

Thesis Checklist

Initial submission due by the Friday before finals week. Any questions, contact the School of Graduate Studies or your committee chair.

Margins/Type/Spacing

- ___ All margins (left, right, top, bottom) = 1"
- ___ Times New Roman (or other standard font)
- ___ Font size 10-12
- ___ Double-spaced (long quotations and footnotes are single-spaced)
- ___ Triple space after every chapter title line
- ___ Single space indented lengthy quotes

Title Page of Thesis (not numbered)

- ___ Title (ALL CAPS)
- ___ Student's name (ALL CAPS)
- ___ Date (month and year) of graduation

Committee page (not numbered)

- ___ Student's name (ALL CAPS)
- ___ Committee members named

Abstract (not numbered)

- ___ No more than one page

Acknowledgments (numbered iv)

- ___ No more than one page
- ___ Small Roman numeral bottom center

Table of Contents

- ___ Roman numerals bottom center
- ___ Must list all headings and subheadings (including abstract, lists, tables, appendixes, references)
- ___ List of headings/subheadings must match headings/subheadings of chapters EXACTLY

List of Tables and Figures

- ___ Format similar to Table of Contents
- ___ Titles and captions must agree with titles and captions listed within document EXACTLY

Chapters

- ___ Chapter headings – ALL CAPS
- ___ First page of each chapter numbered bottom center
- ___ Remaining pages numbered top right (1/2" from top)

Appendixes

- ___ Title page only numbered bottom center
- ___ Remaining pages numbered top right

References

- ___ Must be alpha, double-spaced

Notes:



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