**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 Studies 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.**
Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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 Studies

_____ 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

**Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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.**
Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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.

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

**Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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.**
carefully read the ThesiS/Dissertation Guide. If you have any formatting questions that your advisor is unable
to resolve, please call the Graduate Studies 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.

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,
22 of Guide)

No heading appears at the bottom of a page unless at least two lines of
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
centered

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

**Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable
to resolve, please call the Graduate Studies 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.**
Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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.

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 Studies

*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.

NOTE: Carefully read the Thesis/Dissertation Guide. If you have any formatting questions, call the Graduate Studies 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.

**Carefully read the Thesis/Dissertation Guide. If you have any formatting questions that your advisor is unable to resolve, please call the Graduate Studies 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.