

Student's Name: \_\_\_\_\_

Title of Thesis or Dissertation: \_\_\_\_\_

	Status	Descriptions/Guidelines	Comments
<b>Paper and Duplication</b>	Required	<ul style="list-style-type: none"><li>• 8 ½ x 11-inch white bond paper.</li><li>• No less than 25% rag content and no less than 20-pound weight.</li><li>• All duplication must produce permanent, sharp, high-contrast, black image.</li><li>• Color photographs, maps, and charts should be of high contrast. Avoid blue colors. Print on one side of paper only.</li></ul>	
<b>Spacing</b>	Required	<ul style="list-style-type: none"><li>• Double-spaced.</li><li>• Long quotations, table footnotes, multiline captions, and bibliographical entries may be single-spaced.</li></ul>	
<b>Type Face</b>	Required	<ul style="list-style-type: none"><li>• Appropriate type face, such as Times New Roman, must be used consistently throughout.</li></ul>	
<b>Title Page</b>	Required	<ul style="list-style-type: none"><li>• <b>Original</b> signatures of <b>all</b> committee members on <b>all</b> copies.</li><li>• Title must be identical to that on abstract.</li><li>• Is not numbered but is considered to be first page (i) of preliminary pages.</li><li>• Date is the date the committee accepts the thesis/dissertation.</li></ul>	
<b>Margins &amp; Page Numbering</b>	Required	<ul style="list-style-type: none"><li>• Page numbers: Typed one inch from the top/bottom and one inch from the right side of the paper OR centered on top/bottom of page one inch from top/bottom.</li><li>• Margins: Top, bottom, and right should be one-inch wide. Left should be 1 ½ inches wide.</li><li>• All tables, figures, reprints, etc. must adhere to these requirements.</li><li>• Lowercase Roman numerals used to number preliminary pages beginning with the title page.</li><li>• Arabic numerals used to number text beginning with first page.</li><li>• No punctuation is used with numbers.</li><li>• Every page, except the abstract, should be numbered.</li></ul>	

<b>Table of Contents</b>	Required	<ul style="list-style-type: none"> <li>• List all sections following it.</li> <li>• List all headings and subheadings as they appear in the body of document.</li> <li>• No material preceding T of C is listed.</li> <li>• Spacing and indentation of T of C should indicate unity and coherence of study.</li> </ul>	
<b>Abstract</b>	Required	<ul style="list-style-type: none"> <li>• Should state the research problem, the most significant findings, and methods used in the study.</li> <li>• Maximum length for a thesis: 150 words.</li> <li>• Maximum length for a dissertation: 350 words.</li> <li>• Is preceded by the name of the student, the title of the study, and the name of the advisory committee chair.</li> <li>• Double spaced.</li> <li>• Page is totally unnumbered.</li> <li>• Precedes title page.</li> </ul>	
<b>Dedication, Biography, Acknowledgements</b>	Optional	<ul style="list-style-type: none"> <li>• Personal to student and may contain any appropriate information.</li> </ul>	
<b>List of Tables, Symbols, Figures, and Abbreviations</b>	Required	<ul style="list-style-type: none"> <li>• Must be included if any tables or figures appear in the document.</li> <li>• Descriptive titles in the lists must be identical to those in the text.</li> <li>• Each list appears on a separate page.</li> </ul>	
<b>Reference Documentation</b>	Required	<ul style="list-style-type: none"> <li>• Appropriate documentation or references for original literature presented in the document.</li> <li>• Use one citation format consistently throughout the document according to the style manual used.</li> </ul>	
<b>Appendices</b>	Optional	<ul style="list-style-type: none"> <li>• Used for material used but not appropriate for inclusion in the text of the document.</li> </ul>	
<b>Abbreviations and Symbols</b>	Required	<ul style="list-style-type: none"> <li>• Any abbreviations and symbols used must be uniform throughout the document and must be consistent with the style manual used to prepare the document.</li> <li>• When many abbreviations and/or symbols are used, a separate list with appropriate definitions must be included.</li> </ul>	
<b>Spelling, Grammar, Punctuation</b>	Required	<ul style="list-style-type: none"> <li>• Entire document must be free of spelling, grammatical, and punctuation errors.</li> </ul>	
<b>Correction of Errors</b>	Required	<ul style="list-style-type: none"> <li>• Corrections using white-coated paper, correction fluids, or erasures are not permitted.</li> </ul>	
<b>Photographs and Prints</b>	Optional	<ul style="list-style-type: none"> <li>• Must be placed on same quality paper as the text.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Must be mounted firmly with good quality rubber cement, casein glue, or dry-mounting tissue.</li> <li>• Photo mounting corners, transparent tape, or staples are not acceptable.</li> </ul>	
<b>Placement of Tables, Figures, and Reprints</b>	Required	<ul style="list-style-type: none"> <li>• Table: Tabulated data including computer printout sheets.</li> <li>• Figure: Photographs, half-tone prints, charts, maps, graphs, plates, drawings, and diagrams.</li> <li>• Consult style manual for design and organization of tables and figures.</li> <li>• Insert in the text directly after the first reference to the table/figure.</li> <li>• Tables/figures on half page or less may appear on same page as text, separated from text below and above by triple spacing.</li> <li>• Each table/figure must have an identifying number and must be numbered in separate series.</li> <li>• Each table/figure must have a caption.</li> <li>• Number and caption for each <u>table</u> must be placed two lines below top line of the table.</li> <li>• Number and caption for each <u>figure</u> must be placed two lines below last line or bottom of figure.</li> </ul>	

**Signature of Thesis/Dissertation Editor:** \_\_\_\_\_ **Date:** \_\_\_\_\_