



## **Thesis/Dissertation Pre-Review Checklist**

**We will not begin the review process of your thesis or dissertation until the following checklist is completed.**

***Once you have completed the following checklist, sign this form and upload it with your document to scholarworks.***

***You will upload this Pre-Review Checklist in the other documents section on the Scholarworks website.***

### **Margins**

- ☐ Left Margin = 1.5 inches, Right Margin = 1 inch, Bottom Margin = 1 inch
- ☐ Top Margin = 1 inch unless it precedes a Heading 1, in which case, the top Margin is 2 inches
- ☐ Landscape-Oriented Pages = Top Margin: 1.5 inches, all other margins: 1 inch

### **Page Numbers**

- ☐ Ensure page numbers are sequential and accounted for on every page.
- ☐ Page numbers should be the same font and font size as text.
- ☐ Front matter page numbers will be in Roman Numeral format beginning with iv in the bottom center. (The title page, copyright page and the Defense Committee and final Reading Approval Page will not show page numbers.)
- ☐ Beginning with Chapter 1 page numbers will be in Arabic numerals and begin with 1 in the upper right hand corner of page.
- ☐ Landscape pages will be in the bottom right hand corner, so that when bound the page numbers will be consistent with the entire book.
- ☐ For supplemental appendix information to the document, page numbers will continue in numerical order.

## **Headings**

- ☐ Heading 1 (which includes front matter listings, chapter titles, and back matter listings) must be centered, in all caps and begin on a new page 2 inches from the top.
- ☐ Heading 2: Following Heading 1s must be bold, title capped and listed in the center of the page.
- ☐ Heading 3: Must be underlined, title capped, and aligned on the left side of the page.
- ☐ Heading 4: Must be underlined, title-capped and indented once.

## **Paragraph**

- ☐ The first line of paragraphs should be indented.
- ☐ The paragraph text should be double-spaced.
- ☐ Lists and tables should be spaced at 1.5.
- ☐ Ensure text is normal style.

## **Font**

- ☐ The font must be a serif font (Times New Roman is preferred).
- ☐ Must be 12 point.

## **Spacing**

- ☐ The document text is double spaced.
- ☐ All block quotes, footnotes or bibliography are single spaced.
- ☐ Double space between paragraphs or items.

## **Text Alignment**

- ☐ Text should be aligned left or justified depending on your field.

## **Figure Captions**

- ☐ Ensure figure captions are in figure caption style, bolded and appear below figure.

## **Table Captions**

- ☐ Ensure table captions are in table caption style, bolded and appear above table.

## **Order**

- ☐ Title Page

- ☐ Copyright Page
- ☐ Defense Committee Approval page
- ☐ Dedication
- ☐ Acknowledgments
- ☐ Autobiographical sketch of author (not required)
- ☐ Abstract
- ☐ Table of Contents
- ☐ List of Tables (required if you have tables)
- ☐ List of Figures (required if you have figures)
- ☐ List of Maps (required if you have maps)
- ☐ List of Abbreviations
- ☐ List of Symbols
- ☐ Text
- ☐ References, Bibliography, or Works Cited
- ☐ Appendix
- ☐ Glossary

### Electronic Approval Page

- ☐ Ensure name is consistent throughout.
  - ☐ Ensure title of document is consistent (thesis or dissertation).
  - ☐ Ensure defense date is correct.
  - ☐ Ensure advisor names are spelled correctly as listed in the Graduate College catalog.
- **Check for extra spaces, only one space after each period.**
  - **Ensure Title Page follows the proper format as listed in the standards and guidelines, with correct wording and proper graduation date (month and year).**
  - **Ensure name is consistent throughout document.**
  - **Spell Check document.**
  - **My document has been proofread by an independent second individual.**

I have thoroughly proofread my document. I have had my document independently proofread by a second individual or entity.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name