

APPENDIX III - Thesis/Dissertation Checklist

Checklist before submission of:

project

☐

thesis

☐

dissertation

☐

for examination

Name of Candidate:

Degree:

Title:

NB: Components and checks listed should be consistent with referencing style being used

		Please Tick		Remarks If any
		Yes	No	
Production of Manuscript	▪Typeface -11pt. Arial or 12pt. Times New Roman, print on one side of page, consistent typeface etc. (see page 6 of guide) ▪Margins - Top, bottom and right margins should be (no less than) 1" (or 2.5 cm) in width ▪Consistent margins used throughout the thesis ▪Double spacing used (see guide* for exceptions)	☐	☐	
Arrangement of project/thesis/ dissertation	Sequential arrangement of the work follows Page 11 of guide	☐	☐	
Pagination	▪No page number displayed on title page ▪All pages, except the title page, must show a page number in exactly the same font, size, and location ▪The pages before the start of the main text (Chapter/Section 1) must be numbered in lower case Roman numerals (i.e., ii, iv, xii, etc.) ▪The pages of the text must be numbered in a new sequence of Arabic numerals (i.e. 1, 2, 3 etc.) consecutively throughout the thesis	☐	☐	
Title Page	Contains-name of University, approved title of work; candidate's name; year of submission; statement that the work is being submitted in. See page 12	☐	☐	
Abstract	▪Word length not to exceed 300words ▪Keywords included	☐	☐	

Personal Declaration	This submission is the candidate's own work	☐	☐
Dedication (optional)		☐	☐
Acknowledgements (Optional)		☐	☐
Table of Contents (TOC)	Every heading (Preliminary, Chapter, Reference/Bibliography, and Appendix) that occurs after the TOC must be listed	☐	☐
Headings	▪Headings text and page numbers match respective headings and page numbers within the thesis text ▪All Top Level (Preliminary, Chapter, Reference/Bibliography, and Appendix) headings must have exactly the same size, font, capitalization, and location at the top of the page(centre aligned) ▪Headings may be no larger than 18-point	☐	☐
Tables/Figures	▪Captions for all tables and figures formatted in a consistent manner (numbering, punctuation, etc.)	☐	☐
Main Text	▪All primary text should be black ▪No blank pages ▪Each Chapter, List and Appendix starts on a new page	☐	☐
Footnotes/ endnotes	▪Form and style maintained throughout work	☐	☐
Bibliography or References	▪Consistent academic style of the discipline used (e.g. APA, MLA) ...use appropriate style manual) ▪List of references submitted (after the last chapter)	☐	☐
Appendices	▪Each appendix must have a heading, in the same location as, and formatted like, all the other headings in the text ▪Displayed as headings in Table of Contents ▪All pages are numbered in the same font and location as text pages	☐	☐