

**UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL
THESIS/DISSERTATION SUBMISSION COMMITTEE CHAIR CHECKLIST**

Does the student's **name**, **graduation date** (month/year) and **thesis/dissertation title** exactly match on the signature page, title page, abstract, and biographical sketch? Fall = December, Spring = May. Summer varies between July and August, depending on final grade due date. **The month and year must reflect their actual graduation term/year.**

Is the **left page margin** at 1 ½ inches throughout, including every page regardless of table or figure orientation on the page? Is the **right page margin** set at one inch on every page? A common error is figures or tables exceeding margins.

Are all **pages numbered** with the exception of the signature page, title page, and cover pages? Note the title page counts as page i but should not be visibly numbered.

Are the **preliminary pages** numbered with lower case roman numerals centered on the bottom of the page? The preliminary section ends with the Abstract. Does the paper start on **page 1**? This should be the Introduction or Chapter One.

Are the **preliminary pages in the correct order** (Signature Page, Title Page, Dedication (optional but should be limited to one or two sentences centered on the page), Acknowledgements (optional/requires heading), Table of Contents, List of Tables, List of Figures, List of Abbreviations/Symbols, Abstract)?

Are the **List of Tables, List of Figures, List of Abbreviations/Symbols, Abstract** in the correct order? **Do all tables and figures have a title and a caption?**