Common Thesis and Dissertation Mistakes

These are the most common formatting mistakes we see in a thesis or dissertation. Please refer your students to The Graduate College Guide to Preparing and Submitting a Thesis or Dissertation for information on the current required formatting guidelines.

**Common Errors**

A. The Document Title is not in an inverted pyramid shape (upside down triangle).

B. The Document Title has misspellings.

C. The Document Title is not in ALL CAPS

D. Margins required are not correct.

E. Pages in the Front Matter are not in the required order.

F. The Table of Contents is not formatted per the instructions and visuals in the guide.

G. Dot leaders are not used in the Table of Contents, List of Tables, List of Figures, and/or any other list included in the document.

H. Page numbers do not correspond to the entries in the Table of Contents, List of Tables, List of Figures, and/or any other list included in the document.

I. The name/title of entries in the Table of Contents, List of Tables, List of Figures, and/or any other list included in the document does not correspond with the entries in the text (wording, capitalized and non-capitalized letters, etc.).

J. Subheadings are not consistently formatted by the student throughout the document.

K. Subheadings are not formatted consistently based on the weight of each item in the Table of Contents.

L. Landscaped pages in the text have the page number in the incorrect spot.