



FORMAT CHECKLIST for Pre-defence Format Checking

Instructions: go through each item below and check off when completed. Submit the completed checklist to graduate studies along with your formatted Master's Thesis, Major Research Paper, Internship Paper, or PhD Dissertation - **per the instructions for Pre-defence Format Checking.**

The Checklist is based on the required elements for the Traditional thesis format. Find additional resources including A Thesis Sample Template on the [Graduate Studies Format Requirements](#).

DOCUMENT SECTIONS AND PAGE NUMBERING:

Check off each when completed:

The document is divided into 3 main sections: (1) front-matter, (2) thesis body, and (3) back-matter. Pages within the front-matter are numbered using Roman numerals, starting with the third page, Declaration, numbered three "iii"; Pages within the thesis body and back-matter are numbered in Arabic numerals, starting at page one "1".
First and Second page (Title page and Committee Members page) count as pages one and two but are not physically numbered; The page numbers appear on all subsequent pages, starting with Declaration – numbered three in Roman numerals (iii), Abstract – four (iv), etc.
Restart page numbering at 1 (one) in Arabic numerals after the front-matter, where the thesis body begins, and continue consecutively in Arabic numerals through the end of document.

(1.) FRONT-MATTER SECTION (ALL PAGES PRECEDING THE THESIS BODY):

Take note of the specific format for the first 3 elements - Title page, Committee Members page, and Declaration:

1.1 Title Page: follows exactly the wording & layout from the Title Page template , with the full official department, degree, and program name listed, etc. Counted as page one but not physically numbered i.e. no page number appears on it.
1.2 Committee Members Page: follows the instructions from the Committee Members page sample and populated with each member of your approved Doctoral or Master's Committee. Counted as page two but no page number appears on it.
1.3 either "Author's Declaration of Originality" (option 1), or "Declaration of Co-Authorship/ Previous Publication" (option 2): Follows exactly the wording & instructions from the Declaration template for declaration option #1 or option #2 . From the Declaration onwards pages are physically numbered starting at page three in Roman numerals (iii), etc.
1.4 Abstract: Within the limit: up to 1 page for Master's Thesis or major paper; up to 2 pages for PhD dissertation.
1.5 Table of Contents (TOC): except for the first two pages, all front-matter pages are listed in the TOC starting with Declaration (page iii), Abstract (page iv) etc. as well as <u>all</u> back-matter that follows the thesis body: Appendices, References, Vita Auctoris. <ul style="list-style-type: none"> Do NOT list the first two pages (title page and committee approval form) within the Table of Contents; Do NOT list the "Table of Contents" page within the Table of Contents itself.
1.6 Titles of Front matter pages: no particular format of titles is recommended, however, font and style of each title within the front matter (e.g. "DECLARATION OF ORIGINALITY", "ABSTRACT", etc.) must be consistent, e.g. all titles in same font size, UPPERCASE, centered on the page, in bold text.
(2.) THESIS BODY: Divided into chapters; pages numbered in Arabic numerals starting at one (1). Font and style of chapter titles and sub-headings is consistent throughout <u>all</u> chapters.

(3.) BACK-MATTER SECTION (ALL PAGES FOLLOWING THE THESIS BODY):

3.1 Titles of Back matter pages: font and style of each title within the back matter (e.g. "REFERENCES", "VITA AUCTORIS") is consistent, e.g. all titles in UPPERCASE, centered on the page, in bold text.
3.2 References: no particular citation style is recommended or required but must be consistent.
3.3 Vita Auctoris: completed and attached. Containing <u>no personal information</u> , such as address, phone number, full date of birth, etc. (the Vita Auctoris must be listed in the Table of Contents).

GENERAL FORMATTING:

Font, typing, and line spacing: the same font type and style is consistent throughout. No particular style is recommended for the titles, however, the font and style of each title within each of the three sections (front matter, thesis body, and back matter) must be consistent.

All figures are clear and readable. Format of tables, figures, etc. and captions follows one style consistently and throughout all chapters.

Appendices: no personal information or signatures in any appendix.

Margins: 1 inch everywhere; 1 ½ inch on left recommended.

PAGE ORDER – INCLUDING OPTIONAL COMPONENTS:

1. Title Page
2. Committee Members Page
3. either 'Declaration of Originality', OR, where applicable, 'Declaration of Co-Authorship/Previous Publication'
4. Abstract
5. Dedication (optional)
6. Acknowledgements (optional)
7. Table of Contents
8. List of Tables (optional)
9. List of Figures (optional)
10. List of Appendices (optional)
11. List of Abbreviations, Symbols, Nomenclature (optional)
12. Body of thesis (divided into various chapters)
13. Bibliography/References (note that the Bibliography/References section can either precede or follow the Appendices)
14. Appendices (optional)
15. Vita Auctoris