**THESIS FORMATTING CHECKLIST**

Use this checklist to help make sure your thesis is formatted correctly. When you submit your thesis for the format check, submit your thesis in Word (or similar), NOT pdf.

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**A. Title Page**

☐ 1. Are the margins correct (2½-inch top margin, 1-inch side and bottom margins)?

☐ 2. Is all text 12 point Times New Roman and bold?

☐ 3. Is the title in title case (i.e., major words are capitalized)?

☐ 4. Is the title more than one line long? If so, it needs to be single spaced.

☐ 5. Do the degree and program names exactly match the official record? Check [https://umdearborn.edu/academics/graduate-studies/graduate-programs](https://umdearborn.edu/academics/graduate-studies/graduate-programs).

Note: Concentrations must not be listed.

☐ 6. Does the date match the year the student will get the degree? (This is not always the same as the year they complete the thesis.)

☐ 7. Are the committee members’ full names indented?

☐ 8. Are the committee members’ names spelled correctly and are their titles correct (Professor, Assistant Professor, etc.)? Check [https://mcommunity.umich.edu/](https://mcommunity.umich.edu/)

☐ 9. Does “Chair” appear after the chair’s name? And, “Co-chair” if you have co-chairs?

☐ 10. Did any of the committee members die? If so, “Deceased” must follow that person’s name.

☐ 11. Are the committee members in the proper order and alphabetized within each group?

a. Chair or co-chairs

b. Professor (including Emeritus)

c. Associate Professor (including Emeritus)

d. Assistant Professor (including Emeritus)

e. Curator, Research Scientist, Lecturer

f. Academic members from outside of UM-Dearborn (a comma and full name of academic institution must follow these persons’ names)

g. People not affiliated with a university (a comma and full company or organization name must follow these persons’ names)

☐ 12. Is the page unnumbered? (There should not be a page number on the title page.)


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**B. Front Matter**

☐ 1. Is the front matter in the correct order?

<table>
<thead>
<tr>
<th>Section</th>
<th>Additional Guidelines</th>
<th>Include in Table of Contents?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</td>
<td>Mandatory</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>No page number</td>
<td></td>
</tr>
<tr>
<td>Frontispiece</td>
<td>Optional</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>No page number</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Additional Guidelines</td>
<td>Include in Table of Contents?</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
| Copyright page           | Optional  
No page number  
Should be centered  
Include © or the word “Copyright”                     | No                           |
| Dedication               | Optional  
Must have page number (lowercase Roman numeral)  
Usually centered on page                                  | If included, yes             |
| Acknowledgements         | Optional  
Must have page number (lowercase Roman numeral)  
Must have the word “Acknowledgements” centered at top of page | If included, yes             |
| Preface/Foreword/Prologue | Optional  
Must have page number (lowercase Roman numeral)  
Must have the word “Preface”, “Foreword”, or “Prologue” centered at the top of the page | If included, yes             |
| Table of Contents        | Mandatory  
Must have page number (lowercase Roman numeral)  
Must have “Table of Contents” centered at the top of the page  
Chapter titles and font case must exactly match that in the text | No                           |
| List of Tables, List of Figures, etc. | Mandatory when there are more than one  
Must have page number (lowercase Roman numeral)  
Tables, figures, etc. must be uniquely numbered  
Must have “List of Tables”, “List of Figures”, etc. centered at the top of the page  
List of Figures and List of Tables must not be combined into one. | If included, yes             |
| List of Appendices       | Mandatory when there are more than one  
Must have page number (lowercase Roman numeral)  
Appendices must be uniquely numbered  
Each appendix must start on its own page | If included, yes             |
| List of Abbreviations    | Optional  
Must have page number (lowercase Roman numeral)  
Must have “List of Abbreviations” centered at the top of the page | If included, yes             |
<table>
<thead>
<tr>
<th>Section</th>
<th>Additional Guidelines</th>
<th>Include in Table of Contents?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Mandatory&lt;br&gt;Must have page number (lowercase Roman numeral)&lt;br&gt;Must have “Abstract” centered at the top of the page</td>
<td>Yes</td>
</tr>
</tbody>
</table>

☐ 2. Does each section of your front matter start on a new page?

☐ 3. Are the margins correct?
   a. First page of each section: 2 inch top margin; 1 inch left, right, and bottom margins
   b. All other pages: 1 inch margin on all sides

☐ 4. Is line spacing correct?
   a. Text: Double spaced or 1.5 lines with no spacing before or after lines
   b. Lists: Single-spaced for each element that goes more than one line; double space or 1.5 lines between elements

☐ 5. Is the font Times New Roman, 12 point, and black?

☐ 6. Is page numbering correct?
   a. The page number must not show on the title page
   b. The page after the title page is numbered i for Psychology theses
   c. The table of contents must not show page numbers
   d. Pages after the table of contents must have page numbers and are numbered as if the table of contents has page numbers

☐ 7. Is the italics font used? Italics font is only used for referring to published works, foreign language words, gene names, appropriate scientific names, appropriate equation symbols, or other words normally italicized.

C. Text section

☐ 1. Does each chapter start on a new page?

☐ 2. Are the margins correct?
   a. First page of each chapter: 2 inch top margin; 1 inch left, bottom, and right margins
   b. All other pages: 1 inch margin on all sides

☐ 3. Does each chapter title have the word “Chapter” in front of the chapter number?

☐ 4. Does the chapter text start one or two line spaces below the chapter title? Chapters must start on the same page as the header.

☐ 5. Is line spacing correct?
   Text: Double spaced or 1.5 lines with no spacing before or after lines.
   Figures, tables, etc.: Single spaced

☐ 6. Are paragraphs indented the same throughout the thesis? All indentations need to be the same (e.g., ½ inch), but no indentation is OK, too, as long as it’s used throughout the thesis.

☐ 7. Is the font correct?
   a. Size: 12 point Times New Roman (smaller sizes can be used in figures, tables, footnotes, etc.)
   b. Color: black (color can be used in figures, tables, etc.)
   c. Is italics used? Italics is only used for referring to published works, foreign language words, gene names, appropriate scientific names, appropriate equation symbols, or other words normally italicized.
☐ 8. Figures, tables, illustrations, etc.
   a. Are all uniquely and consecutively numbered?
   b. Do any figures, tables, etc. extend past the margins? They should not be.
   c. Are captions formatted the same throughout? (Figure captions might be centered below the figure with 11 point font and table captions might be left-justified above the table with 11 point font. That’s OK as long as all figures are done the same and all tables are done the same.)
   d. Do numbers, captions, and page numbers for all figures, tables, etc. appear in the table of contents?
☐ 9. Do the chapter numbers, titles, and page numbers as well as subchapter numbers, titles, and page numbers appear in the table of contents?
☐ 10. Do all text pages have Arabic page numbers? Even the first page of a chapter needs page numbers. Placement is not specified, but must be the same throughout the document.
☐ 11. Is italics used in chapter titles, figure names, or figure numbers? Italic is only used for referring to published works, foreign language words, gene names, appropriate scientific names, appropriate equation symbols, or other words normally italicized.
☐ 12. The format must be the same from chapter to chapter.

D. References
☐ 1. Are references at the end of the thesis?
☐ 2. Does the references section(s) start on a new page?
☐ 3. Are the margins correct?
   a. First page of the references section: 2 inch top margin; 1 inch left, bottom, and right margins
   b. All other pages: 1 inch margin on all sides
☐ 4. Is the line spacing correct? Each reference must be single spaced with a blank line between entries.
☐ 5. Is the font correct?
   a. Size: 12 point Times New Roman
   b. Color: black
☐ 6. Are the entries in the references section formatted according to a style guide? Use a style guide that is appropriate for your department, program, or college. If you don’t know which style to use, ask your committee chair.
☐ 7. Are the entries indented consistently? Do not mix block entries with entries that have a hanging indentation.
☐ 8. Does the references section(s) have Arabic page numbers?

E. Final Steps (for after Steps A–D)
☐ Once the format check is complete, you will be asked to provide a PDF version with fonts embedded. For help with embedding fonts in a PDF, watch this YouTube video: https://youtu.be/1BNORr4nbQE