

Thesis or Dissertation Format Checklist

Format Item	Thesis Manual Section
Size matters!	3.1
Abstract	Chapter 5
Order of Arrangement	4.2
Margins	4.3
Spacing	4.4
Page Numbering	4.5
Fonts	4.6
Formatting of Headings and Subheadings	4.7
Numbered Headings	4.7.4
Title Page	6.1
Copyright Notice Page	6.2
Acknowledgements	6.3
Table of Contents	6.4
Chapters	6.5
Tables and Figures	6.6
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Reference List or Bibliography	6.8
Protecting Information and Identities	3.6
Formatting Quotes – All types	3.7
Attributions (Interviews used as Data)	3.7.4
No Chapters	7.1
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