

DISSERTATION FORMATTING CHECKLIST

Name: _____

Candidate **Advisor**

The dissertation (incl. page numbers) is in Times New Roman 12.
Headings are logical and consistent.
Text is double-spaced, **without** extra space between paragraphs.
Margins are 1” on all sides.

Order and Formatting of Front Matter – *See Turabian A.2.1*

Front matter has lowercase Roman numerals.
Title page – no page number visible
Copyright page (optional) – no page number visible
Table of Contents – begins visible pagination (ii or iii)
List of Figures, Tables, or Illustrations (if applicable)
Preface (if applicable)
Acknowledgments (if applicable)
List of abbreviations (if applicable)
Glossary (if applicable) – can also be included in back matter
Editorial or Research Method (if applicable)

Text

Arabic numbering begins with Introduction or first chapter.
Chapter/subheadings are formatted correctly
(see Turabian A.2.2.4)
Any epigraphs are formatted correctly
(see Turabian 25.2.2.3 & Fig. A.9)
Figures are formatted correctly *(see Turabian Chapter 8 & A.2.2.6)*
Tables are formatted correctly *(see Turabian Chapter 8 & A.2.2.6)*
Widow/orphan control is maintained throughout the text.
Block quotations are formatted correctly
(see Turabian 7.5; & 25.2.2)

Citation & Copyright

Footnote numbering starts over with each chapter
(see Turabian 16.3.3-16.3.4.1; Appendix, Figure A.12)
Footnotes formatting is correct *(see Turabian 16.1)*.
Citations are correct and appropriate.
Author has copyright permissions for all third-party works used.
The Bibliography/Works Cited is present and formatted correctly.