

THESIS/DISSERTATION FORMATTING CHECKLIST

Please use this checklist as a supplement to the rules in the “CSULB Format Manual for Theses and Dissertations” to make sure that your manuscript complies with all CSULB Thesis & Dissertation Office formatting <http://www.csulb.edu/thesis>

Whole-Document Formatting Requirements

- ___ Is all text, including page numbers, in 12-pt. Times new Roman font? (exceptions are material in appendices and certain parts of tables and figure)
- ___ Are all margins (top, left, right, and bottom) set at 1.0 inch?
- ___ Are all paragraphs left aligned (i.e., the right edge of the text is uneven)?
- ___ Is the first line of each paragraph indented 0.5 inch?
- ___ Are all page numbers between 1 inch and $\frac{3}{4}$ inch from the bottom of the page?

Title Page

- ___ Does your title page match the title page format illustrated in the [Mini Manuscript](#)?

Abstract Page

- ___ Does the abstract page immediately follow the title page (or the optional copyright page, if you’ve chosen to include one)?
- ___ Is the title (i.e., “**ABSTRACT**”) centered, and in all uppercase letters and bold font?
- ___ Does the first page of the abstract use the lowercase Roman numeral “ii” for a page number?
- ___ Is your abstract free of any direct quotations or reference citations?

___ Do the titles of all listings (e.g., chapter titles) in the table of contents exactly match the titles that occur later in the manuscript?

___ Does your Table of Contents follow the format illustrated in the [Mini Manuscript](#)? Also, see template [here](#).

List of Tables/List of Figures

(Required if numbered tables or figures are used in the manuscript)

___ Do the titles of all **tables** use headline-style capitalization (i.e., the first word and all nouns, verbs, pronouns, and adverbs are capitalized; prepositions like *and*, *but*, *for*, *or*, *nor*, and *with* are lower case)?

___ Do the titles (captions) of all **figures** use sentence-style capitalization (i.e., the first word and all proper nouns are capitalized; all other words are lower case)?

___ Do the numbering, wording, and page numbers of all listings exactly match the numbering, wording, and page numbers as they occur in the manuscript?

Chapters

___ Does Chapter 1 begin Arabic page numbering with page 1 (i.e., 1, 2, 3...)?

___ Are all first-level subheadings centered, in bold font, and formatted in headline style capitalization, in which the first word and all significant words are capitalized (e.g., **A Survey of U.S. Education**)?

___ Do all second-level subheadings begin at the left margin (left justified) and use bold font and headline style capitalization (e.g., **A Survey of U.S. Education**)?

___ Are all third-level subheadings indented at the beginning of the para (g)-3.1.6 (r)-5.. 7(a)-3. 7(di)-5.

____ Are all your table titles formatted correctly with the word **TABLE** in all caps and bold font, the table number followed by a period, and the descriptive title in headline style caps (e.g., **TABLE 1. Study Participants**)?

____ Are all your figure captions formatted correctly with the word **FIGURE** in all caps and bold font, the figure number followed by a period, and the rest of the caption in sentence style caps with a period at the end (e.g., **FIGURE 1. Graph of the data set.**)?

Appendices (optional)

____ Are all appendices introduced by a separate title page?

Tip: If there is only one appendix, use one title page with the word **APPENDIX** and the appendix title on the line below. If there is more than one appendix, use an introductory title page with the word

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