

Name:

## Review Checklist

Term ID:

Thesis ID:

### MARGINS

- Top (must be 1")
- Left (must be 1.25")
- 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)
- Technical style numbering error

### 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
- Incorrect dropped margin

### TITLE PAGE

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

### 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)
- Incorrect year
- Name doesn't match university records
- Degree name incorrect
- Includes citations – shouldn't
- Spacing errors
- 350 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)
- Appendix entry missing/incorrect

### LIST OF TABLES

- Entries do not match text
- Page number errors
- Incorrect numbering
- Must have a unique label

### LIST OF FIGURES

- Entries do not match text
- Page number errors
- Incorrect numbering
- Must have a unique label

### 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
- Numbered references not formatted correctly
- Incorrect placement in text
- Incorrect format

### QUOTATIONS

- Missing citation
- Missing page number

### CHAPTER/SECTION TITLES

- Incorrect dropped margin

### HEADINGS

- Numbering error

### TABLES & FIGURES

- Incorrect numbering
- Must have a unique label

### 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