



## THESIS MANUSCRIPT CHECKLIST AND RESOURCES

To ensure minimal revisions, use this checklist prior to submitting your thesis to ProQuest. If you have questions regarding any formatting requirements, contact the Graduate School Office at [gradstud@cofc.edu](mailto:gradstud@cofc.edu) or 843-953-5614.

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### TITLE PAGE

- The title page is not numbered.
- The title page of the electronic submission does not contain signatures or lines.
- The committee members' names are written in the same sized font as the "Approved by" wording.
- The Dean of the Graduate School is listed as a committee member.
- The correct moniker for the Graduate School is listed: **THE GRADUATE SCHOOL AT THE COLLEGE OF CHARLESTON**
- The **THESIS TITLE** is in all caps and in bold, single-spaced and centered.
- The correct name of the degree and program of study has been double-checked for accuracy.
- The graduation month is one of these three options: May, August, December

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### ABSTRACT

- The word **ABSTRACT**, in all caps and in bold, appears two lines down from the margin and centered on the page.
- Numbering begins with small Roman numeral one (i) on the Abstract page.
- The Abstract is 100-300 words and should fit on a single page (you may use 10-point font for the Abstract page if necessary).
- The Abstract is left justified and 1.5-spaced.
- The Abstract uses html symbols where needed in web title and web abstract
- A copyright page is included between the Abstract page and the Acknowledgements page (even if not copyrighting the manuscript).

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### TABLE OF CONTENTS/FIGURES/TABLES/APPENDICES

- All page numbers for various headings have been confirmed to ensure correct pagination in the Table of Contents.
- All figures and tables have correct titles. Figure titles are placed below the figure; table titles are placed above the table.
- The page numbers in the Table of Contents, List of Figures, and List of Tables are right justified.
- Leader dots are inserted across lines between text and page numbers.
- Each Appendix is identified separately in the Table of Contents (e.g., Appendix A, Appendix B, Appendix C...).
- The Abstract page is identified in the Table of Contents. The copyright page is **not** referenced in the Table of Contents.

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### MANUSCRIPT CHAPTERS

- All pages prior to the Introduction are numbered with Roman numerals. Arabic numbers are used beginning with the first page of the Introduction.

- Chapter headings are in all caps. Center **CHAPTER (#)** and place the centered **CHAPTER TITLE** on the next line. Do not use a colon after CHAPTER (#).
- The first page of every new chapter has a drop heading of two inches. The text should be in bold print and all caps.
- Chapter subheadings are indented and included in the Table of Contents.

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## GENERAL FORMATTING

- The margins are 1-inch for all pages.
- The font is Times New Roman and either 11- or 12-point size.
- Use double-spacing throughout except in footnotes, block quotations set off from the text, and in captions, tables, or appendices of data.
- The references/work cited/bibliography is updated with the proper discipline-specific convention.
- There is a space between the end of a subsection and the next subsection heading.
- The word “data” is plural. All uses are consistent with proper subject-verb agreement.
- The terms “e.g.,” and “i.e.,” are followed by a comma.
- A thorough proofreading has taken place.

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## STYLE GUIDES

Please consult with your thesis advisor and committee members to ensure you are adhering to the correct formatting convention for your discipline.

- American Psychological Association. Publication Manual of the American Psychological Association (7th Edition). Washington, D.C.: American Psychological Association. [APA Style](#)
- The Chicago Manual of Style (17th edition). Chicago: University of Chicago Press. [Chicago Manual of Style 17th Edition // Purdue Writing Lab](#)
- IEEE Editorial Style Manual, [IEEE Editorial Style Manual \(Online\)](#)
- Modern Language Association of America. MLA Handbook (9th Edition). New York: Modern Language Association of America. [MLA Style Center | MLA Style Center, the only authorized Web site on MLA style, provides free resources on research, writing, and documentation.](#)
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations (9th Edition). Chicago: University of Chicago Press. [Turabian Home Page \(chicagomanualofstyle.org\)](#)

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## ADDITIONAL RESOURCES

[Resources - Graduate Student Services - LibGuides at College of Charleston \(cofc.edu\)](#)  
[Lining Up Dots in a Table of Contents \(thoughtco.com\)](#)  
[How to Do Leader Dots in Word](#)  
[Manually Aligning Page Numbers \(YouTube\)](#)  
[ProQuest Dissertations & Theses Global - ProQuest](#)  
[How to Do a Literature Review \(YouTube\)](#)  
[The Structure of the Literature Review \(YouTube\)](#)