

THESIS/DISSERTATION Submission REVIEW Checklist

Office of Graduate Studies

Student Name: _____	ID Number: _____
Department: _____	Major: _____
Date of Final Oral: _____	Anticipated Date of Graduation: _____
Student Phone & E-mail: _____	

Enclosed is a draft of my thesis/dissertation. This thesis/dissertation was defended successfully on _____. I am now asking for final approval of the format from the Office of Graduate Studies.*

This thesis/dissertation has been reviewed by my advisor for format and content, including committee recommendations. Hence, this thesis/dissertation is complete and ready for review by the Office of Graduate Studies, for the Dean's signature. (Please see attached Checklist)

After making any corrections the Office of Graduate Studies requires, I will deliver a minimum of 3 copies of my manuscript on the appropriate archival quality paper for binding at the library.

Areas Reviewed by the Thesis/Dissertation Advisor:

- | | | |
|--|-------|------|
| 1. Correct Headers and Chapter Titles | Yes__ | No__ |
| 2. Correct Table Names | Yes__ | No__ |
| 3. Correct Figure Names | Yes__ | No__ |
| 4. Correct Reference Style in Bibliography | Yes__ | No__ |
| 5. Correct use of Boldface, Italics and Tables | Yes__ | No__ |
| 6. List of Abbreviations | Yes__ | No__ |
| 7. Appropriate Referenced Citations | Yes__ | No__ |

Areas Reviewed by the Office of Graduate Studies:

- | | | |
|--|-------|------|
| 1. Archival Paper quality (25% cotton & 24 lb.) | Yes__ | No__ |
| 2. Correct Ordering of the Preliminary Pages | Yes__ | No__ |
| 3. Correct Formatting of Preliminary Pages | Yes__ | No__ |
| 4. Correct Page Numbering in Table of Contents | Yes__ | No__ |
| 5. Appropriate Margin Spacing in Text | Yes__ | No__ |
| 6. Appropriate Font Style and Size | Yes__ | No__ |
| 7. Correct Placement of Figures and Tables | Yes__ | No__ |
| 8. Correct Placement of Titles and Captions | Yes__ | No__ |
| 9. Correct Pagination of Preliminary and Remaining pages | Yes__ | No__ |

Thesis/Dissertation

Advisor's Signature: _____ Date: _____

****Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate School Office. If during the final format review a reviewer notices an excess of errors in the first 5 pages, the thesis/dissertation will be returned to you. It must be re-submitted by the Final Review deadline**

Advisor Phone Number: _____ E-mail: _____

Checklist for Submission Review (Worksheet for Student and Advisor)

Student Name: _____ ID Number: _____

Department: _____ Major: _____

Date of Final Oral: _____ Anticipated Date of Graduation: _____

Student Phone & E-mail: _____

Read and check off that you have complied with each item

General

_____ “Application for Graduation” form filed with the Graduate School

_____ Thesis Guide consulted for format and style requirements

_____ Preliminary pages follow formatting outlined in *Guide* (p. 13-21)

Preliminary pages: Required Title & Signature Page and Optional Pages

_____ Title page & signature page are formatted as illustrated in the most **recent Guide**

_____ Student’s name matches diploma

_____ Degree major (specialization) and thesis advisor are listed

_____ Required and optional preliminary pages reviewed:

1. Blank page (**Required**) - at beginning of manuscript
2. Title page (**Required**) – official approved “Major” appears on title page
3. Signature page (**Required**) – Signed by the thesis committee members after approval of defense. See Appendix D of *Guide* for formatting rules
4. Copyright page (**Required for Ph.D. and Ed. D students**) – Page counted but not printed*
5. Dedication page (**Optional**) –
6. Acknowledgement page (**Optional**) – page counted but not printed

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7. Abstract (**Required**) – Concise summary of the thesis no more than 300 words for Master’s thesis or 350 for Ed.D or Ph.D dissertations
8. Table of Contents (**Required**) – page number printed

Table of Contents

- _____ Begins with appropriate page number (i.e.: iii, iv, v)
- _____ Page numbers on the Table of Contents are right justified
- _____ Content headings match exactly to the body of the text (pages, wording, capitalization)
- _____ Body of Table of Contents is double-spaced (headings of two or more lines or single-spaced)
- _____ Pages preceding the Table of Contents do not appear in the Contents
- _____ Further requirements of Table of Contents:
 1. TOC heading all caps, centered, 1” margin from top
 2. Includes all MAIN HEADINGS and Second Level Heading
 3. Number determined by student and advisor
 4. All headings at those levels MUST appear in the TOC
 5. Only sections that appear on pages following TOC are referenced
 6. Heading in TOC must match exactly heading in text
 7. List of Figures, Illustrations, Tables, Abbreviations, Symbols, and Glossary are listed in TOC with page number
- _____ Lists appear after TOC according to #7 above. Heading style is a MAIN HEADING, (e.g. ”TABLES” or “LIST of FIGURES”). Top margin is 2”
- _____ The Figure or Table number, title, caption, and page number for all figures and tables located in the text and appendix of the thesis are included

Thesis Form and Format

- _____ Margins of all pages are 1 ½” at the left
- _____ Pages with major headings (e.g., first page of each chapter, list of figures, acknowledgments, appendix, etc.) must start 2 inches from the top page
- _____ All pages in the body, except the first page of the text, have page numbers that are centered at the bottom 1” margins maintained and same size and font as the text
- _____ Main chapter headings are centered and in all capital letters. Throughout the thesis/dissertation, lower hierarchy headings are formatted

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consistently with a distinctively different format for each level. (pg. 12 of *Guide*)

_____ Within a chapter, text fills all pages (see placement of tables & figures, pg. 22 of *Guide*)

_____ No heading appears at the bottom of a page unless at least two lines of text accompany it

_____ No text of only one line appears alone at the top of any page or on the last page of the chapter

_____ Two spaces appear after periods between sentences, and after a colon

_____ Body of text is **not** right justified

Abstract

_____ One page abstract 300 words or less, Masters; 350 words or less, doctorate

_____ Abstract pages are numbered with lower-case Roman numerals and appear centered at the bottom of the page (1" bottom margin)

_____ The abstract heading includes the title and student's name exactly as they appear on the title page

Table and Figures Continued (graphs, photographs, images, etc.)

_____ No tables or figures less than one-half page appear alone on a page

_____ On any page having both figures/tables and text, no fewer than three lines of text are grouped anywhere on the page. Tables and figures are separated from the text by at least 3 lines

_____ Figures and tables that are larger than one-half page and appear alone on a page are placed immediately after the page on which the first mention is made

_____ Captions for tables and figures are correct:

- captions & titles are the same size and font as the body of text
- captions & titles appear above tables, but below figures
- captions & titles appear in a consistent format/style throughout

_____ Numerical data in tables are aligned by decimal place, column headings are centered

_____ On tables, notes (except levels of significance) use superscripted letters

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or numbers, and are placed beneath the bottom line of the table

_____ Tables and figures that are placed in landscape orientation have a 1 ½” margin at the binding edge (i.e., the top of table or figure in landscape orientation)

_____ Tables limit use of rules to those that are necessary for clarity, and use horizontal rather than vertical rules

Citations in the Text, References, Footnotes and Endnotes

_____ All citations in the text appear in the reference list, and the reference list contains only references cited

_____ A single consistent style based on the guidelines approved by the degree program, major professor or graduate committee

_____ Reference heading starts at 1” top margin

Final Steps

Once approved and signed* by the Dean of Graduate Studies, student must:

_____ Make 3 + copies of Thesis/Dissertation on **archival paper**

_____ Submit copies to library, at the **Technical Services Dept.** along with “Binding Authorization” form filled out

_____ Request signed copy of “Binding Authorization” and return to Graduate School

*M.A. degree in Psychology, Ed.D and Ph.D degrees, your Thesis/Dissertation must be sent for microfilming. Additional information will come from the Office of Graduate Studies, such as steps to request publishing through ProQuest and applicable fees.

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