Thesis Checklist

The following checklist is provided as a tool to check the format of a thesis. Note: The format of each thesis may vary.

☐ Title Page
Use professional font; Includes the following: Title, Student name, “Thesis Submitted in Partial Fulfillment”, Degree, University, Date

☐ Acceptance Sheet
May be signed or unsigned.

☐ Dedication (optional)

☐ Abstract – Required
Must be between 150 -300 words.

☐ Table of contents
Look for consistency; Paragraph and selection headings should be included.

☐ Appendices
Look for consistency; Make sure all appendices are referenced and correctly labeled in the paper.

☐ List of tables (If any tables)
Look for consistency; Make sure all tables are referenced and correctly labeled in the paper.

☐ List of figures (If any figures)
Look for consistency; Make sure all figures are referenced and correctly labeled in the paper.

☐ Author Interpretation
Avoid “Stacking” – multiple citations/ summarizations without current author’s interpretations.

☐ Plagiarism check

☐ Reference Check
All references must be cited in text and appear to be relevant.

☐ Proofing & Editing

☐ Formatting Consistencies throughout the paper