

Student name: \_\_\_\_\_ ID # \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Chair email: \_\_\_\_\_ Program: \_\_\_\_\_

**Note: Thesis Chair/Advisor must verify that all format requirements have been completed properly by comparing checklist to text, ticking off each checkbox (or explaining deviations under “Comments”), and signing checklist. Please see <http://chapman.libguides.com/dissertations> for page samples, steps for submission, and librarian contact information.**

*Title Page (first page in document):*

- Include full title of thesis.
- Next line, include “A Thesis by”.
- Next line, include student’s first, middle (if desired), and last name.
- Insert one blank line.
- Next line, include “Chapman University”.
- Next line, include “Orange, CA” if at the Orange campus or "Irvine, CA" if at the Rinker campus.
- Next line, include name of school or college.
- Next line, include “Submitted in partial fulfillment of the requirements for the degree of”.
- Next line, include the full name of the degree, spelling out its name (i.e. "Master of Arts").
- Next line, include month and year in which the degree is awarded.
- Insert one blank line.
- Next line, include “Committee in charge:”, followed on subsequent lines by names of all committee members, with the chair labeled.
- Do not include page number.
- Center text vertically (equal white space on the top and bottom of the page) and horizontally (equal white space on the left and right sides of the page).
- All text must be double-spaced.
- School, department, or program logo may be included at the bottom of the page. (*optional*)

*Approval Page (second page in document):*

- Top line should read “The thesis of [Student’s Name exactly as on title page] is approved.”
- Create signature line (with name underneath) for each committee member. Label chair as you did before.
- All committee member signatures are mandatory. Signatures may be original (pen on paper) or digital.
- If using original signatures, the signature page must be scanned in high quality (at least 300 dpi) and at a proper size to match the look of the rest of the thesis file.
- Include month and year of defense.
- Do not include page number.

*Copyright Page (third page in document):*

- Include full title of thesis (be consistent with title page).
- Next line, include “Copyright” with symbol (©) and year.
- Next line, include “by [Student’s Name exactly as on title page]”. (Note: "by" is lowercase.)
- Number as page “III”.

*Acknowledgements, Vita, and/or List of Publications (optional subsequent page in document; remember, what you write could be read by others):*

- Label as ACKNOWLEDGEMENTS, VITA, and/or LIST OF PUBLICATIONS in caps, and center justify this line. (If including multiple, they should be separate pages, formatted as shown in the template.)
- Assign the appropriate uppercase Roman numeral as a page number for each page.

*Abstract:*

- Label as ABSTRACT in caps, and center justify this line.
- Next line, include full title of thesis (be consistent with title page).
- Next line, include "by [Student's Name exactly as on title page]". (Note: "by" is lowercase.)
- Assign the appropriate uppercase Roman numeral as a page number.
- Abstract should be double spaced.
- MAXIMUM length is 350 words.

*Table of Contents:*

- Label as TABLE OF CONTENTS in caps, and center justify this line.
- Page numbers listed on the Table of Contents must match actual location of text in the manuscript.
- Assign the appropriate uppercase Roman numeral as a page number.
- The LIST OF TABLES, LIST OF FIGURES, LIST OF ABBREVIATIONS, and LIST OF SYMBOLS, as applicable, should follow behind as separate pages (and be formatted like the Table of Contents, with the exception of the List of Symbols and List of Abbreviations, which would not list page numbers).
- Do not list individual appendices; just include the word APPENDICES and the page number where they start.
- Single space within chapter's entries and double space between the listings for each chapter, the references, the appendices, tables, figures, symbols, and abbreviations.
- Right justify contents page numbers.

*Thesis formatting:*

- Required margins for **all** pages are 1" on each side.
- Page numbers should be in the bottom margin, centered, and no lower than 1/2" and no higher than 3/4" above the bottom of the page. All page numbers should be at the same height throughout the document.
- First page of the main body of the thesis (e.g. Introduction, Chapter 1, etc.) begins with Arabic numeral "1" as its page number.
- All body text should be 12 point Times New Roman or similar font. The font for titles, headings, figures, captions, or equations may be of a different size, but should be consistent throughout the document.
- References, footnotes and endnotes should be formatted according to the proper style for your discipline.
- No widows/orphans. In other words, do not leave one word, phrase, line, heading or heading followed by just one line by itself at the top or bottom of page.

Comments from Student or Chair:

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Reviewed by: \_\_\_\_\_ (Chair/Advisor)      Date: \_\_\_\_\_

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Verified compliance with checklist requirements      Date: \_\_\_\_\_

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Library signature signifies that the reviewer has verified that all checklist requirements listed above are satisfied.