

FORMAT CHECKLIST

for Major Research Paper/ Thesis/ Dissertation (traditional format)

Please ensure all following items are considered before submitting a copy of your paper to be format checked by Graduate Studies.

REQUIRED CONTENT (*check-off each item when completed*):

FRONT MATTER SECTION (ALL PAGES PRECEDING THE THESIS BODY):	
	Title Page: layout and wording exactly as in sample , with official department/program name listed, etc. Counted as page one but no page number appears on it. (see <i>Title page sample</i>)
	Approval Page: counted as page two but no page number appears on it. Names of committee members are listed in the required format (e.g. without title “Dr.”, an initial for the first name – for details see <i>Approval page sample</i>). *note that the <u>signed</u> approval page is required for final submission; the <u>unsigned</u> approval page must be included in the online (PDF) thesis/dissertation copy.
	either “ Author’s Declaration of Originality ” OR “ Declaration of Co-Authorship/ Previous Publication ”: completed, appended and page numbered in Roman numerals (iii) *If your thesis includes co-authored and/or previously published material ensure you have written permission from all co-authors and publisher(s) before submitting. It is best to append these permissions as an appendix to your thesis.
	Abstract: Within the limit: up to 2 pages double-spaced PhD dissertation; up to 1 page double-spaced Master’s Thesis/MRP
	Table of Contents: All front matter is listed <u>starting with Declaration</u> , Abstract, 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 title page and the approval page within the Table of Contents; • Do NOT list the “Table of Contents” page within the Table of Contents itself.
	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.
	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.
BACK MATTER SECTION (ALL PAGES FOLLOWING THE THESIS BODY):	
	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.
	References: no particular citation style is recommended or required but must be consistent.
	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.
	Appendices: no personal information or signatures in any appendix.
	Margins: 1 inch everywhere; 1 ½ inch on left recommended.
	Numbering: Each page is assigned a page number: <ul style="list-style-type: none">- Front matter assigned Roman numerals; page number appears on the page starting with Declaration (numbered iii), Abstract - iv, etc. consecutively- Restart numbering at (1) (in Arabic numerals) for body text , consecutively to end of document

*Ensure you have formatted your paper according to the template and guidelines on the [Graduate Studies website](#). You can also browse previously submitted thesis/dissertations to use as a reference point for formatting at [the 'Scholarship at UWindsor' online thesis collection](#).

PROPER ORDER OF THESIS/DISSERATION/MAJOR PAPER COMPONENTS:

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