

Chapman University Dissertation/Thesis Checklist

Student Name: _____ ID #: _____

Phone #: _____ E-mail: _____

Degree Program: _____ **Check One:** ___ **Dissertation** ___ **Thesis**

Check One: ___ **Print** ___ **Print+Online**

See <http://www1.chapman.edu/library/info/rules/ThesisGuidelines.html> for Title, Approval, and Copyright page samples.

Title Page (first page in document):

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- Include full title of dissertation/thesis (be consistent).
- Include "A Dissertation/Thesis by First Middle Last."
- Include Chapman University (with city and state).
- Include Department, School, or College granting degree.
- Include "Submitted in partial fulfillment of the requirements for the degree of..." statement.
- Include degree name and area of study.
- Include month and year in which the degree is awarded.
- Include "Committee in charge" followed by names of all committee members (labeling of chair is optional).
- Do not include page number.
- Center text vertically and horizontally.
- All text must be double-spaced.

Comments: _____

Approval Page (second page in document):

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- Top line should read "The dissertation/thesis of First Middle Last is approved."
- Create signature line (with name underneath) for each committee member.
- All committee member signatures are mandatory for print and/or online submission. Students are required to scan in their signature page for online submission.
- Designate chair and utilize professional titles if desired.
- Include month and year of defense.
- Do not include page number.

Comments: _____

Copyright Page (third page in document):

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- Include full title of dissertation/thesis (be consistent).
- Include "Copyright" with symbol (©) and year on a separate line
- Include "by First Middle Last"
- Number as "iii"

Comments: _____

Acknowledgements (optional fourth page in document):

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- Label as ACKNOWLEDGEMENTS in caps.
- Dedicate your manuscript to someone, acknowledge the people who helped you, etc.
- Number as “iv”
- Remember that this is part of the document- so if you don’t want it read by others, don’t include it!

Comments: _____

Vita (optional fourth, fifth or sixth page in document)

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- Label as VITA in caps.
- Page number in lower case roman numerals as with previous pages.
- Use consistent font and sizing as rest of document (including margins).

Comments: _____

Abstract:

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- Label as ABSTRACT in caps.
- Include full title of dissertation/thesis (be consistent).
- Include “by First Middle Last”
- Page number in lower case roman numerals.
- Abstract should be double spaced.
- MAXIMUM length is 350 words.

Comments: _____

Table of Contents:

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- Label as TABLE OF CONTENTS in caps.
- Page number in lower case roman numerals.
- Do not list all the appendices; just include the page number where they start.
- The LIST OF TABLES, LIST OF FIGURES, and LIST OF SYMBOLS and ABBREVIATIONS should follow behind on separate pages (use only those applicable to your dissertation).
- Page numbers listed on the Table of Contents must match actual location of text in the manuscript.
- Single space within chapter’s entries and double space between chapters.

Comments: _____

Pagination:

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- With the exception of the Title and Approval pages, all pages must have a number. First page of Chapter 1 begins with “1”.
- Page numbers should be centered and no lower than ½” and no higher than ¾” above the page bottom. All page numbers should be at the same height throughout the document.

Comments: _____

Margins:

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- Top margin throughout the entire document must be 1.0.
- Bottom margin throughout the entire document must be 1.0. This includes tables, figures, graphs, and appendices. Unless a larger bottom margin is needed to avoid a widow/orphan. Do not forget page numbers on all pages.
- Left margin throughout the entire document must be 1.5. This includes tables, figures, graphs, and appendices.
- Right margin throughout the entire document must be 1.0. This includes tables, figures, graphs, and appendices.

Comments: _____

Paper:

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- Dissertations/theses are printed on 100% cotton or 24-pound bond. This is only required for the print submission to the Library – personal copies do not have this requirement. All paper should be 8.5” by 11” in size.
- Consult with your department to determine if additional departmental copies are required.
- College of Educational Studies (CES) and Food Science Students:** Two full copies of the dissertation are to be provided: one to Leatherby Libraries and one to your department.

Comments: _____

Font:

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- Font should be 12 pt.
- Standard fonts are recommended: Times or Times New Roman.
- Font size and font type must be the same throughout the document, including font of page numbers.

Comments: _____

Additional Comments:

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- Make sure the pages appear straight. Occasionally when duplicating documents the printer or copy machine will print pages lopsided.
- References, footnotes and endnotes should be formatted according to either departmental standards or specific citation style.
- No widow/orphan. Do not leave one word, phrase, line, heading or heading followed by just one line by itself at the top or bottom of page.

Reviewed by: _____ (Committee Chair / Thesis Advisor) Date: _____
Committee Chair / Thesis Advisor signature signifies that the reviewer has verified that all checklist requirements listed above are satisfied.

Reviewed by: _____ (Library) Date: _____
Library signature signifies that the reviewer has verified that all checklist requirements listed above are satisfied.