

## THESIS/DISSERTATION FORMAT CHECKLIST

Name – Family name .....	Student ID .....
Field of Study ..... Faculty/School.....	

**Direction:** Mark  into the blank when checked.

Item	Page/Section	Guide Requirements
1	Cover page	<input type="checkbox"/> Thesis title matches with G.3 Form <input type="checkbox"/> Title is ALL CAPS, inverted pyramid style
2	Signature page	<input type="checkbox"/> Thesis title matches with G.3 Form <input type="checkbox"/> Thesis title typed in capitalize each word, <u>except</u> for the specific words that need typed in lowercase <input type="checkbox"/> No page numbering <input type="checkbox"/> Full legal name is used <input type="checkbox"/> All signatures in blue or black ink
3	Abstract page	<input type="checkbox"/> Thesis title matches with G.3 Form <input type="checkbox"/> The length of abstract should not exceed 1 page <input type="checkbox"/> At the end of abstract, provide 3-8 keywords (separated by / ) <input type="checkbox"/> Page numbering of a thesis/dissertation begin with ii ( lowercase Roman number) on this page
4	Acknowledgements	<input type="checkbox"/> ACKNOWLEDGMENTS in ALL CAPS and centered <input type="checkbox"/> Double space between paragraph
5	Contents page	<input type="checkbox"/> Contents is ALL CAPS and centered <input type="checkbox"/> All chapter and first major subheading in text are listed in Contents and match word for word <input type="checkbox"/> Page number are correctly matched to text
6	List of Tables/Figures Page	<input type="checkbox"/> LIST OF TABLES/FIGURES is ALL CAPS and centered <input type="checkbox"/> Page number are correctly matched to text
7	Text	<input type="checkbox"/> No page numbering appears on the first page of each chapter <input type="checkbox"/> Chapter title centered and CAPS <input type="checkbox"/> Single space between paragraph <input type="checkbox"/> Double space before heading/subheading <input type="checkbox"/> Double space above and below all tables/figures within the text <input type="checkbox"/> Equation number are aligned at right margin <input type="checkbox"/> Write “ <b>Figure X.X</b> ”/ “ <b>Table X.X</b> ” indicating the order of the picture/table according to the Chapter number <input type="checkbox"/> Use Time New Roman, Font size 15 bold for Chapter Title, <input type="checkbox"/> Font size 14 bold for head topic <input type="checkbox"/> Font size 13 bold for Sub topic <input type="checkbox"/> Font size 12 for text

Item	Page/Section	Guide Requirements
		<input type="checkbox"/> In case of figure/table title is longer than 1 line, Indent title in the second line to the first letter of the upper line
8	References	<input type="checkbox"/> REFERENCES centered and ALL CAPS on only first page <input type="checkbox"/> Alphabetical order if use name-year citation system <input type="checkbox"/> References in text match those on reference page
9	Appendixes	<input type="checkbox"/> Each Appendix has separate appendix title page, starting with Appendix A <input type="checkbox"/> No page number on separate appendix title page
10	Curriculum Vitae	<input type="checkbox"/> The length of the CV should not exceed 1 page <input type="checkbox"/> Give the details of research papers published in national/international journals or proceedings (if any)
11	Paper	<input type="checkbox"/> The thesis/dissertation paper must be printed on single sided plain white A4 80 grams paper.
12	Page setup	<input type="checkbox"/> Top margin should be 3 cm., right margin and bottom margin should be 2 cm. while Left margin should be 4 cm.
13	Page Number	<input type="checkbox"/> Use Time New Roman, Font size 12 throughout all sections of the thesis <input type="checkbox"/> The page numbers are placed at the top right hand corner of every page 1.25 cm. from both the top and right margins.
14	Paragraph alignment	<input type="checkbox"/> Use justified text margin

Though the above checklist has been check out, I am aware that my thesis/dissertation could be rejected if excessive errors found.

Signature ..... (Student)

Date.....