UTT Libraries
Checklist before submission of project/thesis/dissertation for examination

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Degree:</th>
<th>Title of Project/Thesis/Dissertation</th>
<th>Please Tick</th>
<th>Remarks if any</th>
</tr>
</thead>
</table>

**• Does the thesis conform to the standard format/order for:**

**Production of Manuscript**
- Typeface -11pt. Arial or 12pt. Times New Roman, print on one side of page, consistent typeface etc. (see page 6 of guide)
- Margins - Top, bottom and right not < 1"; left margin = 2"
- Consistent margins used throughout the document
- Double spacing used (see guide* for exceptions)

**Arrangement of project/thesis/diss.**
- Sequential arrangement of the thesis follows page 8 of guide*

**Pagination**
- No page number displayed on title page
- All pages, except the title page, must show a page number in exactly the same font, size, and location
- Preliminary pages (except title page) must display in small Roman numerals, starting with i
- Text pages start with 1 for the first chapter page and continue in Arabic numbers

**Title page**
- Contains name of University, approved title of work candidate's name; year of submission; statement that the work is being submitted in …..(see page 8 of guide*)

**Abstract**
- Word length not to exceed 300 words
- First page numbered i (lower case Roman Numeral)
- Keywords included
Acknowledgements  Optional (see page 9 of *Guide)

Table of Contents  •Every heading (Preliminary, Chapter, Reference/Bibliography, and Appendix) that occurs after the ToC must be listed
•Headings text and page numbers, match respective headings and page numbers within the project/thesis text

Headings  •All Top Level (Preliminary, Chapter, Reference/Bibliography, and Appendix) headings must have exactly the same size, font, capitalization, and location at top of page (centre aligned)
•Headings may be no larger than 18-point

Tables/Figures  •Captions for all tables and figures formatted in a consistent manner (numbering, punctuation, etc.)

Main Text  •All primary text should be black
•No blank pages
•Each Chapter, List and Appendix starts on a new page

Footnotes/endnotes  •Form and style maintained throughout thesis

Bibliography or References  •Consistent academic style of the discipline used (e.g. APA, MLA, Harvard Referencing …use appropriate style manual)
•List of references submitted in project/thesis/dissertation, after the last chapter

Appendices  •Each appendix must have a heading, in the same location as, and formatted like, all the other headings in the text
•Displayed as headings in Table of Contents
•All pages are numbered in the same font and location as text pages

*Guide refers to document  UTT : Guidelines for the presentation of Post-Graduate Projects, Master's Theses and Doctoral Dissertations