Chapman University/Brandman University Dissertation/Thesis Checklist

Student name: _____________________________________ ID # _________________________________________
Phone #: __________________________________________ E-mail: ______________________________________

Degree Program: ___________________________________ Check: _____ Print _____Online

Note: Dissertation/Thesis Advisor must verify that all format requirements have been completed properly by comparing checklist to text, ticking off boxes under “Dept” (or explaining deviations under “Comments”), and signing checklist. Please see http://www1.chapman.edu/library/info/rules/ThesisGuidelines.html for page samples, steps for online and print submission, and librarian contact information.

Title Page (first page in document):
- Dept Lib
  - Include full title of dissertation/thesis.
  - Next line, include “A Dissertation (or Thesis) by”
  - Next line, include student’s First, Middle (if desired) and Last Name.
  - Insert one blank line, and then on the next line include “Chapman University” (or “Brandman University”), with city and state on the following line.
  - Next line, include Department, School, or College granting degree.
  - Next line, include “Submitted in partial fulfillment of the requirements for the degree of” statement.
  - Next line, include degree name and area of study.
  - Next line, include month and year in which the degree is awarded.
  - Insert one blank line, and then on the next line include “Committee in charge” followed on subsequent lines 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.

Approval Page (second page in document):
- Top line should read “The dissertation/thesis of [Student’s Name exactly as on title page] is approved.”
- Create signature line (with name underneath) for each committee member. Label chair if you did before.
- All committee member signatures are mandatory for print and/or online submission. Students are required to scan in their signature page for online submission.
- Include month and year of defense.
- Do not include page number.

Copyright Page (third page in document):
- Include full title of dissertation/thesis (be consistent with title page).
- Next line, include “Copyright” with symbol (©) and year.
- Next line, include “by [Student’s Name exactly as on title page]”.
- Number as “iii”

Acknowledgements (optional fourth page in document; remember, what you write could be read by others):
- Label as ACKNOWLEDGEMENTS in caps, and center justify this line.
- Assign the appropriate lower case Roman numeral as a page number.

Vita (optional subsequent page in document)
- Label as VITA in caps, and center justify this line.
- Assign the appropriate lower case Roman numeral as a page number.
Abstract (or Critical Statement, for MFA only):

Dept Lib

☐ Label as ABSTRACT in caps, and center justify this line.
☐ Next line, include full title of dissertation/thesis (be consistent with title page).
☐ Next line, include “by [Student’s Name exactly as on title page]”.
☐ Assign the appropriate lower case Roman numeral as a page number.
☐ Abstract should be double spaced.
☐ MAXIMUM length is 350 words. (Note: Critical Statement may be located after the thesis).

Table of Contents (optional for MFA):

☐ Label as TABLE OF CONTENTS in caps, and center justify this line.
☐ The first entry should be Chapter 1 (or page 1); do not list the preceding materials (title page through abstract).
☐ Page numbers listed on the Table of Contents must match actual location of text in the manuscript.
☐ Assign the appropriate lower case Roman numeral as a page number.
☐ Do not list all the appendices; just include the page number where they start.
☐ The LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS and ABBREVIATIONS should follow behind on separate pages (use only those applicable to your dissertation/thesis).
☐ Single space within chapter’s entries and double space between chapters, tables, figures, and symbols.
☐ Right justify contents page numbers.

Dissertation/Thesis formatting:

☐ Required margins for all pages are: Top, Bottom, & Right margins: 1” ; Left margin: 1.5”
☐ Page numbers should be in the bottom margin, 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.
☐ First page of Chapter 1 begins with “1” as its page number.
☐ Standard fonts are recommended, i.e., Times or Times New Roman.
☐ Font size and font type should be the same throughout the document, including font of page numbers.
☐ References, footnotes and endnotes should be formatted according to either departmental standards or specific citation style.
☐ No widows/orphans. In other words, do not leave one word, phrase, line, heading or heading followed by just one line by itself at the top or bottom of page.

Comments from Student or Thesis Advisor: ____________________________________________

________________________________________

Reviewed by: __________________________ (Committee Chair / Thesis Advisor) Date: ________________

Reviewed by: __________________________ (Library) Date: ________________

Library signature signifies that the reviewer has verified that all checklist requirements listed above are satisfied.

**After checklist approval:** Dissertations/theses are to be printed by the student on 8.5”x11” 100% cotton or 24-pound bond. This is only required for the print submission to the Library. Make sure the pages appear straight. Occasionally when duplicating documents the printer or copy machine will print pages lopsided. Consult with your department to determine if additional departmental copies are required (e.g., CES, Food Science).

Library Use: Print copy reviewed by: __________________________ Date: ________________