
LEHIGH UNIVERSITY

*P.C. Rossin College of Engineering and Applied Science
Office of the Associate Dean of Graduate Studies
310 Packard Lab
(610) 758-6310*

Dissertation Checklist

All items must be checked:

- Font size (10 – 12 point). Do not use any font size below size 10.
- Straight text double-spaced; quotations of sufficient length set in from margins (single-spaced)
- Footnotes, tabulations, formulas, etc. single spaced
- SI (Système Internationale) units (kg m s) be used throughout. If your discipline uses a different set of units as a standard, use those consistently
- Left-hand margin 1-1/2 inches; all other margins 1 inch – **ALL PAGES !!!** *It's recommended to manipulate margins by .1" or .2" to ensure correct margins for final dissertation.*
- Page numbers at bottom center (do not violate 1 inch margin)
- Illustrations, tables, graphs on 8-1/2 x 11 inch paper; *smaller size NOT acceptable*
- Illustrations, tables, graphs consecutively numbered; lettering must be typed; only major coordinate rulings on graphs
- Landscape figures and tables must face outward (facing to right)
- Table of Contents (chapter headings with pages). List tables & figures in Table of Contents
- Vita (**always the last page**)
- Title page (a sample is published in "Thesis and Dissertation Guidelines" and also in the Graduate Student Handbook)
- Signature page (**all original signatures must be present and this sheet will be submitted to the college Graduate Coordinator, the version you submit online should contain a blank signature page**).

All material arranged properly?

- (a) Title page (page i but not numbered)
- (b) Copyright page (page ii)
- (c) Blank Certificate of approval (page iii)
- (d) Acknowledgements (if any)
- (e) Table of contents
- (f) List of tables (if any)
- (g) List of figures (if any)
- (h) List of illustrations (if any)

-Continued on the back-

Arabic numbering starts with the following:

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- (i) abstract (arabic numeral 1)
- (j) main text
- (k) bibliography or list of references
- (l) appendices
- (m) vita (always the last page)

- File size restrictions when uploading: 100MB (10MB for supplementary files)
- No computer programs included (may be submitted online as supplemental files); proper references
- Pages numbered consecutively and all present?
- Reference style consistent?

For Final Dissertation (bring these forms to the RCEAS Graduate Coordinator):

- Commencement Program Information Form
- Report on the Doctoral Dissertation Examination (if not handed in before final dissertation submission).
- Microfilming Fee Receipt
- Original signature sheet-must include all committee members ORIGINAL signatures
- Survey of Earned Doctorates or confirmation that survey was completed online
- Lehigh Open Access Form