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PREPARING YOU THESIS FOR THESIS FORMAT REVIEW PRIOR TO SUBMISSION

It is the student's responsibility to adhere to all thesis guidelines outlined in the GMS Thesis template and Guide for Writers before submitting their document for thesis format review. *The final thesis will be rejected if the guidelines are not followed.*

Review the Checklist Below to ensure your thesis adheres to basic formatting guidelines outlined in the Master Thesis template and Guide for Writers on the GMS Master Thesis webpage **before submitting your document for thesis format review.**

Check off all boxes and submit the form with your thesis to format review gmsthesis@bu.edu

☐ **Submit your thesis if Readers have approved the document and no further edits will be made once format review is completed. No exceptions will be made.**

FORMAT REVIEW CHECKLIST

GENERAL FORMATTING AND FONT SIZE
☐ Text is double spaced
☐ All font is written in one font style at 12pts. Titles or Major headings may be in all upper case letters, bold, italics, or underlined but cannot be larger than 12pts.
☐ Do not use smaller than 10-point font for footnotes, long quotations, and tables.
☐ Footnotes, figure and table captions, and long quotations may be single-spaced.
☐ **Preliminary pages are roman numeral page numbers:**
   o The title page, copyright page, and approval page are counted but not shown.
   o Roman numeral page numbers are centered at the bottom of the page in lower caps.

MARGINS
☐ Top margin: 1.5 inches to first line of text or heading
☐ Left margin: 1.5 inches
☐ Right margin: 1 inch. You may choose to justify the right margin.
☐ Bottom margin: 1 inch from the bottom of the page

TITLE PAGE
☐ Title is double-spaced and in bold.

COPYRIGHT PAGE
☐ Your name in all caps.
☐ Remove underscore left to denote the last two digits of copyright year

READER APPROVAL PAGE
☐ Boston University readers affiliation is not listed, only their name and title.
☐ Include periods for abbreviated degrees such as M.S., Ph.D., M.P.H.

- ☐ DO NOT include an approval page with your reader's signature in the document.
- ☐ Instructions for obtaining signatures will be sent when format review is completed.

ABSTRACT PAGE

- ☐ Name must match the title page, copyright page, abstract page, and CV.
- ☐ Title should be centered, double spaced, all caps and bold
- ☐ Name should be centered, all caps, and bold

TABLE OF CONTENTS

- ☐ **TITLE PAGE, COPYRIGHT AND APPROVAL PAGE ARE NO LONGER LISTED.**
- ☐ Review all page numbers listed on the table of contents, list of tables and figures and abbreviations
- ☐ Check all page numbers AGAINST THE ACTUAL PAGE LOCATION.

MAIN TEXT

- ☐ Arabic page numbers begin here starting with page 1.
- ☐ List appropriate locations for page numbers.
- ☐ All text, figures and tables are within the margins.

BIBLIOGRAPHY/REFERENCE PAGE

- ☐ Spell out the complete journal title unless it is known by its acronym.
- ☐ If you wish to abbreviate journal titles, include a list of journal abbreviations before the bibliography.
- ☐ The bibliography may be single-spaced, with one extra space between each citation.

CV

- ☐ No personal information except your name and BU email. Personal email is optional.
- ☐ Font style and size should match the thesis throughout the CV.
- ☐ The same margin rules apply to the CV as the rest of the thesis.

SPELL CHECK

- ☐ Review instructions for using spell check on the website.