

Thesis and Dissertation Submission

- ***After the oral defense, after student has made required changes from the oral defense, and at least 3 weeks prior to graduation***, the student should submit one (1) hard copy of the thesis or dissertation on *regular paper* to Ms. Deborah Robinson in The Graduate School for review by the Thesis and Dissertation Editor. (*Note that the thesis or dissertation should be reviewed by the department chair and school/college dean prior to scheduling the oral defense.*)
- Using the ***Guide for the Preparation and Submission of Theses and Dissertations*** and the appropriate writing/publication manual (e.g., advisory ***APA Manual***), the Thesis and Dissertation Editor will review the thesis/dissertation and submit written feedback to the student and advisory committee chair using the ***Thesis/Dissertation Checklist*** (the ***Guide*** is posted on The Graduate School website under Student Resources and under Faculty and Staff Information.)
- The student, in consultation with the advisory committee chair, will make the necessary revisions and submit the revised document to The Graduate School for a follow-up review.

Thesis/Dissertation Checklist

Student's Name _____ Title of Thesis/Dissertation _____

	Required/Optional	Descriptions/Guidelines	Comments
Paper and Duplication	Required	<ul style="list-style-type: none"> • 8 ½ x 11 inch white bond paper • No less than 25% rag content and no less than 20-pound weight. • All duplication must produce permanent, sharp, high-contrast, black image. • Color photographs, maps, and charts should be of high contrast. Avoid blue colors. Print on one side of paper only. 	
Spacing	Required	<ul style="list-style-type: none"> • Double-spaced • Long quotations, table footnotes, multiline captions, and bibliographical entries may be single-spaced 	
Type Face	Required	<ul style="list-style-type: none"> • Appropriate type face such as Times New Roman must be used consistently throughout 	
Title Page	Required	<ul style="list-style-type: none"> • <u>Original</u> signatures of <u>all</u> committee members on <u>all</u> copies. • Title must be identical to that on abstract. • Is not numbered but is considered to be first page (i) of preliminary pages. • Date is the date Committee accepts thesis/dissertation 	
Margins & Page Numbering	Required	<ul style="list-style-type: none"> • Page numbers: Typed one inch from the top/bottom and one inch from the right side of the paper OR centered on top/bottom of page one inch from top/bottom. • Margins: Top, bottom, and right should be one-inch wide. Left should be 1 ½ inches wide. 	

		<ul style="list-style-type: none"> • All tables, figures, reprints, etc. must adhere to these requirements. • Lower case Roman numerals used to number preliminary pages beginning with title page • Arabic numerals used to number text beginning with first page. • No punctuation is used with numbers. • Every page, except abstract should be numbered. 	
Table of Contents (T of C)	Required	<ul style="list-style-type: none"> • List all sections following it. • List all headings and subheadings as they appear in the body of document. • No material preceding T of C is listed. • Spacing and indentation of T of C should indicate unity and coherence of study 	
Abstract	Required	<ul style="list-style-type: none"> • Should state the research problem, most important findings, and methods used in study. • Maximum length for thesis: 150 words • Maximum length for dissertation: 350 words • Is preceded by name of student, title of study, name of committee advisor/chair • Double spaced • Page is totally unnumbered • Precedes title page 	
Dedication, Biography, Acknowledgements	Optional	<ul style="list-style-type: none"> • Personal to student and may contain any appropriate information 	
List of Tables, Symbols, Figures, and Abbreviations	Required	<ul style="list-style-type: none"> • Must be included if any tables or figures appear in the document. • Descriptive titles in the lists must be identical to those in the text. • Each list appears on a separate page. 	
Reference Documentation	Required	<ul style="list-style-type: none"> • Appropriate documentation or references for original literature presented in the document. • Use one citation format consistently throughout the document according to the style manual used. 	
Appendices	Optional	<ul style="list-style-type: none"> • Used for material used but not appropriate for inclusion in the text of the document. 	
Abbreviations and Symbols	Required	<ul style="list-style-type: none"> • Any abbreviations and symbols used must be uniform throughout the document and must be consistent with the style manual used to prepare the document. • When many abbreviations and/or symbols are used, a separate list with appropriated definitions must be included. 	

Spelling, Grammar, Punctuation	Required	<ul style="list-style-type: none"> Entire document must be free of spelling, grammatical, and punctuation errors. 	
Correction of Errors	Required	<ul style="list-style-type: none"> Corrections using white-coated paper, correction fluids, or erasures are not permitted. 	
Photographs and Prints	Optional	<ul style="list-style-type: none"> Must be placed on same quality paper as the text. Must be mounted firmly with good quality rubber cement, casein glue, or drymounting tissue. Photo mounting corners, transparent tape, or staples are not acceptable. 	
Placement of Tables, Figures, and Reprints	Required	<ul style="list-style-type: none"> Table: Tabulated data including computer printout sheets Figure: Photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams Consult style manual for design and organization of tables and figures Insert in text directly after first reference to the table/figure. Tables/figures on half page or less may appear on same page as text, separated from text below and above by triple spacing. Each table/figure must have an identifying number and must be numbered in separate series. Each table/figure must have a caption. Number and caption for each <u>table</u> must be placed two lines below top line of the table. Number and caption for each <u>figure</u> must be place two lines below last line or bottom of figure. 	

Signature of Thesis/Dissertation Editor _____ Date _____