Please refer to the WCU Thesis Guide (8th Edition) for complete formatting instructions. Check your final thesis document against the list below (before and after .pdf conversion) prior to submission to Pro Quest.

### Formatting Checklist

**General Document ALL PAGES**

- [ ] Margins: Top, Right, Left and Bottom = 1”
- [ ] Font: *all text* Arial or Times New Roman, 11 or 12 point (black)
- [ ] Paragraph Spacing: No extra space before/after paragraphs
- [ ] Pagination:
  - No page number on title page, but page counted
  - Front matter numbered with consecutive Roman numerals
  - Body and back matter numbered with consecutive Arabic numerals beginning at 1
  - Page numbers at bottom center, ¾” from bottom of page
- [ ] Parts included and in the following order:
  1. Title page
  2. Acknowledgements (optional)
  3. Table of Contents
  4. Lists of Tables
  5. List of Figures
  6. List of Abbreviations/Symbols (if used)
  7. Abstract
  8. Body text
  9. References/Works Cited/Bibliography
  10. Appendices (optional)

**Table of Contents**

- [ ] Single-spaced
- [ ] Heading centered and ALL CAPS
- [ ] Three (single) spaces between Heading and text
- [ ] Titles of all chapters and subheadings match exactly with body
- [ ] Page numbers match exactly with body
- [ ] Headings and subheadings indented
- [ ] Page number references aligned right
- [ ] Tab leaders (periods) used between text and page numbers
- [ ] All sections, chapters, and subsections/subheadings listed

**Lists of Tables, Figures, Abbreviations**

- [ ] See rules for Table of Contents. All labels in body must match front matter lists.

**Abstract**

- [ ] Heading centered and ALL CAPS, one (double) space between heading and text
- [ ] Matches Abstract Sample

**Body Text**

- [ ] New chapters begin on new page, titles centered and ALL CAPS
- [ ] One (double) space between chapter title and text
- [ ] Headings follow appropriate discipline guide (default APA)
- [ ] All text double-spaced (except for footnotes, etc.) with no extra space before/after paragraphs
- [ ] At least triple space between text & tables/figures
- [ ] Tables/figures labeled according to discipline guide (default APA) and are student’s original work (follow PROQUEST/UMI copyright rules).

**Works Cited and Appendices**

- [ ] Heading centered and ALL CAPS, one (double) space between heading and text
- [ ] Page numbers, headings, and margins follow same rules as body text

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**Title Page**

- [ ] Title in ALL CAPS
- [ ] Student’s full legal name in byline
- [ ] Director and committee members listed
- [ ] Text matches sample and “General Document” rules above
- [ ] Copyright included IF DESIRED and paid for
- [ ] No page number appears

**Acknowledgements (optional)**

- [ ] Heading centered and ALL CAPS, one (double) space between heading and text