

Checklist to thesis/dissertation completion – common mistakes

Review the Thesis and Dissertation Guidelines on the Graduate School website.

Page i: Include the names, rank and committee role only

Page ii: Make certain the name of the degree you are earning is correct. See the list on next page.

Abstract, dedication, acknowledgements pages (optional): header in all caps

Table of Contents (TOC): must include all optional pages; headings in all caps, subheadings properly indented; must use dot leader; titles and subheadings must match those used in the body of the document – word for word; must include appendix in all caps, if used; Vita must be listed.

List of Tables, List of Figures: check page numbers to match TOC; titles must match word for word with those used in the body of the document; use dot leader.

Chapters: each chapter must begin on a new page; Chapter # and title in all caps and centered.

Subheadings: each level must be different in presentation – examples include centered, left flush, italics.

Tables: the title should be placed one line above the table and numbered as listed on the List of Tables. Two blank lines should precede the title and after the table if embedded in the document.

Figures: the title should be placed one line below the figure. Two blank lines should precede the figure and after the figure title if embedded in the document.

References: a bibliographic management program, such as EndNote (Word) or BibTeX (LaTeX) must be used to assure that all references are included and are in proper order; style should be consistent with that used in professional publications.

Appendix: must use divider page for each appendix which includes the title of the appendix; divider page is centered in the page. Divider page is numbered on the TOC.

Vita: a brief vita must be included as the last item of the document. Must be listed on the TOC.

Degree Names

College of Arts & Sciences

Master of Arts: English Master of Music
Master of Public Administration Master of Science: Environmental Science
Master of Science: Mathematics Master of Science: Psychology
Master of Science in Criminal Justice

College of Engineering and Computer Science

Master of Science: Engineering Master of Science: Engineering Management
Master of Science: Computer Science
Doctor of Philosophy in Computational Science

College of Business

Master of Accountancy Master of Business Administration

College of Health, Education, and Professional Studies

Master of Education: Counselling Master of Education: Elementary Education
Master of Education: School Leadership Master of Education: Secondary Education
Master of Education: Special Education Master of Science: Athletic Training
Master of Science: Health and Human Performance
Master of Science in Nursing Doctor of Physical Therapy
Doctor of Occupational Therapy Doctor of Nursing Practice
Doctor of Philosophy: Learning and Leadership
Doctor of Education: Learning and Leadership