

Thesis and Project Report Committee Submission Checklist

Content Guidelines. <i>I have reviewed this thesis or project report and confirm that:</i>	Check to Confirm
The title page conforms to guidelines	
The document uses the correct signature page	
All contents required complete (including acknowledgements and appendices, as appropriate)	
Table of Contents chapter titles in Title case	
Table of Contents chapter number and title on one line	
Table of Contents headings and subheadings in normal font and indented at .25	
All chapters have appropriate titles and appear in UPPERCASE Font	
CHAPTER NUMBERS and CHAPTER TITLES appear on separate lines, center justified	
All text is left justified	
All margins are 1.25 on the top, bottom, and left, and 1 on the right	
All text is double-spaced <i>except</i> block quotations, Table Titles, and Figure Captions	
All paragraphs and bibliographic indents are set to .25	
All block quotations are indented at .5 (left and right)	
All endnotes are converted into footnotes	
All primary headings are Bold , in Title Case, and left justified	
All secondary headings are <i>Italicized</i> , in Title Case, and left justified	
The text within figures and tables is 10-point font or larger	
All figures and tables are numbered	
All figure/table titles appear in Title Case	
All figure captions are in sentence case with a period in the end, using 12-point font	
Figure labels appear below all figures	
Table labels appear above all tables	
Inline citations and reference list conform to the Chicago Manual of Style Author-Date format?	

All citations in reference list are cited within the text	
All references used in the text included in the reference list	
All citations are in alphabetical order	
All book and journal titles are italicized appropriately	
All citations indented on the second line at .25	
All citations are single-spaced with a space between each entry	
The punctuation is correct on all citations	

Student Signature _____ Date _____

	Faculty Initial
I have reviewed the thesis/project report and the above checklist and confirm that this thesis or project report adheres to the formatting requirements of the Department of Anthropology	
I have reviewed the thesis/project report and attest that it meets or exceeds the standards for completion of the MA degree in Applied Anthropology and is therefore ready for full review by the student's committee.	

Faculty Signature _____ Date _____