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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 Met ☐ Requirements **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 Met ☐ Requirements **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 Met ☐ Requirements **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 Met ☐ Requirements **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

Requirements Met ☐ Requirements **Not Met** ☐

_____ Acknowledgments is numbered as a preliminary page (Roman numerals).

Comments:

Biographical Sketch/Vita

Requirements Met ☐ Requirements **Not Met** ☐

_____ 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:

Abstract

Requirements Met ☐ Requirements **Not Met** ☐

_____ (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:

Thesis/Dissertation Format

Requirements Met ☐ Requirements **Not Met** ☐

_____ 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).

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

Comments:

Requirements Met ☐ Requirements **Not Met** ☐

References/Footnotes/Endnotes

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

Comments:

Requirements Met ☐ Requirements **Not Met** ☐

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**

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