

Thesis Checklist

All revisions are due by the Friday before finals week. Any questions, contact the School of Graduate Studies or the department. [Thesis samples](#)

Margins/Type/Spacing

- ___ Left margin = 1.5"; right, bottom and top = 1"
- ___ Times New Roman, size 10 or 12
- ___ Double-spaced (long quotations and footnotes are single-spaced)
- ___ Triple space after every chapter title line
- ___ Single space indented lengthy quotes

Table of Contents

- ___ Roman numerals bottom center
- ___ Must list all headings and subheadings (incl h

Title Page of Abstract (not numbered)

- ___ Title (ALL CAPS)
- ___ Student's name (ALL CAPS)
- ___ Date of graduation

Abstract (not numbered)

- ___ No more than one page

Approval page (not numbered)

- ___
- ___

- ___
- ___
- ___
- ___
- ___

- ___ No more than one page
- ___ Small Roman numeral bottom center

