

## Dissertation Formatting Checklist

Turn on the <b>Show/Hide</b> 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 <b>2cm</b> – left <b>3cm</b> (except the front cover which is <b>2cm</b> all around)	
If you are using a Marjon front cover (if not please ignore)– is the text box (dissertation title) <b>5cm x 10cm</b> ? Is it in the right position? (horizontal <b>5.4cm</b> from <b>page</b> and vertical <b>6.6cm</b> from <b>page</b> ). Have you removed the border?	
Check the headings on the left-hand side on the <b>Navigation Pane</b> – does the numbering run consecutively? (1.1, 1.2, 1.3, etc.) Please check with your tutor as some prefer no numbering.	
Are all headings applied correctly? 2 numbers (ex. 3.2) should be <b>Heading 2</b> , 3 numbers (ex. 2.2.3) should be <b>Heading 3</b> ; all main headings are <b>Heading 1</b> . They will appear slightly indented in the Navigation Pane on the right.	
Have you added <b>captions</b> to all your graphs, figures and tables? Tables should have the captions <b>above</b> them. Graphs and figures should have the captions <b>below</b> – to insert a caption right click on the object and select ' <b>Insert caption</b> '.	
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 <b>Table of Contents</b> , your <b>List of Figures</b> and your <b>List of Tables</b> – go back and <b>check the page numbers on these lists</b> to make sure that the page numbering is all correct	
Check your page numbers and make sure <b>Chapter 1</b> begins from <b>page 1</b> also check page numbers in the appendices or anywhere else to make sure they are consistent	
Page numbering from <b>Table of Contents</b> to the <b>Abstract</b> should be in Roman numeral page numbering – with the Table of Contents starting from <b>page i</b>	
If you are printing your dissertation, don't forget you are printing <b>single-sided</b>	
<b>DON'T FORGET TO SUBMIT YOUR DISSERTATION ON TURNITIN</b> – you don't need to convert to a PDF if the document is not too large (max file size 40MB)	