The approximate workload is 5-10 hours per week. This estimates come from an experienced formatter’s educated guesses about the time it would take an average word-processing user to research and perform the above-listed tasks for a thesis or dissertation with 150 pages, 10 block quotes, 10 tables, 5 figures, 2 landscaped pages, 3 appendices, 50 footnotes, and 100 references. Keep these numbers in mind as you alter this timeline for your personal needs. For instance, if you have 300 references and 200 notes, you will have to leave much more time for that portion of your formatting.

Using the AU Thesis and Dissertation Template will most likely keep the workload towards the lower end.

You do not necessarily have to follow the timeline exactly. You may choose to leave more of the tasks for after the defense. Regardless, the amount of time needed to complete those tasks will be very similar. You can move the boxes around to create your own timeline if you prefer (for example if you know you have twice as many references you will have to plan accordingly).