Submitting Thesis for Final Approval

Submit completed thesis to the Thesis Supervisor for the final approval. Be sure the following requirements have been met before submission:

- 100% cotton paper with watermark (STM watermark optional)
- Laser print
- General neatness and legibility; no liquid paper or visible corrections
- No footnote separators that span across the whole page
- No missing pages; pages in order; no upside down pages
- Margins:
  - 1.5” left, 1” right and bottom, 1.4” top*
  - Exceptions*: First page of new chapters and bibliography have 2” top margin.
- Page numbers
  - On first page of new chapters and bibliography, centered 0.75” from bottom of page.
  - Following pages top right corner, 1” from top and right margins
- Text:
  - No subheadings on the last line on the page
  - Subheading levels match the format of samples in the Thesis Manual
- Front pages are in the right order matching the format of samples in the Thesis Manual:
  - Blank sheet
  - Title page
  - Disclaimer page
  - Approval sheet
  - Abstract
  - Copyright
  - Dedication (if used)
  - Preface (if used)
  - Acknowledgment page: small roman numeral “vi” (if Preface page not used) centered 0.75” at the bottom of the page
  - Table of contents
  - Pages numbers: small roman numerals centered at bottom of page
  - Chapters and headings with 0.3” indentation and proper style
  - Page numbers of the chapters and subheadings correspond exactly with page numbers in the text of the document
  - List of tables (if used)
  - List of figures (if used)
  - Appendix (if used)

- Main body of text
- Back pages are in the right order matching format of samples in the Thesis Manual:
  - Bibliography – proper page numbering
  - Vita – no page number
  - Blank sheet