

## Appendix B. CHECKLIST OF MAJOR CRITERIA FOR FORMAT & STYLE APPROVAL

The final copy of a thesis or dissertation will not be reviewed by the graduate school until it has been defended and the title page has been signed by all committee members. Before submitting a thesis or dissertation to the graduate school, students should check the style and format components listed below and make any necessary corrections.

- \_\_\_ Page numbers are correctly placed and accurate: Check against Contents, List of Tables, List of Figures, and instructions in the Publication Guide.
  - \_\_\_ Layout of the front matter (title page, copyright notice, abstract, public abstract, table of contents, list of tables, and list of figures, and may also include a dedication, frontispiece, acknowledgments, preface or forward, and list of symbols, notations, and definitions) must comply with the Publication Guide, whether the document is in the monograph or multiple-paper format.
  - \_\_\_ Margins on all pages: left, 1 1/2 inches; top, right and bottom, 1 inch (top is above the page number).
  - \_\_\_ Spacing of text and headings, levels of subheadings, and format of table titles and figure captions are consistent with the specified journal style or with the Publication Guide, and are consistent within each chapter.
  - \_\_\_ Format of all references in the text, notes, and reference list or bibliography is consistent with instructions or examples in the department-approved style guide.
  - \_\_\_ Permission-to-use letters have been included for all coauthors who are NOT on the title page.
- If a reference list, rather than bibliography, has been used, check the following:
- \_\_\_ All references cited in the text are included in the reference list.
  - \_\_\_ All references listed in the reference list are cited in the text.
  - \_\_\_ Authors' names and the years of publication in text citations match those in the reference list.
- \_\_\_ Text has been run through a spell checker and grammar checker. **Note: if an initial check of the document shows that this was not done, the document will be returned without further review.**
  - \_\_\_ Citations/References have been checked with appropriate software.
  - \_\_\_ Recommended: Text has been run through Turnitin to test for plagiarism.