Proofreading Checklist
Electronic Thesis or Dissertation
Humanities Formatting Style

COLLEGE OF GRADUATE STUDIES
THE UNIVERSITY OF TOLEDO

	Page #
Entire Document – Guidelines can be found in the Formatting Manual and APA Addendum. The primary difference between the addendum and the humanities style are the Table of Contents, and some font size difference in page headings. This style is used primarily by humanities, especially if they use MLA, Chicago, etc.	
COPYRIGHT: Check that you have: 1) secured permission to reuse third-party copyrighted material (articles, illustrative material, photographs, test materials, survey instruments, trademarks, logos, etc.); 2) reproduced the copyrighted material exactly as it was originally published, including any copyright notices/symbols 3) provided attribution or statements of permission as required by copyright holder (permission to use granted by XXXX, etc., Originally published XXXXX © 2010 Pearson Publishing)	
MARGINS:	
Left: 1.5 inches; Top, Right and Bottom: 1 inch (portrait orientation) Top: 1.5 inches; Left, Right and Bottom: 1 inch (landscape orientation)	
No text or images crossing margin boundaries [top, bottom, left, right]	
BODY OF DOCUMENT: Document order, appearance of content	
All written/illustrative material must appear in a Preface, Chapter, or Appendix; no 'stand-alone' sections or other divisions allowed [see section 3.1 in MANUAL]	
Text/illustrative material: begins at 1 inch top margin	
AVOID: excessive space between paragraphs, other page content, or at top of pages	
AVOID: Widow/Orphan text [pg. 4, Section 2 in formatting manual]	
No blank pages [exception: copyright page]	
TEXT: = all printed words, numbers, symbols, including page numbers	
One font style used uniformly throughout: serif, non-script [Times Roman, Cambria, etc.]	
12 pt [except text within illustrative material and footnotes]	
Black [except text within illustrative material]: includes URLS/hyperlinks, in-text parenthetical references, reference numbers, bookmarks, section headings, etc.	
Double-spaced [exceptions detailed in formatting manual]	
AVOID: all capital letters, italicization, bolding, and underlining for emphasis as it reduces readability and can be misinterpreted. Follow scholarly writing style of your discipline.	
PAGINATION:	

Preliminary pages—lower-case Roman numerals	
Title & copyright— counted in pagination but **no page numbers printed on page**;	
First page of Chapter 1 begins with Arabic numeral one < 1 >	
Page numbers—12 pt, centered, 3/4" above bottom edge using text font	
ILLUSTRATIVE MATERIAL: Conditional [photos, graphs, charts, maps, etc.]	
Tables: labeled **ABOVE** using **12pt**, black, **serif font**, in the following style: **Table 1** Errors When Forecasting Industrial Production. Below are the Mean Absolute Percentage Errors from annual forecasts.	
Tables: do not break up over two pages unless too large; when breaking tables across pages, repeat the header row; never crosses margin borders; do not separate table from its label	
Figures: labeled BELOW using **12pt**, black, **serif font**, in the following style: **Figure 1.** Economic analysis of the impact from a change in Taxes when the Federal Reserve is following an MSI.	
Figures: do not break up over two pages unless too large; if breaking across pages, label each part of figure; never crosses margin borders; do not separate figure from its label	
Illustrative Material: must be concise, accurate, professional quality [no sloppy scans, low-res]; must have an enumerated label and concise caption	
Individual Pages – **listed in the exact order they are to appear in your document**	
TITLE: Required	
Elements: centered except for signatures	
Double-space within and between each page element	
Use: Titling Capitalization [Major Words are Capitalized]	
Use: *Submitted to the Graduate Faculty as partial fulfillment of the requirements for*	
Use: Correct degree name	
Must: include committee chair - If you include any others, then ALL must be included	
Use: Committee Chair or Committee Member—not Advisor, Professor, or any other administrative job title; include the honorific or degree **Dr. Jane Doe, Committee Chair / Jane Doe, Ph.D., Committee Chair** **Dr. John Doe, Committee Member / John Doe, Ph.D., Committee Member**	
Must: include the name of the current Dean of the College of Graduate Studies	

Dr. Amanda C. Bryant-Friedrich / Amanda C. Bryant-Friedrich, Ph.D.	
Committee members' names left-aligned under the signature line _____ **Dr. Jane Doe, Committee Chair**	
Dean of COGS is centered under the signature line _____ **Dr. Amanda C. Bryant-Friedrich, Dean** **College of Graduate Studies**	
Use: Month of Graduation—May, August, December	
COPYRIGHT: Required	
Blank – **OR** – Contains copyright year, your name, and the copyright statement; may also choose to use a Creative Commons copyright license	
ABSTRACT: Required	
Part One section: Single-spaced within and between each element; Centered	
Part Two section: Double-spaced	
Page number: will **always** be lower-case Roman numeral three < iii >	
Use: Titling Capitalization [Major Words are Capitalized]	
Use: _Submitted to the Graduate Faculty as partial fulfillment of the requirements for_	
Use: Correct degree name	
Use: Month of Graduation—May, August, December	
DEDICATION: Optional	
Heading: **NONE**	
Text: begins **3 inches** below top edge (2 inches below top 1 inch margin)	
Must: be flush left (no centering), use same font as rest of document (no script style)	
Double-spaced and **limited to one page**	
ACKNOWLEDGEMENTS: Optional	
Heading: Top of page; centered, bolded; Use: Titling Capitalization [Major Words are Capitalized]	
Text: begins double-spaced below heading	
Double-spaced and **Limited to one page**	
TABLE OF CONTENTS: Required	

Heading: Top of page, centered, bolded; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Line entries: begin double-spaced below heading, flush left	
Page numbers: flush against right margin in straight vertical line – not crooked	
Required entries: Abstract, Table of Contents, Chapters, chapter sections, References	
Conditional entries: Acknowledgments, List of Tables, List of Figures, List of Abbreviations, List of Symbols, Other Lists, Preface, Appendices	
Entries / headings: use <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Chapter entries: begin with Chapter number in italics, followed by a colon, followed by the chapter title in title case. Chapter entries are required. *Chapter One:* The Title to Chapter One Is Not to be Italicized # *Chapter Two:* The Title to Chapter Two Goes Here # **Appendix entries**: begin with Appendix letter in italics, followed by a colon, followed by the appendix title in title case. *Appendix A:* The Heading to Appendix A Is Not to be Italicized # *Appendix B:* The Heading to Appendix B Goes Here #	

Chapter Sections: Not required to include in Table of Contents. If you include, follow format shown below with regards to indentation.
 	
Chapter One: Title of Chapter One   1
          Heading for Chapter One Section   #
          Heading for Chapter One Section   #
Chapter Two: Title of Chapter Two #	

Entries: Double-spaced within and between	
LIST OF TABLES: Conditional	
Heading: Top of Page; centered; bolded Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Line entries: begin double-spaced below heading, flush left	
Page numbers: flush against right margin in straight vertical line – not crooked; **Entries:** Dot leaders used between caption and page number **Table 1. A measure of intervention methods used over a five-year period . . . . . . #** **Table 2. An abbreviated caption is better but if you use the complete caption** **you must indent each subsequent line as shown here . . . . #**	
Enumeration: Numbered in order of appearance in document using Arabic numerals Table 1, Table 2, Table 3, etc.	

Entries: double-spaced within and between	
LIST OF FIGURES: Conditional	
Heading: Top of page; centered; bolded. Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Line entries: begin double-spaced below heading, flush left	
Page numbers: flush against right margin in straight vertical line – not crooked; **Entries**: Dot leaders used between caption and page number **Figure 1. A map identifying clusters of ASD occurrences in Ohio . . . . #** **Figure 2. An abbreviated caption is better but if you use the complete caption** **you must indent each subsequent line as shown here . . . . #**	
Enumeration: Numbered in order of appearance in document using Arabic numerals Figure 1, Figure 2, Figure 3	
Entries: double-spaced within and between	
LIST OF ABBREVIATIONS: Conditional	
Heading: Top of page; centered; bolded. Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Line entries: begin double-space below heading, flush left	
Entry: Begin with abbreviation in all capital letters, followed by the definition	
Order: **alphabetic**—each alpha group separated by a double-space AAA ABA BBB CCC CDC	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
Entries: Dot leaders used between abbreviation and definition **OCD . . . . Obsessive Compulsive Disorder**	
LIST OF SYMBOLS: Conditional	
Heading: Top of the page; centered; bolded. Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]	
Line entries: begin double-spaced below heading, flush left	

Entry: Begin with symbol, followed by the definition; dot leaders used between abbreviation and definition © . . . . .Copyright	
Order: subgroups according to discipline conventions; when relevant follow alphabetic order of symbols (not definition) within each subgroup; subgroups separated by single space	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
PREFACE: Conditional	
Heading: Top of the page; centered; bolded. Use: Titling Capitalization [Major Words are Capitalized]	
Text: begins next double-spaced line below heading	
Text: Double-spaced,12pt, black, serif-font	
Pagination: Part of preliminary section; uses lower-case Roman numerals	
CHAPTER FIRST PAGES: Required *[all line spacing is double]* **Chapter One** *[chapter number]* **Introduction** *[chapter title]* Text begins double-spaced below chapter title and is to be written in the student's disciplinary style (MLA, Chicago, etc.).	
MANUSCRIPT CHAPTERS: See section 2.8.2 in formatting manual. If the manuscript has been accepted for publication or has been published, the chapter title page must specify the name of the publishing journal and include either the notation "in press" or the complete citation if already published. This can be placed directly below the title of the chapter or in a footnote on the chapter title page. If the manuscript is copyrighted to the publishing journal (common), you must verify you have permission to reprint as part of your thesis/dissertation and note that after the citation.	
Chapter number: Top of the page; centered; bolded [Chapter One]; bold; Use: Titling Capitalization [Major Words are Capitalized]	
Heading: Double-spaced below chapter number; centered; bold [Level 1 Heading]; Use: Titling Capitalization [Major Words are Capitalized]	
Text: double-space below heading	
REFERENCES: Required	
Heading: Top of the page; centered; bolded. Use: Titling Capitalization [Major Words are Capitalized]	
Line entries: double-spaced below heading, flush left,	
Double-spaced: within **and** between references **OR**	

Single-spaced: within reference, *but* double-spaced between references	
Text: 12pt, black, serif-font – URLS/links may **not** be a different color	
APPENDIX: Conditional [all spacing is double] **Appendix A** **IRB Approval** Text or image goes here. Text or image goes here. Text or image goes here. Text or image goes here. Text or image goes here. Text or image goes here. Text or Text or image goes here. Text or Text or image goes here.	
Appendix letter: Top of the page; centered; bolded [Appendix A]; Use: Titling Capitalization [Major Words are Capitalized]	
Heading: double-spaced line below Appendix; centered; bolded [Heading for Appendix A]; Use: Titling Capitalization [Major Words are Capitalized]	
Text/image: begins next double-spaced line below heading	
Text: double-spaced, 12pt, black, serif-font [for text that is **not** part of a scanned document, figure, illustration, table, etc.]	