

DISSERTATION SUBMISSION CHECKLIST

- Have you thoroughly reviewed the Thesis and Dissertation Guide provided by The Graduate School before finalizing your document for submission? Yes No
- Have you submitted an application to graduate in ConnectCarolina prior to submitting your document? Yes No
- Is your thesis or dissertation ready for submission after receiving approval from your advisor and committee following your defense? Yes No
- Have you submitted the Committee Composition and Exam Report forms, signed by all committee members, to The Graduate School? Yes No

GENERAL FORMATTING:

- Are the margins uniform throughout the entire document? Yes No
- Is the font size consistent and within the range of 10, 11, or 12 points? Yes No
- Are paragraphs consistently indented? Yes No
- Is the text double-spaced, except for specific cases like blocked quotations or notes? Yes No
- Is the text left-justified? Yes No
- Are page numbers centered at the bottom of each page, excluding running headers or footers? Yes No
- Have you ensured consistent formatting for tables, figures, and illustrations? Yes No
- Are sections and subheadings properly formatted and not left "hanging" at the bottom of pages? Yes No

TITLE PAGE:

- Does the title page have a 2" margin at the top? Yes No
- Is the title centered in all capital letters? Yes No
- Is your full name centered 1" below the title? Yes No
- Does the statement specifying the department/program and school granting your degree appear correctly? Yes No



- Is "Chapel Hill" centered 1" below the statement? Yes No
- Have you included the year your thesis or dissertation was committee-approved? Yes No
- Does the list of committee members appear under the "Approved by" phrase, double-spaced and left-aligned? Yes No
- Have you omitted page numbers on the title page? Yes No

COPYRIGHT PAGE:

- Does the copyright page include the copyright symbol followed by the year? Yes No
- Is your name exactly as it appears on the title page included? Yes No
- Have you included the statement "ALL RIGHTS RESERVED"? Yes No
- Is all text centered, single-spaced, and positioned 2" from the bottom of the page? Yes No
- Have you numbered the page in lower case Roman numerals (ii)? Yes No

ABSTRACT:

- Is there a 2" margin at the top of the page, with subsequent pages returning to a 1" top margin? Yes No
- Is the heading "ABSTRACT" centered in all capital letters at the top of the page? Yes No
- Have you included your full name followed by the title exactly as it appears on the title page? Yes No
- Is the phrase "(Under the direction of [advisor's name])" centered below the title? Yes No
- Is the abstract double-spaced and within the specified word limit? Yes No
- Are pages numbered in lower case Roman numerals? Yes No

DEDICATION, ACKNOWLEDGEMENT(S), AND/OR PREFACE (IF ANY):

- Do each of these sections begin on a new page with a 2" margin at the top? Yes No
- Is the text of the dedication centered 2" below the top of the page? Yes No
- Are headings for "ACKNOWLEDGEMENTS" and "PREFACE" in all capital letters and centered? Yes No

○ Is the text of acknowledgments and/or preface double-spaced and left-justified? Yes No

○ Are pages numbered in lower case Roman numerals? Yes No

TABLE OF CONTENTS:

○ Does the table of contents have a 2" margin at the top of the page? Yes No

○ Is the heading "TABLE OF CONTENTS" centered in all capital letters at the top of the page? Yes No

○ Are entries aligned consistently with the left margin or indented using consistent tabs? Yes No

○ Are major subheadings within chapters listed and indented properly? Yes No

○ Is each entry single-spaced with a double space between entries? Yes No

○ Are corresponding page numbers accurate with leaders filling the space? Yes No

○ Are pages numbered in lower case Roman numerals? Yes No

LISTS OF TABLES, FIGURES, ILLUSTRATIONS:

○ Is the heading(s) in all capital letters centered 1" below the top of the page? Yes No

○ Does each entry include a number, title, and page number? Yes No

○ Are numbers, titles, and page numbers consistent with the document? Yes No

○ Are pages numbered in lower case Roman numerals? Yes No

LIST OF ABBREVIATIONS:

○ Is the heading "LIST OF ABBREVIATIONS" in all capital letters centered 1" below the top of the page? Yes No

○ Are abbreviations arranged alphabetically? Yes No

○ Are pages numbered in lower case Roman numerals? Yes No

LIST OF SYMBOLS:

○ Are symbols listed with abbreviations or in a separate section following the formatting instructions for abbreviations? Yes No



CHAPTERS:

- Are the margins correct for the first and subsequent pages of each chapter? Yes No
- Are page numbers consecutive and consistent throughout the document? Yes No

FOOTNOTES AND ENDNOTES:

- Are footnotes/endnotes formatted correctly with proper placement and numbering? Yes No

APPENDICES:

- Is the references section formatted correctly with appropriate headings and numbering? Yes No
- Are page numbering and formatting consistent within the appendices? Yes No

HELPFUL TIPS:

- Is your document saved in PDF format for online submission? Yes No
- Have you provided a valid email address for communication regarding your submission? Yes No
- Are symbols listed with abbreviations or in a separate section following the formatting instructions for abbreviations? Yes No