PRE-SUBMISSION CHECKLIST

Basics

☐ I have read the Thesis Manual.
☐ The style designated by my advisor is ________________________________
☐ All committee changes have been incorporated into my document.
☐ I have copied my contents into the Thesis Template.

Formatting

☐ The text is Arial or Times New Roman and is 12-point font, with exceptions on for tables, figures, and footnotes.
☐ All page numbers are in the same font size and style as used in the body of the paper.
☐ All landscape pages have been formatted correctly using the LandscapePages.docx file.
☐ All required preliminary pages are included and are properly formatted.
☐ Table of Contents, List of Tables, and List of Figures have the correct page numbers listed.
☐ The first page of body text is numbered 1 in Arabic numerals.
☐ All chapters begin on a new page.
☐ Subheading levels 1 and 2 are listed in the Table of Contents.
☐ Appendices are listed in the Table of Contents.
☐ If a section has subheadings there are at least two subheadings in a given section.
☐ All body text (except poetry or block-quotes) is double-spaced with no additional space before or after paragraphs.

Tables and Figures

☐ Tables and Figures are single spaced with 3 blank spaces above and below.
☐ All in-text citations have a corresponding entry in the References section.
☐ All items listed in the references have at least one direct citation in the text-body.
☐ Direct quotations have page numbers, paragraph numbers, or timestamps.
☐ References are single spaced with one extra blank line between each entry.
☐ I have double checked all reference entries for proper formatting.
☐ Tables and figures that are not my original work have a reference attached.
☐ All tables, figures, and appendices receive cues (e.g., “See Figure 2…”).
☐ All tables, figures, and appendices are listed in the correct numerical (or alphabetical) order.
☐ Table titles are listed in the List of Tables.
☐ Figure captions are listed in the List of Figures.
☐ There are no blank spaces over a half page except before new chapters.
☐ Tables that can fit on one page are not split between two pages.
☐ Table text is not below 10-point font.
☐ Cited tables that can easily be remade with Word’s Table feature are remade.
☐ I have completed all formatting and editing to the very best of my abilities.