

**MSU Graduate School
Final Thesis/Major Paper Checklist**

APA APA Manual (6th edition unless otherwise specified)
GTF Guide to Thesis Format, Fall 2010

Y/N	Requirement	Source(s) / Reference(s)
General Format		
	Margins at least 1"; 1.5" acceptable; on all sides	GTF (chapter 4, page 24) APA (section 8.03, p. 229)
	Acceptable typeface (font type and size)	GTF (chapter 4, page 28), Use Times New Roman 12 pt, Arial 12 pt, or Courier 10 pt
	Text is left-justified	Graduate School requirement (standard)
	Text is double-spaced only; exceptions are consistently applied	GTF (chapter 4, page 28) APA (section 8.03, p. 229)
	Proper format for each level of headings	GTF (chapter 4, page 27), Five levels of headings are defined by APA (section 3.03, p. 62-63)
Page numbers		
	Placed in correct location on the page (upper right)	GTF(chapter 4, pages 24+)
	Omitted from Title Page	GTF
	Omitted from first page of each chapter	GTF
	Omitted from "Appendices" heading page	GTF
	Lowercase Roman numerals for preliminary pages	GTF
	Arabic numerals used after preliminaries	GTF
General Style		
	Past tense used where required	GTF (chapter 4, page 32), APA (section 3.06, p. 65-66; section 3.18, page 78)
	Present tense used where required	APA (section 3.06, p. 65-66; section 3.18, page 78)
Conventions		
	Standard abbreviations used where required	APA (sections 4.22-4.30, p. 106-111)
	Non-standard abbreviations are defined	APA (sections 4.22-4.30, p. 106-111)
	Numbers < 10 spelled out (some exceptions)	APA (sections 4.31-4.34, p. 111-113)
	Leading zero used except where required/standard	APA (section 4.35, p. 113-114)
	Comma(s) used for numbers > 1,000 (some exceptions)	APA (section 4.37, p. 114)
	Metric units are used	APA (section 4.39, p. 114-115)
	Numbers and their unit(s) are separated by a space	APA (section 4.40, p. 115)
	Correct standard symbols used	APA (section 4.27, p. 108-109; section 4.4, p. 115; section 4.45, p. 117-123)
	Non-standard symbols are defined	APA (section 4.27, p. 108-109; section 4.40, p. 115; section 4.45, p. 117-123)

Y/N	Requirement	Source(s) / Reference(s)
	In-line equations have proper form and spacing	APA (sections 4.46-4.47, p. 118-123)
	Displayed equations referenced in text are numbered	APA (section 4.48, p. 123-124)
	Correct format used for years, dates, and times	APA (section 4.27, p. 108-109)
Preliminary Materials		
	Presented in proper order	GTF (chapter 3, page 26)
	Title Page has correct information and format	GTF (chapter 3; page 10; also Figure A1)
	Copyright or blank page inserted, not counted	GTF (chapter 3, page 2-3; also Figure A2)
	Approval Page has correct information and format	GTF (chapter 3, page 11; also Figure A3)
	Abstract Page has correct heading	GTF (chapter 3, page 11; also Figure A4)
	Abstract is single paragraph in block form	GTF (chapter 3, page 11; also Figure A4) APA (section 2.04, page 27; section 8.03, p. 229)
	Acknowledgments Page has correct heading (level-1)	GTF (chapter 3, page 13; also figure A5)
Table of Contents		
	Has correct heading	GTF (chapter 3, page 13+; also Figure A6)
	Each level of heading indented appropriately	GTF
	Page numbers right-justified	GTF
	Dotted leader connect heading with page number	GTF
List of Tables (if needed)		
	Has the correct heading	GTF (chapter 3 page 14; also Figure A7)
	Correct headings for "Table" and "Page"	GTF
	Table number and complete title shown for each table	GTF
	Each page number is right-justified	GTF
	Dotted leader connect table titles to page numbers	GTF
List of Figures (if needed)		
	Has the correct heading	GTF (chapter 3, page 14; also Figure A8)
	Correct headings for "Figure" and "Page"	GTF
	Figure number and description shown for each figure	GTF
	Each page number is right-justified	GTF
	Dotted leaders connect descriptions to page numbers	GTF

Y/N	Requirement	Source(s) / Reference(s)
List of Plates (if needed)		
	Has the correct heading	GTF (chapter 3, page 15; also Figure A9)
	Correct heading for "Plate"	GTF
	Plate number and description shown for each plate	GTF
	Each page number is right-justified	GTF
	Note following list states location of plates	GTF
Citations and References (GTF Chapter 5)		
	Citations written in proper format	APA (sections 6.11-6.21, p. 174-179; see Table 6.1, p. 177, for a concise summary of formats)
	References presented in proper order	APA (section 6.25, p. 181-183); GTF (section 3.21, p. 17-18)
	References written in proper format	APA (sections 6.27-6.32, p. 184-192; Chapter 7)
	Multi-line references use hanging indent	APA (section 2.11, p. 37); GTF (Figure B9, p. 53)
Quotations		
	Short quotations (<40 words) are in-line	APA (section 6.03, p. 170-171)
	Short quotations enclosed in double quotation marks	APA (section 6.03, p. 170-171)
	Long quotations are in block form, indented ½ inch	APA (section 6.03, p. 170-171)
	Long quotations not enclosed in quotation marks	APA (section 6.03, p. 170-171)
	Each citation for a quotation includes page number	APA (section 6.03, p. 170-171)
	Para. Number given for non-paginated sources	APA (section 6.05, p. 171-172)
	Modifications to quotations are properly noted	APA (section 6.08, p. 172-173)
Footnotes		
	Designated sequentially with Arabic numerals	APA (section 2.12, p. 37-38)
	Placed at bottom of appropriate page(s)	APA (section 2.12, p. 37-38)
	Separated from running text by short horizontal rule	Standard word-processing format
	Multi-line footnotes are double-spaced	APA (section 2.12, p. 37-38)
	Citation footnotes in proper form, with proper information	APA (section 2.12, p. 37-38)
Tables (GTF Chapter 6)		
	Properly, sequentially labeled (Table 1, Table 2, etc)	APA (section 5.05, p. 127)
	Placed properly within the thesis (after first reference)	
	Proper spacing between running text and small tables	APA (5 th edition, section 6.03, p. 325)

Y/N	Requirement	Source(s) / Reference(s)
	Large tables placed along on a page (no running text)	APA (5 th edition, section 6.03, p. 325); GTF Figure B4
	Multi-page tables placed on their own pages	APA (5 th edition, section 6/03, p. 325); GTF Figure B6
	Table titles placed correctly	APA (Table 5.1, p.129)
	Proper format for table number and title	APA (Table 5.1, p. 129)
	Multi-line table titles are single-spaced	APA (Table 5.1, p. 129); GTF Figure B5
	Line spacing within body of table is appropriate	
	Correct form and order used for table notes	APA (section 5.16, p. 138-141)
	Proper format on specific note designations	APA (section 5.16, p. 138-141)
	No vertical rules (lines) are used	APA (section 5.17, p. 141)
	Horizontal rules (lines) are used sparingly and correctly	APA (section 5.17, p. 141)
Figures (GTF Chapter 7)		
	Properly, sequentially labeled (Figure 1, Figure 2, etc.)	APA (section 5.05, p. 127)
	Placed properly within the thesis (after first reference)	
	Figures presented alone on a page (no running text)	APA (5 th edition, section 6.03, p. 325)
	Figure captions placed correctly	APA (examples, p. 152-166); GTF B7
	Proper format for figure captions	APA (examples, p. 152-166); GTF B7
	Multi-line figure captions are double-spaced	
	Text within figures is legible (not <8 pt; not >14 pt.)	APA (section 5.25, p. 161)
Plates (GTF Chapter 7)		
	Plates are appropriately, sequentially labeled	
	Placed in a pocket	
	Each plate has a caption	
	Text within plates is legible (not < 8 pt)	
Appendices		
	Placed in the order in which they are referenced	APA (section 2.13, p. 39)
	Multiple appendices: labeled in order, Appendix A, ...	APA (section 2.13, p. 39)
	Preceded by page titled "Appendices" or "Appendix"	Graduate School requirement (standard); GTF (Figure C1)
	Single appendix has a title (heading)	APA (section 2.13, p. 39)

Y/N	Requirement	Source(s) / Reference(s)
	Multiple appendices: heading includes "Appendix A"...	APA (section 2.13, p. 39)
	Tables / figures labeled as A1, A2, A3...(e.g., Table A1)	APA (section 5.05, p. 127)

Graduate School Editing Comments:

- Approved
- Approved with Minor Corrections
- Request changes, resubmit

Reviewer Initials _____ Date of Review _____