Thesis and Dissertation

UWG General Guidelines for Formatting and Processing

Go West. It changes everything.

UNIVERSITY of West Georgia

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INTRODUCTION

Thesis and Dissertation Format and Processing Guidelines

In preparing a thesis or dissertation for submission, the student should keep in mind that neatness and correctness in form are second in importance to accuracy and soundness of research; however, all are important in preparing an acceptable document. This handbook will assist in the preparation of the thesis or dissertation, but it is not meant to be an exhaustive manual. For specific questions of style, consult the most recent edition of the discipline-specific style guide. When using a style manual, follow the specifications for published documents. However, certain policies set forth in this handbook take precedence over those in any style manual as they pertain to this institution. Read this handbook carefully before beginning the preparation of the thesis or dissertation.

The element that contributes most to the attractiveness and readability of the thesis or dissertation is consistency in format. Consistency means the student establishes a series of conventions or protocols regarding "heading sequencing" and other aspects of appearance to visually guide readers through the document, thus enabling them to concentrate on the content. For more information, refer to the "Style" portion of this handbook.

Students must submit the thesis or dissertation, with the required Content Pages, for the final formatting review prior to submitting to ProQuest for final processing. The student and Faculty Advisor or Dissertation Chair signatures on the Format Review Form indicate that editing and formatting have been reviewed prior to submitting the required Content Pages to ProQuest for the final format check and approval. The final format check and approval ensures that the required Content Pages adhere to the UWG style requirements. Content is not reviewed for spelling, punctuation, or writing style by the Format Reviewer.

The required Content Pages include:

1. Title Page
2. Signature Page
3. Abstract
4. Copyright, Dedication, Acknowledgements, Preface (optional pages)
5. Vita (optional page)
6. Table of Contents
7. One table or figure, if applicable
8. List of Tables or Figures, if applicable
9. First page of any one chapter
10. Reference Pages. Submit a sufficient number of reference pages to allow various types of references to be verified for form using the discipline-specific style guide. Sample references to be checked may include:
    a. Chapter of a book
    b. Edited book
    c. Journal Article – (one author, two authors, three or more authors)
    d. Any electronic media (e.g., online journal)
    e. Personal communication

Table 1. Arrangement of Thesis or Dissertation Parts

Parts	Page Assignment
Blank Page	
Title Page	Assigned the small Roman numeral (i) although it is not typed on the page
Signature page	Assigned (ii), not typed on the page
Abstract	Small Roman numeral page numbers, beginning with "iii" on the first page of the Abstract, are assigned and typed at the center at the bottom of the page below the one inch margin in the footer of the document. Table of Contents list begins with the Abstract on page "iii".
Optional Pages: Copyright, Dedication, Acknowledgments, Preface	
Optional Page: Vita	
Table of Contents	
List of Tables, Figures, or Illustrations	
Body of Text	The text should be arranged in sections consistently in accordance with the appropriate style manual. The pages of the text should be numbered in Arabic numerals. The first page of the text should not bear a number, however, the second page and all subsequent pages of the text should have a number in the upper right corner within the right margin and above the top one inch margin.
References	List of references in the format prescribed by the discipline-specific style guide following the text.
Appendix (optional section)	Any necessary appendices follow the bibliography/list of references.
Blank Page	

General Policies and Regulations

Student Integrity

Conferral of a degree implies personal integrity and ability to perform within the framework of scholarly methods. Three areas in which graduate students should be particularly cautious are the following:

1. Proper acknowledgment of cited works as set forth in discipline-specific style guides.

2. Use of copyrighted material. See "Copyright Law and the Doctoral Dissertation" at http://www.ifla.org/documents/infopol/copyright/crews.txt or the Copyright Law of the United States http://www.loc.gov/copyright/

3. Proper reporting of work subject to federal compliance regulations (e.g., use of human subjects). See the UWG websites:
http://www.westga.edu/orso/index_17322.php,
http://www.westga.edu/orso/index_17493.php

Submission Procedures

The student has full responsibility for insuring all copies of the thesis or dissertation are correct in content and form.

Format Review

Compare the formatting of the required Content Pages to that of the sample Content Pages included in the appendix of this handbook. Before uploading to ProQuest, confirmation from the Thesis Advisor or Dissertation Chair of a successful defense and a signed copy of the format review form is required.

The required Content Pages include:

1. Title Page
2. Signature Page
3. Abstract
4. Copyright, Dedication, Acknowledgements, Preface (optional pages)
5. Vita (optional page)
6. Table of Contents
7. List of Tables or Figures, if applicable
8. First page of any one chapter
9. Reference Pages. Submit a sufficient number of reference pages to allow various types of references to be verified for form using the discipline-specific style guide. Sample references to be checked may include:
    a. Chapter of a book
    b. Edited book
    c. Journal Article – (one author, two authors, three or more authors)
    d. Any electronic media (e.g., online journal)
    e. Personal communication

When the thesis or dissertation is completed, required Content Pages approved, and the Format Review form is properly signed, a pdf of the final document and scan of the signed review form will be sent to edreview@westga.edu. After receiving the signed form and pdf, the student will be sent directions and the appropriate website to upload the final document to ProQuest.

Submit the thesis or dissertation to ProQuest by the deadlines listed below:

Spring Graduation - April 1
Summer Graduation - July 1
Fall Graduation - November 1

If the deadline falls on a weekend or holiday, then it is due on the following workday by 5:00 p.m.

UWG STYLE GUIDE

Typeface

Times Roman or Times New Roman 12 (twelve) point fonts must be used throughout the document. Superscript characters should be no smaller than two points smaller than the font used for the body of the text.

Margins

All copies of a thesis or dissertation must have uniform margins. The page margins should be as follows:

1. One inch on the left, right, top, and bottom of page.
2. Two inch top margin on specific pages. (Title Page, Signature Page, and the first pages of the Abstract, Dedication, Acknowledgement, Preface, Vita, Table of Contents, List of Tables and Figures, Sections or Chapters, Bibliography/References/Works Cited and Appendix/Appendices). In MS Word, Continuous Section breaks are used to establish different margins for different pages within the same document. Page two, and subsequent pages of any of the above named sections, returns to the one inch top margin.

Spacing

Spacing should be double for the entire text body. The Vita and Table of Contents contain both single and double spacing (see sample pages).

Pagination

Each page of the thesis or dissertation must be assigned a number even though the number does not always appear. Small Roman numerals (i, ii, iii, iv, etc.) are used on all pages preceding the first page of chapter one. This includes the Copyright Page, Abstract, Dedication Page, Vita, Acknowledgement(s), Preface, Table of Contents, List of Figures, etc. The first page to display a number will be page iii (the Abstract); the Title Page counts as page i and the Signature Page as page ii, but the numbers do not appear on these pages. The small Roman numeral page numbers are located below the bottom one inch margin in the center of the page. See the sample Content Pages for a visual of this placement.

Arabic numerals (1, 2, 3, etc.) begin with the second page of Chapter One and include the body/text of the document, illustrations, appendices, notes, reference list, or bibliography and pages of visual material. Avoid page numbers that use letters, hyphens, periods, or parentheses:
1a, 1-2, (1). Position page numbers in the top right corner of the page inside the right one inch margin, but above the top one inch margin. A page number does not appear on the first page of the text, however, the second page and all subsequent pages of the text should have a number in the upper right corner. A quick and easy way to place these page numbers in the correct location on the page is to insert, then rotate, a text box.

Most word processing systems have a setting that controls “widows” and “orphans” on a printed page. A widow is a single line of text at the bottom of a page, with the rest of a paragraph continuing on the next page; an orphan is a single line of text at the top of a page, with the rest of the paragraph left behind on the previous page. Because widows and orphans are unacceptable,
be sure to activate the widow/orphan setting that controls page breaks before printing out the final copy of the thesis or dissertation.

CONTENT PAGES

Title Page

The title page should conform to the sample Title Page included in the Appendix. The title should be centered, with a two inch margin from the top of the page, all upper case letters. If the title is longer than one line, it should be double-spaced with the longer line of text first. After an additional double-spaced line, insert “by” in lower case letters.

Another double-space below, insert [student name] using all upper case letters. The student’s name must appear as he/she is registered at the University of West Georgia.

Eight spaces down, four double-spaced lines, or less if the title is more than one line, a similar statement should be added, “A [Thesis or Dissertation] Submitted to the Graduate Faculty of the University of West Georgia in Partial Fulfillment of the Requirements for the Degree of [Name of Degree]” using both upper and lower case letters. The wording should be modified as necessary for each student, program and degree. Another eight spaces, four double-spaced lines, below this statement, enter “CARROLLTON, GEORGIA” using upper case letters. The submission year should be entered, one double-space below. Although the number does not appear on the page, this page is assigned a Roman numeral “i.”

Signature Page

Refer to the corresponding sample Signature Page included in the Appendix for a visual of these instructions. The Signature Page contains the signatures of the thesis or dissertation committee members and the Dean of the College or School supervising the program. It indicates that the content and format of the thesis or dissertation are appropriate and acceptable.

As with the Title Page, the title should be centered, with a two inch margin at the top of the page using all upper case letters. After a double-space line, two single spaces, add “by” in lower case letters. Another double-space below, insert [student name] using all upper case letters. The student’s name must appear as it does on the Title Page.

The committee members' signature lines, for three committee members, should begin ten spaces, five double-spaces, or less if the title is more than one line, below the student's name, aligned 3.5 (three and one half) inches from the one inch left margin. Insert "Approved:" on the first line, then the signature line should be placed on the third single spaced line below. Extend the line to the right one-inch margin. Type the committee chair's name one single space below the signature line. The line below the typed name identifies the person as the "Thesis Advisor" or "Dissertation Chair."

For committees consisting of four members, the "Approved:" section should begin six single spaces, three double-spaces, or less if the title is more than one line, below the student name aligned 3.5 (three and one half) inches from the one inch left margin. Following the same pattern, three lines below, add another signature line for a committee member. Type the committee member's name one space below the signature line. One line below the name, identify the person as "Committee Member." This is repeated for each committee member.

Additional approval, from the Dean of the College or School is placed, left-justified, on the one inch margin, one double-space below the last committee member's name and title. The signature line is located three lines below "Approved:" with the identifying information directly below the signature. One double-space below, or two single spaces, add a line of the same length for the date of the signature. Type "Date" below this line. This page is assigned "ii," although the number does not appear on the page.

Abstract

Refer to the corresponding sample Abstract page included in the Appendix for a visual of these instructions. Policy requires the submission of an Abstract with each thesis or dissertation. Although the content of the Abstract is determined by the student and committee, the following information is standard: 1) a short statement concerning the area of investigation; 2) a brief discussion of methods and procedures used in gathering the data; 3) a condensed summary of the findings, and/or 4) conclusions reached in the study.

"ABSTRACT" should appear, centered on the line, two inches from the top of the page using all upper case letters. One double-space below, or two single spaces, enter the student's name, using all upper case letters, followed by a colon, then the title of the thesis or dissertation using upper and lower case letters. A single space below the student name and title, in parentheses, add "Under the direction of [insert name of Thesis Advisor or Dissertation Chair]." The double- spaced text of the Abstract should begin two double-spaces, four single spaces, below this information. The second page, if applicable, returns to the one inch top margin.

Copyright (optional)

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. This page shows that the thesis or dissertation has been copyrighted. The student's thesis or dissertation committee can provide insights as to if the thesis or dissertation should be copyrighted or not. The copyright symbol (©) and the year begins twenty double spaces, forty single spaces, below the top one inch margin. One single

space below, enter the student's name as it appears on the previous pages, using upper and lower case letters. Another single space below should read, "ALL RIGHTS RESERVED" using upper case letters.

Dedication (optional)

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. If the student wishes to dedicate the thesis or dissertation, the dedication statement is included on this page. "DEDICATION" should appear two inches from the top of the page in all upper case letters. The second and subsequent pages of the double-spaced text, if applicable, return to the one inch top margin.

Acknowledgments (optional)

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. This page is used to thank those who have helped in the process of obtaining the graduate degree. Permission to quote copyrighted material is listed here, as well as acknowledgment for grants and special funding. "ACKNOWLEDGEMENT" should appear two inches from the top of the page using all upper case letters. Subsequent pages should begin at the one inch top margin. Text should be double-spaced.

Preface (optional)

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. A personal statement about the purpose and scope of the thesis or dissertation would be included in the preface. The tone of a preface, however, must be academic and appropriate to scholarly work. "PREFACE" should appear two inches from the top of the page using all upper case letters. Subsequent pages should begin at the one inch top margin. Text should be double- spaced.

Vita (optional)

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. "Vita" should appear two inches from the top of the page using all upper case letters. The one-page Vita presents the student's educational and professional experience related to the discipline. It also presents the student's major areas of study. The Vita contains appropriate academic and professional information about the author/student. Personal information should not be included. Text may include both single and double-spaces.

Table of Contents

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. The Table of Contents may vary in style and amount of information included and contain both single and double-spaces. Chapter or Section titles, the Bibliography/List of References, the Appendix, if used, and the Vita should be included. Page numbers shown in the Table of Contents for the Appendix/Appendices must be the number assigned to the single page or the title sheet preceding each multiple page section. Refer to the "Appendix/Appendices" section for more details. There should not be a title sheet preceding the List of References or Bibliographies. Although it is not necessary to include all levels of headings, any inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included. All pages, including the preliminary pages beginning with page three, the Abstract, must be listed in the Table of Contents.

Page one of the Table of Contents begins with a two inch margin from the top of the page. The second and subsequent pages, if applicable, return to the one inch top margin.

List of Tables, Figures, or Illustrations

Refer to the corresponding sample page included in the Appendix for a visual of these instructions. If there are five or more tables or figures in the thesis or dissertation, a List of Tables, a List of Figures, and/or List of Illustrations must be included after the Table of Contents. Any tables, figures, or illustrations appearing in the appendix must also be included in the list. Each title must be unique, and all titles must be entered in the Lists worded exactly as they appear on the table, figure, or illustration.

Body of Text

The primary rule is to conform to the current discipline-specific style manual when presenting the text of the thesis or dissertation. The thesis or dissertation must be divided into a logical system that is followed consistently throughout the document. Chapters are the most common division, but sections and parts are also permissible. Chapter or section numbers and titles are primary divisions of the entire document.

Each major division (chapter or section) must have a title, be numbered consecutively throughout the document, and begin on a new page. The chapter number and title should begin two inches below the top of the page. The second and subsequent pages return to the one inch top margin.

Tables, Figures, and Illustrations

Tables, figures, or illustrations should not be larger than the space within the margins. If smaller than a full page, then place the table, figure, or illustration at the top of the page at the one-inch margin.

Tables are usually quantitative in nature and should be organized so that entries that are to be compared are next to one another. Table labels are situated above each table.

Illustrative visual material, such as a photograph, map, line drawing, graph, or chart, should be called a figure. Because figures are considered illustrations or diagrams and may be imported from an external source, any text that is part of the figure can be in any typeface, provided it is neat and legible. The figure number and title must be in the same typeface as the rest of the thesis or dissertation because this material is considered a part of the typeset body of the document. A figure containing several related parts too large to be included on a single page may be continued onto other pages. The first page contains the figure number and complete title below the figure and subsequent pages contain the remainder of the figure.

Each table, figure, or illustration must have a unique title descriptive of its contents; no two titles can be exactly the same. The number and title must appear above each table and below each figure. Figures/tables containing parts must be given a general title, after which the figure/table may be broken down into separate parts, as in a), b), etc. For multiple part figures/tables, the title may be composite, with no references to individual parts, or integrated, with titles for each part as part of the general title. The style of the titles must be consistent for all figures/tables.

Because tables, figures and illustrations are separate entities, they must be numbered independently. Number all tables, figures, and illustrations with Arabic numerals in the order in which they are first mentioned in the text (e.g., Tables 5, 6, and 7). Do not use suffix letters or combine related tables into one table.

Tables, figures and illustrations must be referenced in text by number, not by expressions such as “in the following table/figure.” When more than one table/figure is referenced on a page of text, each follows in the order mentioned until all have been placed before the text starts again. In degree of importance, tables/figures are secondary to the text. This means that all text pages must be filled with text and in no case should they be left significantly free of text because of the mention of a table/figure

Tables, figures, and illustrations should be incorporated within the body of the text, rather than in the appendix. It is recommended that tables/figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. For example, on a separate page immediately following the text page where the table was first referenced (e.g., Table 1 is referenced on page 7; page 7 is a full page of text; Table 1 is placed by itself on page 8; the text starts again on page 9). However, if the student wishes to incorporate tables/figures within the text, the following criteria must be met:

- table/figure must be separated from the text by extra space (approximately ½ inch),
- table/figure cannot be continued onto a following page,
- table/figure must be placed at top or bottom of page, never center/near center of page.

There should be a balance of no less than one-half page of text and no more than one-half page of table/figure. If multiple tables/figures are mentioned together on a page, they may be placed on pages together, provided there is approximately ½ inch between each table/figure. It is not necessary to designate as figures small diagrams or drawings, or to designate as tables compilations that are no more than a three lines in length.

To accommodate large tables/figures, it is sometimes necessary to orient them horizontally on the page as the one-inch margins should be maintained. Page numbers on horizontally oriented pages should be placed in such a way that is consistent with the established pattern. The table/figure and its caption must be placed so that it can be read when the document is turned 90-degrees clockwise.

Bibliography/References/Works Cited

A thesis or dissertation must include a list of materials used in the preparation of the document.
This may consist of only references cited in the text (e.g., List of References) or may also include works consulted, but not cited in text (e.g., Bibliography). The purpose of listing the citations is threefold:

1. To serve as an acknowledgment of sources,
2. To give readers sufficient information to locate the material,
3. In the case of personal interviews or correspondence, to save the reader the trouble of attempting to locate material that is not available.

The discipline-specific title of this section should be placed two inches from the top of the page with the first entry appearing one double-space below. Subsequent pages should begin at the one inch top margin. The format used for the references section

should conform to the current discipline-specific style manual. References cannot be collected at the end of chapters or sections, only at the end of the document.

Appendix /Appendices

The Appendix is a useful device to make available material relevant to the text but not suitable for inclusion in it. An Appendix, if included, is preceded by a title or separation sheet with the title, Appendix, Appendixes, or Appendices, two inches below the top of the page. This sheet is assigned a page number. Appendix material cannot be collected at the end of chapters or sections, only at the end of the document.

If the student wishes to subdivide the appendix, the subsections must follow a logical division. Each separate appendix either has an additional title or a separation sheet with the number or letter (1, 2, 3 or A, B, C) and the title two inches below the top of the page with material beginning on next page. Avoid page numbers that use letters, hyphens, periods, or parentheses:
1a, 1-2, (1).

APPENDICES

Sample Content Pages including the following:

- Title Page
- Signature Page
  - Three signatures
  - Four signatures
- Abstract
- Optional Pages
  - Copyright Page
  - Dedication
  - Acknowledgements
  - Preface
  - Vita

- Table of Contents

- List of Tables, Figures, Illustrations, Graphs

Please note: page numbers appear in the upper right sections of the following pages for ease of reference as a part of this document. Refer the handbook specifications for appropriate page numbering.

(Two inch margin from the
top)

TITLE OF THESIS OR DISSERTATION (all capital letters,
centered)

by (lower case letters, centered) STUDENT NAME (all capital letters, centered)

A [Thesis or Dissertation] Submitted to the Graduate

Faculty of the University of West Georgia in Partial

Fulfillment

of the Requirements for

the Degree of

[Name of
Degree]

CARROLLTON, GEORGIA

Year

(No page number noted)

(Two inch margin from the top)

TITLE OF THESIS OR DISSERTATION (all caps, centered)

by (lower case, centered)

STUDENT NAME (all caps,

centered)

Approved:

[typed name]
Thesis Advisor or Dissertation Chairperson

[typed name]
Thesis [or Dissertation] Committee Member

[typed name]
Thesis [or Dissertation] Committee Member

Approved:

[typed name]
Dean, [Name of College or School]

[typed date]

Date

(Two inch margin from the top)

TITLE OF THESIS OR DISSERTATION (all caps, centered)

by (lower case, centered)

STUDENT NAME (all caps,

centered)

Approved:

[typed name]
Thesis Advisor or Dissertation Chairperson

[typed name]
Thesis [or Dissertation Committee] Member

[typed name]
Thesis [or Dissertation] Committee Member

[typed name]
Thesis [or Dissertation] Committee Member

Approved:

[typed name]
Dean, [Name of College or School]

[typed date]
Date

(Two inch margin from top)

ABSTRACT

Center STUDENT NAME IN ALL CAPS: Thesis or Dissertation Title in Upper and Lower Case
(Under the direction of Dr. [Thesis Advisor or Dissertation Chair's name])

(insert two double-spaces before beginning text)

The Heading Information above is centered on the page while the text of the abstract is left- justified. The abstract for the thesis or dissertation can be no longer than 250 words. The abstract must be double-spaced, consistent with the entire body of the thesis or dissertation.

(This is the first page of the document with a page number)

© 2008
Mary Jane Doe
ALL RIGHTS RESERVED

(Two inch margin from the

top) DEDICATION

To my parents, Shirley and Alex Doe, whose support and care.... etc.

Type the text of the dedication here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin. The text should be double-spaced.

(Two inch margin from the top) ACKNOWLEDGMENTS

Type the text of the acknowledgments here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin. Acknowledgments are the author’s statement of gratitude to and recognition of the people and institutions who helped the author’s research and writing. There is no length limit to text in the ACKNOWLEDGMENTS. The text should be double-spaced.

(Two inch margin from the top) PREFACE

Type the text of the preface here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin. Normally, a preface is a statement of the author’s reasons for undertaking the work and other personal comments which are not directly germane to the materials presented in the literature review and the research methods chapters of the thesis or dissertation. These reasons tend to be of a personal nature. There is no length limit to text in the PREFACE. The text should be double-spaced.

("Vita" appears two inches from the top of the page)

Vita

1975	B.S., Biophysics University of Georgia, Athens, GA
1975-1977	Teacher Corps Intern State University at Stony Brook Long Island, NY
1977	M.S., Mathematics Education SUNY, Long Island, NY
1979-1982	H.S. Science Teacher Martin Luther King School Fort Wayne, IN
1982	M.A., School Administration Grace Seminary, Winona Lake, IN
1982-1985	Assistant Principal Calvary Christian School Fayetteville, AR
1985-1989	Administrator Prairie Valley High School Prairie Valley, KS
1989-Present	Principal Cypress Community School Houston, GA
1992-Present	College of Education University of West Georgia Carrollton, GA

FIELDS OF

STUDY Major Field: School Improvement

Content Specialty:
Advocacy

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Start body of text here. The text should be arranged in sections consistently in accordance with the appropriate style manual. The pages of the text should be numbered in Arabic numerals. The first page of the text should not bear a number, however, the second page and all subsequent pages of the text should have a number in the upper right corner within the right margin and above the top one inch margin.

THESIS AND DISSERTATION CHECKLIST

Title Page and Signature Page

- Is the title worded exactly as it is on the abstract?
- Does your name on all pages match?
- Does the page show a 2” (two inch) margin at the top?
- Does the format of your title page match the sample?

Abstract

- Is the title worded exactly as it is on the title page?
- Does your name on all pages match?
- Does the page show a 2” (two inch) margin at the top?
- Does the format of your abstract match the sample?
- Does the second page (if any) return to a 1” (one inch) margin at the top?
- Is the text of your abstract no longer than 250 words?
- Have you placed this page immediately after the signature page?
- Is this page(s) numbered in lower case Roman numerals (iii)?

Copyright Page

- Does your name on all pages match?
- Does the format of your copyright page match the sample?
- Have you placed this page immediately after the abstract?
- Is the copyright page numbered in lower case Roman numerals at the bottom center of the page?

Dedication, Acknowledgement(s) and/or Preface (optional)

- Does the first page of each show a 2” (two inch) margin at the top?
- Do the following pages of each section return to the one inch margin? Please note: the DEDICATION, ACKNOWLEDGMENT(S) and PREFACE each begin on a new page.
- Are the pages numbered in lower case Roman numerals at the bottom center of the page?

Vita

- Does the page show a 2” (two inch) margin at the top?
- Does the format of your vita page match the sample page?
- Does the page list your discipline related educational and professional positions?
- Does the page list your major area of study and the focus of your content specialty area?

Table of Contents

- Does the first page show a 2” (two inch) margin at the top? The second and subsequent pages of the Table of Contents return to the 1” (one inch) margin on all sides.
- Does the format of your Table of Contents match the sample pages?
- Does it follow the sample page for single and double spacing?

- Do the wording, capitalization, and punctuation of all entries match those used in the text of your thesis or dissertation?
- Are the page numbers accurate? In lower case Roman numerals at the bottom center of the pages?
- Have you used a line of dots to fill in the space between each entry and its corresponding page number?
- Does the Table of Contents appear after the Vita?

List of Tables, Figures, and Illustrations

- Does the first page show a 2" (two inch) margin at the top? The second and subsequent pages of the List of Tables, Figures, and Illustrations return to the 1" (one inch) margin on all sides.
- Does each list have a heading in all caps (LIST OF TABLES)?
- Are all lists of tables, etc. properly numbered, given a title, and listed consecutively?
- Is each entry in the list single spaced with a double space between entries?
- Do the wording, capitalization, and punctuation of all entries in your lists match those used in the text of your thesis or dissertation?
- Have you used a line of dots to fill in the space between each entry and its corresponding page number?
- Have you placed these pages immediately after the Table of Contents?
- Are these pages numbered with lower case Roman numerals at the bottom center of the page?

Chapters

- Does the first page show a 2" (two inch) margin at the top? The second and Subsequent pages of the Text, except the first page of succeeding chapters, return to the 1" (one inch) margin on all sides.
- Is the text double spaced?
- Are paragraphs indented consistently throughout?
- Is the spacing between paragraphs consistent throughout the document?
- Are page numbers of the text in Arabic numerals without any additional punctuation?
  Placed in the upper right corner except of the first page of Chapter One?

Bibliography or References or Works Cited

- Does the first page show a 2" (two inch) margin at the top? The second and subsequent pages of the Bibliography/References return to the 1" (one inch) margin on all sides.
- Does the format match the sample page?
- Are all entries listed in alphabetical order?
- Do all entries follow the latest style manual for your discipline?

Appendices

- Does the first page show a 2" (two inch) margin at the top? The second and subsequent pages of the Appendix/Appendices return to the 1" (one inch) margin on all sides.
- Is the information relevant to the document but not suitable for inclusion within the text?
- Have you assigned each appendix a number or letter and title?
- Have you placed all appendices after the bibliography or reference list?

Final Checklist

- Is the text double spaced, with specified exceptions?
- Is all text in Times Roman or New Times Roman, 12 pt., and in a single column of text?
- Do your pages match the sample pages?
- Are your pages in the correct order?
- Are your pages numbered correctly?
- Do all of your titles match on the title page, signature page and abstract? Do the chapter and division titles match on the Table of Contents and in the text?
- Do all of the new chapters begin on new pages with a two inch margin at the top?
- Is the general formatting consistent?
- Are the entries on your Bibliography or Reference page listed alphabetically and comply with the latest edition of your discipline-specific style manual?
- Have you placed all appendices after the bibliography or reference list?

Format Review Form

(print legibly)

Student Name: _____ UWG ID: _____

Student Email: _____ Student Phone: _____

Faculty Advisor: _____ Department/Major: _____

Advisor's Email: _____ Advisor's Phone: _____

Discipline-Specific Style Guide: O APA O ASA O Chicago O MLA O Turabian

O Margins (one inch Left, Right, Top, Bottom with exceptions)

O Order of Paper

- O Title Page
- O Signature Page
- O Abstract
- O Acknowledgement/Preface
- O Table of Contents
- O Text
- O References

O References compliant with style manual

O Acceptable Font

O Page number placement

- O Bottom, centered, roman numerals, beginning with abstract, iii, through the Table of Contents or the List of Tables
- O Top, right, within one inch margins, begin with page 2

O Title Page

- O All words spelled correctly
- O Date correct
- O Exactly like sample

_____ _____

Student (sign)* Faculty Advisor / Dissertation Chair (sign)*

*Student and Faculty Advisor signatures indicate that editing and formatting have been reviewed by the student and the committee prior to submitting the required Content Pages to the Format Reviewer for the final format check and approval.

O Faculty Advisor or Dissertation Chair confirmed a successful defense before the final format review

**The final format check and approval ensures that the required Content Pages adhere to the UWG style requirements and that confirmation was received from the Faculty Advisor or Dissertation Chair of a successful defense. Content is not reviewed for spelling, punctuation, or writing style by the Format Reviewer.

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