

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.