



Your Clemson University Thesis or Dissertation

Final ETD Checklist

Before Submitting Your Manuscript...

This is for your reference use only; don't turn it in with your manuscript. By ensuring that your manuscript conforms to the items below, you'll greatly increase the odds that your submission will require only one review.

If you would like more detailed information on manuscript formatting, please refer to the formatting instructions in the Graduate School ETD PDF Ref, [Step 1: Format Your Manuscript](#). Brief formatting info appears at <https://www.clemson.edu/graduate/students/theses-and-dissertations/format.html>.

General

- All pages are U.S. Letter Standard size (8.5" x 11"), and all page margins are set to between 1" and 1.25" and are consistent.
- My committee-signed approval form (GS7M or GS7D) is *not* included in the front matter or body of my paper.

Title Page (Required. Many common formatting errors are details on the title page)

- My title page is formatted to match the Sample Title Page at http://www.clemson.edu/graduate/students/theses-and-dissertations/manuscript-files/example_front-3.pdf.
- Recommended:** There is no visible page number on my title page.
- All page margins are set to between 1" and 1.25" and are consistent.
- The text is centered horizontally and vertically on the page.
- My title is in all caps (standard scientific nomenclature is observed for the names of organisms).
- My name and my committee members' names are spelled correctly.
- The month and year on the page are the same as the month and year of my graduation (even if I'm not attending the ceremony).
- The words "of," "the" and "by" are lowercase (except where they appear in the title).
- Each section of text is single-spaced, with a double space separated by a horizontal rule between sections.
- The spacing between each block of text and around the horizontal section-divider rules is consistent.

Abstract (Required)

- All page margins are set to between 1" and 1.25" and are consistent.
- There is a page number, either "ii" or "2," centered at the bottom of this page.
- The heading "Abstract" is formatted to stand out in some way. Whatever formatting I chose, *I used the same formatting for all first-level headings* (section or chapter titles).
- The text is double-spaced.

Dedication and/or Acknowledgments (Optional)

- All page margins are set to between 1" and 1.25" and are consistent.
- There is a page number centered at the bottom of each page.



- I formatted the heading(s) “Dedication” and/or “Acknowledgments” the same way as my “Abstract” heading.
- The text is double-spaced.
- I did not include extravagant praise, insincere thanks, or references to animals or inanimate objects.

Table of Contents (Required. Many common formatting problems are errors in content pages)

- All page margins are set to between 1" and 1.25" and are consistent.
- There is a page number centered at the bottom of each page.
- I formatted the heading “Table of Contents” the same way as my “Abstract” heading.
- Recommended:** The column heading “Page” (no quotation marks in the actual heading) is centered over the column of page numbers, and I double spaced after it.
- My list of page numbers is aligned near the right-hand margin.
- I used properly made ellipses (leader dots) between each entry title and the corresponding page number; I consulted the Ellipses Instructions at http://www.clemson.edu/graduate/students/theses-and-dissertations/manuscript-files/Ellipses%20Instructions_final.pdf.
- All entries have page numbers.
- I double-checked my page numbers in contents entries against the manuscript after I completed all text editing.
- The alignment and spacing of entries is consistent within the Table of Contents and consistent with all lists in the manuscript.
- All main headings (section/chapter titles and first-level subheadings) are included in my Table of Contents.
- I did not list “Table of Contents” within my Table of Contents.
- Recommended:** If Table of Contents runs longer than one page, I’ve added the heading “Table of Contents (Continued)” at the top left of each subsequent page and repeated the “Page” column head over the column of page numbers (*note: this is not applicable if you are using the Grad School’s LaTeX template*).

Lists of Tables/Figures/Maps/Nomenclature, etc.

- All page margins are set to between 1" and 1.25" and are consistent.
- There is a page number centered at the bottom of each page.
- I formatted the heading “List of Tables” (etc.) the same way as my “Abstract” heading.
- The heading “Table,” “Figure,” “Map,” etc. is flush against the left-hand margin, aligned vertically with the entry numbers (1.1, 1.2, 1.3...). **Optional:** On the same line, the heading, “Page” is centered above the column of page number. I double spaced after it.
- My list of page numbers is aligned near the right-hand margin.
- Recommended:** If lists run longer than one page, I’ve added the appropriate heading “List of Tables [etc.] (Continued)” at the top left of each subsequent page and repeated the “Page” column head over the column of page numbers (*note: this is not applicable if you are using the Grad School’s LaTeX template*).
- I used ellipses (leader dots) between each entry title and the corresponding page number. I made these using tabs, not by typing rows of periods.
- All entries have corresponding page numbers.



- The alignment and spacing of entries is consistent with the Table of Contents and all lists in the manuscript.
- All tables, figures, maps, etc. are included on the appropriate list.

Body Text

- All page margins are set to between 1" and 1.25" and are consistent.
- There is a page number centered at the bottom of each page.
 - If I chose to use *lowercase Roman numerals* for my front matter page numbering, the first page of my main text begins with Arabic-numbered page 1.
 - If I chose *sequential Arabic page numbering* for my entire manuscript, my body text page numbering continues from the front matter.
- The main text is double-spaced.
- I was consistent in labeling my tables, figures, maps and mathematical equations.
- If I had to change the orientation of a page or pages from portrait to landscape, I kept the page numbers in the same place as all other pages.
- If I have a figure or table on a page, I have at least four lines of text on the page or none at all.
- All text content fits within the page margins.

Appendix or Appendices

- All page margins are set to between 1" and 1.25" and are consistent.
- I included page numbers on these pages that continue from the body text of my manuscript, even if appendix includes documents that have their own page numbers.
- I named/numbered my appendices and included them in the Table of Contents.
- I consistently labeled each appendix.

Bibliography, Literature/Works Cited, References

- All page margins are set to between 1" and 1.25" and are consistent.
- I formatted all heading(s) the same way as my "Abstract" and other front matter headings.
- Recommended:** I single-spaced *within* entries and double-spaced *between* entries (or I may follow my program's writing style guidelines, as noted in last item below, instead).
- Recommended:** I did not split any of my entries between pages.
- All website and email addresses (URLs/hyperlinks) are *either* colored black without underlines, *or* are blue with underlines, and are *styled consistently* throughout my manuscript.
- I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc.) if my committee recommended one.