To ensure minimal revisions, use this checklist prior to submitting your thesis to ProQuest. If you have questions regarding any formatting requirements, contact the Graduate School Office at gradstud@cofc.edu or 843-953-5614.

**TITLE PAGE**
☐ The title page is not numbered.
☐ The title page of the electronic submission does not contain signatures or lines.
☐ The committee members’ names are written in the same sized font as the “Approved by” wording.
☐ The Dean of the Graduate School is listed as a committee member.
☐ The correct moniker for the Graduate School is listed: THE GRADUATE SCHOOL OF THE UNIVERSITY OF CHARLESTON, SOUTH CAROLINA AT THE COLLEGE OF CHARLESTON
☐ The THESIS TITLE is in all caps and in bold, single-spaced and centered.
☐ The correct name of the degree and program of study has been double-checked for accuracy.
☐ The graduation month is one of these three options: May, August, December

**ABSTRACT**
☐ The word ABSTRACT, in all caps and in bold, appears two lines down from the margin and centered on the page.
☐ Numbering begins with small Roman numeral one (i) on the Abstract page.
☐ The Abstract is 100-300 words and should fit on a single page (you may use 10-point font for the Abstract page if necessary).
☐ The Abstract is left justified and 1.5-spaced.
☐ The Abstract uses html symbols where needed in web title and web abstract
☐ A copyright page is included between the Abstract page and the Acknowledgements page (even if not copyrighting the manuscript).

**TABLE OF CONTENTS/FIGURES/TABLES/APPENDICES**
☐ All page numbers for various headings have been confirmed to ensure correct pagination in the Table of Contents.
☐ All figures and tables have correct titles. Figure titles are placed below the figure; table titles are placed above the table.
☐ The page numbers in the Table of Contents, List of Figures, and List of Tables are right justified.
☐ Leader dots are inserted across lines between text and page numbers.
☐ Each Appendix is identified separately in the Table of Contents (e.g., Appendix A, Appendix B, Appendix C...).
☐ The Abstract page is identified in the Table of Contents. The copyright page is not referenced in the Table of Contents.

**MANUSCRIPT CHAPTERS**
☐ All pages prior to the Introduction are numbered with Roman numerals. Arabic numbers are used beginning with the first page of the Introduction.
☐ Chapter headings are in all caps. There is a space between CHAPTER (#) and the CHAPTER TITLE.
☐ The first page of every new chapter has a drop heading of two inches. The text should be in bold print and all caps.
☐ Chapter subheadings are indented and included in the Table of Contents.

GENERAL Formatting
☐ The margins are 1-inch for all pages.
☐ The font is Times New Roman and either 11- or 12-point size.
☐ Use double-spacing throughout except in footnotes, block quotations set off from the text, and in captions, tables, or appendices of data.
☐ The references/work cited/bibliography is updated with the proper discipline-specific convention.
☐ There is a space between the end of a subsection and the next subsection heading.
☐ The word “data” is plural. All uses are consistent with proper subject-verb agreement.
☐ The terms “e.g.,” and “i.e.,” are followed by a comma.
☐ A thorough proofreading has taken place.

STYLE GUIDES

Please consult with your thesis advisor and committee members to ensure you are adhering to the correct formatting convention for your discipline.

• IEEE Editorial Style Manual, IEEE Editorial Style Manual (Online)
• Modern Language Association of America. MLA Handbook (9th Edition). New York: Modern Language Association of America. MLA Style Center | MLA Style Center, the only authorized Web site on MLA style, provides free resources on research, writing, and documentation.
• Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations (9th Edition). Chicago: University of Chicago Press. Turabian Home Page (chicagomanualofstyle.org)

ADDITIONAL RESOURCES

Resources - Graduate Student Services - LibGuides at College of Charleston (cofc.edu)
Lining Up Dots in a Table of Contents (thoughtco.com)
How to Do Leader Dots in Word
Manually Aligning Page Numbers (YouTube)
ProQuest Dissertations & Theses Global - ProQuest
How to Do a Literature Review (YouTube)
The Structure of the Literature Review (YouTube)