

Thesis Initial Submission Checklist

Requirement <i>(For reference, Roman numerals below align with contents of the Thesis Publishing Guide)</i>	Student Confirmation Met (v) or NA	Advisor Confirmation Met (v) or NA
I. CONTENT AND OVERALL FORMAT		
Authorship contributions are clear (if including multi-authored manuscripts)		
II. RESEARCH COMPLIANCE AND PERMISSIONS		
Necessary research compliance has been met (IRB, IACUC, Biosafety, etc.)		
Compliance documentation in appendix is included, legible, and in Table of Contents		
Release statement included on copyright page for any images of identifiable persons		
III. ORDER OF THESIS ELEMENTS		
Thesis is in the standard order or follows the manuscript option.		
Preliminary Pages (all components included and formatted correctly):		
Title Page (including correct degree, program, date)		
Copyright Page		
Abstract Page (including 5-10 keywords)		
Approval Page (including committee members' names and credentials)		
Acknowledgements		
Table of Contents (matches thesis in titles, punctuation, and page numbers)		
List of Tables (if included)		
List of Figures (if included)		
IV. TEXT FORMATTING		
Margins 1" throughout		
Page numbering is formatted consistently/accurately (in preliminary and body pages)		
Consistent font size, style, and color is used throughout		
Text spacing is accurate and consistent		
Headings are formatted consistently		
V. SPECIAL ELEMENTS		
Acronyms and abbreviations are introduced completely at first use		
Tables are spaced, mentioned, placed, and formatted accurately and consistently		
Figures are spaced, mentioned, placed, and formatted accurately and consistently		
VI. CITATIONS AND BIBLIOGRAPHY		
All in-text citations are referenced in the bibliographic section and vice versa (1:1)		
The in-text citation style is consistent throughout		
The bibliographic section is formatted consistently across all sources		
VII. APPENDICES		
Each appendix is referenced in the text in order by letter		
Appendices are correctly listed in the Table of Contents		

Student Name

Student Email

Advisor Name

Advisor Email