

Graduate Students

Thesis Formatting and Submission

Preparing your thesis for final submission is a critical step in your process. This formatting check list has resources and guidance in helping you to format your paper.

It is expected that prior to have your paper reviewed by the format review team, you will have reviewed the [Graduate Studies Checklist](#). Your final paper will not be reviewed by the format review team until it is evident that you have done so.

The review team will be certifying that the following steps are completed before signing off on your thesis. Before coming to your review, make sure that you've completed the following:

- ☐ All content is aligned to the correct margins.
Margins are: 1" in. all around (including Title Page & Committee Membership Page).
- ☐ All content uses the same font style and font-size throughout including page numbers.
Select one of each: 1) Size: 10, 11, or 12 point. 2) Style: Arial, Times New Roman, or Calibri.
- ☐ All content should be double-spaced, and paragraph spaces are consistent throughout.
Exceptions are to use single space on Committee Membership page (please see sample) and captions of tables and figures.
- ☐ If your document includes images, and you are not the original owner of those images, make sure they are all correctly cited (you may need to ask your advisor on which citation style is preferred in your discipline).
- ☐ Your document includes the following required preliminary pages: title & committee membership, abstract page, table of contents, lists of tables and figures (if you have them), and references.
- ☐ Title and committee membership should be formatted according to the guidelines listed in the [sample guide](#).
- ☐ Verify that the table of contents, list of tables, and list of figures are accurate.

Once you have completed the above, please contact the format review team at formatreview@cpp.edu to have your final paper reviewed AND please make sure you attach your paper in a PDF (.pdf) file.