HDR Student Thesis Formatting Checklist

Title Page
- ☐ UniSQ logo centred
- ☐ Thesis title in uppercase font, centred, 18-point font
- ☐ Abbreviations used for qualifications
- ☐ Correct award title noted
- ☐ Correct year noted
- ☐ No page numbers present
- ☐ Other text elements set out per template document

Abstract
- ☐ Single paragraph format
- ☐ Limited to one page
- ☐ Page number in Roman numerals starting at one (i)

Certification of thesis
- ☐ Text as per template; italicized thesis title, correct word limit noted, statement text
- ☐ Other text elements as per template document

Statement of contribution (thesis by publication (TBP) only)
- ☐ Text elements as per template document
- ☐ Minimum 50% contribution by the student to each paper
- ☐ At least one (1) paper has been published
- ☐ Number of papers aligns with requirement; typically, three for Doctoral and one for Masters.

Acknowledgements
- ☐ Reference to Australian Government Research Training Program Scholarship (if applicable)
- ☐ Reference to UniSQ scholarships (if applicable)

Table of contents
- ☐ Table items for thesis section title are in uppercase font, non-bold, evenly spaced
- ☐ Table items for present for all section titles
- ☐ Pages numbers are aligned on the right-hand side of the page
- ☐ Chapter sub-headers (section headings) in sentence case
- ☐ All table times are connected to page numbers by dotted tab
- ☐ Chapter 2 is a *literature review*
- ☐ (TBP only) Paper Chapters only require table items for the *Introduction* and *Links and implications* sub-headings

List of Tables
- ☐ Table items are formatted as per the template document
- ☐ No section titles/sub-heading are present
- ☐ No table items included from Paper Chapters

List of Figures
- ☐ Table items are formatted as per the template
- ☐ No section titles/sub-heading
- ☐ No table items included from Paper Chapters

Abbreviations
- ☐ Formatting aligns with preceding sections

Chapters

- ☐ Section titles are named per the guidelines (Introduction, literature review, …, discussion and conclusions)
- ☐ Section headings format; left aligned, numbered, sentence case, and level 2(+) are italicized
- ☐ Page number starts at one (1) using Arabic numbers
- ☐ Consistent spacing between text elements (paragraphs, section headings, tables, and figures)
- ☐ Tables are fully contained on a single page or have column headers on all subsequent pages
- ☐ No orphaned text elements
- ☐ Margins are maintained throughout the document

Paper Chapters (TBP only) – Published, accepted, submitted

- ☐ Chapter titled appropriately "Chapter #: Paper #: [Title]" in uppercase font
- ☐ Introduction section present
- ☐ Papers are inserted exactly as published (PDF), maintaining the thesis margins and page numbers.
- ☐ Non-published papers are formatted exactly as submitted; Figures are placed within the text as appropriate, and the paper's references are listed within the Chapter.
- ☐ Links and implications section present

References

- ☐ See the general checks section

Appendices

- ☐ Images and documents inserted whilst maintaining the thesis margins and page numbers.

General

- ☐ Consistent font used throughout thesis
- ☐ Page margins of at least 2.5cm on all sides
- ☐ All sections are titled as per the guidelines document
- ☐ Thesis section titles in uppercase, bold, centred, 12-point font
- ☐ Page numbers continue throughout thesis from chapter 1 to final page