Electronic Thesis and Dissertation (ETD) Formatting Checklist

Name: ____________________________________________

Use the following checklist as a basic guide for reviewing thesis and dissertation formatting. Please consult the *Electronic Thesis and Dissertation (ETD) Guidelines* for detailed formatting information.

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**Student**  |  **ETD**  | **Fonts**
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 |  | One standard serif font is used consistently throughout the document
 |  | Font is 12 point
 |  | Headings are logical and consistent

**Margins and spacing**

 |  |  | Body text is double spaced
 |  |  | Right and left margins are either 1 or 1.25 inches
 |  |  | Top and bottom margins are 1 inch

**Order of contents and pagination**

 |  |  | Title page
 |  |  | Copyright or blank page
 |  |  | Signature page
 |  |  | Page numbering begins with iii
 |  |  | Signature page is unsigned (for online distribution)
 |  |  | Abstract
 |  |  | Dedication and/or acknowledgements (optional)
 |  |  | Table of contents
 |  |  | List of tables (optional)
 |  |  | List of figures, illustrations, etc. (optional)
 |  |  | Body page numbering begins with 1
 |  |  | References or Citations
 |  |  | Appendices (optional)

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I verify that this document satisfies all formatting requirements specified in the *Duquesne University Electronic Thesis and Dissertation Guidelines*.

**Thesis/Dissertation Chair:**

Signature: ____________________________________________ Date: __________

**Student:**

Signature: ____________________________________________ Date: __________

**ETD Coordinator:**

Signature: ____________________________________________ Date: __________