



## Common Thesis and Dissertation Errors Checklist

The following checklist highlights common errors found during the Editor Review. Presence of these errors in a document, has been found to significantly delay the editing process. PRIOR to submitting your thesis to Graduate Studies for Editor Review, please review this list and confirm that your document adheres to each item. **Failure to do so may significantly impact your ability to complete the editing process in a timely manner.**

The page count in the abstract must include the front matter, not just the main text. Ex: vii + 54 = 61pp. Incorrect page counts are among the most common errors encountered.

The abstract is page iii, after the title and signature pages, but it is the first page on which a page number is printed. The Acknowledgments, Table of Contents, and Lists of Tables, Figures, and Appendices follow.

Page headings in the front matter should not appear in bold text, but should appear in all capital letters.

Headings and subheadings must match the modified APA system explained and illustrated in the University Thesis and Dissertation Guidelines.

The first heading in the main text of a manuscript thesis, the first heading in each chapter of a chapter-style thesis or dissertation, and the heading on each reference list should be positioned two inches (2") from the top of the page.

The left hand margin must be 1.5 inches throughout the text for binding purposes. Changes to margins often affect the page count and page sequence.

All major and minor subheadings should appear in the Table of Contents.

In APA reference format, journal titles, book titles, and volume numbers of journals are italicized, but issue numbers are not. Article and book titles are not capitalized, but journal titles are. When in doubt, consult a handbook that includes APA reference style.

Although included in the page count and page sequence, title pages of appendices should not have a page number printed on them.

Designations and page numbers given in the Table of Contents must match the text. This should be one of the last elements revised, because even minor changes to the text can affect the page layout.