ETD Checklist

# One blank page

# Title Page

[ ] 2” top margin

[ ] 1.5” left margin

[ ] 1” right margin

[ ] 1” bottom margin

[ ] Title centered in ALL CAPS in inverted pyramid format

[ ] 1” space

[ ] Full name of student centered

[ ] 1” space

[ ] Statement formatted as follows:

A dissertation [or field study/thesis] submitted to the graduate faculty of the
College of [insert name of college] at the University of Louisiana
Monroe in partial fulfillment of the requirements for
the degree of [insert degree] [insert area]

[ ] Date is expected graduation date, formatted as Month, Year

[ ] Date is located below the midpoint of the page (5.5”)

[ ] “Approved by:” preceding signature lines

[ ] Signature lines right justified & align with right margin

[ ] Names of signatures typed above the line & use credentials after the name (not as a title of address)

[ ] No page number

# Copyright (if applicable)

[ ] Verify that copyright was published through ProQuest

[ ] Copyright centered at the bottom of the page:

 © Year
 Full Legal Name
 ALL RIGHTS RESERVED

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# Dedication (optional)

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# acknowledgment or Preface Foreword

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[ ] 1” bottom margin

[ ] Page numbers in lowercase Roman numerals

# Abstract (Preface if ENGL student)

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[ ] Title worded exactly how it is on the Title Page, formatted in title case and an inverted pyramid

[ ] Does not exceed word limit (150 thesis/350 dissertation)

[ ] Page numbers in lowercase Roman numerals

# Table of Contents

[ ] 2” top margin**,** 1” margin on additional pages

[ ] 1.5” left margin

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[ ] 1” bottom margin

[ ] Individual entries single-spaced using a hanging indent with a double space between entries

[ ] Entries broken up ¾ of the way with remaining words on the following line

[ ] Used leaders (as opposed to dots & periods)

[ ] Single space between text & leader line

[ ] Space between leader & page number

[ ] Lists any appendices that cannot be bound within the text (artwork, maps, disks, or other materials to be placed in pockets inside the cover)

[ ] Titles & page numbers correspond correctly

[ ] At least first 2 levels of headings included

[ ] Page numbers in lowercase Roman numerals

# List of Tables (if applicable)

[ ] 1” top margin

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[ ] 1” bottom margin

[ ] Heading in ALL CAPS

[ ] Individual entries single-spaced using a hanging indent with a double space between entries

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[ ] Page numbers in lowercase Roman numerals

# List of Figures (if applicable)

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[ ] 1” bottom margin

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[ ] Single space between text & leader line

[ ] Space between leader & page number

[ ] Titles or abbreviated captions & page numbers correspond correctly

[ ] Page numbers in lowercase Roman numerals

# List of Illustrations (if applicable)

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[ ] Single space between text & leader line

[ ] Space between leader & page number

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# List of Abbreviations (if applicable)

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[ ] Heading in ALL CAPS

[ ] Individual entries single-spaced using a hanging indent with a double space between entries

[ ] List is in alphabetical order

[ ] Page numbers in lowercase Roman numerals

# List of Symbols (if applicable)

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[ ] Heading in ALL CAPS

[ ] Individual entries single-spaced using a hanging indent with a double space between entries

[ ] List is in alphabetical order

[ ] Page numbers in lowercase Roman numerals

# Text of ETD

[ ] Page numbers change from Roman to Arabic

[ ] No page numbers on the first page of each chapter

[ ] Meets page number requirement (75 minimum)

[ ] Pagination follows one of two options:

* Upper right corner, ½” from the top & 1” from the right of the page
* Bottom centered, ½” from the bottom of the page

[ ] 2” top margin on the first page of each chapter, 1” margin on subsequent pages

[ ] 1.5” left margin

[ ] 1” right margin

[ ] 1” bottom margin

[ ] No widows or orphans (single lines of text at the top or bottom of a page)

[ ] No headings at the bottom of a page without at least 2 lines of text following

[ ] Blocked quotations single-spaced

[ ] Notes/captions/legends single-spaced

[ ] Long headings single-spaced

[ ] Headings & subheadings formatted correctly according to the style guide used

[ ] Tables/figures/illustrations formatted correctly according to the style guide used

[ ] Footnotes or endnotes formatted correctly according to the style guide used

[ ] Font is consistent throughout the document

# Appendices

[ ] 1” top margin

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[ ] 1” right margin

[ ] 1” bottom margin

[ ] All appendices assigned a number or letter heading (e.g. Appendix A, Appendix 2, Appendix III) AND a descriptive title

[ ] First page of each appendix title formatted as: APPENDIX A: ETD CHECKLIST

[ ] Subsequent pages title format: Appendix A (continued)

[ ] Titles either centered or aligned with left margin

[ ] Page numbers in Arabic numerals

# References

[ ] 1” top margin

[ ] 1.5” left margin

[ ] 1” right margin

[ ] 1” bottom margin

[ ] Heading in ALL CAPS

[ ] Individual entries single-spaced using a hanging indent with a double space between entries

[ ] List is in alphabetical order

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[ ] Page numbers in Arabic numerals

# Vita

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[ ] 1” bottom margin

[ ] Heading in ALL CAPS

[ ] No page number

[ ] Written as a third-person narrative

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# Other materials for pockets (if applicable)