

UIS DISSERTATION FORMATTING CHECKLIST

- Check all **page margins** to ensure they are at least one-inch at top, bottom, and right side, and 1.5 inches at the left side. Make sure that nothing extends into any of the margins.
- Check all pages for **print quality**. Verify that none of the pages has any smudges or printing blemishes.
- Check all pages, from beginning to end, to ensure that no pages are missing and all are numbered consecutively and correctly. All **page numbers** should be in the same location on the page – i.e., in the upper right corner. They must be one inch from the right edge.
- Check the **headings** in the text. Verify that all levels of headings are formatted and used correctly. Make sure that no headings occur in isolation at the bottom of a page (i.e., without at least one line of subsequent text for the section on the same page).
- Check the chapter titles and any section headings listed in the **Table of Contents** against those found in the text. For each title or heading, check to make sure that the page number listed in the Table of Contents is correct and that the wording, spelling, and numbering listed in the Table of Contents exactly matches that found in the text.
- Check the entries in the **Lists of Figures and Tables** (if included) against those found in the text. For each caption or heading, check to make sure that the page number listed is correct and that the wording, spelling, and numbering listed exactly matches that found in the text.
- Check **figures** to verify that they are numbered consecutively and that on any pages containing rotated figures (i.e., figures placed in landscape orientation), the page numbers have not been rotated. Page numbers should appear in the same location (upper right corner) of all pages when the dissertation is in portrait orientation.
- Check **tables** to verify that they are numbered consecutively and that on any pages containing rotated tables (i.e., tables placed in landscape orientation), the page numbers have not been rotated.
- Check each reference citation in the text and in the **References** section for correct style. Verify that each reference citation in the text has a corresponding and accurate entry in the References as well.
- Check the word count of the **Dissertation Abstract** to verify that it does not exceed 350 words.
- Check the formatting of the separate **UMI Abstract** against the example in Appendix B, page 22 of the Dissertation Guidelines to verify that it conforms to the UMI requirements.