

College of Graduate Studies
Thesis/Dissertation Checklist



Must be returned with defended Thesis/Dissertation

This form must be submitted with the defended copy of the thesis/dissertation to the Graduate School and an electronic copy (CD or USB flash drive). Both the student and the major professor should check all of the applicable items and sign at the bottom. Requirements set forth in this "Checklist" take precedence over requirements in the style manual or refereed journal you follow for preparing your thesis/dissertation.

Indicate which style manual is being followed: MLA _____, Turabian _____, ADA _____, APA _____, ASA _____, Other _____ . If other, a sample journal article or "instructions for author" is required with submission of the defended copy to the College of Graduate Studies.

MARGINS: 1.5" left, 1.25" top, 1" right and bottom margins for all pages.

ORGANIZATION:

- Approval page (must include original signatures with names typed under signature lines.)
- Title Page
- Copyright page (Optional)
- Dedication Page (Optional)
- Acknowledgments (Optional)
- Abstract (350 words for dissertation, 150 words for thesis)
- Preface (Optional)
- Table of Contents
- List of Tables
- List of Figures
- List of Plates (only if needed)
- List of Symbols and/or Abbreviations (only if needed)
- Body of Thesis (divided into chapters or sections)
- Bibliography/References/Works Cited (alphabetical order) – Based on style manual indicated
- Separation Page - titled Appendixes (when applicable)

- Appendixes
- IRB Approval (if human or animal subjects used)
- Permission letter(s) for any copyrighted materials used in text

TYPE SIZE/PITCH: 12 is required

PAGINATION:

- Every page should be assigned a number with the exception of the Approval and Title Page.
- Page numbers should be in the same position, 1" from top of page and 1" from right edge.
- Front matter is numbered using lower case roman numerals centered at 1" from bottom of page.

SPACING:

- Text must be double spaced
- Double space after the chapter/section number and after the chapter/section title.
- Double space before and after centered headings within the text.
- Triple space before & after tables/figures inserted between text
- Table data, long quotes (40 words or 4 lines or more), and reference listings may be single spaced.

TABLES/FIGURES:

- Format tables/figures ACCORDING to indicated style manual.
- Tables/figures may follow page on which they are first referenced or they may be included in a separate appendix (NOTE: all tables/figures must be incorporated in the text for dissertations).
- Table/figure must be identified in the text by a number.
- Table number and title must be typed above table. Use Arabic numerals.
- Figure number and caption must be typed below figure. Use Arabic Figures.
- Repeat table number & column headings if table is continued on another page.
- If table/figure is taken from another source, you must cite that source below the table/figure.

MISCELLANEOUS:

- Do not use running heads on each page.
- No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines. If only one line appears, move that line to the top of the next page.)
- All page numbers in the Table of Contents, List of Figures, List of Tables, Plates etc... must correspond with page numbers in the text.
- All footnotes begin on the page where they are cited.
- Footnotes are renumbered beginning with Arabic number "1" for each chapter.
- No endnotes are allowed for dissertations due to microfilming requirements.
- Chapter headings should appear in all capital letters with Roman numerals.
- Italicize all statistical expressions (F,N,SD,M,SS,n,p,r,t, etc.)
- Space before and after equal sign (=), less than sign (<), or more than sign (>).
- Space before and after periods in an ellipse(...)
- Always use the percentage symbol (%) when preceded by a number.
- Indent number and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., series or enumerations).

I have reviewed the final copy of this thesis/dissertation and confirm that all of the above items have been checked and that it meets the standards of excellence expected by the graduate faculty, the Graduate Council, and the College of Graduate Studies of MTSU.

Student's Name (please print): _____

Signature: _____ Date: _____

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

Signature: _____ Date: _____