

Dissertation/Thesis Format Check-List

- _____ Left Margin 1.5"
- _____ Right Margin 1.0"
- _____ Page Numbers 1" down 1" in (Setting= .86 header)
- _____ Paper begins directly under page number (Setting = Top 1.2")
- _____ Dates on Title and Approval Page are same. (Should be date student is graduating.)
- _____ All headers are 4 double spaces from the top. (ABSTRACT, TOC, REFERENCES, Chapter 1, etc...)
- _____ TOC is same as paper. (page numbers, titles, headers, font, etc...)
- _____ TOC dots are same, page # lines up the page # at top of document.
- _____ No widow lines
- _____ References are not split on two pages
- _____ Decimal points line up.
- _____ Table titles and figures are correctly formatted. (Title below Table number).
 - Ex: Table 4.5
(double space)
Participant Characteristics
 - Ex. Figure 1. Time criteria in the naming task.
- _____ No Bold
- _____ Vita (one page, no personal information)