

Dissertation Formatting Checklist

Turn on the Show/Hide button - this will help to see what you've done with page breaks and sections breaks	
Make sure you can see the Navigation Pane on the left	
Does each chapter and main heading begin on a new page?	
Check the margins of the page: top, bottom, right 2cm – left 3cm (except the front cover which is 2cm all around)	
Check the front cover – is the text box (dissertation title) 5cm x 10cm ? Is it in the right position? (horizontal 5.4cm from page and vertical 6.6cm from page). Have you removed the border?	
Check the headings on the left-hand side on the Navigation Pane – does the numbering run consecutively?	
Are all headings applied correctly? 2 numbers (ex. 3.2) should be Heading 2 , 3 numbers (ex. 2.2.3) should be Heading 3 ; all main headings are Heading 1 . They will appear slightly indented in the Navigation Pane on the right.	
Have you added captions to all your graphs, figures and tables? Tables should have the captions above them. Graphs and figures should have the captions below – to insert a caption right click on the object and select ' Insert caption '.	
Zoom out the document so that you can see multiple pages on the screen. Scroll down through the entire document to check and make sure there are no blank pages and that all chapters start on a new page.	
Refresh the Table of Contents , your List of Figures and your List of Tables – go back and check the page numbers on these lists to make sure that the page numbering is all correct	
Check your page numbers and make sure Chapter 1 begins from page 1 also check page numbers in the appendices or anywhere else to make sure they are consistent	
Page numbering from Table of Contents to the Abstract should be in Roman numeral page numbering – with the Table of Contents starting from page i	
Don't forget you are printing the dissertation single-sided	
If you are sending your dissertation to the copyshop for printing – save as a PDF	
DON'T FORGET TO SUBMIT YOUR DISSERTATION ON TURNITIN – you don't need to convert to a PDF if the document is not too large (max file size 40MB)	