

# Graduate School at the University of Notre Dame: Dissertation and Thesis Formatting Checklist

## **ENTIRE DOCUMENT:**

- Margins:* 1" on the top, right, and bottom; 1.5" from the page edge on the left/binding edge.
- Major titles:* All chapter titles and their equivalents are double-spaced, centered, set in all-capitals and consistently begin at least 2" from the top of the page.
- Font size:* All text pieces, including page numbers, chapter titles, block quotes and figure captions, share the same font and are 11-12 pt. in size. Table notes and footnotes use the same font as the rest of the document, but are set in 10 pt.
- Headings:* Headings and subheadings levels are consistent throughout the document.
- Orphans/Widows:* Widow and orphan control is in use; there are no orphaned subheadings.

## **TITLE PAGE:**

- Wording:* The phrasing on the title page is exactly as specified in the requirements and example files.
- Degree/document agreement:* The formal degree name is correct, and is consistent with the stated document type (e.g., "A Dissertation" with "Doctor of Philosophy").
- Degrees previously earned:* There are no previously earned degrees listed after the author's name.
- Director(s):* Director's name is typed under signature line and followed by the title, "Director" (or "Co-Director" if there are two).
- Program name:* The graduate program is the official and complete program name (not the department or concentration).
- Submission date:* The month and year at the bottom of the title page correspond to the official submission date (not the defense or graduation date).

## **ABSTRACT:**

- Word count:* Word limit (dissertation, 350 words; thesis, 150 words) is observed and text is double-spaced.
- Author's name:* Title and author's name match the title page exactly, both on the first page of the abstract and on any secondary pages.
- Header:* The author's name is in upper right hand corner on any secondary pages, and uses the same font as the main text (in 11-12 pt. type).

## **PAGE NUMBERING:**

- Title, abstract, & copyright:* There is no page number on the title, abstract or copyright notice pages.
- Roman numerals:* First page after abstract (either the dedication or table of contents) is numbered "ii." Subsequent pages of the front matter continue this pattern in lower-case Roman numerals.
- Main body:* The main chapters (Introduction, Chapter 1, etc.) begin on page 1.
- Page numbers on...:* Every page of the document (other than title, copyright, and abstract) is numbered, including landscape and appendix pages.
- Page number position:* Each page number is centered at the bottom when viewed in portrait orientation, uses the same font as the rest of the document, and observes the margin and orientation requirements.

## **CONTENTS AND LISTS OF TABLES AND FIGURES:**

- Contents of the TOC:* Only items that follow the contents list are included on the contents page. (The title page, abstract, copyright notice, dedication are not listed.)
- Consistency:* Headings, titles, or captions are included exactly as written in the main document, are consistent in capitalization and hierarchy indentation, and page numbers have been verified.

- *Lists of figures & tables:* A list of figures follows the table of contents if there are five or more figures in the document; a list of tables follows the list of figures if there are five or more tables in the document.

**FIGURES, TABLES, AND OTHER ELEMENTS:**

- *Table titles:* Table titles are formatted exactly like chapter titles: all-capitals, double-spaced, and centered above the table, with the table number (TABLE 1.1) alone on the first line.
- *Figure captions:* Figure captions are single-spaced and left-aligned, centered, or justified below the figure.
- *Oversized figures:* If an oversized figure is too large to fit on a page with its caption, the caption is presented alone on the first page, followed by the figure itself on the second. Both pages are numbered.
- *Landscape figures:* Figures that are landscape-oriented are accompanied by landscape-oriented captions. Page numbers remain in the same orientation and placement as they would be if the page were viewed in portrait orientation. The 1.5" binding edge margin is now on top.
- *Oversized tables:* Continued tables repeat both the table label and number and the column heading row on subsequent pages.
- *Landscape tables:* Tables that are landscape-oriented are accompanied by landscape-oriented titles. Page numbers remain in the same orientation and placement as they would be if the page were viewed in portrait orientation. The 1.5" binding edge margin is now on top.

**APPENDICES:**

- *Appendix placement:* Appendices appear at the end of the document, not at the end of each chapter.
- *Appendix titles:* Appendix titles are the equivalent of a chapter title, although they use letters rather than numbers (e.g., "Appendix A: Title Here").
- *Portrait vs. landscape:* Appendix titles are always presented on a portrait-oriented page, even if the content is landscape.

**REFERENCES/BIBLIOGRAPHY:**

- *Placement:* References should either be collected in a chapter at the end of the document, or listed as a top-level subheading at the end of each chapter.
- *Entry formatting:* Entries are single-spaced, with a blank line between items. The indent (hanging, full, or none) is consistent.

**ORDER OF SECTIONS**

1. Title page
2. Copyright
3. Abstract
4. Dedication
5. Contents
6. Figures
7. Tables
8. Preface
9. Acknowledgments
10. Abbreviations
11. Main Chapters
12. Appendix\*
13. Bibliography/References\*

If you have questions about this checklist, please contact the Graduate School formatting editors at [dteditor@nd.edu](mailto:dteditor@nd.edu) or 631-7545.

\*Note: in some disciplines, the position of the appendix and references chapter may be switched.