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
☐ 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