**UWest Dissertation/Thesis Standard Formatting Evaluation Checklist**

|  |  |
| --- | --- |
| **Student Name** |  |

|  |  |  |
| --- | --- | --- |
| **Pass** | **Notes** | **Format Guidelines:** [**https://lib.uwest.edu/services-requests/thesis-dissertation-format-guidelines**](https://lib.uwest.edu/services-requests/thesis-dissertation-format-guidelines) |
|  |  | I. General Information |
|  | This is the advisors’ responsibility, but the library will do spot checking. For issues picked up by spot checking, students should review the entire work to check for repeats of the same issue. See the bottom of this document for the issues picked up. |  a. Style Requirements |
| TBD | To Be Determined after checklist: 1 copy on special paper, see format guidelines. |  b. Required Copy of the Dissertation/Thesis |
| TBD | To Be Determined. |  c. ProQuest/UMI Publishing |
|  |  |  d. Copyright Registration |
|  |  |  e. Official Name Used in the Dissertation/Thesis |
|  |  |  |
|  |  | II. Document Setup and Format Requirement |
|  |  |  a. Margins |
|  |  |  b. Fonts |
|  |  |  c. Line Spacing |
|  |  |  d. Text Alignment  |
|  |  |  e. Document Sections  |
|  |  |  f. Sequence & Pagination |
|  |  |  |
|  |  | III. Contents |
|  |  |  a. Committee Certification of Approved Page |
|  |  |  b. Dissertation Abstract |
|  |  |  c. Table of Contents |
|  |  |  d. Footnotes, Citations, References, and Bibliography |
|  |  |  e. Appendix (Optional) |
|  |  |  f. Index (Optional) |
|  |  |  |
|  |  | IV. Printing Considerations |
|  |  |  a. Paper |
|  |  |  b. Print Quality |
|  |  |  c. CD-ROMs and Other Non-Print Media |
|  |  |  d. A Thesis Exceeding 500 Pages or 2.5 Inches in Thickness |
| Resend your revised document for final verification.**Do not print** until you have received final approval to do so. |