Thesis & Dissertation Formatting Checklist

1. Forms
   - Culminating Experience

2. Text
   - No editing marks present in text
   - No headers
   - No footers
   - All chapters and appendices should start on a new page
   - All text with the exception of text found in figures, images or appendices is in black

3. Cover Page
   - Margins 1” on left, top, bottom, & right
   - Correct college name
   - Text centered on page
   - Page is not numbered
   - "The Graduate College" listed under college name
   - Title in all CAPS
   - Full name listed and matches name listed in MyUNLV
   - University is listed as "University of Nevada, Las Vegas"
   - Previous degrees listed under name
   - Correct degree title listed
   - Date listed matches last month and year of the semester student graduates
   - Correct department name listed
   - Format and spacing matches template provided in Thesis and Dissertation Formatting Guidelines
4. Margins

☐ 1" margin on left for all pages
☐ 1" margin on right for all pages
☐ 1" margin on bottom for all pages
☐ 1" margin on top for all pages

5. Page Numbers

☐ No page number on title page
☐ No page number on copyright page
☐ Abstract starts on page iii
☐ All front materials after the abstract and before chapter 1 are numbered with lower case Roman Numerals
☐ Page numbers are continuous through the document, all pages with the exception of the title page and copyright page should have page numbers
☐ Arabic Numerals start on the first page of the first chapter
☐ All page numbers are portrait aligned at the bottom center of the page

6. Font Size & Style

☐ Font consistent throughout document (only one font, i.e., Times New Roman, Garamond, Arial, etc.)
☐ Heading sizes and styles consistent throughout text
☐ Font size consistent in table, figure, and other item titles and descriptions
☐ Font size consistent throughout document text
☐ Document text printed in black
7. Table of Contents

☐ Titles of items listed in table of contents match titles of items in text verbatim

☐ Casing of titles listed in table of contents match the casing of items in the text

☐ Formatting of table of contents is consistent and matches style guide requirements

☐ All items used from the organization list are listed in the table of contents

☐ Levels of headings and titles are consistent within the table of contents

☐ Levels of headings and titles are consistent between the table of contents and the text

☐ Levels of headings are consistently listed in the table of contents (i.e. one subheading is listed in the table of contents all subheadings of the same level are listed)

☐ Major sections are organized as chapters in the table of contents and in the text

☐ Page numbers listed in table of contents match the placement of items in text
8. Document Order (each item should start on new page)

- Title Page
- Copyright page (optional)
- Approval page (ii)
- Abstract (iii)
- Acknowledgements (optional)
- Dedication (optional)
- Preface (optional)
- Table of Contents
- List of Tables (required for 5 or more tables)
- List of Figures (required for 5 or more figures)
- List of Schemas (optional)
- List of Algorithms (optional)
- List of Plates (optional)
- List of Abbreviations (optional)
- Text
- Appendix
- Bibliography/References
- Curriculum Vitae
9. Tables

Are there any tables in the document?

☐ Yes ☐ No (skip to 10)

☐ All tables are labeled

☐ Tables (including titles and descriptions) are delineated from text

☐ Each table is embedded on a single page or appears in appendix

☐ Items formatted in landscape have portrait aligned page numbers

Are there five or more tables in the document?

☐ Yes ☐ No (skip to 10)

☐ List of Tables is included in document

☐ Tables titles listed in list of tables match the table titles in text verbatim

☐ Casing of tables titles listed in the list of tables matches the casing of table titles in the text

☐ Formatting of the list of tables is consistent and matches the formatting of the table of contents and other lists

10. Figures

Are there any figures in the document?

☐ Yes ☐ No (skip to 11)

☐ All figures are labeled

☐ Figures (including titles and descriptions) are delineated from text

☐ Each figure is embedded on a single page or appears in appendix

☐ Items formatted in landscape have portrait aligned page numbers

☐ Are there five or more figures in the document?

☐ Yes ☐ No (skip to 11)

☐ List of Figures is included in document

☐ Figure titles listed in list of figures match the figure titles in text verbatim

☐ Casing of figure titles listed in the list of figures matches the casing of figure titles in the text

☐ Formatting of the list of figures is consistent and matches the formatting of the table of contents and other lists
11. Curriculum Vitae

☐ Labeled "Curriculum Vitae"

☐ Last item in document

☐ Listed in Table of Contents

☐ Numbered in sequence with the rest of the document

12. Final Consistency Check

☐ Graduate College and department style guide rules used throughout document

☐ Same font used throughout document

☐ Tables formatted consistently   Figures formatted consistently

☐ Major sections and chapters have matching formatting

☐ Chapter and section Titles are spelled correctly

☐ Does final document contain previously published work?

  ☐ Yes   ☐ No (skip to end)

☐ The document is formatted as a cohesive piece with all works being formatted the same and in accordance with the Graduate College Formatting Guidelines

☐ Each work is a separate chapter

☐ The document contains an introductory chapter and concluding chapter that integrates all materials together into a single document

☐ Each previously published work is proceeded by a paragraph detailing where the work was published, credits to co-authors and other collaborators, and how the piece relates to the larger document.

Remember to email your properly formatted document with all committee revisions completed to grad.td@unlv.edu from your Rebelmail. Your subject line should be Your name, NSHE ID #, Document Type Submission, and the semester you are planning on graduating. So Jane Doe, who is graduating in Spring 2015 with her masters would have the subject line: Jane Doe, 123456789, Thesis Submission, Spring 2015.