



GRADUATE DIVISION OF STUDIES

Thesis Dissertation, Written Creative Work & Music Composition Checklist

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, submit 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 Ariel 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.