THESIS AND DISSERTATION CHECKLIST

Student Name: **University ID:**

Format Check Graduation Deadlines

- ▪ Refer to the Graduate Studies Student Deadlines page for Format Check deadlines, http://grad.sfsu.edu/content/student-deadlines.

Standards for Publication

These formatting standards are appropriate for thesis and dissertation publication and placement in the JPL Library or UMI. Use this checklist to ensure that you have followed the thesis/dissertation formatting requirements detailed on *http://www.sfsu.edu/~gradstdy/forms/thesis-dissertation-sample-pages.pdf*. The format checkers will use this checklist when reviewing your document.

Title Page

☐ Matches SFSU web samples

    ☐ No page number can be displayed on this page

    ☐ Title should display about 1.25 inches from the top of page

    ☐ Title should be in ALL CAPS

    ☐ No period after the title

    ☐ Do not use Dr., Esq., Ph.D., AIA, or other titles or affiliations before or after names

    ☐ Correct official degree title

Preliminary Pages

☐ No page number displayed on title page (actually p. *i*)

☐ Preliminary pages are counted, but not typed

☐ Optional Copyright page: If including this page, adjust numbering sequence of introductory Roman numeral pages that follow

☐ Starting at either the Acknowledgments or Table of Contents, pages should be displayed in lower case Roman numerals (Acknowledgments at Page *iv* or Table of Contents at Page *v*), one inch from the bottom, centered on the line

☐ No bold lettering

Margins

☐ **Left = 1.5 inches**;   Top = 1 inch;   Right = 1 inch;   Bottom = 1 inch

☐ Consistent margins throughout the thesis/dissertation

Line Spacing

☐ One and one-half or double-space

☐ References, tables, appendices, footnotes, endnotes, and block quotes may be single-spaced

Fonts

☐ **10 to 12 pt.** size; tables, figures, footnotes, endnotes, and appendices may be smaller font, if viewable

☐ Standard proportional fonts, such as **Times New Roman or Ariel**

☐ Same font used throughout thesis/dissertation text (tables and figures may differ)

Table of Contents and Lists (not required for Creative Writing, if no chapter titles)

☐ Headings and page numbers must match respective page numbers within the thesis/dissertation text

☐ Every Top Level heading (Preliminary, Chapter, Reference/Bibliography, and Appendix) that occurs after the Table of Contents must be listed in the Table of Contents

☐ Table of contents, Figures, Tables, and Appendices must have leaders indicating respective page numbers

Text Pages

☐ Page numbers must be located at the top right-hand corner of the body

☐ Page numbers start with *1* for the first chapter page and continue in Arabic numbers, with no marks, such as hyphens or dashes, before or after the number

☐ Page numbers must be printed with a one-inch top right margin

☐ There should be visual spacing or one inch of space between the bottom of the page number and the top of the first line of page text

☐ Preliminary text (Certification of Approval page, Abstract and Acknowledgments should be line justified)

Top Level Headings

☐ All Top Level (Preliminary, Reference/Bibliography, and Appendix) headings must have exactly the same size, font, capitalization, and location at the top of the page

Thesis/Dissertation Text

☐ All primary text should be black

☐ No blank pages

☐ No excessive white space in text (not applicable for Creative Writing)

☐ Each List of Figures, Tables and Appendices starts on a new page

Tables and Figures

☐ Captions for all tables and figures formatted in a consistent manner (numbering, punctuation, etc.)

☐ Must fit within the margins of thesis/dissertation

☐ For lists of Tables, Figures, and/or Appendices that continue onto next page, carry over titles and headings to the following pages

Citations and References/Bibliography

☐ Consistent academic style of the discipline (MLA, APA, Chicago, etc.)

Appendices

☐ Each appendix must have a Top Level heading in the same location as—and formatted like—all the other Top Level headings in the text

☐ Must be displayed as Top Level headings in your Table of Contents

☐ All pages are numbered in the same font and location as text pages