figures must be identified in the text by a number (e.g., Table 1, do **not** label as Table 1.1, Table 2.1, etc., unless specified otherwise by student's committee)
- ___ Table numbers and titles must be typed **above** the table.
- ___ Figure numbers and captions must be typed **below** the figure.
- ___ Table/figure captions must appear on the same page as the table/figure.
- ___ If a table/figure is taken directly from another source, the entire source must be cited below the table/figure.
- ___ Tables/figures may follow the page on which they are first referenced, or they may be included in a separate appendix. **EXCEPTION: All tables/figures must be incorporated within the text for dissertations only.**
- ___ Tables/figures must be numbered consecutively throughout the text, unless specified otherwise by student's committee.

MISCELLANEOUS:

- ___ Left align text (full justification of the right-hand margin is not allowed; margins must be jagged).
- ___ If mathematical equations are used within the text, double space before **AND** after each equation.
- ___ Always spell out a number if it begins a sentence or paragraph.
- ___ Color figures, illustrations or charts are acceptable.

I have checked the manuscript for all of the above items.

Student's Name (please print):_____

Signature: _____Date:_____

E-mail Address:_____

*** I have checked the manuscript for all of the above items and represent committee approval of the selected style guide.**

Thesis/Dissertation Chair's Name (please
print):_____

Signature:_____

Date:_____