Thesis & Dissertation Formatting Checklist

Thank you for submitting your document to the Graduate College. Please review the checklists below. Items that are not checked need to be revised, please check the comment section at the end of the list for further details.

1. 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

2. Cover Page (see cover page manual)
   - Margins a minimum of 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
3. Margins (see manual for Margins and Page Numbers)

- 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

4. Page Numbers (see manual for Margins and 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 bottom center on the page

5. Font Size & Style (see how to format text)

- Font 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.
6. Table of Contents (Table of Contents Manual)

☐ 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

☐ Styles for levels of headings and titles are consistent within the table of contents (me level are listed)

☐ Major sections are organized as chapters or sections in the table of contents and in the text
7. Document Order (each item should start on new page)

☐ Title Page {required}
☐ Copyright page (optional)
☐ Approval page (ii) [inserted by Graduate College]  
☐ Abstract (iii) {required}
☐ Acknowledgements (optional)
☐ Dedication (optional)
☐ Preface (optional)
☐ Table of Contents {required}
☐ 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 {required}
☐ Appendix (optional)
☐ Bibliography/References {required}
☐ Curriculum Vitae {required}
8. Tables (Tables Manual)

Are there any tables in the document?

☐ Yes ☐ No (skip to 9)

☐ All tables are labeled

☐ Items formatted in landscape have bottom centered page numbers in sequence with the rest of the text.

☐ Are there five or more tables in the document?

☐ Yes ☐ No (skip to 9)

☐ List of Tables is included in document

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

9. Figures (Figures Manual)

Are there any figures in the document?

☐ Yes ☐ No (skip to 10)

☐ All figures are labeled

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

☐ Items formatted in landscape have bottom centered page numbers in sequence with the rest of the text.

☐ Are there five or more figures in the document?

☐ Yes ☐ No (skip to 10)

☐ List of Figures is included in document

☐ Formatting of the list of figures is consistent and matches the formatting of the table of contents and other lists
10. Curriculum Vitae *(Curriculum Vitae Manual)*

- [ ] Labeled "Curriculum Vitae"
- [ ] Last item in document
- [ ] Listed in Table of Contents
- [ ] Numbered in sequence with the rest of the document

11. Final Consistency Check

- [ ] Same font used throughout document
- [ ] 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
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.