



## THESIS/DISSERTATION CHECKLIST: COMPONENTS OF THE THESIS/DISSERTATION

### Sequence of thesis components / Common problems

Item	Component	Information	Common Problems
1	<b>Title Page</b>	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 table of contents.	Incorrect degree or program; no copyright symbol
2	<b>Committee Page</b>	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 table of contents.	Not following templates; listed in TOC;
3	<b>Abstract</b>	Mandatory. Page is always numbered lower-case Roman numeral "iii". Maximum 350 words.	Incorrect page number; + 350 words
4	<b>Lay Summary</b>	Mandatory. Maximum 150 words.	Over 150 words
5	<b>Preface</b>	Mandatory.	Insufficient, excess, or incorrect information
6	<b>Table of Contents (ToC)</b>	Mandatory.	Page numbers not accurate
7	<b>List of Tables</b>	If any – mandatory if you have tables in thesis.	No page numbers
8	<b>List of Figures</b>	If any – mandatory if you have figures in thesis.	No page numbers
9	<b>List of Illustrations</b>	If any – mandatory if you have illustrations in thesis.	No page numbers
10	<b>List of Multimedia / Videos / Sound Files / Other</b>	If you are submitting multimedia as part or all of your thesis, it must be listed here. It is helpful to include the filename and you may include a brief description.	Missing
10	<b>Lists of Symbols, Abbreviations or Other</b>	Optional. Each list must start on a separate page.	No common problems
11	<b>Acknowledgements</b>	Optional. Recognizes the assistance and contribution of faculty, fellow students, technicians or others.	Placed out of order
12	<b>Dedication</b>	Optional. The dedication is a personal rather than an academic recognition.	Placed out of order
13	<b>Body of Thesis (for text theses or text portions of theses)</b>	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	<b>Bibliography or References</b>	Pages are numbered consecutively with body.	Page numbering not in sequence with body.
15	<b>Appendices</b>	Pages are numbered consecutively with body.	Page numbering not in sequence with body.

All the above components must be listed in the table of contents except the title page and committee page. If you wish to include components that are not mentioned here, please consult the Grad Studies Thesis Section in advance.