



This worksheet details the revisions you must complete. When making revisions, consult the current edition of The Graduate School's "Formatting Manual for Theses and Dissertations" and Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (University of Chicago Press).

For more information and copy of our manual, see:

<https://www.luc.edu/gradschool/process.shtml>

When a ■ appears before an item it requires correction.

When a is blank before an item it is already formatted adequately.

Explanatory comments, such as this one, follow the item they explain and appear in red.

In order to receive credit for the initial format check, you must submit on or before the deadline for your conferral period and the dissertation/thesis must demonstrate adequate adherence to our manual's requirements.

 YOU HAVE RECEIVED CREDIT FOR THE FORMAT CHECK WITH THIS SUBMISSION OR WITH A PREVIOUS ONE.

 YOUR TEXT STILL REQUIRES REVISION. UPLOAD AGAIN AT LEAST ■ DAYS BEFORE THE FINAL DEADLINE.

 DUE TO THE NATURE AND EXTENT OF NECESSARY REVISIONS, SUBMIT FOR A SECOND FORMAT CHECK NO LATER THAN ■ DAYS AFTER RECEIVING THIS CHECKLIST.

 PLEASE MAKE REVISIONS AND RESUBMIT BEFORE FINAL DEADLINE.

 UPLOAD SUPPLEMENTAL FILES WITH NEXT SUBMISSION.

I. General Requirements

Margins

 Left margin must measure 1 inch

 Right margin must measure 1 inch

 Bottom margin must measure 1 inch (where there is pagination on the bottom of the page, there should be exactly 1 inch between the bottom of the number and bottom edge of the page)

 Top margin must measure 1 inch (except where indicated otherwise)

 Page numbers must respect margin requirements (i.e., numbers must be one inch from the edge of the page and one inch from the top margin).

Copyright

- ___ Review the guidelines on using the work of others to determine if it is necessary to secure written permission to use copyrighted material in the thesis/dissertation. If permission is necessary, include letters of permission in an appendix.

Quality of the Manuscript

- ___ Set dissertation/thesis title in headline style capitalization or sentence style capitalization (whichever is conventional in your field) in your ETD account.
- ___ Correct the order of contents.
- ___ Page numbers should be in the same font, color and size as the rest of the manuscript.
- ___ If you use bold for major headings (Acknowledgments, Table of Contents, Chapter titles, etc.), you must do so for all such headings.
- ___ All text will be aligned to the left margin to produce a ragged right edge. Do not justify the text left-right or expand the character spacing.
- ___ All text should be in the same font. Recommended is Times New Roman. Other acceptable fonts are Georgia, Baskerville, Garamond, Palatino, Verdana.
- ___ Proofread. In particular, see:
- ___ Improve the overall quality of print and/or presentation.

Supplemental Files (Uploaded in ETD's Supplemental Files section)

- ___ You must create an APPROVAL SHEET that conforms to the example in the Manual for Theses and Dissertations. It does not have to be signed for the format check, but it must be signed before the manuscript can be accepted for the final deadline (April 1, August 1, November 1).
- ___ You must create a stand-alone TITLE PAGE that includes your director's name directly below your own. Spacing and wording must match exactly as specified in the manual.
- ___ You must create a stand-alone ABSTRACT, with full header matching exactly as specified in the manual. Abstract should have indentations for paragraphs.
- ___ Remove any other files besides the 3 files listed above from the Supplemental Files section in ETD.
- ___ Supplemental files must be in PDF.
- ___ Submit signed approval sheet in place of unsigned sheet in next revision, when all content changes are complete.

II. Front Matter

Title Page

- ___ The format of the title page must conform exactly to the sample in the Manual for Theses and Dissertations. Correct the spacing, wording, lineation, capitalization, spelling, etc. The number of spaces between elements, once the whole page has been vertically aligned center, is as follows: 3, 5, 4, 4. You may wish to keep your title page single spaced, and manually double space the text so that you can most accurately space your elements.
- ___ Set all margins (including the left margin at 1" inches) before centering the material on the title page. To center the material on the page:
 1. Click "Format," then "Document."
 2. Partway down at "Page," change "vertical alignment" to "center."
 3. Click ok.

- ___ The word “BY” must appear two lines above your name.
- ___ The date should be the date of **degree conferral** (i.e., May 2023).
- ___ Abbreviate ‘Illinois’ as IL
- ___ Only the supplemental title page has the director’s name under your own.
- ___ Do not include a page number, but count in pagination of front matter.
- ___ Proofread:

Copyright Page

- ___ Format as illustrated in the Manual for Theses and Dissertations; place the statement in the center of the page. Single-space.
- ___ The year of copyright must be the year of degree conferral.
- ___ Do not include a page number, but count in pagination of front matter.
- ___ Proofread:

Acknowledgments

- ___ Set a top margin of 2 inches on first page, 1 inch on succeeding pages.
- ___ Type generic heading in UPPER CASE; do not type the manuscript title or other information.
- ___ Double space between heading and text.
- ___ Double-space text.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Bottom margin must measure 1 inch.
- ___ Proofread:
- ___ Either Acknowledgements or Acknowledgments is an acceptable spelling, but it must be consistent.

Preface

- ___ Set a top margin of 2 inches on first page, 1 inch on succeeding pages.
- ___ Type generic heading in UPPER CASE; do not type the manuscript title or other information.
- ___ Double space between heading and text.
- ___ Double-space text.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Bottom margin must measure 1 inch.
- ___ Proofread:
- ___ Correct grammar:

Dedication and Epigraph

- ___ Center top to bottom, left to right. Attribution, if included, should be right-aligned.
- ___ Single-space text.
- ___ Remove heading.
- ___ Do not italicize text except in cases of translations or to cite a book title.
- ___ Do not include a page number, but count in pagination of front matter.
- ___ Delete quotation marks from epigraph.
- ___ Proofread:

Table of Contents

- ___ Type generic heading in UPPER CASE.
- ___ Double space between heading and text.

- ___ Set a top margin of 1 inch on all pages.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Bottom margin must measure 1 inch.
- ___ Double-space front and back matter listings and between chapters.
- ___ Single-space all elements within each chapter.
- ___ List acknowledgments, preface, all lists, and abstract as front matter, with pages in lower case numerals.
- ___ Type front matter and back matter listings as well as chapter titles in UPPER CASE
- ___ List all appendices separately, not under an “Appendices” heading.
- ___ Delete listing of title page, copyright page, dedication, epigraph, table of contents, approval page.
- ___ List any appendices and bibliography/reference list. Place appendices before bibliography/reference list.
- ___ Include Vita as last item.
- ___ Chapter and Appendix listings must include generic headings and descriptive titles, separated by a colon, e.g.:
CHAPTER ONE: IN WHICH A PROBLEM ARISES
- ___ Indent first level headings three spaces from the left margin; second-level headings six spaces, etc.
- ___ Single-space and indent run-over entries for long titles/headings. These indented lines should be 3 spaces deeper than the first line of the entry.
- ___ Do not allow titles to encroach on the page number column, but otherwise allow them to wrap naturally.
- ___ All page numbers must be aligned to the right margin. You can do this by setting your “tab stop” to 6” and right alignment, then placing your cursor at the end of each entry and hitting the tab key, which will take your cursor directly to the right margin.
- ___ All entries, including chapter titles, must have page numbers (and not page ranges).
- ___ All page numbers must be aligned with the last line of an entry (not the first).
- ___ Improve the quality of print and/or presentation.
- ___ Remove any line indicators [.....]between title and page number.
- ___ Data in the table of contents (i.e., order of contents, titles/headings, page numbers) must appear exactly as in the body of the paper.
- ___ Proofread:

Preliminary Lists

- ___ Create a list of tables and/or a list of figures. Place after the Table of Contents.
- ___ Set a top margin of 2 inches on the first page of the list and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE. Do not use column headings.
- ___ Double space between heading and text.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Bottom margin must measure 1 inch.
- ___ Do not use italics, all caps, or bold text in the table/figure titles. Insert a period, not a colon, between the table number and the table title, e.g.:
Table 1. Example Title and Description.
- ___ Single-space and indent run-overs of long titles by 3 spaces.
- ___ Do not allow titles to encroach on the page number column, but otherwise allow them to wrap naturally.

- ___ Double space between entries.
- ___ All page numbers must be aligned evenly and flush right.
- ___ All page numbers must be aligned with the last line of an entry (not the first).
- ___ Improve the quality of print and/or presentation.
- ___ Data in the list (i.e. titles/headings, page numbers) must be given as they are in the text.
 - ___ Descriptive matter beyond number and title may be included in the Lists at your discretion.
 - ___ We recommend including information that helps distinguish the tables/figures from one another but omitting information about how to read the table/figure.
- ___ Proofread.

Abstract

- ___ Set a top margin of 2 inches on first page, 1 inch on succeeding pages.
- ___ Type generic heading in UPPER CASE; do not type the manuscript title or other information.
- ___ Double space between heading and text.
- ___ Double-space text.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Bottom margin must measure 1 inch.
- ___ Proofread:

III. Main Body

Text

- ___ Create UPPER CASE generic chapter headings and descriptive titles.
- ___ Text must be left aligned.
- ___ Use the same type of numeral as in the TOC (e.g., CHAPTER ONE/CHAPTER ONE; not CHAPTER ONE/CHAPTER 1).
- ___ Format titles with generic headings above descriptive titles (both double spaced). Do not use a colon.
- ___ Double space between heading and text.
- ___ Set a top margin of 2 inches on the first page of chapters and 1 inch on subsequent pages.
- ___ Page numbers must appear top right, 1” from top of page and 1” from right edge.
- ___ The first page of text must be numbered 1.
- ___ Page numbers must respect margin requirements.
- ___ Improve the quality of print/presentation.
- ___ Avoid large empty spaces.
- ___ Space between paragraphs should be regular double-spacing. Additional space can be removed by setting the Format>Paragraph>Spacing>Before and After settings to 0.
- ___ Proofread:

Headings

- ___ Use levels of headings properly and consistently. (See your style manual or the Graduate School’s formatting manual for guidelines.)
- ___ Do not insert extra space before/after subheads **unless** the subhead would otherwise end a page. If you have extra space appearing by headings or between paragraphs, check your settings in Format>Paragraph>Spacing>Before and After. These should remain at 0 throughout.
- ___ Do not end a page of text with a heading.
- ___ Data in text (i.e., titles/headings, page numbers) must appear exactly as in TOC.

Tables and Figures

- ___ Number tables, figures, charts, etc. consecutively throughout manuscript.
- ___ Tables, figures, etc. will be numbered in whole numbers only. No decimal points or chapter numbers may be used in table numbers.
- ___ Single-space titles and descriptive matter. Do not indent. Table/figure labels should be consistently either left-aligned or centered).
- ___ Do not use bold, all caps, or italic text (except where italics are appropriate for certain elements within a label). Insert a period between the table number and the table title and keep them on the same line, eg:
Table 1. Example Title and Description.
- ___ Include titles and descriptive matter on the same page as the table/figure.
- ___ Avoid large empty spaces. Tables/figures should only occupy their own pages if they are landscape pages or if the material that follows cannot be moved up to fill the remaining space on the page.
- ___ Tables/figures should be separated from their labels and from the text before and after by standard double spacing.
- ___ Avoid splitting tables. Where splitting is necessary, do not split a column headers from the rest of the table; in that case, move the table to the next page to keep them together. Split between cells rather than within cells.
- ___ Reduce size of material to conform to margins.
- ___ Improve quality of print/presentation.
- ___ On landscaped pages: 1” margin will appear *above* the table/figure. Label orientation should match table orientation. Paginate so that when the manuscript is collated, the number will appear in the same position and orientation as on all the other pages. See the formatting manual for an example.
- ___ Data in text (i.e., titles/headings, page numbers) must appear exactly as in the Lists.
- ___ Proofread:

Lists

- ___ If you represent any of your own material in lists, they should be double spaced. Do not indent the first lines of items in a list.
- ___ The use of bullets, numbers, or letters in lists must be consistent across the manuscript.
- ___ Run-in lists will take both right and left parentheses: (a) this is item a, (b) this is item b, (c) etc.

Citations

- ___ Block quotations will be single spaced, with standard double spacing separating the quote from the lines before and after it.
- ___ Parenthetical citations should be placed *after* the closing punctuation of a block quote.
- ___ Single-space within footnotes; double-space between footnotes.
- ___ Footnotes must begin with “1” for each chapter.
- ___ URLs should appear in black text and should not be underlined (including if they occur in Reference List)
- ___ Footnotes should be in the same font type as the rest of the text.
- ___ Citation format incorrect/inconsistent/incomplete.
- ___ Proofread:

IV. Back Matter

Appendices

- ___ Use a cover page to introduce each item. Center the UPPER CASE generic heading and descriptive title in the middle of the page.
- ___ Format titles on cover pages like chapter titles: generic heading should appear one double-space above descriptive title (double spaced, if longer than one line), without a colon.
- ___ Paginate pages bottom center.
- ___ Page numbers must respect margin requirements.
- ___ If the material reproduced in an Appendix has its own page numbers, place your manuscript page number in brackets to differentiate from page numbers on original document.
- ___ If the appendices contain original (not reproduced) material with subheadings, use the same subheading hierarchy as in the rest of the manuscript.
- ___ Delete appendix heading and/or title on pages after the cover page.
- ___ Reduce size of material to conform to margins.
- ___ Improve the quality of print/presentation.
- ___ Proofread:

Bibliography/Reference List

- ___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE. Choose either “Reference List” or “Bibliography” as appropriate for your project. This must match what is listed in Table of Contents.
- ___ Double space between heading and text.
- ___ Paginate pages bottom center.
- ___ Page numbers must respect margin requirements.
- ___ Citation format incorrect/inconsistent/incomplete.
- ___ Single space entries. Double space between entries.
- ___ Improve the quality of print/presentation.
- ___ Proofread:

Vita

- ___ Insert a vita. A Vita is a brief narrative statement of your scholarly autobiography.
- ___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages
- ___ Type generic heading in UPPER CASE.
- ___ Double space between heading and text.
- ___ Paginate pages bottom center.
- ___ Page numbers must respect margin requirements
- ___ Write vita in narrative form with complete sentences (do not include a c.v., résumé, or list of publications). It may describe your research, grants and awards, degrees awarded, positions held, and ongoing/future projects. It should not be overly personal.
- ___ Double-space text.
- ___ Proofread:
- ___ Improve the quality of print and/or presentation.
- ___ Because this is a professional document, refer to yourself by last name (or, for dissertations, as Dr. LastName, since this won't be published until after degree conferral).

Approval Sheet

- ___ You must create an Approval Sheet that conforms to the example in the Manual for Theses and Dissertations. It does not have to be signed for the format check, but it must be present.
- ___ Do not include a page number; do not list in Table of Contents.
- ___ Approval sheet is correctly formatted; you may now delete it from electronic manuscript. You will upload a pdf version of the approval sheet, with your director's signature, as supplemental item in your ETD account.

Please see The Graduate School's *Manual for Theses and Dissertations* for information on the submission of final, approved copies of the manuscript. The manual is available online at: <https://www.luc.edu/gradschool/process.shtml>

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