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

No page number

# Dedication (optional)

2” top margin on first page, 1” margin on additional pages

1.5” left margin

1” right margin

1” bottom margin

No page number

# acknowledgment or Preface Foreword

2” top margin, 1” margin on additional pages

1.5” left margin

1” right margin

1” bottom margin

Page numbers in lowercase Roman numerals

# Abstract (Preface if ENGL student)

2” top margin, 1” margin on additional pages

1.5” left margin

1” right margin

1” bottom margin

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

1” right margin

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

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

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

Titles & page numbers correspond correctly

Page numbers in lowercase Roman numerals

# List of Figures (if applicable)

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

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

Titles or abbreviated captions & page numbers correspond correctly

Page numbers in lowercase Roman numerals

# List of Illustrations (if applicable)

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

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

Titles & page numbers correspond correctly

Page numbers in lowercase Roman numerals

# List of Abbreviations (if applicable)

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

Page numbers in lowercase Roman numerals

# List of Symbols (if applicable)

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

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

1.5” left margin

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

References formatted correctly according to the style guide used

Page numbers in Arabic numerals

# Vita

1” top margin

1.5” left margin

1” right margin

1” bottom margin

Heading in ALL CAPS

No page number

Written as a third-person narrative

# One blank page

# Other materials for pockets (if applicable)