



ELECTRONIC THESIS AND DISSERTATION (ETD) FORMAT REVIEW CHECKLIST

Following are the requirements checked for in a format review by the College of Graduate Studies. Please see the College of Graduate Studies [Formatting the ETD](#) web page for complete instructions. For questions, please contact the thesis and dissertation editor at editor@ucf.edu.

File Format

- All files submitted for official review must be a bookmarked PDF document
- NOTE: Files submitted to the Format Help page should be in Word format

Styles and Bookmarks

- Have you used styles to format the headings and subheadings in your Microsoft Word document?
- Bookmarks must include all headings and at least first-level subheadings in the margin of your PDF file
- Are all of your bookmarks working correctly (do they link to the proper page)?
- Are any bookmarks missing or mislabeled?
- Are your subheadings properly indented under the headings in the bookmarks?

Title Page

- Does your title page include the following?
 - All text (including the title) single spaced and centered
 - Document title (in all caps)
 - Your name (in all caps)
 - Previous degree(s), university, and year received
 - Proper degree, department, and college name
 - Proper term and year
 - Major professor's name without any titles (for dissertations only)
 - No page number

Front Matter

- Are your front matter sections (abstract, dedication, acknowledgments, table of contents, list of figures, list of tables, list of acronyms/abbreviations) in the correct order and titled correctly?
- Does your document have one common abstract?
- Is ACKNOWLEDGMENTS spelled correctly (no "e" after the "g")?
- Is your dedication text (if used) centered both horizontally and vertically on the page without a heading?
- Do the entries in your table of contents, list of figures, and list of tables link to the appropriate areas within the document?
- Are the entries in your list of acronyms/abbreviations (if used) alphabetized?



Margins, Spacing, and Page Numbers

- Are your left, right, and bottom margins 1" throughout?
- Is your top margin set between 1.25" and 1.5"?
- Are your page numbers centered at the bottom of each page without any other formatting (e.g. no dashes, brackets, or parentheses) or text?
- Is your body text double spaced (exceptions: headings/subheadings, figure/table titles and text, block quotes)
- Are your paragraphs indicated consistently with either an indent or one extra space in between paragraphs?
- Does your page numbering start at lower case Roman numeral "ii" on the page following the title page?
- Does your page numbering restart at Arabic numeral "1" on the first page of the first chapter (usually the introduction)?

Headings and Subheadings

- Are all of your major section headings (e.g. "ABSTRACT") and chapter headings (e.g. "CHAPTER ONE: INTRODUCTION") placed in all caps, centered, and single spaced?
- Are all of your subheadings (e.g. any sections beneath a major section or chapter heading) in title caps and single spaced?
- Are your major section and chapter headings set at a 14-point font or less?
- Are your subheadings ("heading 2" and lower) set at a 12-point font or less?
- Are your different subheadings levels (e.g. "heading 2" vs. "heading 3") formatted/positioned uniquely to distinguish them from each other?

Tables and Figures

- Have you used the Microsoft Word captions feature to format your table and figure titles?
- Are your tables and figures numbered either consecutively throughout the document or by chapter?
- Do your tables and figures have BOTH a number and a descriptive title (e.g. Figure 6: Map of Florida)?
- Are your table titles(captions) above the tables
- Are your figure titles (captions) below the figures?
- Did you receive copyright permission to use figure/table content not created by you?

Back Matter

- Do your appendices contain buffer pages?
- Do your appendices have a name AND a descriptive title (e.g. APPENDIX: UCF IRB LETTER)
- Is your UCF IRB letter (if applicable) included in an appendix?
- Are your copyright permission letters (if applicable) included in an appendix?
- Are your references either double-spaced throughout, with no extra space between entries OR single-spaced within entries with an extra single space between?
- Do your references have the preferred hanging indent?