Hampton University
Graduate College

Basic Thesis/Dissertation Compliance Review Checklist

The "b" in "by" is lower case where it says "A Dissertation by …"(Title page)	
The correct term and year are listed (Title page)	
The correct margin (left 1.5 inches, top 1 inch, right one inch, bottom 1 inch) (Title page and throughout)	
Correct degree title is listed (Title page)	
No page number shown (Signature page)	
Correct Dean title (signature page)	
Correct title listing for committee members (signature page)	
Check for copyright page and proper formatting as shown in the manual (optional).	
Check for abstract and proper formatting of title, degrees earned, no more than 350 words (abstract page) and proper grammar.	
Check for dedication page (optional) and proper grammar.	
Check for acknowledgements page (optional) and proper grammar.	
Check for Table of Contents (TOC); must be in the format shown in the manual.	
Check for List of Tables; must be in the format shown in the manual and tables must be on the same page number indicated in the TOC. In the text, table descriptions and tables must be in the same format as shown in the manual. If possible, try to have the table on one page instead of on two pages.	
Check for List of Figures; must be in the format shown in the manual and figures must be on the same page number indicated in the TOC. In the text, figures descriptions and figures must be in the same format as shown in the manual. If possible, try to have the table on one page instead of on two pages.	
Text; main level headings should be consistent in format (example, all caps, and bold) First level headings should be consistent in format (example, mixed case, and bold) Second level headings should be consistent in format (example, flushed left, mixed case, and bold) The font type of the page numbers needs to be the same font type as the text. The typical font type is Times New Roman (size 10 or 12 point). Any extra spacing needs to be removed. There needs to be appropriate spacing (double space) in between tables/figures and the following text.	
References; need to be in the proper format	
Appendices; need to be in the proper format according to the manual.	

Check for Vita page and ensure that it is visually easy to read and all past jobs are in the past-tense. Also suggest that the student remove any personal contact information since it will be published on the Internet (ProQuest). Check to make sure degree information reflects the completion of the current degree being pursued.	
Additional criteria items to be checked are in the manual.	

Comments:

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REVIEWERS:

_____   **Date: _____**
Student's Signature

_____   **Date: _____**
Committee Chair's Signature

_____   **Date: _____**
Program Coordinator's Signature

_____   **Date: _____**
Department Chair's Signature

_____   **Date: _____**
School Dean's Signature