

FORMAT CHECK LIST

The following will be reviewed during the Graduate School format check. Please mark each of the following items to which you have given specific attention. Sign, date, and submit this page with your thesis at the time of the format check.

- The thesis has all the appropriate and required sections, in sequence as identified in the *Guide*.
- Items listed on introductory pages are found on the pages referenced.
- Chapter titles, headings, illustrative titles, etc. listed on introductory pages match verbatim their corresponding items in text.
- Illustrative materials are presented in the department/school-specified format.
- Proper protocol for use of human or animal subjects has been followed.
- Accurate and complete source and permission citations and notations are included. (Refer to "Borrowed Material" section, page 5 in *Guide for Writers of Master's Theses*.)

Physical specifications are presented consistently throughout the document, i.e.,

- pagination is numbered and located as specified in the *Guide*.
- margins are as specified in the *Guide*.
- heading levels in Contents listing accurately reflect heading levels in text.
- format of each heading level throughout thesis is consistent.
- formats of tables, figures, schemes, taxonomies, etc., are presented consistently.
- parenthetical vs. footnote or endnote citations are incorporated as per department manual preferences.
- font and font size are within specifications outlined in the *Guide*.
- specific department or school guidelines have been followed.
- white space around titles, headings, page numbers, illustrative materials, etc. is consistent.
- signature blocks are placed on their respective pages according to the *Guide*.

Signature

Date

Additionally, the following items will be required when the final thesis is submitted to the Graduate School office. Please prepare your materials accordingly.

- Printed on the correct, specified paper.
- Free of visible error corrections.
- Items identified for correction in format check have been addressed.
- Free from stray photocopy and smudge marks.