**Aquila Document Formatting Checklist**

*Use this list to review the format of your document prior to submission to the Graduate School.*

 *(See the Graduate School Document Guidelines for Formatting Instructions)*

**Front Matter / Preliminary Pages**

* Did you fill in all of the blanks on the Title Page with the appropriate (and properly formatted) information about your document and your committee?

-Is the title in ALL CAPS on the title page and in Title Case on the Aquila submission form?

-Does the date correspond to your semester of graduation? (i.e. May + year for Spring graduates, August + year for Summer graduates, and December + year for Fall graduates)

* Does the abstract meet the word requirement (max. 250 words for a thesis and max. 350 for dissertations and doctoral projects)?
* Did you update the Table of Contents using the “Update Field” function?

-Did the table populate as expected (i.e. with only chapter titles, headings, and subheadings), or did it include text and/or tables/figures that should not appear in the table?

-Did you use the same function on any other lists in your front matter (tables, illustrations, schemes, etc.)?

* Did you delete any unused pages (Dedication, List of Tables/Figures, etc.)?

**Main Text**

* Does all of the text, including any tables, figures, and schemes, fit within the document margins?

 -The required margins are 1” left, 1” right, 1” top, and 1” bottom.

* Is the text 12-point, Times New Roman font, and double-spaced throughout the document?
* Do all chapter titles, table titles, figure titles, and first, second, third, and fourth-level headings have the appropriate Styles applied?

-If the correct Styles have been applied, all titles and headings should populate in the Table of Contents

* Is the spacing between paragraphs, between paragraphs and tables/figures, between chapter title and first paragraph, etc., consistent throughout the document?
* Are all paragraphs indented, including paragraphs in your Abstract?
* Are the page numbers in the correct order and font? Does Abstract begin on page ii? Does Chapter 1 begin on page 1?
* If your document includes landscaped pages, are they properly formatted (i.e. are the margins correct? Is the page number in the left-hand margin, facing outward?)?
* Have you eliminated all widowed/orphaned lines, including section headings, table and figure titles, or figure captions that are separated from their related content by a page break?

**Appendices and References**

* If you do not have any appendices, have you deleted all sample pages (including the Sample IRB letter)?
* If you have only one appendix, is it labeled “Appendix” (the first appendix should be labeled “Appendix A” only if there is an “Appendix B” that follows it)?
* Have you included all documents necessary to show responsible conduct in research (IRB, IACUC, permissions from other scholars, etc.)?
* Are all the sources you cite in the text included on the References/Works Cited page?
* Is your Works Cited page formatted according to your field’s appropriate style guide (i.e. MLA, APA, Chicago, etc.)?