



THESIS FORMAT CHECKLIST

DATE SUBMITTED :
THESIS TITLE :

Instructions: This Checklist was prepared as a final reminder for you to comply with the ACM THESIS FORMAT. READ EACH item in the checklist carefully. DO NOT SIMPLY tick mark the boxes, if you really did not comply. Revise your work accordingly before submitting.

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| <input type="checkbox"/> | The title length does not exceed 12-words. The format of the title page follows the example found in the ACM Thesis Instructions. |
| <input type="checkbox"/> | The pertinent endorsement/approval document is included |
| <input type="checkbox"/> | The Plagiarism Certificate Summary for the thesis proposal is attached. In the case of the thesis, the Declaration of Originality is attached. |
| <input type="checkbox"/> | In the final thesis, there is an abstract contained in one-page that accurately summarizes the problem, research design, significant findings, conclusions, and implications. |
| <input type="checkbox"/> | The Table of Contents (TOC) feature of the word document was used, that utilized leader dots. Single space within levels and double space between levels were consistently used. |
| <input type="checkbox"/> | There is a separate listing for the tables, figures and appendices. Proper heading format was used. |
| <input type="checkbox"/> | The definition of terms was presented in alphabetical order using the format in the ACM Thesis Instructions |
| <input type="checkbox"/> | The APA style in making citations was used. |
| <input type="checkbox"/> | The APA style in the reference section. Hanging indent were at ¼ tab. Book titles, journal titles, and journal volume numbers are all italicized. |
| <input type="checkbox"/> | The references had doi's. For electronic versions of articles, the same was noted. |

**THIS CHECKLIST THAT THESIS STUDENTS ACCOMPLISH
SHOULD BE INSERTED (not bound) BEFORE THE TITLE PAGE**



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| <input type="checkbox"/> | The document was checked for one-to-one relationship, meaning all citations were listed in the reference section and all items in the reference section were cited. It was double-checked to ensure accuracy of author/year for each citation. |
| <input type="checkbox"/> | The text was printed using a 12-point Times New Roman font |
| <input type="checkbox"/> | There are two spaces rather than a single space after every sentence/period. |
| <input type="checkbox"/> | Double space was used within paragraph and four spaces between paragraphs. |
| <input type="checkbox"/> | Single space was used for long quotations presented in a separate paragraph, within the table entries, in footnotes, endnotes, and in the reference section. |
| <input type="checkbox"/> | In the thesis proposal, one-inch margins all around were used. For the final thesis, the text did not exceed the margins of the thesis paper. |
| <input type="checkbox"/> | All paragraphs are indented one tab (equivalent to half an inch or about 12 spaces from the left-hand margin) |
| <input type="checkbox"/> | All paragraphs are fully justified |
| <input type="checkbox"/> | Each page of the manuscript, excluding the title page, has a page number at the bottom center of the page. Preliminary pages before Chapter 1, uses small-case Roman numerals. Arabic numerals are used from Chapters 1 onwards, beginning with page 1. |
| <input type="checkbox"/> | Each chapter has a running head reflective of the topic. It is flushed right in the header |
| <input type="checkbox"/> | Main headings used 16-point Times New Roman, boldfaced, centered at the top of the page. |
| <input type="checkbox"/> | Each chapter starts on a new page. Arabic numerals were used for chapter numbers. The chapter heading and chapter title used was 16-point Times New Roman, boldface, centered at the top of the page |
| <input type="checkbox"/> | The second level heading is four spaces below the preceding word, flushed left, using 14-point Times New Roman, boldfaced. There is a chapter/section number combination e.g. 4.1, 4.2, 4.3 |
| <input type="checkbox"/> | The third level heading is one-tab indented, using 12-point boldfaced, preceded or not by a chapter/section/subheading number e.g. 4.1.1, 4.1.2. After the title of the third level sub-heading is a period. Then the sentence begins after two spaces. |

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| <input type="checkbox"/> | Equations, where applicable, are parenthetically numbered consecutively at the right-hand edge of the paper immediately beside the formula |
| <input type="checkbox"/> | In expressing numbers, words used for numbers one to nine; and, numerical figures for numbers 10 and above, except for special cases. |
| <input type="checkbox"/> | Each table or figure was introduced in the paragraph immediately before the table or figure presentation. |
| <input type="checkbox"/> | The table/figure was presented in portrait orientation except where the data could not fit in landscape orientation; in which case, the entire table is on a separate page. Each table/figure is one-page and does not run across more than one-page. |
| <input type="checkbox"/> | Each table has an Arabic table numeral (tables numbered sequentially). On the next line, there is a descriptive table title, with first letters of main words capitalized, flushed left |
| <input type="checkbox"/> | Horizontal and vertical lines were removed from tables, except for the top and bottom border. Columns have proper headings. |
| <input type="checkbox"/> | Each figure has an Arabic table numeral (figures numbered sequentially), followed by a period. After two spaces, the figure has a title. Both “ <i>Figure #</i> . Sample Title” are centered across the page. |
| <input type="checkbox"/> | Table and figure notes presented at the bottom of the table/figure used 10-point Times New Roman font, flushed left. |
| <input type="checkbox"/> | The active voice is used. The Speller/Grammar feature of the word document was utilized to detect misspelled words and passive voice |
| <input type="checkbox"/> | There are no one-sentence paragraphs. Neither do paragraphs cover more than half a page. |
| <input type="checkbox"/> | The document was checked for subject-verb agreement, wordiness, run-on sentences. |
| <input type="checkbox"/> | There are no orphan or widow statements. |