

Name: \_\_\_\_\_

Format Review Notes

DS=double space; TS=triple space; X in left-hand column indicates formatting issue.

	Proper font size, 12 pt	
	Single page, not double sided	
	<b>Abstract included</b>	
	- 2.5 " top margin	
	- ABSTRACT as 1 <sup>st</sup> -level heading	
	- DS b/w ABSTRACT and Title	
	- DS b/w Title and full name	
	- DS b/w name and "Director: XXX XXXX, Ph.D."	
	- TS b/w Director's name and abstract body	
	<b>Signature page included and formatted</b>	
	<b>Title page included and formatted</b>	
	- TITLE IN CAPS 2" from top	
	- Rest of formatting is proper?	
	<b>Table of contents included</b>	
	<b>Double-spaced text body?</b>	
	<b>Page numbers centered @ bottom</b>	
	<b>Footnotes used?</b>	
	- Line separator?	
	- 1 <sup>st</sup> line indented?	
	- Single spaced, DS b/w notes?	
	<b>1<sup>st</sup> page of all chapters</b>	
	- 1.5" top & left margin?	
	- 1" right & bottom margin?	
	- CHAPTER ONE, centered, all caps	
	- Title Capitalized, DS above, TS below	
	<b>Chapter body</b>	
	- 1.5" left margin	
	- 1" margin on other three sides	
	- 3 <sup>rd</sup> -level headings italicized and centered, TS above, DS below	
	- 4th-level heading ital., flush left, TS above, DS below	
	<b>Appendix</b>	
	- Divider page w/ word APPENDIX or APPENDICES, centered horiz. & vertical.	
	- Numbered in order, APPENDIX A, B, C . . . , 1.5" from top of paper	
	<b>Bibliography</b>	
	- Starts 1.5" from top of paper, ALL UPPER CASE, w/ TS between heading and 1 <sup>st</sup> ref.	
	- Single space w/in entries; DS between	
	<b>Other issues:</b>	
	- Footnote sep. line, 1 <sup>st</sup> line indented	
	- Tables/charts	