Format Review Checklist

Separate (signed) Acceptance Page (Submit for format review with thesis or dissertation):	
	When you submit your thesis/dissertation for a format review, you will also submit a file with the separate, signed acceptance page. The separate, signed acceptance page **does not get embedded** in your thesis/dissertation. The acceptance page embedded in your thesis/dissertation **is not signed.**
	Margins: left and right 1.25", top and bottom are 1".
	Clause centered, wording and line breaks must match format template, choose a degree. Clause spacing must match document spacing or be single-spaced.
	Choose committee type, left aligned at the 1.25" margin.
	Font/font size; 11pt. or 12pt., same font as the rest of the document.
	Committee names - The chair will be listed first, then the other committee members. Typed names and degree(s) go under the signature line. Add "Chair" after his/her degrees. Typed names can be anywhere beneath the signature line. If co-chairs, there are two co-chairs.
	Signed by entire committee.
	PhD only - enter the defense date (M/D/Y - i.e., August 1, 2020)
	May or may not have page number. Either are ok.
PhD students only: Separate, signed, Abstract (Submit for format review with dissertation):	
	When you submit your dissertation for a format review, you will also submit a separate file containing the signed abstract. **The abstract embedded in your dissertation does not contain signatures.**
	Margins: left and right 1.25", top and bottom are 1".
	Font/font size; 11pt. or 12pt., same font as the rest of the document.
	Student's name as it appears on transcript in One.IU, centered.
	Dissertation title as it appears on the title page, centered. Title case and underlined or all capital letters.
	Paragraphs total word limit of 350 words.
	Paragraph layout, indentation, and line spacing must match the document.
	Committee names - The chair will be listed first, then the other committee members. Typed names and degree(s) go under the signature line. Add "Chair" after his/her degrees. Typed names can be anywhere beneath the signature line. If co-chairs, there are two co-chairs. The faculty block will match the layout of the acceptance page.
	Signed by entire committee.
Thesis/Dissertation document overall:	
	We encourage you to use our formatting template at the start of your writing. The template contains formatting issues that students regularly struggle with during their reviews. You will find the fomatting template on our website or click here
	Margins: left and right 1.25", top and bottom are 1".

	All pages, the material starts at the top 1” margin. Exception: pages that start with a table/figure/picture.
	Hyperlinks and symbols need to be same font type and size as the rest of the document and black in color.
	The template is Times New Roman. Student can use any font but make sure all dropdown options,text and page numbers are changed to match.
	Font size is either 11pt or 12pt, pick one size.
	Spacing is 1.5 or double, however long quotes are to be single spaced and indented on the left side 0.5 inches.
	Page numbers will be at the bottom, center of page, 0.5" from the bottom of the page and must match font and size used in the document.
	Landscape pages - ensure your margins are correct (the 1.25" margins should be on the top and bottom now) See the formatting template for more instructions on inserting landscape material.
	Justification – must be consistent throughout the document.
Document Material Order	
Order of front material:	
	Title page (required)
	Acceptance page without signatures (page ii) (required)
	Copyright page (if copyrighted)
	Dedication (optional)
	Acknowledgements (recommended)
	Preface (optional)
	Abstract (unsigned)
	Table of Contents (required)
	List of Table (recommended if appropriate)
	List of Figures (recommended if appropriate)
	List of Pictures or schematics (recommended if appropriate)
	List of Abbreviations (recommended if appropriate)
Order of ending material:	
	Appendix (appendices) (recommended if appropriate)
	References (required)
	Curriculum Vitae (required)
Title Page:	
	Title cannot be bold.
	Title centered, all capital letters, same line spacing as document.
	Same font size as document.
	Student's name as it appears on transcript in One.IU, centered.
	Clause will be centered, choose degree, title and program.
	Wording and line breaks of the clause must match format template.
	Month & Year the degree will be awarded.
	No page number.
Unsigned Acceptance Page:	

	Clause must match document spacing or be single spaced. Centered. Wording and line breaks must match format template.
	Page numbers start here (ii) and will be Roman numerals at .5" from bottom of page.
	Choose committee type, left aligned at the 1.25" margin.
	Committee names - The chair will be listed first, then the other committee members. Typed names and degree(s) go under the signature line. Add "Chair" after his/her degrees. Typed names can be anywhere beneath the signature line.
	PhD only - enter the defense date (M/D/Y - i.e., August 1, 2020)
Copyright Page:	
	This page is included when copyrighted.
	Should be "©" and year only, centered.
	Year is the degree award year.
	Student's name as it appears on transcript in One.IU, centered.
Dedication Page:	
	This page is optional.
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	Use same font type and size, line spacing, and alignment used throughout the document.
Acknowledgement Page:	
	This page is optional, but recommended.
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	Use same font type and size, line spacing, and alignment used throughout the document.
Preface Page:	
	This page is optional.
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	Use same font type and size, line spacing, and alignment used throughout the document.
Unsigned Abstract Page:	
	Student's name as it appears on transcript in One.IU, centered.
	Thesis/Dissertation title as it appears on the title page, centered. Title case and underlined or all capital letters.
	Paragraphs total word limit of 350 words.
	Paragraph layout, indentation, font type and size, line spacing and alignment used throughout the document.

	Placement of committee member's names. List entire committee as it appears on the acceptance page with committee chair's name/degrees listed first followed by the rest of the committee. No signatures or signature lines. (If you have co-chairs, they will be listed first and second followed by the rest of the committee.)
Table of Contents:	
	Levels are identified below by color. Each level's format will match.
	Contains the material occurring after the table of contents.
	List of Tables
	List of Figures
	List of Pictures
	List of Abbreviations
	Chapter One Title
	Level 1 Subheading Name
	Level 1 Subheading Name
	Level 2 Subheading Name
	Level 2 Subheading Name
	Chapter Two Title
	Level 1 Subheading Name
	Level 1 Subheading Name
	Level 2 Subheading Name
	Level 2 Subheading Name
	Appendices
	Appendix A
	Appendix B
	Appendix C
	References - This chapter can be named Bibliography, Citations, Works Cited. Also, references can be a sub-section within a chapter.
	Curriculum Vitae
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	Single spaced or match the spacing of document.
	Do not include material occurring before the Table of Contents. If including Front material that occurs after the Table of Contents, those pages must be numbered with Roman numerals.
	The title wording, upper/lower case and punctuation must match the document titles.
	Make sure there are no words overhanging into the page number column.
	Page numbers must be aligned.

	Check all of the chapter titles and subheadings. The wording must match the Table of Contents exactly (ie, Chapter One vs. Chapter 1). Colons and periods used in Table of Contents must match colons and periods in the titles and subheadings. Also make sure the dash in the Table of Contents is the same dash used in the chapter titles.
	CV: no leader dots or page number on the Table of Contents.
List of Tables, Figures and Pictures:	
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	All titles in the list of tables, figures and/or pictures must match verbatim the titles that are in the document (ie, Table One vs. Table 1). Colons and periods used in List of Tables/Figures/Pictures must match colons and periods used in those titles in the document. Also make sure the dash in the List of Tables, Figures, Pictures is the same dash used in the chapter titles.
	Label consistently throughout the document.
	Make sure there are no words overhanging into the page number column.
	Must be within the margins of the text.
	Don't use italics or bold in the list of tables, figures or pictures.
	Single spaced or match the spacing of document.
	Page numbers must be aligned.
List of Abbreviations:	
	This page is optional.
	Title format for the following pages will be centered and match: dedication, acknowledgements, preface, table of contents, list of tables/figures/pictures/abbreviations.
	List your abbreviations and their meanings here if needed.
	Single spaced or match the spacing of document.
Introduction page to end of document:	
	This is where Arabic numbering starts (1).
	Font type, font size, indentation, and line space will be consistent.
	New chapters start on new pages.
	Address widow/orphans so that there are no single lines of a paragraph on the top of a page or a new heading starting at the bottom of a page.
	Footnotes are same font type as the rest of the document with a font size of at least a 10pt, but no larger than the document font size. Must be single spaced or match the document spacing.
	Additional Notes:
Appendix:	
	This section is optional.
	Margins match the rest of the document.
	Redact personal phone numbers, and other information you would prefer not be public.

References:	
	Can be student's preferred style guide but the title must have the same format as chapter titles, so capitalization, placement and font type (bold or not) will match.
	Margins match the rest of the document.
	Font size and type will be the same as the document and the line spacing can be single spaced or match the document spacing.
	If document is justified, the references must also be justified.
Curriculum Vitae:	
	Title "Curriculum Vitae" must be formatted like the chapter titles, including capitalization, placement and font type (bold or not).
	Student's name as it appears on transcript in One.IU, centered or left aligned. May be bold. Do not include degree credentials.
	Avoid identifying information. (address, phone number, email, citizenship, license numbers, and also mentee's name.
	Degree information - Check degree name, institution. List IU degree as Indiana University degree earned at Indiana University-Purdue University Indianapolis (or IUPUI). Degree date is month and year only. Recheck prior education degree label, degree date, and institution for accuracy.
	If document is justified, CV long text will also be justified.
	No page number on CV.
	Page margins match the rest of the document.
	Spacing and formatting consistent with document. Line spacing can be single spaced or match the document spacing.
	If using section titles, the format should be consistent throughout curriculum vitae.