

## The Top 15 Errors Most Frequently Encountered on Theses and Dissertations:

1 X Incorrect page margins: Page margins must be 1 ½ inches for left margin, 1 inch for right page margin, 1 ¼ inch for bottom margin. The top page margin varies. Pages with major headings need a 2 inch top page margin, most pages will require a 1 inch top page margin. Right and bottom page margins and page number placement remain the same.

2 X Pages are incorrectly numbered. Preliminary pages must be numbered with lower case roman numerals (example: i-iv). Your paper starts on page 1. This is the introduction or Chapter One.

3 X Lacking required elements of a thesis dissertation: Your paper must include a Signature page, Title page, Table of Contents, Abstract, Introduction, Review of Current Knowledge, Description of your study, Results/Analysis/Conclusion, Impact/Implications, References, and Biographical Sketch. A List of Tables, List of Figures, List of Abbreviations, and Appendices are required if those elements are present in your paper. The only exception is Creative Writing.

4 X Incorrect line spacing: 3 single blank line spaces always follow a major heading. 1 single blank line space separates 1<sup>st</sup> order subdivisions, and 2<sup>nd</sup> order subdivisions. 1 single blank line space separates 2<sup>nd</sup> order and subsequent order subdivisions. Some versions of Word will add extra space after headings and between paragraphs. Go to your tools to locate paragraph spacing and select "no space before" and "no space after" for headings. Headings to text should be consistently double spaced.

5 X Leaders and page numbers are not formatted in the Table of Contents, List of Tables, and List of Figures. Navy margins and uneven leaders are unacceptable. Do not manually enter leaders; they must be formatted.

6 X Page numbers and headings listed in the Table of Contents, List of Figures, and List of Tables are incorrect. The page numbers and headings MUST exactly match, including capping.

7 X Missing cover pages: Cover pages are required for the References, Appendices, and Biographical Sketch. / (C) } μ } ] v o μ } Å % E P • š Z } } v μ u CE } μ CEš X

8 X Hanging heading: Do not leave a heading hanging.

and Smith, 2014b). If a reference has the same lead authors and same year, you should list the authors until there is a difference in the citation (example: Smith, Young, et al., 2015 or Smith, Roberts, et al., 2015).

9 X Numbered citations (if you choose to use this style) are not correctly formatted. They must appear in numerical order in the paper, unless your specific style guide calls for another way to organize them.

10 X Et al. should not be used in the Reference section. Leaders usually indicate many authors. The only exception is when your style guide specifically states otherwise.

11 X Tables and figures should not be embedded in the text of the paper. 3 single blank line spaces should separate a table or figure from the text of the paper and/or each other, above and below. If a table and caption appear on a page, it should have a 1 inch top page margin. A figure and its caption should be centered vertically on the page. When possible, put