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.

**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.

**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.
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.
**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.

**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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