**Checklist of Common Mistakes Made in Formatting a Thesis or Dissertation (Version for users of the LaTeX template. Full checklist is a separate file.)**

This checklist is provided to minimize the number of times that your dissertation or thesis format will need to be re-checked by the graduate school. Although this checklist does not include all formatting rules, it will help you to avoid the most common mistakes.

**Page Layout**

**Margins and Page Numbers**: The LaTeX template takes care of these issues. However, when printing from a pdf, you must select the option “Page scaling: None.” Otherwise Adobe will be ``helpful" and mess up all margins. Printing from a dvi or printing pdfs at office services is safe.

**Margin Infractions**: LaTeX sometimes does not know how to split words across lines. So double check *the whole document* for words that stick out into the margin.

**Major Section Headings**

Major sections include: Abstract, Dedication, Acknowledgements, Preface, Table of Contents, List of Tables, List of Figures, List of Abbreviations, other lists, Chapters, Appendices, and References (Bibliography). Some programs may require other major sections.

**Font Size for Major Headings, font, spacing before next major section:** Done automatically by the LaTeX template (format approved by the graduate school).

**Text of the Narrative**

Requirements in this section refer to most of the paragraphs in your narrative.

**Font Size and Font for Text, Line Spacing, Paragraph Form**: Done automatically by the LaTeX template (format approved by the graduate school).

**Widows and Orphans**: A widow occurs when the last line of a paragraph appears at the top of a page. An orphan occurs when the first line of a paragraph appears at the bottom of a page. In both cases, you must alter the page break so that at least two lines appear together. Use the \clearpage command.

**Preliminary Pages and Major Sections**

**Title Page, Signature Page, Abstract, Approval for Scholarly Dissemination, Dedication:** Follow the ordering and instructions in the template.

**Table of Contents:** Done automatically by the LaTeX template (format approved by the graduate school).

**List of Figures:** Done automatically by the LaTeX template (format approved by the graduate school).

**List of Tables:** Done automatically by the LaTeX template (format approved by the graduate school).

**Margin Infractions**: LaTeX sometimes does not know how to split words across lines. So double check *these pages, too,* for words that stick out into the margin.

**Chapters**

**First Chapter Format:** Done automatically by the LaTeX template (format approved by the graduate school).

**Subsequent Chapter Formats:** Done automatically by the LaTeX template (format approved by the graduate school).

**Headings:** Done automatically by the LaTeX template (format approved by the graduate school).

**Format for Appendices:** Done automatically by the LaTeX template (format approved by the graduate school).

**References or Bibliography Entries**

**Typesetting of Entries.** Done automatically by the LaTeX template (format approved by the graduate school).

Entries are formatted consistently. Consult which style is used for references in your area.

All listed entries are cited within the dissertation or thesis body.

References for all citations within the dissertation or thesis body are provided.

**Figures and Tables**

Each figure caption appears below the figure.

Each table caption appears above the table.

Each figure and table is referenced, by number, within the narrative of the document.

Each figure and table appears after the first reference to it within the narrative.

**Caption format.** Done automatically by the LaTeX template (format approved by the graduate school). However, be careful with imported images that have white space around them.