

Master of Science Thesis Style and Formatting Requirements Checklist

Your thesis document is a reflection of both you and the University. The formatting requirements are designed to assist you to produce a final document of high quality that meets accepted standards. Before sending your thesis to the Office of Graduate Studies (OGS) for final review and printing, please go through the check list below. Check off each completed requirement in the “**Stu**” column. See www.uwgb.edu/graduate/current/thesis.asp for more detailed instructions and examples.

Stu	OGS	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Font is Times New Roman, 12 point This excludes figures, tables, and footnotes/endnotes. See below.
<input type="checkbox"/>	<input type="checkbox"/>	Body of document is double-spaced 12 points of space between lines
<input type="checkbox"/>	<input type="checkbox"/>	1.5” margin on left side of each page
<input type="checkbox"/>	<input type="checkbox"/>	1” margins on top, right, and bottom
<input type="checkbox"/>	<input type="checkbox"/>	Front flyleaf (a blank page preceding the title page)
<input type="checkbox"/>	<input type="checkbox"/>	Title page The title page is not numbered. The page to follow is page ii. See below.
<input type="checkbox"/>	<input type="checkbox"/>	Dedication and/or acknowledgments page(s) (formatted per guide or excluded)
<input type="checkbox"/>	<input type="checkbox"/>	Abstract included and formatted per guide
<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents included and formatted per guide
<input type="checkbox"/>	<input type="checkbox"/>	List(s) of figures, tables, and/or plates List of figures, list of tables, and/or list of plates included each on its own page following the table of contents if at least one figure, table, or plate appears in the thesis.
<input type="checkbox"/>	<input type="checkbox"/>	Pages numbered in the upper right corner
<input type="checkbox"/>	<input type="checkbox"/>	Pages prior to first page of text are assigned lower case Roman numerals The flyleaf is un-numbered and un-marked. The title page is number “i” but is un-marked. The following page (usually a dedication, acknowledgments, or abstract) is marked “ii”
<input type="checkbox"/>	<input type="checkbox"/>	Text pages numbered with Arabic numerals beginning with 1 Example: First page of Chapter I is marked 1.
<input type="checkbox"/>	<input type="checkbox"/>	Consistent Headings and Subheadings
<input type="checkbox"/>	<input type="checkbox"/>	Page break precedes each chapter title
<input type="checkbox"/>	<input type="checkbox"/>	24 points space before Headings and Subheadings



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| <input type="checkbox"/> | <input type="checkbox"/> | 12 points space after Headings and Subheadings |
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| <input type="checkbox"/> | <input type="checkbox"/> | First line of each paragraph indented 0.5" |
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| <input type="checkbox"/> | <input type="checkbox"/> | All tables numbered, labeled with legends ("Table 3.1. ...") above, and included in list of tables |
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| <input type="checkbox"/> | <input type="checkbox"/> | All figures numbered, labeled with legends ("Figure 2.2. ...") below, and included in list of figures |
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| <input type="checkbox"/> | <input type="checkbox"/> | Table and figure legends formatted consistently
12 pt., Times New Roman preferred |
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| <input type="checkbox"/> | <input type="checkbox"/> | Table and figure text formatted consistently |
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| <input type="checkbox"/> | <input type="checkbox"/> | 12 points space between images, figures, tables, their legends, and document text |
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| <input type="checkbox"/> | <input type="checkbox"/> | Consistent method of citation |
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| <input type="checkbox"/> | <input type="checkbox"/> | Endnotes or footnotes formatted consistently |
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| <input type="checkbox"/> | <input type="checkbox"/> | Block quotes used for quoted material longer than three lines of text |
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| <input type="checkbox"/> | <input type="checkbox"/> | Block quotes are formatted correctly.
Aligned justified with an extra ½" from the left and right of the page (the final margins of a block quote will be left: 2" and right: 1.5"). Single spaced with 12 points of space between quoted paragraphs and before and after the quote. Not indented. No quotation marks. |
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| <input type="checkbox"/> | <input type="checkbox"/> | References or works/literature cited section(s) begin a new page.
Check with your advisor. Some theses should include citations at the end of each chapter while others should include one citations section at the end of the document. |
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| <input type="checkbox"/> | <input type="checkbox"/> | References / Cited entries formatted correctly.
12 pt., Times New Roman. Single spaced. Left aligned. Hanging indent (all lines but the first) of ½". 12 pt. space between each entry. |
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| <input type="checkbox"/> | <input type="checkbox"/> | Cross references match figure/table locations. |
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| <input type="checkbox"/> | <input type="checkbox"/> | Table of Contents page numbers correctly indicate all chapters, headings, and subheadings throughout. |
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| <input type="checkbox"/> | <input type="checkbox"/> | Submitted by date requested by graduate studies office. |
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| <input type="checkbox"/> | <input type="checkbox"/> | Special pages (landscape format, plates, and other special cases) formatted according to guide(s) provided by the Office of Graduate Studies. |
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**By submitting this document, I acknowledge that my advisor has reviewed my thesis for content.
I acknowledge that I have reviewed and edited my thesis and it meets the requirements above.**

Student Signature _____ Date _____