

Thesis and Dissertation Formatting Checklist

Use this checklist with the sample formatted pages available from the Graduate School.

On the title page, the title is double spaced and upper case.

On the title page and the abstract page, the words “by,” “in,” and “at” are all lower case.

The title page lists the official degree program only and does not list concentrations or areas of study.

On the abstract page, the title is single spaced and upper case.

On the abstract page, the text lines “The University of Wisconsin-Milwaukee, 20[2x]” and “Under the Supervision of Professor [name of major professor]” should be single spaced, with no extra space between the lines.

The title and abstract pages follow the sample document exactly: the lines of text use the same words within the same lines and with the same spacing.

The copyright page is single spaced. Remember to format paragraphs to “remove space after paragraphs” to eliminate extra space.

Acknowledgements is the last preliminary page. If the Acknowledgements are combined with the Dedication, then both pages are moved to the end of the preliminary pages.

Preliminary page headings are all uppercase, centered at the top of the page, and in the same size font.

No page number appears on the title page; page numbering starts with “ii” on the Abstract page; page numbering restarts at “1” at the first main body page and continues to the end of the document.

Any landscape-oriented pages have the page number centered at the bottom of the page as if the document were bound in portrait-orientation.

The preliminary pages of the document use no running headers.

The document has 1-inch margins throughout with no text, figures, tables etc. extending into the margins.