



Thesis and Dissertation Formatting Checklist

Reviewer:

Review Date:

Student's Name:

Approved: Needs Revisions:

Please see the comments section at the bottom of the following section(s) for instructions on what specific changes must be made:

Insert corresponding sections with comments

1. Cover Page (Please see the [Cover Page Formatting Manual](#) for details and examples)

Yes	No	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Cover page included
<input type="checkbox"/>	<input type="checkbox"/>	1" margins on left, right, top, & bottom
<input type="checkbox"/>	<input type="checkbox"/>	Text centered on the page
<input type="checkbox"/>	<input type="checkbox"/>	Page is not numbered
<input type="checkbox"/>	<input type="checkbox"/>	Text is the same font style and size as the rest of the document
<input type="checkbox"/>	<input type="checkbox"/>	Cover Page is not bolded
<input type="checkbox"/>	<input type="checkbox"/>	All sections besides the title are single-spaced
<input type="checkbox"/>	<input type="checkbox"/>	Each major text section separated by at least one blank line-spacing
<input type="checkbox"/>	<input type="checkbox"/>	Title is in all CAPS
<input type="checkbox"/>	<input type="checkbox"/>	If title is more than one line, it is an inverted triangle ▼
<input type="checkbox"/>	<input type="checkbox"/>	Title is double-spaced (if more than one line)
<input type="checkbox"/>	<input type="checkbox"/>	Title is followed by "By" on the next line and the student's legal name on the next
<input type="checkbox"/>	<input type="checkbox"/>	Previous degrees listed under name

<input type="checkbox"/>	<input type="checkbox"/>	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"
<input type="checkbox"/>	<input type="checkbox"/>	Correct degree title listed
<input type="checkbox"/>	<input type="checkbox"/>	Department, School/College, and The Graduate College are formatted as a single block of text
<input type="checkbox"/>	<input type="checkbox"/>	Correct department name listed
<input type="checkbox"/>	<input type="checkbox"/>	Correct School/College name listed
<input type="checkbox"/>	<input type="checkbox"/>	"The Graduate College" listed under College/School name
<input type="checkbox"/>	<input type="checkbox"/>	University of Nevada, Las Vegas and the date are grouped together
<input type="checkbox"/>	<input type="checkbox"/>	UNLV is listed as "University of Nevada, Las Vegas"
<input type="checkbox"/>	<input type="checkbox"/>	Date is listed as the last month of the semester of official graduation (December, May, or August) with correct year
<input type="checkbox"/>	<input type="checkbox"/>	Copy/Paste document title into Word to check for spelling errors

Comments:

Insert comments if necessary

2. Table of Contents (Please see the [Table of Contents Formatting Manual](#) for details and examples)

Yes	No	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents is titled "Table of Contents"
<input type="checkbox"/>	<input type="checkbox"/>	All required items from the organization list appear in Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	Styles for the levels of headings and titles are consistent in font, size, casing, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Major sections in the text are organized as either sections, numbered sections or chapters consistently between the Table of Contents and the text
<input type="checkbox"/>	<input type="checkbox"/>	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)

Comments:

Insert comments if necessary

3. Document Order (Please see the [Document Order Formatting Manual](#) for details and examples)

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

Comments:

Insert comments if necessary

4. **Margins** (Please see the [Margins and Page Numbers Formatting Manual](#) for details and examples)

Yes	No	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1" margin on the left for all pages
<input type="checkbox"/>	<input type="checkbox"/>	1" margin on the right for all pages
<input type="checkbox"/>	<input type="checkbox"/>	1" margin on the top for all pages
<input type="checkbox"/>	<input type="checkbox"/>	1" margin on the bottom for all pages
<input type="checkbox"/>	<input type="checkbox"/>	All chapters and major section titles start at the same point on the page

Comments:

Insert comments if necessary

5. **Page Numbers** (Please see the [Margins and Page Numbers Formatting Manual](#) for details and examples)

Yes	No	N/A	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Page numbers are used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All page numbers are bottom center
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No page number on Cover Page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No page number on copyright page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abstract starts on page iii
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All front materials after the abstract but before chapter 1 are numbered with lower case Roman Numerals (e.g., iii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arabic Numerals are used starting on the first page of the first chapter or section. The first page begins with 1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No blank pages found in the document.

Comments:

Insert comments if necessary

6. Tables and List of Tables (Please see the [Tables and List of Tables Formatting Manual](#) for details and examples)

Yes	No	N/A	Required Items
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any tables in the document? If not, select N/A and skip to the next section.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables are numbered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables have titles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tables are clearly delineated from the text on all sides
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables smaller than one page are embedded on one page or in the appendix
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables larger than one page in the text are neatly and reasonably split
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Items formatted in landscape are on a page that is formatted to landscape with the page number bottom center landscape on the page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of Tables included in the document and Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heading and spacing of List of Tables matches Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If ellipses are used in Table of Contents then ellipses are used in the List of Tables and vice versa

Comments:

Insert comments if necessary

7. Figures and List of Figures (Please see the [Figures and List of Figures Formatting Manual](#) for details and examples)

Yes	No	N/A	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any figures in the document? If not, select N/A and skip to the next section.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All figures are numbered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All figures have titles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Figures are clearly delineated from the text on all sides
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All figures are embedded on a single page or in the appendix

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Items formatted in landscape are on a page that is formatted to landscape with the page number bottom center landscape on the page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of Figures included in the document and Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heading and spacing of List of Figures matches Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If ellipses are used in Table of Contents then ellipses are used in the List of Figures and vice versa

Comments:

Insert comments if necessary

8. Curriculum Vitae (Please see the [Curriculum Vitae Formatting Manual](#) for details and examples)

Yes	No	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Labeled "Curriculum Vitae"
<input type="checkbox"/>	<input type="checkbox"/>	Last item in document
<input type="checkbox"/>	<input type="checkbox"/>	Listed in Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	Numbered in sequence with the rest of the document
<input type="checkbox"/>	<input type="checkbox"/>	Does not include personal address/telephone information (UNLV information is fine)
<input type="checkbox"/>	<input type="checkbox"/>	Provides some form of contact information so peers and other researchers can contact individuals 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.

Comments:

Insert comments if necessary

9. **Text** (Please see the [Font, Style, Size, Style, Type, and Spacing Formatting Manual](#) for details and examples)

Yes	No	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	No editing marks present in text
<input type="checkbox"/>	<input type="checkbox"/>	No headers
<input type="checkbox"/>	<input type="checkbox"/>	No footers
<input type="checkbox"/>	<input type="checkbox"/>	All chapters and appendices should start on a new page
<input type="checkbox"/>	<input type="checkbox"/>	All text with the exception of text found in figures, images, or appendices is in black
<input type="checkbox"/>	<input type="checkbox"/>	All sections are double-spaced (The only exceptions are: captions; foot-notes; long quotations; bibliographic references; table titles and descriptions; figure titles and descriptions; inserted materials such as tables, images, diagrams, graphs, etc.; and the author's curriculum vitae)

Comments:

Insert comments if necessary

10. **Font** (Please see the [Font, Style, Size, Style, Type, and Spacing Formatting Manual](#) for details and examples)

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

Comments:

Insert comments if necessary