Disclaimer: Please email the Thesis/Dissertation Consultant (Sarah Stone) at thesis@utk.edu if you have any questions about these or any other thesis/dissertation requirements for graduation. This checklist addresses the major problems that appear on most theses/dissertations, but does not include 100% of all formatting requirements. All formatting requirements can be found in the Guide to Preparation of ETDs (http://web.utk.edu/~thesis/Guide11.pdf). Students writing a multi-part manuscrip-style thesis/dissertation are especially encouraged to look at pages 21-22 of the aforementioned guide. Also, you can find several templates here: http://web.utk.edu/~thesis/templates.shtml, and can find technical tips for MS Word here: http://web.utk.edu/~thesis/technicaltips.shtml

__ APPROVAL SHEET – do not include as part of ETD; turn in signed hard copy to 111 Student Services Building

__ SEQUENCE OF PAGES (anything with an asterisk is optional – but if you choose to include it, it must be in this order)

- title page, copyright page*, dedication*, acknowledgements*, abstract, preface*, table of contents, list of tables (required if you have 5+ tables, optional if you have 1-4), list of figures (required if you have 5+ figures, optional if you have 1-4), list of equations/acronyms/schemes/etc.*, numbered chapters, references, appendix*, vita

__ TITLE PAGE

- Name consistent with official student records
- Title is final, and consistent with title on approval sheet and in Trace
- Date must be month/year of graduation, regardless of submission/defense (May, August, & December only possible options)
- Follows formatting and wording of template/sample (http://web.utk.edu/~thesis/titlepage.shtml)
- Page number not visible, but still assigned roman numeral “i”

__ ABSTRACT

- 350 words maximum
- special characters (anything not on a standard English keyboard, INCLUDING superscripts/subscripts) spelled out between square brackets immediately following first use of each term (example: β [beta])

__ TABLE OF CONTENTS

- No entries for preliminary pages (first entry should be Chapter/Section/Part 1, page 1)
- Mirrors organization of document (sections, subsections) and has each entry written exactly as it appears in text
- Page numbers are correct
- Contains entry for references, appendix (if your document includes one), vita
- Points to separation sheets/title pages for any sections that have one, not the first page of actual content
__ LIST OF TABLES/LIST OF FIGURES  
__ Required if you have 5+ tables or 5+ figures, optional if you have fewer  
__ Must be separate lists on separate pages  
__ Must include each table/figure’s number, title (at least up to the first terminal punctuation, AND page number)  

__ MARGINS  
__ At least 1” on all sides  
__ Consistent throughout the document (i.e. the same on EVERY single page, from the title page to the vita)  

__ PAGINATION  
__ Title page: assigned roman numeral “i” but not visible  
__ Page after title page assigned roman numeral “ii” (and is visible)  
__ Page numbers 1” or more from bottom/top of page  
__ First non-preliminary page (the first page of the Introduction, or Part/Chapter/Section 1) begins with Arabic number “1”  

__ BODY OF TEXT  
__ All images and other word cited properly & copyright considered (Does your use constitute fair use? Do you need permission?)  
__ Headings, heading levels understandable and consistent (it is up to you, within reason, to decide how to format your headings/subheadings – but if your Chapter 1 heading is bold and centered, your Chapter 2 heading should also be bold and centered. The same goes for all other levels of headings/subheadings of equal value)  
__ No widowed/orphaned headings/text (if there is not enough room for a complete heading/subheading + at least TWO LINES of text below it, that heading/subheading should be moved to the next page)  
__ If chapter from published journal article: disclosure statement included, copyright considered, permission obtained if necessary  
__ If multi-part/manuscript style thesis/dissertation: Introduction & Conclusion for whole ETD, abstract and title page for each chapter/part  

__ TABLE/FIGURE FORMATTING  
__ Appropriate titles/numbers/captions: above for tables text in the row/column format); below for figures (photographs, charts, graphs, and other images) – unless table/figure [including its caption] is too big to fit on one page – see “lengthy legend” rules)  
__ Information in tables/figures understandable  
__ Tables formatted properly:  
__ Font consistent (attributes like size, boldness may change) with rest of document, both inside the table and in the table caption
__ Has requisite 3 horizontal lines (columnar heading opening and closing, and table closing)
__ Has requisite at least two columns
__ Tables too large to fit on 1 page must have repeated columnar headings + “Table # cont.” above the table on the 2nd+ pages

__ Figures formatted properly:
__ Font consistent in figure caption/legend, but font INSIDE figure can be different (however if you are creating the images yourself, using the same font is recommended)
__ Not blurry when entire PDF page is visible
__ Figures (caption/legend included) too large to fit on 1 page must have the figure/legend on otherwise blank page BEFORE the actual figure. The page(s) that contain(s) the actual figure should have “Figure # cont.” below the figure

__ Tables/figures on landscape pages (if too large to fit on regular pages while being contained in margins):
__ Table/figure not rotated (top of table/figure at top of page when looking at it normally on computer)
__ Margins consistent
__ Page numbers on landscaped pages horizontal on bottom/top of landscape pages, not sideways on the left/right side of page

__ TABLE/Figure PLACEMENT
__ Must be placed AFTER the first mention in text, not before
__ Three options for placement (you can pick one option and use it for every table, or can use 2-3 options throughout the document):
__ On same page that table/figure is first mentioned (can only be used if the table/figure takes up less than ½ of the page)
__ On an otherwise blank page directly after the table/figure is first mentioned (should not “break” text and leave white space in order to wait to show table/figure on next page – instead, just continue typing until the page that the table/figure is first mentioned is completely full, even if the bottom portion of the page is no longer referencing the table/figure; then put the table/figure on the next page)
__ In the labeled appendix at the end of the document (or, ONLY if you are writing a multi-part ETD, you can put them in a labeled appendix at the end of each chapter)
__ If possible, should not be “sandwiched” between text; should instead be on top or bottom of page with (non-caption/legend) text
__ Half inch of space between table/figure and other (non-caption/legend) text or other table/figure on same page
BIBLIOGRAPHY/WORKS CITED/REFERENCES
- Page references (page numbers) correct
- Separation sheet/title page required (this is an otherwise blank page with just the section title at the top/center of page – first reference will begin on page directly following this page)
- Referenced on Table of Contents (page number should be that of the title page)

APPENDIX/APPENDICES
- Separation sheet/title page required (this is an otherwise blank page with just the section title at the top/center of page – first page of appendix material will begin on page directly following this page)
- Appropriate organization of multiple appendices/sections
- Referenced on Table of Contents (page number should be that of the title page)

VITA (brief biography about author)
- Written in 3rd person/paragraph form, NOT a resume or CV
- No title page – just heading at top of page
- Referenced on Table of Contents

ODDS AND ENDS
- No running headers
- No entirely blank pages
- All comments deleted, all changes accepted, “track changes” turned off, etc.
- Thesis/dissertation thoroughly checked grammatical and other errors – after it is accepted, you won’t be able to make any changes or upload a new document, EVEN IF a typo or other error is found
- PDF checked for conversion errors before submitting final version
__ Document defended, approved (content-wise by committee, formatting-wise by thesis consultant), AND uploaded to Trace as a PDF before 5:00PM EST on day of deadline (http://gradschool.utk.edu/ddategraduation.shtml)

__ Approval form signed by ALL committee members and handed in to 111 SSB (must be original hard copy – photocopies or scanned/electronically submitted forms WILL NOT be accepted)

__ Survey of Earned Doctorate (PhD candidates only) completed: http://web.utk.edu/~thesis/sed.shtml