

Thesis Format Review Checklist

Type of paper is correct

- ☐ White
- ☐ 20lb bond
- ☐ Printed on one side only



Only if professor request a printed copy. Electronic copy is accepted

Margins are correct

- ☐ 1.5 inches for left margin
- ☐ 1 inch for top, bottom, and right margins

Preliminary Pages are in correct order

- ☐ Title Page
- ☐ *Optional: Copyright page (if included, verification of copyright required)*
- ☐ Approval Page (obtain committee signatures prior to binding)
- ☐ *Optional: Dedication*
- ☐ Acknowledgments
- ☐ Table of Contents
- ☐ List of Tables
- ☐ List of Figures
- ☐ Abstract

Title page includes

- ☐ Title of dissertation
- ☐ Name of author
- ☐ Correct phrase re: partial fulfillment of requirements
- ☐ NSU spelled out
- ☐ Year of publication

Approval / Signature page is included

Pagination

- ☐ Page numbers begin on page following signature page
- ☐ Preliminary pages are in lowercase Roman numerals
- ☐ Body of document in is Arabic numerals
- ☐ Location of page numbers is bottom margin, centered

APA style

- ☐ Document is double-spaced in Times New Roman, 12 point font
- ☐ Quotes of 40 words or longer are in double-spaced block quotes
- ☐ Headings and subheadings in correct format
- ☐ Citations and references in APA style (*optional: Chicago style for citations and references*)