# Thesis/Dissertation Checklist

## Formatting
- Page margins are LEFT and TOP 1.5"; RIGHT and BOTTOM 1" throughout paper
- No page numbers on **Title Page** and **Copyright Page**
- Title page follows formatting as outlined on Library website ([library.stevens.edu/submit](http://library.stevens.edu/submit))
- After defense or final review, **Title Page** has signatures of student, chairperson, and advisors
- Starting with Abstract, all front matter sections have lowercase roman numerals in top right (iii, iv…)
- Starting with main body, all page numbers use Arabic numerals in top right (1, 2…)
- All figures, tables, and images are inside margins of paper

## Order of Sections
- **Title Page** (follow the applicable format listed on the Library’s website) – no page number
- **Copyright Page** - "© 20XX, Firstname Lastname. All rights reserved" – (center bottom of page)
- **Abstract** (350 words of less – first page to be numbered with lowercase Roman numerals)
- **Dedication** (optional)
- **Acknowledgments** (optional)
- **Table of Contents**
- **List of Tables**
- **List of Figures**
- Main body of paper
- **References/Bibliography** (doctoral students will also include a Vita/Resume at the end)

## Things to Keep in Mind
1. Title Page must be approved for formatting by Library before receiving signatures from committee
2. Refer to [Stevens Academic Calendar](http://library.stevens.edu/submit) for final submission date
3. Graduate students must pay the binding fee online via our **Payment Portal**. Enter the patron information, add the ‘Binding Fee’ to your cart and pay by either credit card or e-check.
4. Three copies of each student’s paper will be bound by a third-party bookbinder and sent to the Library. One non-circulating copy will be housed in Archives & Special Collections, while the other two copies will be delivered to their respective departments.
5. Although not required, students can purchase additional copies of their paper via **ETD/ProQuest**.

Email Ted Houghtaling, thoughta@stevens.edu if you have any questions