

## Thesis and Dissertation Formatting Checklist

Reviewer:

Review Date:

Approved:

Needs Revisions:

Revisions needed in sections:

### 1. Cover Page (see [cover page manual](#))

Yes	No	Required Items
		Cover page included
		1” margins on left, right, top, & bottom
		Text centered on the page
		Page is not numbered
		Text is the same font style and size as the rest of the document
		Cover Page is not bolded
		All sections besides the title are single-spaced
		Each major text section separated by at least one blank line-spacing
		Title is in all CAPS
		If title is more than one line, it is an inverted triangle ▼
		Title is double-spaced (if more than one line)
		Title is followed by “By” on the next line and the student’s legal name on the next
		Previous degrees listed under name
		The text “A ◁ submitted in partial fulfillment of the requirements for the” is split into two lines. The line break is between “fulfillment” and “of”
		Correct degree title listed
		Department, School/College, and The Graduate College are formatted as a single block of text
		Correct department name listed
		Correct School/College name listed
		“The Graduate College” listed under College/School name
		University of Nevada, Las Vegas and the date are grouped together
		UNLV is listed as “University of Nevada, Las Vegas”

		Date is listed as the last month of the semester of official graduation (December, May, or August) with correct year
--	--	--

--

**2. Table of Contents** (see [table of contents manual](#))

Yes	No	Required Items
		Table of Contents is titled “Table of Contents”
		All required items from the organization list appear in Table of Contents
		Styles for the levels of headings and titles are consistent in font, size, casing, etc.
		Major sections in the text are organized as either sections, numbered sections or chapters consistently between the Table of Contents and the text
		Heading levels used in the table of contents are consistent between chapters (i.e. if chapter 2 uses subsections in the table of contents so do all the other chapters with subheadings)

--

### 3. Document Order

Yes	No	N/A	Document Order
			Cover Page (required)
			Copyright page (optional)
			Copyright page (optional) includes the correct date (if submitted in December, date for following year.
			Abstract (iii) (required)
			Acknowledgements (optional)
			Dedication (optional and does not have to be listed in Table of Contents)
			Preface (optional)
			Table of Contents (required but does not need to be listed in Table of Contents)
			List of Tables (only required for 5 or more tables)
			List of Figures (only required for 5 or more figures)
			List of Schemas (optional)
			List of Algorithms (optional)
			List of Plates (optional)
			List of Abbreviations (optional)
			Text (1) (required)
			Appendix (Appendices) (optional)
			Bibliography/References (Required- can be placed at the end of the document or the end of each chapter depending on student's style guide. This can be omitted for creative writing students.)
			Curriculum Vitae (required)

--	--	--	--

### 4. Margins (see [margins and page numbers manual](#))

Yes	No	Required Items

		1" margin on the left for all pages
		1" margin on the right for all pages
		1" margin on the top for all pages
		1" margin on the bottom for all pages
		All chapters and major section titles start at the same point on the page

**5. Page Numbers** (see [margins and page numbers manual](#))

Yes	No	N/A	Required Items
			Page numbers are used
			All page numbers are bottom center
			No page number on title page
			No page number on copyright page
			Abstract starts on page iii
			All front materials after the abstract but before chapter 1 are numbered with lower case Roman Numerals (e.g., iii)
			Arabic Numerals are used starting on the first page of the first chapter or section. The first page begins with 1.

**6. Tables** (see [list of tables manual](#))

Yes	No	N/A	Required Items
			Are there any tables in the document? If no, select N/A and skip to next section.
			All tables are numbered
			All tables have titles
			Tables are clearly delineated from the text on all sides
			All tables smaller than one page are embedded on one page or in the appendix
			All tables larger than one page in the text are neatly and reasonably split
			Items formatted in landscape are on a page that is formatted to landscape with the page number bottom center landscape on the page
			Are there five or more tables in the document or a list of tables in the document? If no, select N/A and skip to the next section
			List of Tables included in the document and Table of Contents
			Heading and spacing of List of Tables matches Table of Contents
			If ellipses are used in Table of Contents then ellipses are used in the List of Tables and vice versa

--	--	--	--

**7. Figures** (see [list of figures manual](#))

Yes	No	N/A	Required Items
			Are there any figures in the document? If no, select N/A and skip to next section.
			All figures are numbered
			All figures have titles
			Figures are clearly delineated from the text on all sides
			All figures are embedded on a single page or in the appendix
			Items formatted in landscape are on a page that is formatted to landscape with the

			page number bottom center landscape on the page
			Are there five or more figures in the document or a list of tables in the document? If no, select N/A and skip to the next section
			List of Figures included in the document and Table of Contents
			Heading and spacing of List of Figures matches Table of Contents
			If ellipses are used in Table of Contents then ellipses are used in the List of Figures and vice versa

**8. Curriculum Vitae** (see [Curriculum Vitae manual](#))

Yes	No	Required Items
		Labeled “Curriculum Vitae”
		Last item in document
		Listed in Table of Contents
		Numbered in sequence with the rest of the document
		Does not include personal address/telephone information (UNLV information is fine)
		Provides some form of contact information so peers and other researchers can contact individual regarding their work. We encourage you to use a non-UNLV email address, because you lose access to this email address after 2-3 years.

## 9. Text

Yes	No	Required Items
		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

--

## 10. Font

Yes	No	Required Items
		Font style consistent throughout document (only one font, i.e Times New Roman, Garamond, Arial, etc)
		Font size consistent throughout document text
		Chapter titles and headings are the same size, font, justification, and style

--