

Final Format Checklist for Theses (For Graduate School Review)
Effective Fall 2012

Before submitting your dissertation to your department, go through each item on this checklist to verify that your dissertation meets all requirements and contains no errors. 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.

UWF Thesis and Dissertation Guide Requirements

Title Page:

- 1.0" top margin
- 1.0" 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:

- 1.0" top margin
- 1.0" 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 blue or black ink

Acknowledgment Page:

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

Table of Contents Page:

- 1.0" top margin
- 1.0" 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

- All Primary headings (chapter) and first major subheadings in text are listed in Table of Contents and match word for word
- Page #s are correctly matched to text

List of Tables Page

- 1.0" top margin
- 1.0" left margin
- 1.0" right and bottom margins
- LIST OF TABLES in ALL CAPS and centered
- Double space after LIST OF TABLES
- Table numbers aligned on decimal
- Page #s are correctly matched to text
- Page #s are aligned at right margin
- Headings are identical to headings in text
- Main words in titles uppercase

List of Figures Page

- 1.0" top margin
- 1.0" left margin
- 1.0" right and bottom margins
- LIST OF FIGURES in ALL CAPS and centered
- Double space after LIST OF FIGURES
- Figure numbers aligned on decimal
- Page #s are correctly matched to text
- Page #s are aligned at right margin
- First sentence of captions are used and are identical to captions in text
- Only the first word, proper nouns, acronyms, and first word after colon are uppercase

Abstract

- 1.0" top margin
- 1.0" left margin
- 1.0" right and bottom margins
- ABSTRACT in ALL CAPS and centered
- Double space after ABSTRACT
- Full title in ALL CAPS single spaced (inverted pyramid)
- Title is identical with title on cover page
- Double space after title
- Full name of student
- Double space after name of student
- Thesis abstract does not exceed 200 words

Reference Pages

- 1.0" top margin on every page
- 1.0" 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 (carefully check spelling and year to make sure they are identical)
- All references in reference pages are found in the text
- Every in-text citation has been checked to verify there are no typos in the authors' names and years

Appendixes

- Each Appendix has separate appendix title page with 1.0" top margin, titles are title case (except for APPENDIXES header page)
- 1.0" 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

New Chapter Pages

- 1.0" top margin
- 1.0" 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 chapters)
- Double space between heading and text

Continuation Pages

- 1.0" top margin
- 1.0" left margin
- 1.0" right and bottom margins
- Page # is centered at the 1" bottom margin or upper right margin .5" from top

Text

- Double space before headings/subheadings
- Double space between heading/subheadings and text
- Double space above and below all tables within the text
- Double space above and below all figures within the text

Department Style Guide Requirements

(APA, SHA, Turabian, etc.—see department for info on style guide you should use)

- Correct heading/subheading levels used in the text
- All acronyms are identified with first use and then used consistently throughout. List all acronyms below and include page numbers where they appear:

Acronym

Pages

- All acronyms are used at least three times. Any acronym used less than three times in the dissertation has been removed.
- Block quotes are used correctly
- et al. is used correctly
- Numbers rules followed exactly as specified in departmental style guide
- Each entry on the reference pages matches the style guide examples exactly as shown. All tables and figures are set up as specified in the departmental style guide (headings, captions, spacing, continuation, etc.).

Grammar and Writing Style

- Correct Subject-Verb Agreement
- Correct Pronoun Reference
- Correct Pronoun case
- Correct Adjectives and Adverbs
- Correct verb forms and tenses
- Correct capitalization
- Correct Punctuation (commas, semicolons, colons, etc.)
- No exclamation marks used
- No dangling or misplaced modifiers
- No errors in parallelism
- No faulty comparisons
- No informal language (kids, up against a wall, down and out, etc.)
- No contractions
- No anthropomorphism
- All quotes have intro or concluding tags (no “floating” or “hanging” quotes)