

Thesis or Dissertation Format Checklist

| Format Item | Thesis Manual Section |
|--|------------------------------|
| Size matters! | 3.1 |
| Abstract | Chapter 5 |
| Order of Arrangement | 4.2 |
| Margins | 4.3 |
| Spacing | 4.4 |
| Page Numbering | 4.5 |
| Fonts | 4.6 |
| Formatting of Headings and Subheadings | 4.7 |
| Numbered Headings | 4.7.4 |
| Title Page | 6.1 |
| Copyright Notice Page | 6.2 |
| Acknowledgements | 6.3 |
| Table of Contents | 6.4 |
| Chapters | 6.5 |
| Tables and Figures | 6.6 |
| Appendices | 6.7 |
| Reference List or Bibliography | 6.8 |
| Protecting Information and Identities | 3.5 |
| Formatting Quotes – All types | 3.6 |
| Attributions (Interviews used as Data) | 3.6.4 |
| No Chapters | 7.1 |
| Expanded Journal Style | 7.2 |
| APA Documents | 7.3 |
| Creative Theses and Dissertations | 7.4 |