
Quick Review Checklist - for your personal review; not completed by the Graduate School

Please complete the required formatting changes outlined on the following pages. As you revise your document, use the checklist below to check for common formatting problems that can occur as you edit your document.

- Check that no text is in the margin spaces of your document. See Sections 3.2 (single sided) or 3.5 (double sided) of the Guide for more information and check your document prior to submission. Our online tutorial for [single-sided documents](#) and [double-sided documents](#) will show you how we check your margins.
 - Check that your pages are properly numbered and in the correct location. See Sections 3.4 (single sided) or 3.5 (double sided) of the Guide and [use the grid in Adobe Acrobat](#) to check yourself.
 - Check that your title and approval pages exactly match the text and formatting of the templates. If no changes are noted for your review, do not change these pages! See Sections 4.1 (title page), 4.2 (approval page), and Appendix A (templates) of the Guide for more information. We have Word and LaTeX templates to help you with formatting these pages. See formatting for [dissertations, theses, and reports](#).
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