

Dissertation Template Checklist *Last updated January 2025*

Dissertation Title:

Dissertation Reviewer:

Any negative responses will result in the manuscript being returned to the author for correction.

Section Checks		Yes	No
Title Page	Is the Title formatted as Heading 1 Style (Times New Roman, 12 pt, bold, double-spaced)?		
	Is all other Title Page text formatted as Body Text (Times New Roman, 12 pt, double-spaced)?		
	Are both the Title and the Name of Degree in all-caps?		
	Does the Title Page have the graduation semester and year?		
	Does the Title Page include all committee members' names, titles, and roles?		
	Are there no page numbers on this section?		
Dedication (if applicable)	Is the Dedication single spaced, italicized, and printed in 12 pt. Font?		
	Is the Dedication one page or less?		
	Are there no page numbers on this section?		
Acknowledgments	Is the Acknowledgements section 3 pages or shorter?		
	Are there no page numbers on this section?		
Abstract	Is the Abstract a concise summary of the entire research project? It should state the purpose of the study, delineate the basic method of research, and summarize the conclusions?		
	Is the Abstract section 250 words or less?		
	Does the Abstract section use the appropriate Body Text Style formatting?		
	Are reasonable keywords provided?		
	Are there Roman page numbers (iii, iv) beginning in this section?		
Content Lists	Does the Table of Contents accurately represent the manuscript's outline?		
	Does the List of Tables (if applicable) list every table in the manuscript?		
	Does the List of Figures (if applicable) list every figure in the manuscript?		
Manuscript	Are there Arabic page numbers (1, 2, 3) beginning on Chapter One?		

	Does every chapter begin on a new page?		
	Are all tables captioned consistently, according to the Figure/Table Caption Style and the chosen style guide?		
	If any tables span a page break, does the table have a 'continued' label on the second section?		
	Are all figures captioned consistently, according to the Figure/Table Caption Style and the chosen style guide?		
	Are any multi-line titles in an inverted pyramid format?		
	Do all figures have alt-text describing the meaning of the figure?		
Appendices (if applicable)	Are all appendices placed before the Reference Section?		
	Is IRB approval (if applicable) included as the first Appendix?		
References / Works Cited / Bibliography	Do the References consistently follow the appropriate style guide for the field of study?		
Vita	Is the Vita included as the last page of the submission?		
	Is the Vita written in third person?		
	Is the Vita one page in length or less?		
	Is there no contact information included in the Vita?		
	Is there no page number on the Vita?		
Formatting	<u>Heading 1:</u> Are all Level 1 Headings formatted in Times New Roman, 14 pt font, bold, double spaced, center-justified, and in all-caps? (Level 1 Headings are used for the title page, and section/chapter titles)		
	<u>Heading 2:</u> Are all Level 2 Headings formatted consistently, according to the appropriate style guide for the field of study? (Level 2 Headings are used for subtitles)		
	<u>Body Text:</u> Is all Body Text formatted in Times New Roman 12 pt font, and double spaced?		
	<u>Body Text:</u> Are all paragraphs indented?		
	<u>Figure/Table Captions:</u> Are all captions formatted in Times New Roman, 12 pt font, italicized, and single spaced?		
	<u>Margins:</u> Are there 1in margins on all sides of submission?		