UpdatedJMS: Fall 2022

### Thesis and Dissertation Formatting Checklist

Reviewer:	Review Date:

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## 4. Margins (Please see the largins and Page Numbers Formatting Marford details and examples)

Yes	No	Required Items
ñ	ñ	í_ u ClonPthne left for all pages
ñ	ñ	í _margin on the right for all pages
ñ	ñ	í_ u ClonPthne top for all pages
ñ	ñ	í_ u Œ Pt∱ne b¦ottom for all pages
ñ	ñ	All chapters and major section titles stattthe same pointsn the page

#### Comments:

Insert comments if necessary

5. Page Number Please see the largins and Page Numbers Formatting Marford details and examples)

Yes	No	N/A	Required Items	
ñ	ñ	ñ	Page numbers are used	
ñ	ñ	ñ	All page numbers are bottom center	
ñ	ñ	ñ	No page numbeon Cover Page	
ñ	ñ	ñ	No page numbeon copyright page	

 $\tilde{n}$   $\tilde{n}$  Abstract starts on pagië

# 6. Tables and List Tables (Please see the and List Tables Formatting Manufor details and examples)

Yes	No	N/A	Required Items	
	ñ	ñ	Are there any tables the document? If not, select N/A and skip the next section.	
ñ	ñ	ñ	All tables are numbered	
ñ	ñ	ñ	All tables have titles	
ñ	ñ	ñ	Tables are clearly delineated from the text all sides	
ñ	ñ	ñ	All tables smaller than one page are embeddedone pageor in the appendix	
ñ	ñ	ñ	All tables larger than one pagethe text are neatly and reasonably split	
ñ	ñ	ñ	Items formattedin landscape aren a page thats formatted to landscape with the page number bottom center landscape on the page	
ñ	ñ	ñ	Are there fiveor more tables in the document a list of tables in the document? If no, select N/A and skip to the next section	
ñ	ñ	ñ	Listof Tables included in the document and Tabfl€ontents	
ñ	ñ	ñ	Heading and spacinog Listof Tables matches Table Contents	
ñ	ñ	ñ	If ellipses are used Tableof Contents then ellipses are used the Listof Tables and vice versa	

#### Comments:

Insert comments if necessary

# 7. Figures and List Figures (Please see the igures and List Figures Formatting Manufor details and examples)

Yes	No	N/A	Required Items
ñ	ñ	ñ	Are there any figures in the document foot, select N/A and skito the next section.
ñ	ñ	ñ	All figures are numbered
ñ	ñ	ñ	All figures have titles
ñ	ñ	ñ	Figures are clearly delineated from the text all sides
ñ	ñ	ñ	All figures are embeddedin a single pager in the appendix

ñ	ñ	ñ	Items formattedin landscape aren a page thats formatted to landscape with the page number bottom center landscape on the page	
ñ	ñ	ñ	Are there fiveor more figures in the documentor a list of tables in the document? If no, select N/A and skip to the next section	
ñ	ñ	ñ	Listof Figures includeith the document and Tablef Contents	
ñ	ñ	ñ	Heading and spacino Listof Figures matches Tabole Contents	
ñ	ñ	ñ	If ellipses are use in Tableof Contents then ellipses are used the Listof Figures and vice versa	

#### Comments:

Insert comments if necessary

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