

**Thesis/Dissertation – List of Most Common Errors**

Please note that all additional requirements (as well as sample pages to assist) are located in the [UAB's format manual](#) . We highly recommend familiarizing yourself with it to avoid time consuming revisions. The end result of your final document should be a consistently formatted and clean submission of publishable quality.

According to the UAB Thesis/Dissertation Format Manual:

1. Is the Title page formatted correctly with no visible page number? Including:
  - a. ‘by’ in all lowercase letters,
  - b. Your name and list of committee members in all capital letters, &
  - c. Your committee chair listed first (with ‘, COMMITTEE CHAIR’ following their name) then all remaining committee members listed in alphabetical order by last name.
2. Is the Copyright page correctly formatted with no visible page number?
3. Is the Abstract page correctly formatted with the title beginning 1” from the top?
4. On the Table of Contents and List of Tables [or Figures], are the reference page numbers right aligned to the 1” right margin, with dot leaders inserted via Tab dialog box? In addition, are longer titles wrapped (as shown below) so they do not disrupt the numbering at the right margin?

TABLE OF CONTENTS	
	<i>Page</i>
ABSTRACT .....	{#}
DEDICATION .....	{#}
ACKNOWLEDGMENTS .....	{#}
LIST OF TABLES .....	{#}
LIST OF FIGURES.....	{#}
LIST OF ABBREVIATIONS .....	{#}
<p>{TYPE TITLE OF FIRST SECTION HERE (e.g., INTRODUCTION)} Titles should not exceed into the number line. Instead, titles with multiple lines should move down to the second line (3<sup>rd</sup>, etc...) leaving a clean space between the title and page number. <span style="color: red;">This is incorrect</span> ..... {#}</p>	
<p>{TYPE TITLE OF FIRST SECTION HERE (e.g., INTRODUCTION)} To Correctly wrap a title you will need to move to the second line sooner so That there is a clean space between title and page number. <span style="color: green;">This is correct</span> ..... {#}</p>	

5. On the List of Tables [or Figures], are any titles that extend to more than one line single spaced and aligned with the first word of the title, and not the number?
6. Are all preliminary pages correctly numbered in lower case Roman numerals, and do page numbers appear ½” from the bottom of the page, centered between the 1.5” left and 1” right margins?

7. Do all preliminary page headings (with the exception of the Abstract page) begin 2" from the top of the page?
8. Are all preliminary and document pages in the correct order?
9. Font: a standard 11- or 12-point serif font is required and should be consistent throughout. This includes all preliminary pages, document text, headings, and page numbers. Font size must not exceed 12 pts anywhere in the document.
10. In the body of the document, are all pages correctly numbered in Arabic numerals, and do page numbers appear either ½" from the bottom of the page, centered between the 1.5" left and 1" right margins OR ½" from the top of the page at the 1" right margin?
11. Are all page margins set at 1.5" left and 1" top, right, and bottom?
12. For any horizontal pages, are their page numbers formatted to match vertical pages when turned to print? (Horizontal pages should not exceed 1.5" inches on top and 1" on the left and right.)
13. Do all first-level headings begin 2" from the top of the page?
14. Are all paragraphs indented ½" from the 1.5" left margin?
15. Are all centered headings correctly centered between the 1.5" left and 1" right margins?
16. Have you removed any widow (single line of text ending a paragraph at the top of a page) or orphan (headings or single lines of text at the bottom of a page) lines or headings, top and bottom of all pages?
17. Are all tables and figures formatted and labeled according to the format manual, and appear within the required page margins? Is spacing consistent above and below figures and tables? Please note that table captions appear above the table entries; figure legends appear below the image.
18. For Preprint/Reprint documents, do they each have their own list of references which appear at the end of each article?
19. For Preprint/Reprint documents, if you choose to place figures at the end of each article, do they appear after their each of their references?
20. Does each Appendix have its own title page? (i.e., titles should not appear on the same page as the actual appendix material).