

DISSERTATION SELF-EDITING CHECKLIST

Title Page:

- Paragraph centered on title page matches title page example
- Names match names in Wolverine Access
- No mention of “Program in” or “Department of” before program name
- Year is the year degree is being conferred, not the year the dissertation was completed

Page Numbers:

- Front matter page numbers start with page ii
- Front matter pages are all numbered with lowercase Roman numerals (no page i)
- No page numbers on Title Page, Frontispiece, or Copyright Page
- Main body of dissertation starts on page 1

Table of Contents:

- Table of Contents is not listed in the Table of Contents
- All front matter sections (excluding Title Page, Frontispiece, Copyright Page, and Table of Contents) and the page number on which section begins are listed in Table of Contents
- Chapter numbers, Chapter titles, and page numbers (on which Chapters begin) are listed in Table of Contents

Tables, Figures, etc.:

- When more than one Table, Figure, Appendix, etc. exists, separate lists are in Front Matter
- Tables and Figures in Appendices are included in List of Tables, List of Figures, etc.
- Tables, Figures, Appendices, etc. are uniquely and sequentially numbered in the lists
- Lists include (Table, Figure, Appendix, etc.) number, legend/description, and page number

Miscellaneous:

- There are no blank or missing pages
- Format should be consistent
- Footnotes (if included) and Bibliography/References section(s) are in the format preferred by discipline