THESIS/DISSERTATION FORMAT CHECKLIST

Name – Family name .... **Student ID** ....

Field of Study .... **Faculty/School**...

Direction: Mark ☑ into the blank when checked.

Item	Page/Section	Guide Requirements
1	Cover page	☐ Thesis title matches with G.3 Form ☐ Title is ALL CAPS, inverted pyramid style
2	Signature page	☐ Thesis title matches with G.3 Form ☐ Thesis title typed in capitalize each word, <u>except</u> for the specific words that need typed in lowercase ☐ No page numbering ☐ Full legal name is used ☐ All signatures in blue or black ink
3	Abstract page	☐ Thesis title matches with G.3 Form ☐ The length of abstract should not exceed 1 page ☐ At the end of abstract, provide 3-8 keywords (separated by /) ☐ Page numbering of a thesis/dissertation begin with ii (lowercase Roman number) on this page
4	Acknowledgements	☐ ACKNOWLEDGMENTS in ALL CAPS and centered ☐ Double space between paragraph
5	Contents page	☐ Contents is ALL CAPS and centered ☐ All chapter and first major subheading in text are listed in Contents and match word for word ☐ Page number are correctly matched to text
6	List of Tables/Figures Page	☐ LIST OF TABLES/FIGURES is ALL CAPS and centered ☐ Page number are correctly matched to text
7	Text	☐ No page numbering appears on the first page of each chapter ☐ Chapter title centered and CAPS ☐ Single space between paragraph ☐ Double space before heading/subheading ☐ Double space above and below all tables/figures within the text ☐ Equation number are aligned at right margin ☐ Write "**Figure X.X**"/ "**Table X.X**" indicating the order of the picture/table according to the Chapter number ☐ Use Time New Roman, Font size 15 bold for Chapter Title, ☐ Font size 14 bold for head topic ☐ Font size 13 bold for Sub topic ☐ Font size 12 for text

Item	Page/Section	Guide Requirements
		☐ In case of figure/table title is longer than 1 line, Indent title in the second line to the first letter of the upper line
8	References	☐ REFERENCES centered and ALL CAPS on only first page
		☐ Alphabetical order if use name-year citation system
		☐ References in text match those on reference page
9	Appendixes	☐ Each Appendix has separate appendix title page, starting with Appendix A
		☐ No page number on separate appendix title page
10	Curriculum Vitae	☐ The length of the CV should not exceed 1 page
		☐ Give the details of research papers published in national/international journals or proceedings (if any)
11	Paper	☐ The thesis/dissertation paper must be printed on single sided plain white A4 80 grams paper.
12	Page setup	☐ Top margin should be 3 cm., right margin and bottom margin should be 2 cm. while Left margin should be 4 cm.
13	Page Number	☐ Use Time New Roman, Font size 12 throughout all sections of the thesis
		☐ The page numbers are placed at the top right hand corner of every page 1.25 cm. from both the top and right margins.
14	Paragraph alignment	☐ Use justified text margin

Though the above checklist has been check out, I am aware that my thesis/dissertation could be rejected if excessive errors found.

Signature .... (Student)

Date…...