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Dissertation Formatting Checklist

TITLE PAGE (see model in Appendix A of The Dissertation Handbook)	
The title page does not have a page number.	
Is the dissertation title correct and in title case?	
Does your name match your name as it appears in Wolverine Access (<i>note: middle initial may be used instead of middle name</i>)?	
Is the name of your program correct and in parentheses (see example)?	
Is the year of degree conferral correct (<i>Note: MSTP students use year dissertation completed</i>)?	
Are members of the committee listed with complete and correct names and titles?	
Are the chairs/co-chairs of your committee identified and listed first in alpha order by last name?	
Are other committee members listed in alpha order by last name?	
Are committee members from outside U-M properly identified?	
Is the committee listed single-spaced?	
Is the top margin 2 1/2 inches?	
FRONT MATTER	
Frontispiece: optional; no page number	
Identifier/copyright page/ORCID iD: required (copyright optional, recommended)	
Is each page of the following front matter sections numbered with lowercase Roman numerals (starting with page ii on the optional Dedication), at the center bottom of the page?	
Dedication: optional; lowercase Roman numerals start here: ii There is no page i in the dissertation.	
Acknowledgments: optional	
Preface: optional	
Table of Contents: required (Table of Contents must not be an actual entry in the Table of Contents.)	
List of Tables: required when more than one table	
List of Figures: required when more than one figure	
List of Illustrations: required when more than one illustration	
List of Appendices: required when more than one	
Abstract: required, maximum 550 words	

MAIN BODY, APPENDICES, BIBLIOGRAPHY	
Is 12 point embedded font used in the main text?	
Is the font style standard and legible?	
Are tables, figures, illustrations, etc. clear, legible and labeled?	
Are lines in the front matter and main text 1 1/2 or double spaced?	
Are lines in the footnotes/endnotes, references or bibliography single-spaced, with a line inserted between each citation or entry?	
Is the legend/description of tables, figures, illustrations, etc. single-spaced?	
Does each section--front matter, chapters, appendices and bibliography--start on a new page?	
Does the first page of each section--front matter, chapters, appendices and bibliography--have a 2-inch margin?	
Are margins of body text at least one inch on the left, right, and bottom?	
Are all page numbers positioned consistently throughout the document?	
Are pages in the body text, appendices and bibliography numbered with Arabic numbers, starting with 1, from the first page of the first chapter?	
Are chapters, tables, figures, illustrations, etc. uniquely and consecutively numbered (i.e., Table 1, Table 2; Figure 1, Figure 2, etc.)?	
Are citations, references/bibliography complete, and are they formatted in the preference of your program or discipline?	
Do chapter titles and numbers match the Table of Contents?	
Does the caption/legend on tables, figures, illustrations, etc. match the List in the front matter?	