Preliminary Pages:

**Formatting:**
- Used the template provided in the Thesis/Dissertation Guidelines Website or match formatting and accessibility steps.
- No page numbers are displayed on preliminary pages, from page i to page iv.
- Page numbers starting on page v (acknowledgments page) are displayed on the center footer of each page in lower case roman numerals.
- Title is display about 1.25 inches from the top of the page.
- Title of your work is 12 words or less, and is the same as title entered on your thesis proposal. If you changed your title, summit a Title Change Form to culminatingexperience@sfsu.edu
- No period after title.
- Correct degree title was entered. IF unsure consult the Bulletin.
- Margins throughout your work are 1 inch all around.
- Name is entered in the same format for pages i, ii, iii & iv
- Text on Acknowledgments page is justified.

**Accessibility:**
- Applied built in Heading Style to all titles.
- Page Breaks are placed after each section and unnecessary/blank spaces have been removed.
- Table of contents is updated and reflects the correct page numbers.
- List of Tables and/or List of Figures is updated and reflects the correct page numbers.

**Thesis Content:**

**Formatting:**
- Margins throughout your work are 1 inch all around.
- Arabic page numbers (i.e., 1, 2, 3) begin from page 1, 1” from top edge and the right edge of the page.
- 10 to 12 Font size used (table titles, figure titles, footnotes, end notes and appendices may use smaller font).
- Standard proportional fonts such as Times New Roman or Arial used.
- Same font used throughout your work (tables, figures, footnotes, and end notes may differ).
- All primary text is black.
- All top level headings are the same size, font and have the same capitalization.
- There is no blank pages or excessive white space in text (not applicable for Creative Writing).
- All tables and figures have numbered titles above.
- Tables and fugues fit within the margins.
- Consistent academic style recommended by discipline used (MLA, APA, Chicago, etc.).

**Accessibility:**
- Applied built in Heading Style to all titles and subtitles consistently.
- Page Breaks have been placed after each major section and unnecessary spaces have been removed.
- Tables, figures and images all have Alternative Text.
- Table headings have been identified.
- Applied built in Heading Style to all Table Titles and Figure Titles.
- Reading order has been reviewed and corrected for (Adobe PDF users only).
- Accessibility checker has been run and shows no errors.