

Format Checklist Guide

Guidelines:

- Consistent font size, type, black color, and style.
- Adhere to APA guidelines and/or consult your committee for your discipline's format.
- Refrain from using bold, italics, or underlines.
- Double-spaced text (With the exception of long quotations, footnotes, table titles, figure captions, and entries in the bibliography, which may be single-spaced. Consult relevant style manual for guidance).
- Margins must be 1" on each side of the page. (figures, tables, and graphics must also conform to the margin requirement)

Pagination:

- ☐ All pages are enumerated consecutively, centered at the bottom 1" margin of each page
- ☐ All headers are centered, use the same font size, font type, and black color for consistency
- ☐ Landscape pages MUST include page numbers on the left-hand margin, vertically centered, and rotated 90° clockwise.

Document pages should be in the following order:

☐ Title Page

- Title page is not numbered
- Title is in ALL BLOCK CAPITALS (Typically, 15 words or less)
- Insert By [student name] on the next double-spaced line (no colon)
- All acronyms, abbreviations, symbols, or formulas are spelt out
- Wording, line spacing, and capitalization follows the format below:

A Thesis [or Dissertation]

Submitted in Partial Fulfillment

of the Requirements for the Degree of

Master [or Doctor] of [Degree Name]

in [Degree Program]

- Name of degree is correct (do not include emphases)
- List Northern Arizona University. Under it, list month and year of degree conferral (May 2025)
- List Approved: then list all committee members' names and terminal degrees (committee chair(s) "Chair" or "Co-chair," are listed first (do not list other titles or use Dr.).

*ABSTRACT page through PREFACE page enumerated in lowercase Roman numerals (e.g., ii, iii, iv...)

- ☐ ABSTRACT (separate page)
 - Roman numeral (ii), centered at the bottom 1" margin
 - ABSTRACT is the header in ALL BLOCK CAPITALS, centered at the top 1" margin
 - List TITLE on the next centered line in ALL BLOCK CAPITALS (title should match title page)
 - List student name (no By) on the next centered line in ALL BLOCK CAPITALS (name should match title page)

The following should each be on a separate page:

- ☐ ACKNOWLEDGMENTS (optional)
- ☐ TABLE OF CONTENTS
 - List contents and page numbers, use ellipses
- ☐ LIST OF TABLES (if applicable)
 - Tables in document are listed with a title/description and page number, use ellipses
- ☐ LIST OF FIGURES (if applicable)
 - Figures in document are listed with a title/description and page number use ellipses
- ☐ DEDICATION (optional)
- ☐ Main Text
 - Divided into chapters or sections
 - First page of chapter/section 1 has page number (1), centered at the bottom 1" margin
 - Pages are enumerated in Arabic numerals (e.g., 2, 3, 4...), centered at the bottom 1" margin
 - Double-spaced text, size 12 font
- ☐ REFERENCES
 - Header is labeled as REFERENCES, LITERATURE CITED, BIBLIOGRAPHY or other acceptable and approved alternatives for your discipline.
- ☐ APPENDICES (if applicable)

Additional Requirements:

- ☐ Registration for Credit Hours - Per [policy](#), students must be registered for a minimum 1 thesis (699) or dissertation (799) unit during the semester they defend.
- ☐ [Continuous Enrollment](#) - A student must register in 699/799 during each fall and spring semester between initial registration and final thesis/dissertation submission.
- ☐ Graduation Application - You must complete your application for graduation by the deadline indicated on the Office of the Registrar [website](#).
- ☐ Submit final version for publication to [ProQuest](#). (Check your NAU email for a confirmation of your ProQuest submission)