



THESIS/DISSERTATION CHECKLIST: COMPONENTS OF THE THESIS/DISSERTATION

Sequence of thesis components / Common problems

Item	Component	Information	Common Problems
1	Title Page	Mandatory. Check format against sample on web site. Page is counted as lower-case roman numeral "i" but number does not appear on page. Do not include in ToC (Table of Contents).	Incorrect degree or program; no copyright symbol
2	Committee Page	Mandatory. Templates provided on web site. Lists the examining committee and supervisory committee. Page is numbered lower-case Roman numeral "ii". Do NOT include in ToC.	Not following templates; listed in TOC;
3	Abstract	Mandatory. Page is always numbered lower-case Roman numeral "iii". Maximum 350 words. Include in ToC.	Incorrect page number; + 350 words
4	Lay Summary	Mandatory. Maximum 150 words. Include in ToC.	Over 150 words
5	Preface	Mandatory. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	Insufficient, excess, or incorrect information
6	Table of Contents (ToC)	Mandatory. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	Page numbers not accurate
7	List of Tables	If any – mandatory if you have tables in thesis. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	No page numbers given for location
8	List of Figures	If any – mandatory if you have figures in thesis. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	No page numbers given for location
9	List of Illustrations	If any – mandatory if you have illustrations in thesis. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	No page numbers given for location
10	Lists of Symbols, Abbreviations or Other	Optional. Each list must start on a separate page. Pages are numbered consecutively with lower-case Roman numerals. Include in ToC.	No common problems
11	Acknowledgements	Optional. Recognizes the assistance and contribution of faculty, fellow students, technicians or others. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	Placed out of order
12	Dedication	Optional. The dedication is a personal rather than an academic recognition. Page is numbered consecutively with lower-case Roman numerals. Include in ToC.	Placed out of order
13	Body of Thesis	Includes the Introduction . First page is always numbered with Arabic numeral "1". Pages are numbered consecutively thereafter, including landscape-oriented pages. Include chapter headings and two to three levels of subheadings in ToC.	Page numbers not consistently placed; page numbers out of sequence.
14	Bibliography or References	Pages are numbered consecutively with body. Include in ToC.	Page numbering not in sequence with body.
15	Appendices	Pages are numbered consecutively with body. Include in ToC.	Page numbering not in sequence with body.

If you wish to include components that are not mentioned here, please consult the Grad Studies Thesis Section in advance.