Thesis Formatting Checklist

Margins:
1.5” left, 1” top, 1” right and bottom margin for all pages

Organization:
- Title Page (example attached)
- Signature Page (example attached)
- Copyright page (if applicable)
- Dedication page (optional)
- Acknowledgments (optional)
- Abstract (150 words or less)
- Preface (optional)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- List of Plates (if applicable)
- List of symbols and/or abbreviations (if applicable)
- Body of thesis (divided into chapters or sections)
- Bibliography/reference/works cited (in alphabetical order)
- Separation page for titled appendices (if applicable)
- Appendices (if applicable)
- IRB approval letter
- Permission letter(s) for use of any copyrighted materials used in text

Font Size: 12 is required /Times New Roman (standard)

Pagination:
- Every page should be assigned a number with the exception of the title page
- Page numbers should be in the same position, 1” from bottom 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, single-sided
- 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 and 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:
- Tables/figures may follow page on which they are first referenced or they may be included in a separate appendix
- 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 numerals
- Repeat table number and 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—or if a paragraph ends at the top top of the page, you must have two lines; if only one line appears, move an additional line from the bottom of the previous page
- All page numbers in the Table of Contents, List of Figures, List of Tables, 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 numeral “1” for each chapter
- Chapter headings should appear in all capital letters in 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 (<), and more-than sign (>)
- Space before and after periods in ellipsis ( . . .
- Always use the percentage sign (%) 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., seriations or enumerations)

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