

# THESIS/DISSERTATION FORMAT CHECKLIST

This document is for general guidance. Students are responsible for meeting the department's/program's standards and requirements, and format requirements of the College of Graduate Studies as outlined on this page. For more in-depth formatting requirements, see [Thesis and Dissertation Format Guidelines](#)

Dissertation | [phddissertation@csuohio.edu](mailto:phddissertation@csuohio.edu)

Thesis | [masterthesis@csuohio.edu](mailto:masterthesis@csuohio.edu)

General | [grad@csuohio.edu](mailto:grad@csuohio.edu)

## Document Sequence

1. Title Page
2. Copyright\*
3. Signature Page
4. Dedication\*
5. Acknowledgement\*
6. Abstract
7. Table of Contents
8. List of Tables\*
9. List of Figures\*
10. Body of Paper
11. Bibliography
12. Appendices\*

*\*Optional Sections Follow style guide on formatting for optional sections.*

## Margins + Justification

- 1.5" on left
- 1" right, top, and bottom
- Left justification recommended

## Font

- Black, size 12, Times New Roman
- Use style guide format for headings and subheadings. Same font and size as the rest of the text

## Spacing + Indentation

- Double spaced
- Start of paragraph should be indented ½" from the left margin
- Long quotes, footnotes, tables, bibliographs, captions, etc., conform to style manual for specific discipline

## Pagination

- No printed page numbers before abstract page, though include in page count
- First page with a number printed on the page is the abstract.
  - o Lower case Roman Numerals i.e., iii, iv, No Punctuation!
- The text pages (first page, bibliography, appendices) are numbered consecutively in Arabic, 1,2, centered and ½ inch bottom of page
  - o NO punctuation marks, the word page, or letter suffixes, e.g., 10.; 10a, page 10.

## Title Page

- Use structure of sample A title page

## Signature Page

- Use structure of sample B signature page
- Do not include signatures on publication copy

## Abstract

- Use structure of sample C abstract
- Lower case Roman Numeral pagination
- Cannot exceed 350 words

## Table of Contents

- Use structure in sample D
- Chapter title in ALL CAPS
- Subheadings are indented and title case
- Each title/subheading followed by leader dots and a page number
- No bold, italics or underline
- Use the title Appendix = single; Appendices = multiple

## Tables + Figures

- Use structure samples E-H
- Tables/Figures must fit within margin, descriptions can be single spaced
- Color may be used. Font can be smaller
- Photographs and images must be clear, meet margin and accessibility requirements. Color permitted

## Body of Paper

- First page of each Chapter will start 3" from top of page. See sample I
- The chapter title will always be heading level 1, all subsequent headers should follow the designated format by your writing manual

## Bibliography

- Entry double spaced and follow writing manual. See sample J

## Appendices\*

- Include APPENDIX subheading above appendix titles listed by letter/roman numerals and in ALL CAPS.
- See sample K





# SAMPLE PAGE

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To automatically set leader dots

- Highlight the section you want applied to
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- Change tab stop position to 5.98
- Alignment = right
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- Hit SET, then okay/save

*\*The numbering of subheadings (1.1, 2.1.1, etc., within a chapter is the student's preference. However, if numbers are noted in the Table of Contents, the numbering must be replicated within the text body.*

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*\*Sub tables are not required, use only when necessary\**

# SAMPLE PAGE

## 360 Competencies

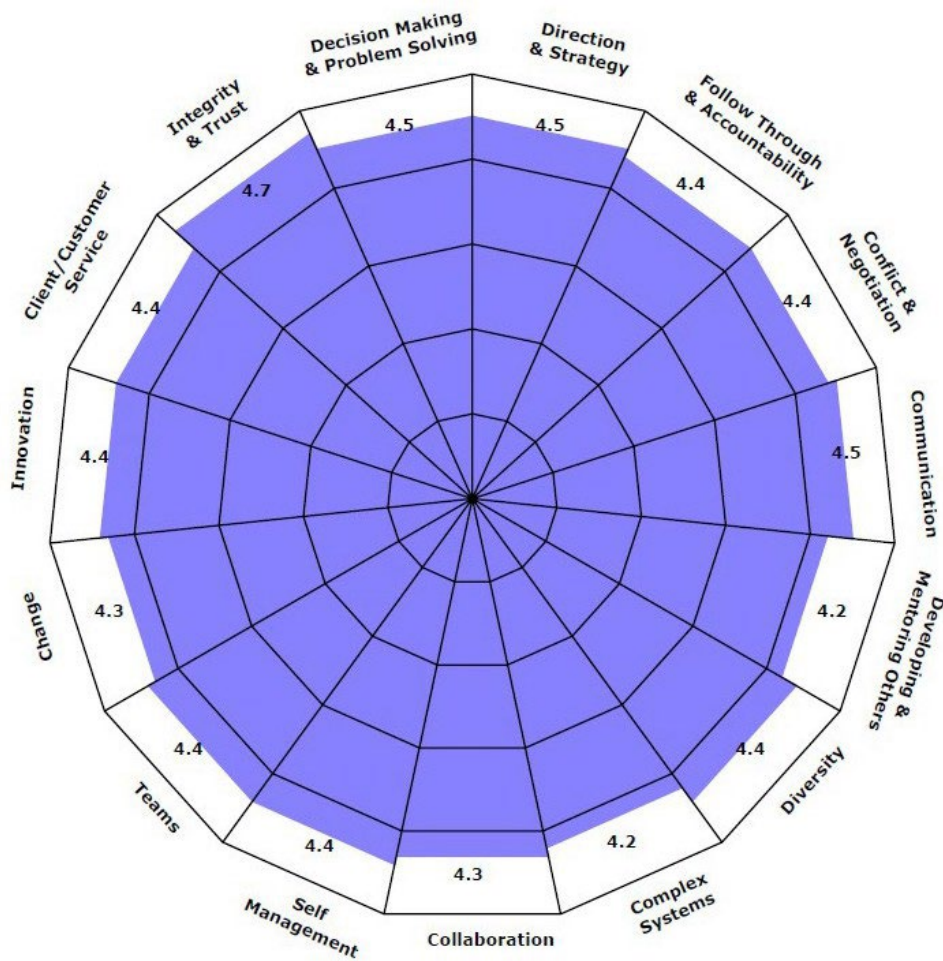
	SELF	OTHERS	RESULTS	DIRECTION	
<b>Core Competencies</b>	<b>Authority &amp; Empowerment</b>	<b>Communication</b>	<b>Recognition</b>	<b>Innovation</b>	<b>EX KPIs</b> <b>Engagement</b> <b>Employee Experience Gap</b> <b>Intent To Stay</b>
		<b>Respect</b>	<b>Performance &amp; Accountability</b>	<b>Managing Change</b>	
		<b>Training</b>	<b>Work Process</b>	<b>Strategic Alignment</b>	
<b>Add-On Competencies</b>	<b>Ethics</b>	<b>Collaboration</b>	<b>Customer Focus</b>	<b>CSR</b>	<b>Inclusion</b> <b>Well-Being</b>
	<b>Growth &amp; Development</b>	<b>Psychological Safety</b>			
	<b>Resilience</b>	<b>Trust</b>	<b>Safety</b>	<b>Living The Values</b>	



*Table I 360° Competencies*

*Illustrates the skills, effectiveness, and influence of this individual as a leader from peers, direct reports, colleagues, and superiors providing an overview of their strengths and opportunities for growth.*

# SAMPLE PAGE



H

*Figure 1 360° Leadership Survey Assessment Scale*  
*On a scale of 1-5, measures subjective workplace behaviors and competencies in areas such as teamwork, character, communication, and leadership effectiveness. This individual scored four or above in all areas.*

# SAMPLE PAGE

**I**

Only the first page of each chapter begins 3 inches down the page, the balance of the chapter and other sections of the manuscript begin one inch from the top of the page.

Centered  
page  
numbers  
begin

## CHAPTER I INTRODUCTION

This paper introduces Hello Kitty White, an anthropomorphic ambassador to the world. The extrovert-introvert spectrum makes meaning of how we cultivate our time and direct our energy.

Chapter 1 delves into leadership provides an overview of the introvert-extrovert spectrum and the Myer-Briggs Type Indicators Personality Types and the lessons learned by the author.

Chapter 2 provides an overview of the introvert-extrovert spectrum and the Myer-Briggs Type Indicators Personality Types.

Chapter 3 introduces Hello Kitty White and the role she plays in leadership, using the quote, "You can never have too many friends." And her status as an anthropomorphic influencer.

Chapter 4 will examine the results of the 360° Leadership Assessment and demonstrate the relationship between the leadership evaluation tool, personality assessment, and the author's passion for Hello Kitty.

The paper will conclude with a quiz on Hello Kitty and the outline of a professional and personal development plans.

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**J**

## BIBLIOGRAPHY

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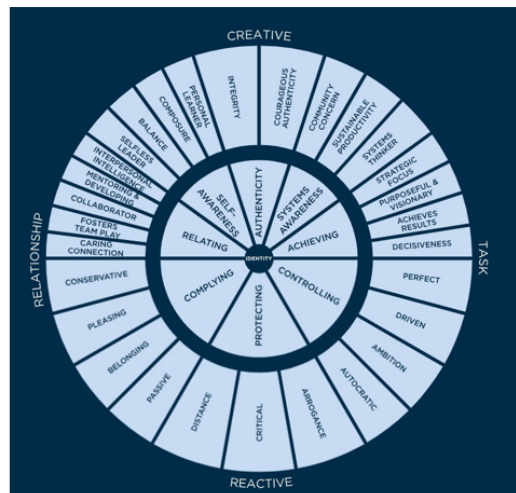
### BIBLIOGRAPHY (or REFERENCE)

The bibliography is a list of all sources used in the preparation of the thesis, whether they are referred to directly in the text or notes. It should be arranged alphabetically as one listing. Students should refer to the style manual recommended by their department for the preparation of the bibliography.

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## APPENDIX A. Leadership Circle Profile

**K**



Results from participants' leadership profile. The circle includes descripts for relationships, creative, task and reactive leadership styles.

### APPENDICES (if any)

If an Appendix is included it is preceded by an announcement page titled APPENDIX which is centered on the page. This page and the appendix section must continue the page numbering of the thesis / dissertation  
Appendix pages must also adhere to margin requirements.