

The list below is not comprehensive of everything that can be found in the guidelines. Please go to <http://gradschool.eku.edu/thesis-guidelines> to view the guidelines in their entirety and to obtain examples, definition of terms, and more details concerning formatting and other requirements.

✓	<b>Guidelines Page (PDF #)</b>
<b><u>Formatting</u></b>	
___ 10 to 12-point font	5
___ Font style is clear and easily readable. (ex. Courier, Arial, TNR, Calibri)	5
___ Left margin is no less than 1.5 inches and all other margins are no less than 1 inch	6
___ Page numbers are positioned at the bottom of the page centered between the margins, or in the lower right-hand corner	5
___ Text is spaced at least 1.5 or at most double spaced in general body of the document.	6
___ Single or 1.15 space is used to set off quoted material and for references and tables.	6
___ <b>Approval Sheet</b>	18
___ The number of signature lines equals the number of committee members plus one line for the Graduate School Dean.	18
___ <b>Statement of Permission to Use</b>	18
___ <b>Title Page</b>	18
___ <b>Copyright Page</b>	19
___ <b>Abstract</b>	20
___ <b>Table of Contents</b>	21
___ Includes Chapters and Bibliography and Appendix or Vita if used.	21
___ Page numbers are right justified (evenly)	21
___ The page number of each appendix is the page number of its corresponding separation page.	21
___ The title listed in the table of contents is the same as the titles listed in the document text.	21
___ <b>List of Figures and Tables</b>	21
___ There are separate lists for tables and figures if five or more exist. Any tables or figures appearing in the appendix are also included in the appropriate list.	21
___ <b>Main Document Body</b>	22
___ <b>Bibliography/List of References</b>	24
___ Citations are arranged alphabetically by last name of author.	24
___ <b>Appendix</b>	24
<b><u>Tables</u></b>	
___ Title appears at the top of the table.	9
___ Table has all the following: Table Opening Line, Columnar heading closing line, Table closing line. At least two columns.	9
<b><u>Figures</u></b>	
___ Title appears at the bottom of the figure.	14
___ Figure footnotes are placed below figure title but not separated by a dividing line.	14
___ If figure is taken from another source, the word <i>Source(s)</i> : is used, followed by the full reference citation. If changes were made, then state "adapted from"	14