

Final Format Checklist for Theses and Dissertations

Before submitting your thesis/dissertation to the Graduate School, go through each item on this checklist to verify that your format is correct. Theses and Dissertations with excessive errors will be returned to the student without review, and graduation could be delayed if corrected version is resubmitted after the deadline has passed.

Title Page:

- 2" top margin
- 1.5" left margin
- 1.0" right and bottom margins
- Title is ALL CAPS, double-spaced, inverted pyramid style
- Full legal name is used
- The** University of West Florida
- Proper department, college, and year are listed

Signature Page:

- 2" top margin
- 1.5" left margin
- 1.0" right and bottom margins
- Full legal name is used
- Terminal degree (Ed.D., Ph.D.) of all signers is listed
- Proper names and titles are used for dept., college, university
- Date is properly aligned
- All signatures in black ink

Acknowledgment Page:

- 2" top margin
- 1.5" left margin
- 1.0" right and bottom margins
- Page # is centered at the 1" bottom margin
- ACKNOWLEDGMENTS is ALL CAPS and centered
- Double space after ACKNOWLEDGMENTS
- Indent paragraphs

Table of Contents Page:

- 2" top margin
- 1.5" left margin
- 1.0" right and bottom margins
- Page # is centered at the 1" bottom margin
- TABLE OF CONTENTS is ALL CAPS and centered
- Double space after TABLE OF CONTENTS
- Proper format for dot leaders is used
- Page #s are correctly matched to text

Text: New Chapter Pages

2" top margin

1.5" left margin

1.0" right and bottom margins

Page # is centered at the 1" bottom margin

Chapter title centered and ALL CAPS (or Roman numerals for chapter numbers)

Double space between heading and text

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Text: Continuation Pages

1" top margin

1.5" left margin

1.0" right and bottom margins

Page # is centered at the 1" bottom margin or upper right margin .5" from top

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Reference Pages

2" top margin on 1st page and 1" top margin following pages

1.5" left margin

1.0" right and bottom margins

Page number placed correctly on each page

REFERENCES centered and ALL CAPS on first page

Alphabetical order

References in text match those on reference pages

All references in reference pages are found in the text

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Appendixes

Each Appendix has separate appendix title page with 2" top margin, titles are title case (except for APPENDIXES header page)

1.5" left margin

1.0" right and bottom margins

Page number placed correctly on each page

Individual appendixes are listed in TOC

Appendixes are referenced in text in order, starting with Appendix A

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Text

Triple space before headings/subheadings

Double space between heading/subheadings and text

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Triple space above and below all tables within the text

Triple space above and below all figures within the text

Correct heading/subheading levels used in the text (refer to discipline-specific style guide)

All acronyms are identified with first use and then used consistently throughout

Block quotes are used correctly (refer to discipline-specific style guide)

et al. is used correctly (refer to discipline-specific style guide)

Others (refer to committee members for other formatting issues and note them below)
