

Project report, dissertation or thesis – formatting check list

Name of student:
 Program:

Before submitting your dissertation or thesis for verification of the formatting, please ensure that *all of the following points are in compliance with the requirements established by the Dean of Studies office*. Please consult the Guidelines for writing a project report, dissertation or thesis for detailed information.

Please note that the verification of formatting *does not constitute a linguistic review*. The student is responsible for ensuring the linguistic quality of the document.

Check when complete	Summary of visual presentation standards	
<input type="checkbox"/>	Text margins	Top margin: 3.81 cm (1.5"); Bottom margin: 1.90 cm (.75"); Left margin: 3.81cm (1.5"); Right margin 1.90 cm (.75")
<input type="checkbox"/>	Pagination margins	Top margin: 2 cm (.75"); Header: 2.5 cm (1")
<input type="checkbox"/>	Acceptable fonts	Times New Roman 12 point or CG Times 12 point or Arial 11 point Use only one font for the entire document, and condensed type will not be accepted.
<input type="checkbox"/>	Line and paragraph spacing	The line spacing for the text of the body must be one and one-half (1.5), and paragraphs must be separated by one line. Do not allow an orphaned line to appear at the bottom of a page. Move it to the next page.

Check when complete		Pagination	Line spacing	Text format
<input type="checkbox"/>	Title page	Page counted (lowercase Roman numerals), but not numbered .	Varies with information presented (see Guide - Appendix I)	Title, abbreviation of diploma, copyright are presented in lowercase and is centered. ALL OTHER INFORMATION IS IN UPPERCASE AND IS CENTERED (see Guide Appendix I)
<input type="checkbox"/>	Board of examiners presentation page	Page counted (lowercase Roman numerals), but not numbered .	Title: Single-spaced, with double spacing between entries. Names of board members: Single-spaced. Last paragraph: Single-spaced, two returns between each line.	Main title: PRESENTATION OF THE BOARD OF EXAMINERS, UPPERCASE characters, boldface, centered. Title positioned at the top of the page. Names of board members: Lowercase characters, left-aligned. Following paragraph: UPPERCASE characters, centered.
<input type="checkbox"/>	Foreword (optional)	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	Text: 1.5 line spacing.	Main title: FOREWORD, UPPERCASE characters, boldface, centered, title positioned at the top of the page. Maximum of two pages.
<input type="checkbox"/>	Acknowledgements (optional)	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	Text: 1.5 line spacing.	Main title: ACKNOWLEDGEMENTS, UPPERCASE characters, boldface, centered, title positioned at the top of the page.
<input type="checkbox"/>	Summary	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	Text: Single-spaced.	Main title: SUMMARY, UPPERCASE characters, boldface, centered, title positioned at the top of the page 250 words for a project or dissertation. 400 to 500 words for a thesis. A summary is required for a project, dissertation or thesis written in English. 4 or 5 keywords for library classification
<input type="checkbox"/>	Abstract	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	Text: Single-spaced.	Main title: ABSTRACT, UPPERCASE characters, boldface, centered at top of the page. French translation of the Summary. 4 or 5 keywords for library classification
<input type="checkbox"/>	Table of contents	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	Text: Single-spaced. Double spacing between section titles and major divisions.	Main title: TABLE OF CONTENTS, UPPERCASE characters, boldface, centered at top of the page. Chapter titles: UPPERCASE characters, left-aligned (not boldface, except for the main title). Section titles: Lowercase characters. Begin with the Introduction. The preliminary pages are not mentioned in the Table of contents.
<input type="checkbox"/>	List of tables	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using uppercase Roman numerals.	List: Single-spaced. Double spacing between entries.	Main title: LIST OF TABLES, UPPERCASE characters, boldface, centered at top of the page. List indicates title of each table, with the word Table (Title Case) followed by the chapter number and the order of appearance. In the document: Title appears above the table; no period at the end . The list of tables is required if there are more than three tables.

Check when complete		Pagination	Line spacing	Text format
<input type="checkbox"/>	List of figures	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	List: Single-spaced. Two returns between entries.	Main title: LIST OF FIGURES, UPPERCASE characters, boldface centered, title positioned at the top of the page. The list indicates the title of each figure, using the word Figure (Title Case) followed by the chapter number and the order of appearance. In the document: title appears above table; no period at the end . If document contains more than 3 figures, include a list.
<input type="checkbox"/>	List of abbreviations, symbols and acronyms	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals. The page numbers where the abbreviations and acronyms appear in the text are not indicated.	List: Single-spaced. Two returns between entries.	Main title: LIST OF ABBREVIATIONS AND ACRONYMS, UPPERCASE characters, boldface, centered at top of the page. List of abbreviations and meanings: Lowercase characters. If document contains more than 5 abbreviations or acronyms, include a list.
<input type="checkbox"/>	List of algorithms	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	List: Single-spaced. Two returns between entries.	Main title: LIST OF ALGORITHMS, UPPERCASE characters, boldface, centered at top of the page. List indicates title of each algorithm with the word Algorithm (initial capital) followed by chapter number and sequentially assigned number : Lowercase characters. In the document: title appears above algorithm; no period at the end . If document contains more than 3 algorithms, include a list.
<input type="checkbox"/>	List of symbols and units of measurement	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> using lowercase Roman numerals.	List: Single-spaced. Two returns between entries.	Main title: LIST OF SYMBOLS AND UNITS OF MEASUREMENT, UPPERCASE characters, boldface, centered at top of the page. List of symbols and units of measurement: Lowercase characters.
<input type="checkbox"/>	Introduction	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals.	Text: 1.5 line spacing.	Main title: INTRODUCTION, UPPERCASE characters, boldface, centered at top of the page.
<input type="checkbox"/>	Development or body of the text	Each chapter starts on a new page. <u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals.	Chapter number and title: Single-spaced, with two returns between the chapter number and the title. Text: 1.5 line spacing.	Main title: CHAPTER X, UPPERCASE characters, boldface, centered at top of the page. Chapters are numbered using Arabic numerals. Sections and sub-sections headings appear in boldface lowercase letters, left-aligned.
<input type="checkbox"/>	Conclusion	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals.	Text: 1.5 line spacing.	Main title: CONCLUSION, UPPERCASE characters, boldface, centered at top of the page.
<input type="checkbox"/>	Recommendations	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals.	Text: 1.5 line spacing.	Main title: RECOMMENDATIONS, UPPERCASE characters, boldface, centred, title positioned at the top of the page.
<input type="checkbox"/>	Appendices	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals after the text.	Text: Single-spaced.	Main title: APPENDIX, UPPERCASE characters, boldface, centered at the top of the page. Appendices are numbered using uppercase Roman numerals (I, II, III).
<input type="checkbox"/>	Annexes	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals after the text.	Annex number and title: Single-spaced, with two returns between the annex letter and the title. Text: Single-spaced.	Main title: ANNEX, UPPERCASE characters, boldface, centred at top of the page. Annexes are numbered with capital letters (A, B, C).
<input type="checkbox"/>	List of references	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals after the text.	Text: Single-spaced with two returns between each reference.	Main title: LIST OF REFERENCES, UPPERCASE characters, boldface, centered at top of the page.
<input type="checkbox"/>	Bibliography	<u>First page</u> counted, but not numbered . <u>Subsequent pages numbered</u> in Arabic numerals after the text.	Text: Single-spaced with two returns between each reference.	Main title: BIBLIOGRAPHY, UPPERCASE characters, boldface centered at top of the page.
<input type="checkbox"/>	Tables	<u>Arabic numerals</u> Numbered using the decimal system, referencing chapter and sequential order. (E.g.: Table 1.1 = Chapter 1, first table)	The two lines of the title are single-spaced, separated by two returns, centred above the table.	Main title: Table (Initial capital) followed by the chapter number and sequentially assigned number. In the document: title is centered above the table, not boldface, and no period. All tables must have frames. The title may not exceed the table width. Tables in the appendices are numbered with the word Table followed by the letter A, the Appendix's Roman numeral, and order of appearance (e.g., Table-A II-1)

Check when complete		Pagination	Line spacing	Text format
<input type="checkbox"/>	Figures (drawings, diagrams, photos, etc.)	<u>Arabic numerals</u> Numbered using the decimal system referencing chapter and order of appearance. (e.g.: Figure 1.1 = Chapter 1, first figure)	The two lines for the title are single-spaced, separated by two returns, centered the figure.	Main title: Figure followed by the chapter number and sequentially assigned number. In the document: title centered below the figure, not boldface and no period. The title may not exceed the figure width. Figures are framed and centered on the page. Figures included in appendices are numbered as described for tables above.
<input type="checkbox"/>	Algorithms	<u>Arabic numerals</u> Numbered using the decimal system referencing chapter and order of appearance. (e.g.: Algorithm 1.1 = Chapter 1, first algorithm)	The two lines for the title are single-spaced, separated by two returns, centered the algorithm.	Main title: Algorithm followed by the chapter number and sequentially assigned number. In the document: title centered above the algorithm, not boldface and no period. Algorithms are framed and centered on the page. Algorithms included in appendices are numbered as described for tables above.