

Dissertation/Thesis Formatting Checklist

*** Students should consult their dissertation or thesis advisor if they have questions regarding the formatting guidelines or the checklist.*

TITLE PAGE

- The title page does not have a page number.
- Is the dissertation/thesis title correct and in title case?
- Does your name match your name as it appears in Wolverine Access (*note: middle initial may be used instead of middle name*)?
- Is the name of your program correct and in parentheses?
- Is the year of degree conferral correct?
- Are members of the committee listed with complete and correct names and titles?
- Are the chairs/co-chairs of your committee identified and listed first in alpha order by last name?
- Are other committee members listed in alpha order by last name?
- Are committee members from outside UM-Dearborn properly identified?
- Is the committee listed single-spaced?
- Is the top margin 2 1/2 inches?

FRONT MATTER

- Frontispiece: optional; no page number
- Identifier/copyright page/ORCID ID: required (copyright optional, recommended)
- Is each page of the following front matter sections numbered with lowercase Roman numerals (starting with page ii on the optional Dedication), at the center bottom of the page?

- Dedication: optional; lowercase Roman numerals start here: ii There is no page i in the dissertation.
- Acknowledgments: optional
- Preface: optional
- Table of Contents: required (Table of Contents must not be an actual entry in the Table of Contents.)
- List of Tables: required when more than one table
- List of Figures: required when more than one figure
- List of Illustrations: required when more than one illustration
- List of Appendices: required when more than one
- Abstract: required, maximum 550 words

MAIN BODY, APPENDICES, BIBLIOGRAPHY

- Is 12 point embedded font used in the main text?
- Is the font style standard and legible?
- Are tables, figures, illustrations, etc. clear, legible and labeled?
- Are lines in the front matter and main text 1 1/2 or double spaced?
- Are lines in the footnotes/endnotes, references or bibliography single spaced, with a line inserted between each citation or entry?
- Is the legend/description of tables, figures, illustrations, etc. single spaced?
- Does each section--front matter, chapters, appendices and bibliography--start on a new page?
- Does the first page of each section--front matter, chapters, appendices and bibliography--have a 2-inch margin?
- Are margins of body text at least one inch on the left, right, and bottom?
- Are all page numbers positioned consistently throughout the document?

- Are pages in the body text, appendices and bibliography numbered with Arabic numbers, starting with 1, from the first page of the first chapter?
- Are chapters, tables, figures, illustrations, etc. uniquely and consecutively numbered (i.e., Table 1, Table 2; Figure 1, Figure 2, etc.)?
- Are citations, references/bibliography complete, and are they formatted in the preference of your program or discipline?
- Do chapter titles and numbers match the Table of Contents?
- Does the caption/legend on tables, figures, illustrations, etc. match the List in the front matter?