

FORMAT CHECKLIST GUIDE

- Include your **7-digit NAU ID#** and **defense date** in the email for a format check with your thesis or dissertation attached.
- This guide is used by the student when submitting a thesis or dissertation to the Electronic Thesis & Dissertation (ETD) Coordinator for an initial format check at least **10 business days** before their oral defense date to etd@nau.edu. Only **one** format check will be performed.
- The ETD Coordinator does not edit content or assess conformity with style manuals. The Office of Graduate & Professional Studies (OGPS) strongly encourages students to work with their thesis or dissertation committee to ensure editorial accuracy, stylistic consistency, and quality of content.
- Once *Oral Defense Part 1 & Part 2 forms* are submitted by the committee chair or department to etd@nau.edu, the student may submit their final version for publication to [ProQuest](#).

REQUIREMENTS

- Use black font color, same font size & type throughout document; no **bold**, *italics*, or underlines.

Document pages appear in the following order:

Title Page – **Title Page Samples:** [Thesis title page](#) & [Dissertation title page](#)

- The title is in ALL BLOCK CAPITALS, 12pt. font (title page is counted, but **not** numbered).
- List your name on the next double-spaced line after By
- Title is typically 15 words or less.
- Spell out acronyms, abbreviations, symbols, or formulas.
- Ensure the wording, line spacing, and capitalization follows the format as listed below:

A Thesis [or Dissertation]

Submitted in Partial Fulfillment

of the Requirements for the Degree of

[Insert Degree Name Here]

in [Insert Degree Program Name Here]

- Ensure the name of your degree is correct. **Only** the degree and degree program are listed. Do not include emphases.
- Northern Arizona University and the month and year of your degree conferral listed (e.g., May 2024).
- List all committee members' names and terminal degrees under the word Approved: Next, list the committee chair(s) first as "Chair" or "Co-chair," do **not** list other titles, or use "Dr."

ABSTRACT (separate page)

- The header ABSTRACT is in ALL BLOCK CAPITALS, centered at the top 1" margin.
- The title exactly matches title page, ALL BLOCK CAPITALS centered underneath the header ABSTRACT.
- Author name exactly matches title page, ALL BLOCK CAPITALS centered underneath the TITLE (no By).
- Page number begins with Roman numeral "ii" centered at the bottom 1" margin.

Abstracts are typically 350 words or less, double spaced.

A creative writing thesis will include an abstract that discusses the creative process and philosophy behind the document.

Copyright Page (optional)

- ACKNOWLEDGMENTS** (title headers are consistent throughout the document)
- TABLE OF CONTENTS** (right align page numbers in a straight line, use ellipses)
- LIST OF TABLES** (caption for tables go **above** the table)
- LIST OF FIGURES** (caption for figures go **below** the figure)
- DEDICATION** (optional)
- PREFACE** (optional, required if you are using [*Journal Format*](#)).

Main Text

- Divided into Chapters or Sections.
- The first page of Chapter 1 through the remainder of the document enumerated in Arabic numerals, (e.g., 1, 2, 3...) to the end of the document, centered at the bottom 1" margin.
- Double-spaced text
With the exception of long quotations, footnotes, table titles, figure captions, and entries in the bibliography, which may be single-spaced. Consult relevant style manual for guidance.
- Font size should be 12 pt. Consult your committee regarding the style of the font.

BIBLIOGRAPHY

This may also be labeled as "REFERENCES", "LITERATURE CITED", or other acceptable and approved alternatives for your discipline.

APPENDICES (if applicable)

Copyright Permission (if applicable)

A letter from the copyright holder indicating you have permission to use the material in your document must precede any previously copyrighted material.

Margins

- Margins must be set at 1" on each side of the page.
It is critical that all content, including graphics and tables, conform to the margin requirements. This protects your content from being caught in the binding of any bound copies.

Pagination

- The title page is counted, but **not** numbered.
- ABSTRACT page through PREFACE page enumerated in lowercase Roman numerals (e.g., i, ii, iii ...).
- Landscape pages **MUST** include page numbers on the left-hand margin, vertically centered, and rotated 90° clockwise.
- All pages enumerated consecutively, centered at the bottom 1" margin of each page.

Additional Requirements

Registration for Credit Hours

Per [policy](#), students must be registered for a minimum 1 thesis (699) or dissertation (799) unit during the semester they defend. Some departments require enrollment in more than 1 unit; contact your academic department.

Continuous Enrollment

A student must register in 699/799 during each fall and spring semester between initial registration and final thesis/dissertation submission.

Graduation Application

You must complete your application for graduation by the deadline indicated on [The Office of Graduate & Professional Studies](#).

- Please make sure **ALL** edits are corrected before uploading your final version to ProQuest.
- After the initial format check, it is **not** necessary to re-send the document to etd@nau.edu; your thesis/dissertation will be reviewed **one** final time by the ETD Coordinator before it is delivered to ProQuest for publishing.
- Check your NAU email for a confirmation of your [ProQuest](#) submission.

Thank
you!