

Name:

Thesis ID:

Dissertation Review Checklist

Term ID:

MARGINS

- Top (must be 1")
- Left (must be 1.5")
- Bottom (must be 1")
- Right (must be 1")
- Oversized material exceeds margin limits

FONT

- Style not appropriate
- Too small/large
- Not consistent
- Color incorrectly applied

SPACING

- Line spacing incorrect/not consistent

FORMATTING STYLE

- Style not allowed by department
- Style used incorrectly (C/S/T)

PAGINATION

- Missing/Incorrect (prelims: Roman)
- Missing/Incorrect (text: Arabic)
- Format (text should restart at 1)
- Sequence not consecutive (1 – end)

PRELIMINARY PAGES

- Order of pages incorrect
- Margins incorrect

TITLE PAGE

- Title not consistent (must match sig page)
- Title capitalization incorrect
- Degree name incorrect
- Name doesn't match university records

SIGNATURE PAGE

- Name doesn't match university records
- Title not consistent (must match title page)
- Order/format of committee members incorrect
- Department name missing/incorrect

COPYRIGHT PAGE

- Missing symbol
- Name doesn't match university records
- Incorrect year

ABSTRACT

- Title not consistent (must match sig page)
- Indent incorrect – No indent
- Line spacing incorrect
- Includes citations – shouldn't
- 250 words or less

TABLE OF CONTENTS (TOC)

- Entries do not match text
- Page number errors
- Chapter numbers missing/incorrect
- Style does not match text (C/S/T)
- Heading capitalization incorrect
- Appendix entry missing/incorrect

LIST OF TABLES

- Entries do not match text
- Page number errors
- Incorrect numbering
- Must have a unique label
- Line spacing/hanging indent incorrect

LIST OF FIGURES

- Entries do not match text
- Page number errors
- Incorrect numbering
- Must have a unique label
- Line spacing/hanging indent incorrect

SOURCE CITATION IN TEXT

- Incorrect department style
- Incorrect use of "et al." – should/shouldn't use
- Incorrect punctuation
- Incorrect order/format of multiple sources
- Citations missing/don't match reference list
- Incorrect placement in text
- Narrative citation repeated parenthetically
- Incorrect format

QUOTATIONS

- Missing citation
- Missing page number

CHAPTER/SECTION TITLES

- Capitalization incorrect

HEADINGS

- Format incorrect
- Capitalization incorrect
- Missing from TOC
- Does not match TOC

TABLES & FIGURES

- Incorrect numbering
- Must have unique label
- Incorrect placement in text
- Missing attribution
- Placement of title incorrect

REFERENCE LIST

- Spacing incorrect
- Order of entries incorrect
- Incorrect format of multiple works by a single author
- Incorrect format of multiple works with same author/year
- Incomplete documentation
- Reference not cited in text
- Incorrect format