

## INSTRUCTIONS FOR USING THIS CHECKLIST

- Before submitting your thesis or dissertation for format review, please review each item on this list and check the box when you have completed each task. Your dissertation cannot be archived until all of the issues are properly addressed.
- Only leave boxes blank that do not apply to your paper. This can only be done for very few items on the list (for example if you are using Turabian and an issue only applies to APA or vice versa).
- Check with your department to see if you must submit a signed copy of this checklist along with your dissertation when you submit your dissertation for format review. If you do not have to submit a signed copy of the checklist, you are still responsible for all of the issues on the list.
- When you click on the checkboxes in the two pages below, you should see a checkmark appear. If no checkmark appears, you probably have to enable macros in this document. To do so, follow these instructions in the figure below.

**STEP 1**

Click on the button that says Options. (Note: In Word 2010 this button will say Enable Content. Click this and you are finished.)

**STEP 2**

Choose the option that says "Enable this content."

**STEP 3**

Click OK. The checkmarks will now appear when you click on the checkboxes.

**INITIAL PRECONTENT MATTER**

- Filled in all fields on the title page.
- Filled in or deleted the copyright page.
- Filled in or deleted the dedication page.
- Filled in the abstract page. Thesis abstract is fewer than 150 words. Dissertation abstract is fewer than 350 words.
- Filled in or deleted the preface page.
- Filled in or deleted the acknowledgments page.

**PAGE NUMBERS**

- No page number on title page.
- Page number ii is used on the bottom center of abstract page.
- Roman numerals continue in order on bottom-center of each precontent page.
- Arabic page numbers on first page of each chapter, bibliography/references section, and each appendix are at bottom center.
- Arabic page numbers are on top right of all other pages, one double space above first line of text on the page.
- Page numbers on landscaped pages located on the bottom-right corner (on the computer screen), which will be the top-right corner when the page is rotated for binding.

**MARGINS**

- Left = 1.5", Right = 1.25", Top & Bottom = 1" for all portrait pages.
- Top = 1.5", Bottom = 1.25", Left & Right = 1" for all landscape pages.
- Top = 2", Bottom = 1.25", Left & Right = 1" for first page of (a) each chapter, (b) precontent sections, (c) references section, and (d) each appendix

**MAIN TEXT**

- All text is 10 or 12 pt Times New Roman or Arial if using Turabian. Text is 12 pt Times New Roman if using APA.
- The font size and face is consistent throughout the entire paper, including the references. Turabian notes can be in 10 pt font.
- Each heading level is formatted in Turabian or APA format as explained in the respective manuals.
- No boldface is used except for certain APA headings as directed.
- Paragraphs are indented a half inch consistently throughout the document.

**QUOTATIONS**

- Quotations of 100 words or more are set in indented block format in Turabian style.
- Quotations of 40 words or more are set in indented block format in APA style.
- Block quotations are single spaced in Turabian or APA (AU's guidelines override APA on this issue).
- Spaced periods (not Word's automatic ellipsis points) are used as ellipsis points to indicate omitted material.

**CITATIONS**

- Your department's style preference (Turabian or APA) was followed as directed in the respective manuals.
- In Turabian, page numbers are included for all citations and notes. In APA, page numbers are only included for direct quotes.
- Notes are not used at all or only for special cases in APA. If Turabian footnotes are used, they are in Turabian format.
- All studies cited in the text are listed in the references list or bibliography.
- Obtained permission to reproduce or adapt copyrighted figures, tables, lengthy passages, and other material as appropriate.

**REFERENCES**

- If using a bibliography, permission was granted from the thesis or dissertation committee.
- References list or bibliography is formatted as directed by the Turabian or APA manual.
- If using a references list, all studies listed are cited at least once in the text.

## TABLES

- Tables and table notes are formatted as directed in the APA or Turabian manual.
- All tables fit within the margin limits.
- Notes are 9 pt, 10 pt, or 12 pt in Turabian or 12 pt in APA.
- Tables are not overused in the text.
- Each table is mentioned specifically in the text before it is presented.
- Each table is placed as close as possible to its first mention in the text, either on the same page, or if not possible, on the top of the next page.
- Text is continued after tables to fill the white space on each page.
- Each table has a number and a title.
- Tables are numbered in a clear, logical, and sequential format.
- Tables are only landscaped if they cannot be reduced, broken into multiple tables, or reformatted in some other way to fit on a portrait page.

## FIGURES

- All figures fit within the margin limits.
- Color is only used if necessary, in which case its meaning will still be clear in grayscale photocopies and microfiche.
- Text is legible and clear. If figures are reduced in size, the font does not fall below 8 pt in size.
- Each figure is mentioned specifically in the text before it is presented.
- Each figure is placed as close as possible to its first mention in the text, either on the same page, or if not possible, on the top of the next page.
- Text is continued after figures to fill the white space on each page.
- Each figure has a number and a brief but descriptive caption.
- Figures are numbered in a clear, logical, and sequential format.
- Figures are only presented in landscape if it is not possible to present them in portrait form.

## APPENDICES

- Only necessary material is included in the appendices.
- All text and images in the appendices fit within the allowed margins.

## LINE SPACING

- Completed a final scan of the document to check that single, double, and triple spacing is used as required by the AU Thesis and Dissertation Guide, that tables and figures are placed correctly, and that white space is filled except on the last page of a chapter, appendix, or the references list.

## PRECONTENT LISTS

- All headings are represented in the table of contents exactly as they appear in the text. All page numbers are correct in the table of contents.
- All table titles are represented in the list of tables exactly as they appear in the text. All page numbers are correct in the list of tables.
- All figure captions are represented in the list of illustrations (or list of figures if using APA format) exactly as they appear in the text. All page numbers are correct in the list of illustrations or list of figures.
- The table of contents, list of tables, and list of illustrations/figures are formatted as shown in the AU formatting template.

## CONFIRMATION

- I have read and addressed all items in this check list. I have taken the time to format my thesis or dissertation correctly. I have only left boxes blank if they do not apply to my thesis or dissertation. I understand that I will have to fix any incorrect formatting before my thesis or dissertation can be archived.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name