

The University of Memphis
Thesis/Dissertation Checklist
(APA Style Manual)

This form **MUST** be submitted with the defended and corrected copy of the thesis/dissertation to the Graduate School. Both the student and the major professor must check all applicable items and sign at the bottom. This checklist is only a summary of the on-line Graduate School Thesis/Dissertation Preparation Guide and **MUST NOT** be used as a “Style Manual” for formatting purposes. **Requirements set forth in the on-line Graduate School “Guide” take precedence over requirements in APA for preparing your thesis/dissertation.**

MARGINS: 1.50" left, 1.00" top, right, and bottom margins for all pages. [**HINT:** The footer margin is set for 1.00”]

ORGANIZATION OF THESIS/DISSERTATION:

- _____ 1. Approval page (**must be on cotton paper with original signatures in black ink only**)
- _____ 2. Statement of Permission to Use (for master's thesis only)
- _____ 3. Title Page
- _____ 4. Copyright page (Optional)
- _____ 5. Dedication Page (Optional)
- _____ 6. Acknowledgments (Optional)
- _____ 7. Abstract (**350 words for dissertation, 150 words for theses**)
- _____ 8. Preface (Optional)
- _____ 9. Table of Contents
- _____ 10. List of Tables (only for 5 or more)
- _____ 11. List of Figures (only for 5 or more)
- _____ 12. List of Plates (only if needed)
- _____ 13. List of Symbols and/or Abbreviations (only if needed)
- _____ 14. Body of Thesis (must be divided into either chapters or sections)
- _____ 15. References
- _____ 16. Separation Page - titled Appendix(es) (when applicable)
- _____ 17. Appendix(es)
- _____ 18. Permission letter(s) for any copyrighted materials used in the text
- _____ 19. IRB or IACUC Approval or waiver (if human or animals subjects used)

FONT SIZE: 10 or 12 (**12 is required for doctoral dissertations**)

FONT TYPE: Arial, Courier New, Garamond, Geneva, Helvetica, New York, Palatino, Tahoma, or Times New Roman

PAGINATION:

- _____ Every page must be assigned a number.
- _____ All page numbers must be in the same position, centered 1" from the bottom of the page.

SPACING:

- _____ Text must be double spaced (**NOTE:** Tables, long quotes, and reference listings may be single spaced.)
- _____ If using chapters in your document, double space after each chapter number and chapter title.
- _____ Double space before and after all centered headings within the text.
- _____ Double space before and after all subheadings flushed with the left margin.
- _____ Triple space before and after tables/figures inserted within the text

TABLES/FIGURES:

- _____ Format all tables/figures **ACCORDING** to APA style.

- _____ Do **NOT** use gridlines in formatting tables.
- _____ Tables/figures may follow the page on which they are first referenced or they may be included in a separate appendix. (**NOTE: all tables/figures must be incorporated within the text for dissertations**).
- _____ Tables/figures must be identified in the text by a number (e.g. Table 1, not Table 1.1).
- _____ Table numbers and titles must be typed **above** the table.
- _____ Figure numbers and captions must be typed **below** the figure.
- _____ Repeat table number and column headings when a table is continued onto another page.
- _____ If a table/figure is taken directly from another source, you must cite that source below the table/figure (e.g., Source: Baker, 1992, p.137).

REFERENCES:

- _____ When citing two or more authors within the text, always spell out the word “and”.
- _____ Use an ampersand (&) when citing two or more authors within parentheses (e.g., Baker, Smith, & McAfee, 1992); spell out the word “and” when citing two or more authors within the text.
- _____ Insert a comma after citing an author name(s) and year of publication within parentheses (e.g., Baker, 1992).
- _____ When citing a reference using six or more authors within both the text and within parentheses, cite the source as et al. in every instance (even the first citation).
- _____ When citing multiple authors and year of publication within parentheses, list the authors in alphabetical order, not chronological order (e.g., Alexander, 1999; Messman-Moore & Resnick, 2002; Veazey, 2003; Yanagita, 2002).
- _____ Every reference cited in the text must be included in the reference section.

MISCELLANEOUS:

- _____ Left align text (full justification of the right-hand margin is not allowed).
- _____ Do **NOT** use running heads in your page header.
- _____ Numbering must not be used on subheadings (e.g., Data Analysis, not 1.2.1 Data Analysis).
- _____ Due to microfilming requirements for doctoral dissertations, endnotes are not allowed.
- _____ Italicize all statistical expressions within both the text and tables (e.g., *F*, *N*, *SD*, *M*, *SS*, *n*, *p*, *r*, *t*, etc.)
- _____ Space before and after all equal signs (=), less than signs (<) or greater than signs (>).
- _____ Space before and after periods in an ellipse (. . .)
- _____ Use the percentage symbol (%) when preceded by a number.
- _____ If you list separate paragraphs in a series (i.e., seriations or enumerations), indent the paragraph number and flush any subsequent lines with the left margin.
- _____ No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines. If only one line appears, move that line to the top of the next page).
- _____ All page numbers in the Table of Contents must correspond with page numbers in the text.

I have checked the manuscript for all of the above items.

Student's Name (please print): _____

Signature _____ Date: _____

E-mail Address: _____

I have checked the manuscript for all of the above items.

Thesis/Dissertation Chair's Name (please print): _____

Signature: _____ Date: _____