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Format Check list (To be returned to student at defese)

Paper: white 8.5 x 11m 20 to 24 pound, watermarked bond, minimum of 25% rag or cotton content.

Print Quality: density, readability, contrast

Typefaces: 12 pt preferred, 10 point ok, Text in Serif (Times, Palatino, etc). Headings in Sans Serif (Helvetica, Optima, etc.).

Spacing: Double spaced text. Block quotations, footnotes and bibliography should be single spaced.

Margins: Not right justified, keep left aligned (Ragged right).
Top - 1.5 Inches, Bottom - 1 inch, Right - 1 inch, Left - 1.5 inch
Bottom margin must be maintained even when footnotes appear.
Tables, maps, charts, illustrations should come within the margins noted above.

Pagination: *Items 1 – 11 receive lower case Roman numeral pagination centered on bottom of page (iii, iv, v, etc) as noted above.*

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| 1. Title Page | (required, no page number appears) |
| 2. Copyright Page | (required, no page number appears) |
| 3. Dissertation Approval Form (Signature Page) | (required) must be signed by all |
| 4. Abstract | (required) |
| 5. Acknowledgement | (optional) |
| 6. Dedication | (optional) |
| 7. Table of Contents | (required) |
| 8. List of Tables | (as appropriate) |
| 9. List of Figures | (as appropriate) |
| 10. List of Symbols/Abbreviations | (as appropriate) |
| 11. Preface | (optional) |

Items 12 - 14 receive Arabic numeral pagination on upper right-hand corner of page as noted above.

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| 12. Text (body of dissertation) | (required) |
| 13. References | (required) |
| 14. Appendices | (as appropriate) |
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