

DISSERTATION FORMATTING CHECKLIST

Name: _____

Candidate	Advisor	Archivist	
_____	_____	_____	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 except for 1.7” on the left.

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 (<i>see Turabian A.2.2.4</i>)
_____	_____	_____	Any epigraphs are formatted correctly (<i>see Turabian 25.2.2.3 & Fig. A.9</i>)
_____	_____	_____	Figures are formatted correctly (<i>see Turabian Chapter 8 & A.2.2.6</i>)
_____	_____	_____	Tables are formatted correctly (<i>see Turabian Chapter 8 & A.2.2.6</i>)
_____	_____	_____	Widow/orphan control is maintained throughout the text.
_____	_____	_____	Block quotations are used judiciously and formatted correctly (<i>see Turabian 7.5; & 25.2.2</i>)

Citation & Copyright

The Archivist does not check individual citations, but may identify patterns of error.

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

Archivist Comments: