



Thesis Formatting Checklist

Element	Requirements	Common Problems
Abstract	350 word maximum.	Too many words.
Table of Contents	Single page-wide column. Page numbers must be right aligned. Must have leader lines (dots) connecting entries with page numbers. Entries must be in the appropriate order. Do not put “Page” (“page”, “p.”) in front of page numbers. Subheadings must be indented more than main headings; third-level headings indented more than subheadings; etc.	Page numbers not right aligned. No leader lines. “Page”, “page”, or “p.” in front of page numbers.
Page Margins	Left: 1 inch (25 mm) minimum; 1.25 inches (32 mm) recommended for binding. Other margins: 1 inch (25 mm) recommended; 0.75 inches (19 mm) minimum.	Margins too small (less than 1 inch/25 mm left or 0.75 inches/19 mm other margins).
Running Headers and Footers	Running headers and footers are not mandatory other than for page numbers. If you wish, you can use one with chapter titles (and chapter numbers, if applicable), but must be consistent throughout the thesis. Other information is not acceptable in a header or footer. The running header must be placed top centre or top right-justified.	Including extraneous information in the header.
Page Numbering	Every page of the thesis – except the title page – must have a page number appearing on it. <u>Preliminary pages</u> : lowercase Roman numerals (ii, iii, iv, etc.). Title page is “i”, but this number must not appear on the title page; numbering begins at “ii” on the first page of the abstract. <u>Body of thesis</u> : Arabic numerals (1, 2, 3, etc.). First page of the text is “1”; subsequent pages are numbered continuously throughout.	Page number on title page. Preliminary page numbers using Arabic numerals. Numbering in body of thesis does not begin at “1”.



THESIS ← 10-12 PT FONT

1 IN MARGINS → *formatting*

Element	Requirements	Common Problems
Page Number Locations	Must be at least 12 mm (0.5 inches) from the edge of the page. Preferred page number location is lower right; lower centre and top right are also permitted.	Page numbers not consistently placed.
Font	Must be appropriate for an academic paper. Must be the same throughout the thesis. Must be equivalent to 10 to 12 point font in Arial or Times New Roman. Must be at least 2 mm high in tables and figures. Must be black, except for web links (dark blue).	Font too small. Font not consistent throughout thesis. Font not black.
Line Spacing	1.5 or double spaced. Quotations of more than one line may be single spaced. Acknowledgements, footnotes, table/figure/illustration captions, and bibliography entries may be single spaced, provided that individual entries are separated by a full space.	Body text is single spaced.
Paragraph Style	The text of the thesis must be in paragraph form. Either the first line of each paragraph must be indented, or there must be a larger space between paragraphs than there is between lines.	Paragraphs are not uniformly demarcated.
Headings and Subheadings	Heading levels must be clearly distinguished, whether numbered or not. Whether or not you number chapters, headings and subheadings will depend on the style guide you are using (e.g., APA, MLA, or Chicago; or the style guide of a significant refereed journal in your field). If headings are numbered, the numbering must be sequential and accurate. Use bolding and/or a larger font. Do not use italics. Capitalization of same-level headings must be consistent. Use either title case (capitalization of all words except prepositions, articles and conjunctions) or sentence case (capitalization only of first word and proper nouns).	Heading use is inconsistent.



THESIS ← 10-12 PT FONT

1 IN MARGINS → *formatting*

Element	Requirements	Common Problems
Notes (footnotes, endnotes, etc.)	<p>Must be numbered consecutively throughout the thesis.</p> <p>Three possible locations for notes:</p> <ol style="list-style-type: none"> 1) at the bottom of pages; 2) at the end of chapters; or 3) at the end of the main body of the text immediately preceding the bibliography. <p>You and your supervisor should decide on the form and location of notes, following a style guide or style of a significant refereed journal in your field.</p>	<p>Notes are not numbered consecutively.</p> <p>Notes are included in multiple locations.</p>
Bibliographic Section	<p>There must be only one bibliography in the thesis. It must start at the top of a page and must be listed in the table of contents.</p> <p>You and your supervisor should decide on the style of your bibliography, following a style guide (e.g., APA, MLA, Chicago) or the style of a significant refereed journal in your field. The title of the section – Bibliography, References, Works Cited, etc. – will also depend on the style guide you are using.</p> <p>Web links in your bibliography must be functional, and must include the date on which you retrieved the material from the Web.</p>	<p>No common problems.</p>
Appendices	<p>Each appendix must start on a new page.</p> <p>Titles must be included in the Table of Contents.</p> <p>Content must be limited to supporting material genuinely subsidiary to the main argument of the thesis, and must only include material that is referred to in the Body of the thesis. The following are appropriate for inclusion in the appendices: additional details of methodology and/or data; diagrams of specialized equipment developed; and/or copies of questionnaires or surveys used in the research.</p> <p>Personal information (e.g., names or contact information of subjects and/or researchers) and/or signatures must be removed and/or blacked out from questionnaire/survey copies.</p>	<p>No common problems.</p>