

## Thesis Guidelines Checklist

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This checklist details the specific formatting, citation, and printing requirements that must be met in order for final theses and dissertations to be accepted by the Graduate School. As stated earlier, it is the student's responsibility that the final document submitted meets the Thesis/Dissertation Guidelines. The staff of the Graduate School will only be reviewing the documents to check for compliance, and staff will not perform copyediting of content.

- \_\_\_\_\_ I have read the Thesis/Dissertation Guidelines at <http://gradschool.nmsu.edu/Guidelines>
- \_\_\_\_\_ The style used in the thesis has been agreed on by all members of the committee.
- \_\_\_\_\_ The style employed is \_\_\_\_\_.
- \_\_\_\_\_ All committee changes have been incorporated into the draft before submission to the Graduate School.
- \_\_\_\_\_ The print is black laser print or comparable; dot matrix is not acceptable for any portion of the thesis/dissertation.
- \_\_\_\_\_ The thesis is printed on only one side of the page and is not bound.
- \_\_\_\_\_ The font size is a minimum of 12-point. All page numbers are in the same font size and style used for the body of the thesis.
- \_\_\_\_\_ Left margin (binding side) is 1.50"; top and right margins are 1.25".
- \_\_\_\_\_ All numbered pages have page numbers on the bottom center of the page, 1 .0" from the bottom edge of the paper. The page numbers do not have dashes, hyphens or any other embellishment around them. All page numbers are in the same font style and size as the body of the paper.
- \_\_\_\_\_ At least .25" of spacing is between the last line of text on a page and the top of the page number. Page numbers do not overlap text, figures, or tables.
- \_\_\_\_\_ All landscape pages contain correct page numbers and page numbers appear in portrait position.
- \_\_\_\_\_ All required preliminary pages are included and follow the format of the example pages in the Guidelines. <http://gradschool.nmsu.edu/mb/DocumentStructure.pdf>
- \_\_\_\_\_ All preliminary page numbers are lowercase roman numerals and are in the same font size and style as the body of the paper.
- \_\_\_\_\_ Signature and date lines (for page ii) must be solid lines, not dotted or dashed or shaded and must end at the right margin.
- \_\_\_\_\_ All subheads are included in the table of contents.

- \_\_\_\_\_ If subheads are used, there are at least two subheads at any given level.
- \_\_\_\_\_ All text lines (except block quotations and poetry) are double spaced (6 lines per vertical inch for single spacing; 3 blank lines and 3 lines of text for double spacing).
- \_\_\_\_\_ The text of the body of the paper begins with an arabic number 1.
- \_\_\_\_\_ All chapters and chapter equivalents begin on a new page; subheads do not begin on a new page unless they would be the last line on the page (if this occurs then place that subheading on the next page).
- \_\_\_\_\_ Tables and figures that are not my original work have a source note and those sources are included in the References Cited/Bibliography.
- \_\_\_\_\_ All tables, figures, and appendices are mentioned in the text before they appear and are mentioned in numerical (or alphabetical for appendices) order.
- \_\_\_\_\_ The captions for all tables and figures are listed in a list of tables and a list of figures that follow the table of contents page(s). The lists are included in the table of contents as the first entries. Figures and tables should also be numbered. In the case of a writing style that employs a decimal system of naming tables or figures, tables are numbered by the chapter where they are placed. For example, the first table in chapter 2 would be 2.1. The first figure in chapter 3 would be numbered 3.1.
- \_\_\_\_\_ There are no partially filled text pages. If a table or figure will not fit in the space remaining on a page after its citation, fill the page with text (even if you need to begin a new subhead) and place the tables and figures on the following page(s). Turabian explains how to integrate tables and figures into the narrative on p. 94, sections 6.18 and 6.19.
- \_\_\_\_\_ Any table started on a page with text must be complete on that page. If the table will not fit, the text page must be filled with narrative and the table started on the next page.
- \_\_\_\_\_ Type size of tables must be large enough to be read when microfilmed (reduction to 75% on microfilm).
- \_\_\_\_\_ All illustrative material conforms to the requirements stated in the Guidelines.
- \_\_\_\_\_ All citations in the text and, if applicable, in tables/figures have a corresponding entry in the Literature Cited/Bibliography.
- \_\_\_\_\_ Every direct quotation has a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read.
- \_\_\_\_\_ All reference entries are single spaced with a double space (press "enter" twice with your line swing set on single spacing) between each entry.
- \_\_\_\_\_ All Literature Cited (or References or what you choose to use) entries are complete and in the proper format.

- \_\_\_\_\_ Signatures on all 3 (4 for molecular biology or astronomy majors) approval pages are original.
  
  - \_\_\_\_\_ The final 3 (4 for molecular biology or astronomy majors) copies have the front and back fly leaves (blank sheets of paper) as well as all preliminary pages, text pages, and back matter duplicated on 25, 50, or 100% cotton white bond paper (20 or 24-pound weight) with a watermark.
  
  - \_\_\_\_\_ Written permission has been granted for inclusion of any material that is not my own (maps, pictures, tests, questionnaires, etc.) and is attached to the Doctoral Dissertation Agreement Form as well as noted in the acknowledgments.
- For master's theses, submit the permission letters with the required copies. Faculty must review theses and dissertations to ensure that they do not violate copyright protection laws. Please visit <http://copyright.nmsu.edu> for information on copyright and to ask a NMSU librarian a question about copyright. Stanford has a great website that explains copyright and fair use at <http://fairuse.stanford.edu>.
- \_\_\_\_\_ I have printed and completed the Thesis/Dissertation [Intake Form](#), both checklists, and the [signature page for faculty and student](#). If I am a doctoral student, I have completed the [SED](#) and will present these items to the Graduate School front desk when I submit my thesis/dissertation for review.