



FORMAT CHECKLIST

Student Name: \_\_\_\_\_

Program & Semester: \_\_\_\_\_

Research Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Pages	Present	Formatting	Remarks
Title Page		Title Page Format	
Author's Declaration		Paper Size A4	
Plagiarism Undertaking		Font Style: Times New Roman (TNR)	
Thesis Completion Certificate		Heading 1, TNR 14, Bold, Center, Capital	
Acknowledgment		Heading 2, TNR 12, Bold	
Abstract		Heading 3, TNR 12, Italic, Bold	
Keywords		Heading 4, TNR 11, Bold	
Table of Contents		Line Spacing: 1.5 space / 2 space	
Table of Contents Page Start on a New Page		Margins: Left: 1.5 in   Right, Top and Bottom: 1 in.	
List of Table, Figures and Abbreviations		Proper Heading Format Used	
All Lists Start from a New Page		Page Numbering Start from ii	
Chapter 1: Introduction		Chapter 1 Starts from Page Number 1	
Chapter 2: Literature Review		Proper Page Numbering Used	
Chapter 3: Research Methodology		All paragraphs are Fully Justified	
Chapter 4: Results		Tables and Figure Captions	
Chapter 5: Conclusion		Missing, Blank or Duplicate Pages	
References		APA Style Citations Used	
Appendices		References Used as per APA Style	
All Chapters Start from a New Page		Number of Words Required: 30,000 - 60,000	