Thesis/Dissertation Checklist

Includes new submission process launching in 2018

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Please refer to the formatting and copyright information listed below as you prepare your manuscript for submission.

Formatting

- 12 pt. type
- Margins
  - Left 1.5”; 1” other 3 sides
- Pagination
  - Preliminary pages: small roman numerals; begin with ii; title page gets no printed number (it’s i, but do not have that show up on the page)
  - Arabic numbers for remainder. Begin with 1, run consecutively to end of manuscript.
- Avoid using color in text and graphics
- Ensure your entire manuscript and references are formatted accordingly

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- Must request copyright permission to reuse another person’s material (images, large sections of text, etc.) in your manuscript
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- Original of letters/emails of permission must be submitted with manuscript to ProQuest

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