THESIS AND DISSERTATION CHECKLIST

— Thesis/Dissertation title and your name are identical on the Title page, Copyright page, and Abstract

— Month and year of dissertation defense on the title and copyright pages

— Consistent spacing and font is used throughout the entire document

— The required preliminary pages and body of text sections are in the correct order

— The headings for all major chapter titles and section headings are formatted identically throughout the manuscript

— There are no orphaned titles, lines or words at the bottom or top of a page. (You should have at least two lines of print on each and every page)

— There are no broken references in the literature cited section

— Margins are 1 ½ inch left margin and 1 inch all other margins

— Document has been checked for spelling errors. (Please do not rely on spell check)

— All pages are numbered consecutively at the bottom center except the title page and the copyright page. There are no duplication of page numbers and no page numbers are omitted

— Roman numerals are used for the preliminary pages and Arabic numerals are used for the body of the text

Table of Contents, List of Figures, and List of Tables

— All of the titles match word for word as they are stated in the text

— A correct page number is listed for each item

— The page numbers are aligned neatly on the right hand side of the page

— All of the major sections and subsections are aligned similarly

— Each table and figure are uniquely named.

— Each table and figure are referenced in the text prior to its placement