Thesis and Dissertation ETD Checklist for Students

- Pagination. Check all pages in your ETD to ensure all pages are numbered correctly and there are no blank pages. (Title page is page i but not printed; first page of main text is page 1). All pages other than the copyright page and title page should display page numbers.

- All page numbers are ½” from the bottom of the page and centered.

- Check that Title page, Abstract and Copyright pages conform to the [sample pages](#).

- Verify that the title on your Title Page and Abstract matches the title on your GS30- Thesis/Dissertation Submission Form.

- Only one Abstract and Acknowledgments page is allowed.

- Check that your department name and degree name are correct.

- Check that your graduation term is correct.

- Verify that your Table of Contents conforms to margin requirements.

- Check margins. Correct margins are 1 inch: top, bottom, left and right.

- Check that your Tables and Figures are correctly titled and numbered:
  - Table captions go above the table.
  - Figure captions go below the figure.
  - All tables and figures must conform to margin requirements.

Resources available:

- GS30-Thesis/Dissertation Submission Form
- GS31-Embargo Form
- Thesis and Dissertation Formatting Guide
- Sample pages
- Formatting Tips
- Technical Assistance

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