**CHECKLIST OF MOST COMMON ERRORS TO AVOID**

**General**

1. Font: Times New Roman; 12 points.
2. Content start at top of the page i.e. 1-inch margin.
3. ALL the content within the 1-inch margin.
4. One-tab (5 spaces) indentation for all new paragraphs.
5. No extra spacing between the paragraphs.
6. ALL Titles, Figures, Tables & Page No. should match with the TOC, LOF, LOT.

**Preliminary Pages**

1. Title format for all preliminary pages.
   1. Boldface page headings (ABSTRACT, ACKNOWLEDGMENTS, etc.)
   2. Start at top of the page i.e. 1-inch margin.
   3. Dissertation/Thesis title in ALL CAPS for title page, signature page.
   4. Dissertation/Thesis title on Abstract page Title Case Format.
2. No page numbers for title page, signature page, copyright page (*If any*). Abstract start

from page iii.

1. Proper spacing in title page and Abstract page. (Refer to template)
2. Word “Page” as page number column title in each page of TOC, LOF, LOT.

**Narrative Text**

1. Line spacing of 2.0 throughout the manuscript.
2. Sub-headings.

5.1  Level-1: Title case format. Left justified.

5.2  Level-2: Sentence case format. Left justified.

5.3  Level-3: Sentence case format. Italicized. One tab (5 spaces) indented.

1. Figures/Tables placed after first reference in the text.
2. Add column titles for Table(s) continuing to next page. (*If any*)
3. Add “Table # Continued” for Table(s) continuing to next page. (*If any*)
4. Full spelling of acronyms when first used in text.

**Supplementary Pages**

1. References – Double-spaced; double check if all references are cited correctly.
2. Appendices - Optional.
3. VITA - Last page of the manuscript.