

Master's thesis and Doctoral thesis Checklist (Word, OpenOffice, and LibreOffice formats)

Check

1. I used one of the FESP writing templates.
2. I used an FESP-recommended font.
3. I included the necessary information on the title page of my Masters's thesis or Doctoral thesis.
4. My table of contents was automatically generated.
5. Each section (introduction, chapters, conclusion) of my manuscript starts on a new page.
6. The spacing and line spacing in my manuscript are as per FESP rules.
7. The margins in my manuscript are as per FESP rules.
8. The front matter sections of my Master's thesis or Doctoral thesis are paginated in Roman numerals.
9. The introduction to my Masters's thesis or Doctoral thesis begins on page 1 (in Arabic numerals).
10. My abstract follows FESP rules.
11. Article-based or compilation Master's thesis/Doctoral thesis (if applicable).
I used the Student Checklist – Use of Articles document from the FESP website.
12. The citations in my manuscript follow FESP rules.
13. All my page numbers are centred at the bottom of the page, 10 mm from the bottom edge.
14. All my files open correctly, without any error messages.
15. My documents are not in review (track changes) mode.
16. My Word document is identical to the PDF document.
17. My Master's thesis or Doctoral thesis does not contain a CERUL certificate or any signatures or personal information (phone numbers, addresses, etc.).