

Formatting Checklist

In addition to reading the entire thesis and editing for grammar, spelling, and clarity, readers should also check thesis formatting using this checklist as a guide. If there are problems, feel free to leave a note in the manuscript or mark the appropriate line in the checklist or both.

<p>General Format</p> <p>_____ Font for text, headings, and page numbers match. In most cases, this should be 12-point Times New Roman. *Footnotes should also be TNR but may have a smaller font size.</p> <p>_____ All text is double-spaced, including between paragraphs and between chapter titles and text. *If Chicago or SBL, block quotes, references, and footnotes may be required to be single-spaced (see style manual).</p> <p>_____ Bottom and right margins are 1". Left margin is 1.5". Top margin is 1", except for the front matter and first page of each chapter or section (which should be 2").</p> <p>_____ Page layouts exactly match the sample pages for thesis title page, Table of Contents, etc.</p> <p>_____ Front matter is in the correct order (abstract, title page, dedication, acknowledgments, TOC, list of tables, list of figures).</p> <p>_____ Text (the body of the paper) is numbered with Arabic numerals, beginning on the first page of CHAPTER I and continuing consecutively. Page numbers should be located at the bottom center of each page.</p> <p>_____ Headings are on the same page as the text they precede.</p>
<p>Table of Contents/Headings</p> <p>_____ The heading TABLE OF CONTENTS is centered 2" from the top of the first page.</p> <p>_____ At least two levels of heading are used, and there are no lone headings (i.e., if one L2 heading is present, there should be another one in same section).</p> <p>_____ Levels and page numbers in TOC match levels and page numbers in the text.</p> <p>_____ Headings in TOC exactly match the wording, capitalization, and punctuation of headings in the text.</p> <p>_____ TOC does NOT have page numbers at the bottom of the page.</p> <p>_____ Dot leaders are used correctly and page numbers are right justified.</p>
<p>List of Tables/List of Figures (If Applicable)</p> <p>_____ Headings are centered 2" from top of page.</p> <p>_____ All table/figure numbers and captions are listed exactly as they appear in their text.</p> <p>_____ List of Tables and List of Figures are numbered at the bottom center of the page with lowercase Roman numerals. (Start counting from the first page of TOC.)</p>
<p>Abstract</p> <p>_____ Abstract is no more than 350 words.</p> <p>_____ The heading ABSTRACT is centered 2" from the top of the page.</p>
<p>Chapter Number and Title</p> <p>_____ Each chapter is numbered consecutively with uppercase Roman numerals.</p> <p>_____ The title CHAPTER X is centered 2" from the top of the page.</p> <p>_____ Each chapter has a descriptive title, also written in all caps and centered below the CHAPTER X title.</p>
<p>Tables and Figures (If Applicable)</p> <p>_____ Numbered consecutively in Arabic numerals.</p> <p>_____ Incorporated at appropriate points in the text.</p> <p>_____ Table/figure titles are placed above their corresponding table/figure. The number is bold; full title is italicized.</p> <p>_____ All tables and figures are called out in the text, with a reference to the table or figure number.</p>

References and Citations

- _____ Each entry in the references section is included in the text and vice-versa.
- _____ References are in alphabetical order.
- _____ References conform to the style manual.
- _____ Parenthetical documentation conforms to the style manual.

Appendices (If Applicable)

- _____ APPENDIX is centered 2” from the top. If there is more than one appendix, each is labeled with a separate capital letter (APPENDIX A, APPENDIX B, etc.).
- _____ A brief descriptive title appears underneath the APPENDIX heading in title case (not all caps).
- _____ Appendix A is a copy of the IRB letter (if required).
- _____ Appendices are listed in TOC with the word APPENDIX, capital letter indicating which one, and descriptive title (e.g., APPENDIX A: Institutional Review Board Approval Letter).

Footnotes (for SBL and Chicago)

- _____ All notes are numbered consecutively and have a corresponding in-text callout.
- _____ Footnote numbering restarts at “1” for each new chapter.
- _____ Note numbers appear *after* punctuation in text.
- _____ Within each chapter, footnotes are numbered consecutively and appear on the same page as their callouts.
- _____ Footnotes are formatted consistently throughout the paper, in accordance with the appropriate discipline’s style guide.

Other

- _____ Front matter is NOT included in TOC.
- _____ Ellipses are written with a space between each period, like this: . . .
- _____ If a Doctor of Ministry candidate, a Brief Vita is included. The Brief Vita is NOT included in TOC.