

Thesis/Dissertation Format Checklist

This checklist acts as a guide for the most common required revisions upon final deposit of your thesis/dissertation. If you are using an ISU template, many of these requirements will be in place automatically. However, it is encouraged to double-check that these items are correct in your thesis/dissertation prior to final deposit submission within ISU ReD.

Page Order:

1. Abstract page
2. Title page
3. Copyright page
4. Committee Members page
5. Acknowledgments*
6. Contents page
7. Tables page
8. Figures page
9. Main body
10. References
11. Appendices*

*Optional Sections

ISU ReD:

- ☐ Check that your name listed throughout your thesis/dissertation and ISU ReD is an exact match
- ☐ Check for typos in your title throughout your thesis/dissertation and ISU ReD match
- ☐ Check that the keywords listed in your thesis/dissertation and ISU ReD match
- ☐ Check that the abstract listed in your thesis/dissertation and ISU ReD match
- ☐ Check that the committee members listed in your thesis/dissertation and ISU ReD match

Page Numbers:

- ☐ Abstract-Committee Member pages: not numbered
- ☐ Acknowledgments-Tables/Figures: lower case Roman numerals, starting at “i”
- ☐ CHI/Intro-References/Appendices: Arabic Numerals, starting with “1”

Abstract Page:

- ☐ Title should be in the shape of an inverted pyramid
- ☐ There should be two full double-spaced lines between the title and the author’s name
- ☐ Author name in all capital letters
- ☐ The total page count should be the page number on the very last page of the thesis/dissertation, including the references and/or appendices sections
- ☐ Indent the first line of the abstract
- ☐ Line space between end of abstract and KEYWORDS
- ☐ No period after keywords

Title Page:

- ☐ Title should be in the shape of an inverted pyramid
- ☐ Remove the thesis/ or /dissertation from the information block
- ☐ First 3 lines of the information block should be single spaced, last 4 lines should be double spaced
- ☐ Double-check that degree title and department title match what is in ISU ReD

Copyright Page:

- ☐ Separate Page
- ☐ Author name in Title Case (inclusion of middle name/initial should match the rest of the document)

Committee Members Page:

- ☐ Title should be in the shape of an inverted pyramid
- ☐ Committee member block should be aligned bottom right
- ☐ Committee names should be aligned with the “C” in “Committee”
- ☐ Do not designate “members” or degrees/titles (Dr., Professor, etc)

Acknowledgments:

- ☐ No “e” after the “g” in “ACKNOWLEDGMENTS”
- ☐ First line of acknowledgment paragraph(s) should be indented
- ☐ Include author initials under paragraph, aligned right (initials should match full name used on the rest of the document)
- ☐ Page numbering begins “i”

Contents:

- ☐ Include “Page” label above reference page column
- ☐ Page numbers should be aligned with the e in Page
- ☐ Include first and second level headings to the contents page (First level: indented once, Second level: twice)
- ☐ No tab leader lines (.....) from titles to page numbers
- ☐ Chapter titles should use upper case Roman numerals (I, II, III)

Tables/Figures Page:

- ☐ Include “Table”/“Figure” and “Page” above corresponding columns
- ☐ List tables/figures numerically (1., 2., 3., or 1.1, 1.2, 2.1, 2.2)
- ☐ Titles must match verbatim with what is in the text (for long titles, only include the full first sentence and do not include periods at the end of titles)
- ☐ For multi-line titles, reference numbers should align with the last line of the title

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Tables/Figures Page (cont.):

- ☐ In the text, tables/figures spanning multiple pages should include “(Table/Figure Continues)” below the table/figure and “Table/Figure Continued” above the table/figure on all continuing pages
- ☐ Tables and Figures in the appendices are not included

Main Body:

- ☐ Chapters should start at the top of a new page (all capital letters with roman numerals)
- ☐ Double check formatting of headings is accurate and consistent throughout based on your formatting guidelines (APA, MLA, Etc.)
- ☐ All font should be black and the same style
- ☐ Headings should have at least 2 lines of text below them. If they don't, move them down onto the next page
- ☐ Make sure there are not extra spaces between different paragraphs. You can fix this by selecting the two lines, right clicking and selecting Paragraph
- ☐ Landscape pages should be rotated to portrait pages before final submission

References:

- ☐ References should start at the top of a new page, be in all capital letters, not bold font
- ☐ There should be no references split across two pages. If a reference continues onto the next page, move the whole reference down so all the information is in one place
- ☐ All text should be black font, web addresses should not be underlined (remove the hyperlinks)

Appendices:

- ☐ Each should start at the top of a new page, be in all capital letters, not bold font
- ☐ Should be labeled alphabetically (if just one appendix, no letter needed)
- ☐ Title should be included with appendix name (APPENDIX A: EXAMPLE ONE)
- ☐ Colorful text should be used sparingly as it creates an accessibility issue and can be hard to read. If it is being used simply to categorize or organize there may be a different way to get that across while being easier to read
 - Recommended font colors are basic black and ISU Red (CC0000) for accessibility purposes