

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE GRADUATE SCHOOL
CHECKLIST FOR ELECTRONIC THESIS/DISSERTATION
FORMATTING and SUBMISSION**

Visit the Graduate School website at <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php> to download the Thesis or Dissertation **TEMPLATE**.

ORGANIZATION of the DOCUMENT – Pages should be in the following order. For each page, refer to the template for formatting guidelines.

- Title page** - Title should be single spaced, in ALL CAPS
- Copyright page** (optional)
- Approval page** - Do not scan approval sheet with signature. Insert this template after the title page.
- Abstract** - Title must be exactly the same as on title page
- Acknowledgments** (optional)
- Dedication** (optional)
- Preface** (optional)
- Table of Contents** - Page numbers should be right justified
- List of Tables** - Rotate landscape tables in pdf
- List of Figures** - Rotate landscape figures in pdf
- Chapters/Text/Body** – Chapter headings should be in ALL CAPS. Double space entire text. No full justification allowed, only left justified.
- References** - must be double-spaced throughout or single space and leave one blank line between authors
- Appendices** – Cover sheet for appendices is optional.
- Vita** – Include listing for only degrees already earned and articles already published or already accepted for publication (in press).

IMPORTANT FORMATTING GUIDELINES

- Margins** - Margins should be 1" all around (top, bottom, left, and right)
- Spacing** - Double-space throughout, except on the front pages and within the body in long quotations, footnotes, tables, and figures, which should be single-spaced.
- Page numbering**
Preliminary pages: lower case Roman numerals at bottom center within the margin
Text: (Arabic) page numbers should be placed per departmental style guide (upper right or bottom center)
- Font** - Use the same font throughout the document.
- Color** - Use of color is permitted.
- Supplemental Files** - Oversized maps, charts, etc. may be uploaded as supplemental files.
- Orientation** – Use portrait for most pages, but use landscape orientation for pages that contain wide charts or figures.

Submit the following items to the Graduate School prior to your final submission:

- 1 Thesis/Dissertation Approval form with original signatures (on 25% cotton paper)
- 1 Oral defense form with original signatures (on regular paper)
- Human Subjects Approval letter (if applicable)
- Survey of Earned Doctorates (for PhD only) – completed and submitted online

If you have questions, email etdsupport@siu.edu or contact Dr. Rose Moroz at 618.453.4570