



SCHOOL OF  
GRADUATE STUDIES  
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School of Graduate Studies  
**Department Review Thesis/Dissertation Checklist**

*(A completed thesis/dissertation must be neat in appearance, consistent in format and free of error in spelling, grammar and punctuation. Check off items that you have complied with below, obtain your advisor's signature, and bring this form with the first submission of your thesis/dissertation to the office of the School of Graduate Studies.)*

Student Name and ID: \_\_\_\_\_

Department: \_\_\_\_\_

**NOTE: You must be registered to graduate.**

**General**

Requirements Requirements

Met

Not Met

☐☐

- \_\_\_\_\_ Application for graduation for this semester has been filed with the School of Graduate Studies.
- \_\_\_\_\_ Oral Defense Approval Form filed with the School of Graduate Studies.
- \_\_\_\_\_ School of Graduate Studies Thesis/Dissertation Manual consulted for style and format requirements.

Comments:

**Title Page/Signature Page**

Requirements Requirements

Met

Not Met

☐☐

- \_\_\_\_\_ Formatted as shown in the Manual.
- \_\_\_\_\_ Student's name matches permanent record.
- \_\_\_\_\_ Correct department, major (specialization), and major professor's name is listed.
- \_\_\_\_\_ Signatories names are printed above their title.

Comments:

**Table of Contents**

Requirements Requirements

Met

Not Met

☐☐

- \_\_\_\_\_ Begin numeration with the List of Table and/or List of Figures, if any (Roman numerals).
- \_\_\_\_\_ Page numbers listed are right justified and aligned.
- \_\_\_\_\_ Headings match text exactly (page numbers, wording, and capitalization).
- \_\_\_\_\_ Headings are double-spaced and aligned.

Comments:

**Tables and Figures (Graphs, Photographs, etc.)**

Requirements Requirements

Met

Not Met

☐☐

- \_\_\_\_\_ No figure or table shorter than one half page is alone on a page.
- \_\_\_\_\_ On any page with both text and figure/table, no fewer than four lines of text are grouped together anywhere on the page.
- \_\_\_\_\_ Any figure/table that does not fit on the page where first mentioned is placed on the following page(s), and the page containing the first mention is completely filled in with text (except at the end of a chapter).
- \_\_\_\_\_ Table and figure captions are in the same font and size as the body of the text.

- \_\_\_\_\_ Table captions are at the top of the tables; figure captions are beneath the figures.
- \_\_\_\_\_ Capitalization, punctuation, and format of table and figure captions are consistent throughout.
- \_\_\_\_\_ Numerical data in tables are lined up by decimal place.
- \_\_\_\_\_ A consistent lay-out style is used for tables throughout the thesis.
- \_\_\_\_\_ Figures and tables placed landscape (sideways) on the page have their top at the binding edge and the page number at the bottom of the page consistent with the rest of the text.

Comments:

### Acknowledgments

- \_\_\_\_\_ Acknowledgments is numbered as a preliminary page (Roman numerals).

Comments:

Requirements Requirements

Met

☐**Not Met**☐

### Biographical Sketch/Vita

- \_\_\_\_\_ The biographical sketch is one page in length or less, contains only the information listed in the Thesis/Dissertation Manual and is numbered as a preliminary page in Roman numerals.

Comments:

Requirements Requirements

Met

☐**Not Met**☐

### Abstract

- \_\_\_\_\_ (PhD only): An additional abstract page is unnumbered and submitted to library for UMI (microfilming). The heading includes the student's name (as it appears on the title page), the advisor's name, and "North Carolina Agricultural and Technical State University"
- \_\_\_\_\_ The abstract page in the document is numbered and appears at the end of the Preliminaries section, before the main text.
- \_\_\_\_\_ The wording of the title matches the wording on the title page.
- \_\_\_\_\_ All text of any abstract is double-spaced and no more than 250 words long (or one page).

Comments:

Requirements Requirements

Met

☐**Not Met**☐

### Thesis/Dissertation Format

- \_\_\_\_\_ Margins on each page are 1" all around.
- \_\_\_\_\_ All pages are numbered except the title page (which is considered page 1). Page numbers are placed in the header at the top right of each page (except the title page) in the same font as the text.
- \_\_\_\_\_ Chapter headings are centered and in block capital letters. All other level headings are formatted consistently with a distinctly different format for each level and the same hierarchy in every chapter.
- \_\_\_\_\_ All pages of text are completely filled except at the end of chapters (see table/figure placement in text section).

Requirements Requirements

Met

☐**Not Met**☐

Student Name and ID: \_\_\_\_\_

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Comments:

### References/Footnotes/Endnotes

\_\_\_\_\_ One consistent style is used based upon requirements of the department, major professor, and style manual.

Comments:

### Appendix

\_\_\_\_\_ Appendix headings are centered and italicized. If there are multiple appendices, each is lettered with a capital letter, starting with the letter A.

Comments:

### Advisor Signature

*The major professor/advisor must sign below verifying that he/she has reviewed this copy of the thesis/dissertation and that this document is complete and ready for submission. A completed thesis/dissertation must be neat in appearance, consistent in format and free of error in spelling, grammar and punctuation.*

\_\_\_\_\_  
Print Major Professor/Advisor's Name

\_\_\_\_\_  
Signature of Major Professor/Advisor

\_\_\_\_\_  
Print Department Chairperson Name

\_\_\_\_\_  
Signature of Department Chairperson

**If there are questions about this checklist or any style or format requirements, contact the School of Graduate Studies at (336) 285-2366.**