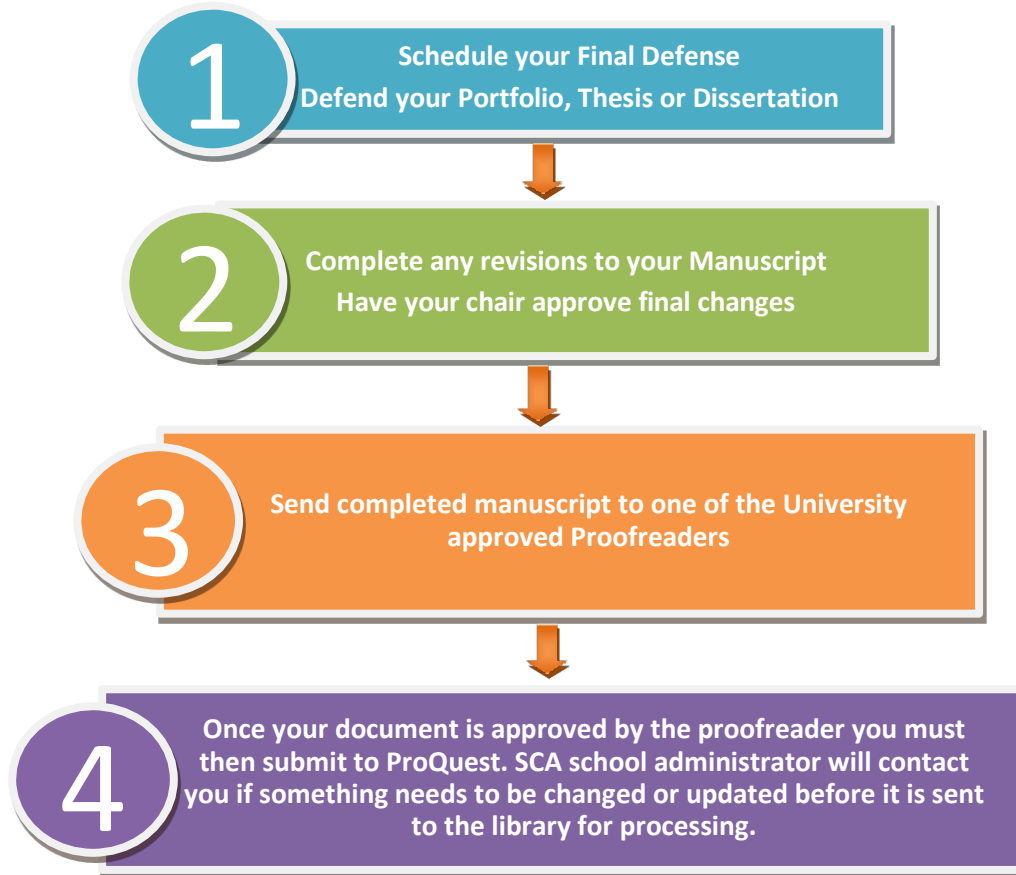


PORTFOLIO, THESIS, DISSERTATION CHECKLIST

Formatting and Submission Guidelines for Your Culminating Project

Regent University School of Communication and the Arts

The final stages of completing your culminating work include:



1 Portfolio, Thesis or Dissertation Defense scheduling

The chair of the student's committee decides when the portfolio, thesis, or dissertation manuscript submitted by the student is defensible. The student will work with the committee members to schedule a date and time for the defense. It is the student's responsibility to ensure that their committee have a copy of their dissertation manuscript to read two weeks before the final defense date. Portfolios and theses must be submitted to their committees one week prior to the defense date.

2 Revisions

Complete any rewriting or revisions required by your committee upon your defense. Submit changes to your committee chair for approval. Make sure all parts of your document are correctly formatted using the appropriate stylebook and the formatting checklist below.

Manuscript Formatting Checklist

- **Order:** Title page, Abstract, Dedication (optional), Acknowledgement page (optional), Table of Contents, List of Tables, List of Figures, Manuscript, References, Appendices, etc.

- Format:** using the APA or MLA Publication Manual, latest edition
- Font:** 12 point type, Times New Roman font only

- Margins:** All margins 1"

- Page numbers:** bottom center of each page, at least 3/4" from the edge of the paper.
 - Prefatory pages (Title page, Signature/Approvals page, Abstract, Acknowledgements Page, Table of Contents, List of Tables, List of Figures) should be numbered with lowercase Roman numerals
 - The page number should be omitted from the first page (Title Page); the following page should be labeled ii.
 - Main body pages are to be numbered using Arabic numerals. The first page of the main body text should start with 1 and continue page numbering through all of the references and appendices to the end of the document.

- Title Page:** Use the template in the Dissertation Handbook Appendix. The Title Page is double spaced. The title begins 2" from the top of the page. The date should be the month and year the manuscript was sent to the copy editor.

- Abstract:** For theses or dissertations only: should be 150 words or less and double spaced. May include keywords at end of abstract.

- Acknowledgements Page:** Optional page, double spaced
- Table of Contents, List of Tables, List of Figures:** double spaced
- Main body text:** Mostly double spaced with a few exceptions. Table headings and long quotes may be single spaced. Consult the style manual of your choice for details about when to use single spacing.
- References:** Double-spaced, follow style manual. Use hanging indents (the first line begins at the margin and subsequent lines are indented).
- Appendix:** Retain the same margins as in the rest of the document, typeface should be the same or similar to what is used in the rest of the document. The style of tables and figures should conform to style manual guidelines. Include Appendices in the Table of Contents.

■ Proofreading [💰]

3

After all edits have been completed, the student is required to submit the finished manuscript to a proofreader who is an independent contractor approved by the School of Communication and the Arts. It is the student's responsibility to make arrangements to have the proofreading completed and to pay the proofreader directly. Even if the student participates in Commencement, the student's degree will not be posted until the culminating project documents are submitted to the library via ProQuest.

4

□ Submitting to ProQuest

After you have received your approval from the proofreader you must then submit your manuscript to ProQuest

<http://libguides.regent.edu/submitting>

4-1-1

Contacts

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