

SDSU MASTERS REVIEW CHECKLIST

MARGINS	
☐	Top (must be 1")
☐	Left (must be 1.25")
☐	Bottom (must be 1")
☐	Right (must be 1")
☐	Oversized material exceeds margin limits
FONT	
☐	Style not appropriate
☐	Too small/large
☐	Not consistent
☐	Color incorrectly applied
SPACING	
☐	Line spacing incorrect/not consistent
FORMATTING STYLE	
☐	Style not allowed by department
☐	Style used incorrectly (C/S/T)
☐	Technical style numbering error
PAGINATION	
☐	Missing/Incorrect (prelims: Roman)
☐	Missing/Incorrect (text: Arabic)
☐	Format (text should restart at 1)
☐	Sequence not consecutive (1 – end)
PRELIMINARY PAGES	
☐	Order of pages incorrect
☐	Required pages missing
☐	Margins incorrect
☐	Incorrect 2 inch top margin for new sections
☐	Format elements missing/incorrect (see template)
TITLE PAGE	
☐	Title not consistent (must match signature page)
☐	Degree title incorrect
☐	Author name doesn't match university records
☐	Format elements missing/incorrect (see template)
☐	Incorrect term
☐	Title page missing

SIGNATURE PAGE	
☐	Author name doesn't match university records
☐	Title not consistent (must match title page)
☐	Order/format of committee members incorrect
☐	Department name missing/incorrect
☐	Format elements missing/incorrect (see template)
☐	Signature page missing
COPYRIGHT PAGE	
☐	Author name doesn't match university records
☐	Incorrect year
☐	Missing © symbol
☐	Copyright page missing
ABSTRACT	
☐	Title not consistent (must match signature page)
☐	Author name doesn't match university records
☐	Degree title incorrect
☐	Incorrect year
☐	Includes citations – shouldn't
☐	Spacing errors
☐	Must be 350 words or less
☐	Format elements missing/incorrect (see template)
☐	Abstract page missing
TABLE OF CONTENTS (TOC)	
☐	Entries mismatched with in-text counterpart
☐	Page number errors
☐	Chapter numbers missing/incorrect
☐	Style does not match text (Chapter/Section/Technical)
☐	Appendix entry missing/incorrect
☐	Format elements missing/incorrect (see template)
☐	TOC page missing
LIST OF TABLES	
☐	Entries mismatched with in-text counterpart
☐	Page number errors
☐	Incorrect numbering
☐	Must have a unique label
☐	Format elements missing/incorrect (see template)
☐	List of Tables page missing

LIST OF FIGURES	
☐	Entries mismatched with in-text counterpart
☐	Page number errors
☐	Incorrect numbering
☐	Must have a unique label
☐	Format elements missing/incorrect (see template)
☐	List of Figures page missing
SOURCE CITATION IN TEXT	
☐	Incorrect department style
☐	Incorrect use of "et al." – should/shouldn't use
☐	Incorrect punctuation
☐	Incorrect order/format of multiple sources
☐	Citations missing/don't match reference list
☐	Numbered references not formatted correctly
☐	Incorrect placement in text
☐	Incorrect format
QUOTATIONS	
☐	Missing citation
☐	Missing page number
CHAPTER/SECTION TITLES	
☐	Incorrect 2 inch top margin for new chapters/sections
HEADINGS	
☐	Numbering error
TABLES & FIGURES	
☐	Incorrect numbering
☐	Must have a unique label
☐	Incorrect line spacing
REFERENCE LIST	
☐	Spacing incorrect
☐	Order of entries incorrect
☐	Incorrect format of multiple works by a single author
☐	Incorrect format of multiple works with same author/year
☐	Incomplete documentation
☐	Reference not cited in text
☐	Incorrect format