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

According to the UAB Format Manual:

1. Is the title page formatted correctly with no visible page number? (required)
2. Is the copyright page correctly formatted with no visible page number? (optional)
3. Is the abstract page correctly formatted with the title beginning 1” from the top? (required)
4. On the Table of Contents and Lists of Tables and Figures, are the reference page numbers right aligned to the 1” right margin, with dot leaders inserted via Tab dialog box?
5. 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?
6. Do all preliminary page headings (with the exception of the Abstract page) begin 2” from the top of the page?
7. Are all preliminary and document pages in the correct order?
8. 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.
9. 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?
10. Are all page margins set at 1.5” left and 1” top, right, and bottom?
11. Do all first-level headings begin 2” from the top of the page?
12. Are all paragraphs indented ½” from the 1.5” left margin?
13. Are all centered headings correctly centered between the 1.5” left and 1” right margins?
14. 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?
15. 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.