

THESIS/DISSERTATION FORMATTING CHECKLIST

Please use this checklist as a supplement to the rules in the “CSULB Format Manual for Theses and Dissertations” to make sure that your manuscript complies with all CSULB Thesis & Dissertation Office formatting guidelines.

For visual examples of any of the elements discussed here, along with more detailed information on formatting rules, please see the “Format Manual for Theses and Dissertations” and/or the “Mini Manuscript,” both of which are available as PDF files on the CSULB Thesis & Dissertation Office website:

<http://www.csulb.edu/thesis>

Whole-Document Formatting Requirements

___ Is all text, including page numbers, in 12-pt. Times new Roman font? (exceptions are material in appendices and certain parts of tables and figure)

___ Are all margins (top, left, right, and bottom) set at 1.0 inch?

___ Are all paragraphs left aligned (i.e., the right edge of the text is uneven)?

___ Is the first line of each paragraph indented 0.5 inch?

___ Are all page numbers between 1 inch and $\frac{3}{4}$ inch from the bottom of the page?

Title Page

___ Does your title page match the title page format illustrated in the [Mini Manuscript](#)?

Abstract Page

___ Does the abstract page immediately follow the title page (or the optional copyright page, if you’ve chosen to include one)?

___ Is the title (i.e., “**ABSTRACT**”) centered, and in all uppercase letters and bold font?

___ Does the first page of the abstract use the lowercase Roman numeral “ii” for a page number?

___ Is your abstract free of any direct quotations or reference citations?

Table of Contents

___ Are all page numbers listed in the table of contents correct/accurate?

___ Do the titles of all listings (e.g., chapter titles) in the table of contents exactly match the titles that occur later in the manuscript?

___ Does your Table of Contents follow the format illustrated in the [Mini Manuscript](#)? Also, see template [here](#).

List of Tables/List of Figures

(Required if numbered tables or figures are used in the manuscript)

___ Do the titles of all **tables** use headline-style capitalization (i.e., the first word and all nouns, verbs, pronouns, and adverbs are capitalized; prepositions like *and*, *but*, *for*, *or*, *nor*, and *with* are lower case)?

___ Do the titles (captions) of all **figures** use sentence-style capitalization (i.e., the first word and all proper nouns are capitalized; all other words are lower case)?

___ Do the numbering, wording, and page numbers of all listings exactly match the numbering, wording, and page numbers as they occur in the manuscript?

Chapters

___ Does Chapter 1 begin Arabic page numbering with page 1 (i.e., 1, 2, 3...)?

___ Are all first-level subheadings centered, in bold font, and formatted in headline style capitalization, in which the first word and all significant words are capitalized (e.g., **A Survey of U.S. Education**)?

___ Do all second-level subheadings begin at the left margin (left justified) and use bold font and headline style capitalization (e.g., **A Survey of U.S. Education**)?

___ Are all third-level subheadings indented at the beginning of the paragraph, using bold font and sentence style capitalization in which the first word and all words that would normally be capitalized in a sentence are capitalized (e.g., **A survey of U.S. education.**)?

___ Did you remember to fill every page with text (e.g., above and below a table or figure)?

Tables and Figures

___ Do all figures and tables fit inside the page margins?

____ Are all your table titles formatted correctly with the word **TABLE** in all caps and bold font, the table number followed by a period, and the descriptive title in headline style caps (e.g., **TABLE 1. Study Participants**)?

____ Are all your figure captions formatted correctly with the word **FIGURE** in all caps and bold font, the figure number followed by a period, and the rest of the caption in sentence style caps with a period at the end (e.g., **FIGURE 1. Graph of the data set.**)?

Appendices (optional)

____ Are all appendices introduced by a separate title page?

Tip: If there is only one appendix, use one title page with the word **APPENDIX** and the appendix title on the line below. If there is more than one appendix, use an introductory title page with the word **APPENDICES**, and an additional title page before each individual appendix designating them Appendix A, B, C, etc.

References List/Bibliography

____ Did you make sure that each reference included in the text is also included in the References list at the end of the thesis?

For theses that use parenthetical citations (e.g., APA & MLA):

Step 1: Open the PDF of your entire thesis

Step 2: Print out a hard copy of your reference list

Step 3: Starting with page 1 in your PDF, type “CTRL + F” for a PC or “cmd + F” for a Mac.

Step 4: In the FIND box, type an open parenthesis: (

Step 5: Push the “ENTER” or “RETURN” key to search for every instance of an open parenthesis (this will display all parenthetical citations)

Step 6: Check that each parenthetical citation is included on the printed References list

For theses that use footnotes (e.g. Chicago “Notes & Bibliography” style):

You can print out your bibliography and then view all footnotes in your word processor program to check that footnote is included on the printed Bibliography.

For theses that use numbered citations (e.g., IEEE & Physics):

Make sure to begin your citation numbering in your chapter text with [1] and continue numbering in sequence. Do not begin citation numbering sequence in abstract.

____ Is your reference list/bibliography prepared with a hanging-indent format (i.e., the first line of each citation begins at the left margin, and subsequent lines of each citation are indented 0.5 inches)?

____ Does your reference list use single line spacing within each individual entry (citation), and one blank line between each entry?