

Format Checklist for Chair/Co-Chair

This document is for general guidance. Most format requirements will be in place if student uses the ASU format tool.

Document Sequence:

1. Title Page
2. Copyright*
3. Abstract
4. Dedication*
5. Acknowledgements
6. Table of Contents
7. List of Tables
8. List of Figures
9. Other lists*
10. Preface*
11. Main Text
12. Notes*
13. References
14. Appendix*
15. Biographical Sketch*

*Optional sections

Sequence Checklist:

General

- Same font size/type throughout document (format manual page 1)
- Endnotes/footnotes can be smaller in size
- Preliminary pages, references and optional sections should have a title that is centered, ALL CAPS, and touches the 1 inch margin at the top of the page
- Page numbers rest upon 1 inch margin at the bottom of the page
- Lowercase roman numerals used for preliminary pages (Abstract to Lists)
- Main text begins on page 1
- Acronyms/abbreviations written out fully in first use, then in parentheses to follow

Title Page

- Structure should match sample on page 5 of the format manual

Abstract

- Begins on page i

Dedication/Acknowledgments

- Not to exceed 3 pages total
- Double spaced, text may be centered
- Dedication title not required

Table of Contents

- Include CHAPTER and Page headers at the top of all pages
- Chapter titles in ALL CAPS
- Subheadings indented and title case
- Double spaced text
- Each title/subheading followed by leader dots and a page number

- No bold, italics, or underline
- Include APPENDIX subheading above the appendix titles listed by letter/roman numeral and in ALL CAPS

Lists (Tables, Figures, etc.)

- Include Table/Figure and Page headers on all pages (format manual page 11)
- No bold, italics, or underlining of text
- Captions in title case
- Tables/Figures in main text must fit within the margins; if horizontal, the page number should be on the left side and turned 90° clockwise

References (Comprehensive)

- Single spaced with a single space between each reference

Appendix (*Optional)

- Each appendix should have a cover page that is blank except for the title in ALL CAPS designated by letter or roman numeral and a page number
- If applicable: IRB approval/exemption
- If applicable: permission for previously published articles

Biographical Sketch (*Optional)

- One single-space paragraph
- No bold, italics, or underlining