

Thesis Checklist

Your name: _____

Thesis title: _____

Complete and submit this checklist with your thesis to the Format Advisor in the Graduate School Office.

Make sure you have obtained all necessary signatures and that your manuscript is in a sturdy stationary box.

| Check here | Page number | Form | |
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| | | Intent to Graduate Form (Online) | Please note: this online form must be completed two weeks prior to the deadline date |
| | i | Title page | with signature of chief instructor, assumed page i only; do not print number on page |
| | ii | Abstract | With names of chief instructor and readers |
| | iii | Academic History | assumed number iii only; do not print number on page |
| | iv | Dedication | Optional |
| | v | Acknowledgements | Page vi if no dedication - optional |
| | vi | Table of Contents | Page vi if no dedication or acknowledgements |
| | vii | List of Illustrations, Maps, Tables, Figures | May be on separate pages |
| | 1 | Text | Page 1, Chapter 1.... See formatting guide for specific page number placement |
| | | Reference materials | *Bibliography, Appendix, Glossary...numbered appropriately |
| | | Blank page | Final Item |

***If footnotes are not used at the bottom of each page, you may wish to have a "Notes" page at the end of the text. This page will come before the reference materials.**

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