

Thesis/Dissertation Checklist

Graduate School • The University of Memphis

Listed below is a summary of the Graduate School online Thesis/Dissertation requirements. This checklist must be used in addition to requirements specified by your committee or department. If departmental formatting requirements differ from the style manual or refereed journal, the Graduate School must be notified and the information included with the review document.

Margins Requirements

- 1.00 inch left, top, right, and bottom margins for all pages. If bound copies are desired, the left margin may be set to 1.50 inches.

Organization of Thesis/Dissertation

- 1. Title Page
- 2. Copyright Page (Optional)
- 3. Dedication Page (Optional)
- 4. Acknowledgments (Optional)
- 5. Preface (Only when journal article formatting is used)
- 6. Abstract (350 words for dissertations; 150 words for theses)
- 7. Table of Contents
- 8. List of Tables (only used for five or more)
- 9. List of Figures (only used for five or more)
- 10. List of Plates (if needed)
- 11. List of Symbols and/or Abbreviations (if needed), with page numbers
- 12. Body of Thesis/Dissertation
- 13. Bibliography/References/Works Cited
- 14. Appendix or Appendices
- 15. Permission Letters for copyrighted materials used in text
- 16. IRB or IACUC Approval or Waiver (if applicable) (if human or animal subjects were used- no signature please)

Font Size

- 12-point preferred; 10-point may be used with committee approval.

Font Type

- Times New Roman is preferred. Specialized fonts may be used for approved disciplinary needs.

Spacing

- Double spacing is the default throughout the document, including before and after centered headings and subheadings, unless departmental or style-guide requirements differ.

Pagination

- Every page must be assigned a number.
- Page numbers must be centered 1/2 inch from the bottom of the page. (last line of text be 1" from bottom)
- The title page is assumed to be lowercase Roman numeral i, but **the number is not displayed**.
- Preliminary pages following the title page begin with ii and use lowercase Roman numerals. (e.g., Copyright, Dedication, Acknowledgment, Abstract etc.)
- Body text uses Arabic numerals beginning with 1.
- Table of Contents and Lists must match actual page numbers.

Running Headers, Footnotes and Endnotes

- Footnotes must conform to margin requirements and begin on the page where cited.
- Footnotes must be two font sizes smaller than body text (10 pt).
- Single-space footnote entries; double-space between entries.
- Restart footnote numbering with each chapter or section.
- Running headers and endnotes are **not** allowed.

Centered Headings and Section Heads

- Chapter headings **must** be centered unless otherwise approved.
- Section headings should be consistent throughout the document.
- Preliminary page titles and chapter/section headings **must** be centered unless approved otherwise.
- Move subheadings to the next page if no accompanying text follows.
- Do **not** use heading numbering unless required by an approved style.

Tables/Figures

- Format according to the required style guide or journal.
- All tables and figures must comply with margin requirements.
- Include lines before and after column headers and at the end of each table when required by the selected style.
- For continued tables, repeat the table number and column headers and note "Continued".
- Identify tables and figures by number in the text.
- Table titles appear **above** tables.
- Figure captions appear **below** figures.
- Captions must remain on the same page as their table or figure.
- Provide full source citations when content is reproduced from another source.
- Tables and figures may be placed after first reference or in an appendix; dissertations must incorporate them within the text.
- Number tables and figures consecutively throughout the document.

Miscellaneous

- Use left-aligned text with a ragged right margin.
- Double-space before and after mathematical equations.
- Spell out any number that begins a sentence or paragraph.
- Color figures, illustrations, and charts are acceptable.

Revised: 07/08/2026