

## Thesis CHECKLIST

### Format

<input type="checkbox"/>	Paper	High quality, acid free, A4 size.
<input type="checkbox"/>	Printing	High quality laser printer.
<input type="checkbox"/>	Chapter title	18-24 pt. size, bold.
<input type="checkbox"/>	Main section headings	Numbered as chapter number in 14 pt., bold ( <b>e.g. 3.2. for chapter 3, section 2</b> ).
<input type="checkbox"/>	Second heading	Numbered as x.y.z ( <b>e.g., 3.2.4 for chapter 3, section 2, and sub-section 4</b> ) in 12 pt. size, bold.
<input type="checkbox"/>	First Subheadings	Numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, and sub-subsection 1) in 12 pt. size, regular.
<input type="checkbox"/>	Second Subheadings	<i>Preferably unnumbered</i> , 12 pt., italics.
<input type="checkbox"/>	Text font	Times New Roman 12, Helvetica 12.
<input type="checkbox"/>	Font provided by LaTeX	Acceptable.
<input type="checkbox"/>	Colored text	Should not be used only in graphs or tables.
<input type="checkbox"/>	Spacing	Double or one and a half spacing is required for the text.
<input type="checkbox"/>	Footnotes, long quotations, bibliography entries	Double space between entries.
<input type="checkbox"/>	Table captions and similar special material	May be single-spaced.
<input type="checkbox"/>	Margins	Left, 4 cm; top, bottom, and right, 2.5 cm.
<input type="checkbox"/>	Preliminary pages	To be numbered in Roman numerals (e.g. I, II, III).
<input type="checkbox"/>	First page	Must not show its page number.
<input type="checkbox"/>	Pages of the text itself and of all items following the text	Should be numbered consecutively throughout in Arabic numbers. (e.g., 1, 2, 3, 4.)
<input type="checkbox"/>	Page numbers	Should be placed in the lower right corner or center of the page. Only the

		number should appear.
<input type="checkbox"/>	Figures	Should be inserted at the appropriate place in the text. Must have numbers and captions under the figures.
<input type="checkbox"/>	Tables	Should have titles and numbers above.
<input type="checkbox"/>	Drawing	Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines.
<input type="checkbox"/>	Photographs of drawings	Acceptable.
<input type="checkbox"/>	Xerox reproductions of drawings	Acceptable if they are of high contrast.
<input type="checkbox"/>	Photographs	Mount small photographs with glue. Do not use rubber cement or tape.
<input type="checkbox"/>	High-clarity Xerox copies of photographs	Acceptable.
<input type="checkbox"/>	High-quality scanned images	Can be inserted into the thesis text.
<input type="checkbox"/>	Footnotes	Should appear at the bottom of the same page as their reference. Should be numbered in Arabic numerals. Should have a smaller font size than the text (e.g. 10 pt.).
<input type="checkbox"/>	CDs and DVDs	Identify CD and DVDs with title, name of student, and date.
<input type="checkbox"/>	Computer software	Describe in separate section in prefatory pages (e.g., list of figures and tables).
<input type="checkbox"/>	Oversized materials	May be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must be appropriately numbered if found in the text.