

ELECTRONIC THESIS/DISSERTATION CORRECTIONS SHEET

A filled-in square indicates that an item needs your attention.

For more detailed formatting guidance, please refer to the UA style guide and the sample pages.

THE FOLLOWING SECTIONS REQUIRE YOUR ATTENTION:

- | | |
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| <input type="checkbox"/> FILE FORMATTING | <input type="checkbox"/> MAIN BODY TEXT GENERAL FORMATTING |
| <input type="checkbox"/> PRELIMINARY PAGES GENERAL FORMATTING | <input type="checkbox"/> MAIN BODY TEXT SPECIFIC FORMATTING |
| <input type="checkbox"/> PRELIMINARY PAGES SPECIFIC FORMATTING | <input type="checkbox"/> MISCELLANEOUS |

FILE FORMATTING:

FILE

- Ensure that the file is a PDF.
- Check that the file name uses only English letters, underscore lines, and Arabic numbers with no spaces in the file name.

PRELIMINARY PAGES GENERAL FORMATTING:

MARGINS

- Each major section header must have a 2-inch (2") top margin. Right, left, and bottom margins must be 1-inch (1"). Major sections include Title Page, ABSTRACT, DEDICATION, LIST OF ABBREVIATIONS AND SYMBOLS, ACKNOWLEDGEMENTS, CONTENTS, LIST OF TABLES, LIST OF FIGURES, any additional lists, all chapter titles, REFERENCES, and any APPENDICES.
- All pages that do not include a major section header must have 1" margins on all sides.

MAJOR SECTION HEADERS

- Major section headers must use all capital letters.
- Only one double-spaced line may appear between major section headers and the following text.

JUSTIFICATION

- Major section headers must be center aligned.
- All text that is not a major section header or part of a list must be left-aligned.
- See CONTENTS, list, copyright, and title-page formatting sections for the special justification of these pages.

TEXT

- All text that is not part of a list must be double-spaced with no extra spaces between paragraphs.
- Text must consistently use a standard 12-point black font, including headings, subheadings, and URLs.

PAGINATION

- Lowercase Roman numerals must be used for the pagination of the preliminary pages.
- Pagination of the preliminary pages begins on the ABSTRACT page with the number ii.
- Pagination must be accurately reflected in the CONTENTS.
- Page numbers cannot be bolded and must be same font size and same font type as the general document.
- Numbers must be positioned 0.5 inches from the bottom of the page and centered.

BOLD FONT

- No bold font may appear on the preliminary pages.

LIST FORMATTING

- Names of entries in the CONTENTS and any LISTS must be left aligned.
- All page numbers in the CONTENTS and any LISTS must be right aligned.
- Entries longer than one line must be single spaced.
- Double spacing must be maintained between individual entries.
- All entries in LISTS (including CONTENTS) must have sufficient leaders between the entry name and the page number. The minimum accepted leader is three dots.
- Text cannot run over the page number.

PRELIMINARY PAGES SPECIFIC FORMATTING:**TITLE PAGE**

- The formatting of the Title Page must exactly match the detailed instructions found in the UA Thesis and Dissertation Style Guide. [\[LINK\]](#)
- Title must have a 2" top margin.
- All text on the title page must be center aligned.
- Title must be three or more lines of text, double spaced, and must form the shape of an inverted pyramid.
- Committee members' names may not use honorifics, must be single spaced, and only one committee member can be listed as the COMMITTEE CHAIR. one may be listed as COMMITTEE CO-CHAIR.
- Submission information must be single spaced.
- TUSCALOOSA, ALABAMA must appear in all caps.

COPYRIGHT PAGE

- Text must appear at the bottom of the page.
- Text must be center aligned.
- No comma may appear between author name and the year of publication.

ABSTRACT

- The ABSTRACT major header must have a 2" top margin.
- Text must be double-spaced, left aligned, and cannot exceed the 350-word limit.
- First line of text must be indented.
- ABSTRACT cannot include graphs, charts, tables, or any illustrations.
- No more than 6 keywords or key-phrases may be listed at the end of the abstract.

DEDICATION

- The DEDICATION major header must have a 2" top margin.
- Text must be double spaced, left-aligned, and the first line must be indented.

LIST OF ABBREVIATIONS AND SYMBOLS

- The LIST OF ABBREVIATIONS AND SYMBOLS major header must have a 2" top margin.
- Must exactly follow the LIST FORMAT.

ACKNOWLEDGEMENTS

- The ACKNOWLEDGEMENTS major header must have a 2" top margin.
- The text must be double-spaced, left aligned, the first line must be indented, and the spelling must match how it appears in CONTENTS.

CONTENTS

- The CONTENTS major header must have a 2" top margin.
- Must exactly follow the LIST FORMAT.
- All entries in the CONTENTS must match exactly between the CONTENTS and the main body of the document. Do not list CONTENTS in CONTENTS section.
- Entries in the CONTENTS must be listed in order of their appearance in the document and must include all preliminary pages except for the title and copyright pages.
- Headings/subheadings must be indented hierarchically.
- No italicized or bold font may appear in the CONTENTS.

LIST OF TABLES

- The LIST OF TABLES major header must have a 2" top margin.
- Must exactly follow the LIST FORMAT.
- Each entry must include the table number, exact title, and table page number.

LIST OF FIGURES

- The LIST OF FIGURES major header must have a 2" top margin.
- Must exactly follow the LIST FORMAT.
- Each entry must include the figure number, exact title, and figure page number.

OTHER LISTS

- Other lists, such as a LIST OF SCHEMES or LIST OF EQUATIONS must be included when there are schemes or equations with headers in the document.
- The major header of any other lists must include a 2" top margin.
- Must exactly follow the LIST FORMAT.
- Must be accurately listed in the CONTENTS.

MAIN BODY TEXT GENERAL FORMATTING:

MARGINS

- All pages with major section headers (chapter titles, REFERENCES, and any APPENDICES) must have a 2" top margin and 1" margins on the left, right, and bottom.
- All pages that do not have a major section header must have 1" margins on all sides.

MAJOR SECTION HEADERS

- Major section headers must use all capital letters.
- Only one-double spaced line may appear between major section headers and the following text.
- Major section headers cannot be bolded.

PAGINATION

- Pagination of the main body text must use Arabic numbers (i.e. 1, 2, 3...).
- Pagination of the main body text must begin with number 1 on the first page after the preliminary pages.
- Page numbers cannot be bolded and must be same font size and same font type as general document.
- Numbers must be positioned 0.5 inches from the bottom of the page and centered.

MAIN BODY TEXT SPECIFIC FORMATTING:

TEXT

- Main body text must be divided into chapters or sections.
- Text must consistently use a standard 12-point black font, including headings, subheadings, and URLs.
- Text must be double-spaced, and the first line of each paragraph must be indented.
- There cannot be any extra space between paragraphs.
- Footnotes, bibliographic entries, and long quoted passages must be single spaced.
- No “orphans” (headings or sub-headings located at the bottom of a page that are not followed by text) and “widows” (short lines ending a paragraph at the top of a page) may be present in the document.

TABLES AND FIGURES

- Table and Figure headings must use the same font style and size as the main body text (i.e. no italics, bolding, or color); captions/notes longer than one line must be single spaced.
- The words Table and Figure must be spelled out in the Table and Figure headings and in the CONTENTS.
- Table headings must be positioned above the Table.
- Figure headings must be positioned below the Figure.
- For Tables and Figures that appear in a landscape orientation, headings must also appear on the same page in landscape orientation.
- Page numbers for pages with landscape orientation must remain in portrait orientation.

REFERENCES

- The REFERENCES major header must have a 2” top margin. See Style Guide for exceptions.
- References cannot be split over a page break and must appear, in whole, on a single page.
- All URLs must be in black ink.
- Entries longer than one line must be single spaced.
- Double spacing must be maintained between individual entries.

APPENDICES

- Each APPENDIX major header must have a 2” top margin.
- All appendices must have a descriptive title (for example: APPENDIX A: SUPREME COURT CASES, APPENDIX B: APPEALS COURT CASES, APPENDIX C: TRIAL COURT CASES, etc.) which must be formatted like a major header (i.e. all caps).
- IRB approval letters with a University of Alabama letterhead must be included as the final appendix and must conform to the rules listed above.
- All ink signatures in IRB approval letters must be redacted.

MISCELLANEOUS

SIGNATURES

- Signatures must not appear in electronic theses/dissertations.

BLANK PAGES

- Blank pages must not appear anywhere in the document.

SECURITY RESTRICTIONS

- Do not incorporate restrictions such as prohibiting copy/past, compression, or password protection.

ADDITIONAL COMMENTS AND NOTES
