

**School of Graduate & Professional Studies**

**Electronic Thesis and Dissertation Checklist**

This Checklist is designed to ensure that you have met all requirements for completion of your thesis/dissertation. Do NOT submit your electronic thesis/dissertation if you have not met any requirement(s) on this “Checklist.”

PRELIMINARY STEPS

 Enrolled in thesis/dissertation credits this semester.

 Successfully defended my thesis/dissertation.

 Read and followed the “***Guidelines for the Preparation of Dissertations, Theses, Projects, and Course Papers***” (visit [www.tnstate.edu/graduate](http://www.tnstate.edu/graduate)).

 Followed style manual of my discipline: APA or approved format (only Chemistry & Engineering)

 My thesis/dissertation consistently followed one of the above style manuals.

 My thesis/dissertation meets the university’s academic integrity standards (see *Graduate Catalog*).

 I have checked my thesis/dissertation with plagiarism too (Turnitin)

ORGANIZATION:

 \_\_\_1. Title Page

 \_\_\_2. Copyright Page (Optional)

 \_\_\_3. Committee Page (see sample page below--Typed names of committee members and Graduate)

 4. Dedication Page (Optional)

 5. Acknowledgments (Optional)

 6. Abstract (not to exceed 350 words)

 7. Preface (optional)

 8. Table of Contents

 9. List of Table (if five or more)

 10. List of Figures, Charts, etc. (if five or more)

 11. List of symbols (optional)

 12. Text, divided into chapters designated by Roman numerals (Chapter I, II, III, IV. V)

 14. References conform to style manual approved by the student’s department

TYPE SIZE:

 \_\_\_ Standard 12 pitch Times New Roman

MARGINS:

 Left margin one and one-half inches on all pages

 Right margin one inch throughout

 Bottom margin one inch throughout

 Top margins of first pages of text and all first pages of chapters two inches, all other pages one and one-half at the top

SPACING:

 Text double spaced, first line of each paragraph indented PAGINATION

 Every Page should be assigned a number (some may not be shown, e.g. beginning of each chapter)

 Small Roman numerals for preliminary pages, Arabic numbers for pages of text

 Page number should be positioned in the same place (upper right corner of the margin line at the right, and one inch from the top of the sheet)

TABLES/FIGURES

 Tables/figures may follow page on which they are first referenced, or they may be included in a separate appendix

 Tables/figures identified in the text by a number MISCELLANEOUS

 There are no widows or orphans.

 All page numbers in the Table of Contents correspond with page numbers in the text.

 All reference citations in the text are included in the Reference/Bibliography section

ELECTRONIC SUBMISSION

 Made necessary changes to document after defense.

 Included and Typed names of Committee members on Committee Page as page ii (second) of your manuscript.

 Converted thesis/dissertation to a PDF file

 Uploaded thesis/dissertation at TSU ProQuest/UMI website: <http://dissertations.umi.com/tnstate/>

ITEMS TO DEPOSIT AT THE GRADUATE SCHOOL *(After Electronic Submission)*

\_\_\_\_\_ Signed Committee Page ( )

\_\_\_\_\_ Oral Defense form

\_\_\_\_\_ Thesis/Dissertation Checklist

\_\_\_\_\_ One Hardcopy of Thesis/Dissertation

\_\_\_\_\_ Turnitin Originality Report

\_\_\_\_\_ Program of Study (contact your academic advisor or dept. chair for a copy)

\_\_\_\_\_ Survey of Earned Doctorates (SED) “Certificate of Completion” (Ph.D. candidates only). Click here to access the SED: <https://sed.norc.org/showRegister.do>

# I have checked the manuscript for all of the above items.

Student’s name (please print):

Signature: Date:

E-mail Address:

# I have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the document meets the university’s academic integrity standards.

Thesis/Dissertation Chair’s Name (please print):

Signature: Date:

Approved by Graduate Council 9/10/02 Revised 10/8/02; Revised 3/23/2018

To the Graduate School:

We are submitting a "[type of paper; e.g., thesis, dissertation, etc.]" by

"[Student's name]" entitled “"click here and type your [Title]" ”. We recommend that it be accepted in partial fulfillment of the requirements for the degree,

"[degree, e.g., Master, Doctor,etc.]" of "[Arts, Education, Science, etc.]" in "[Major,e.g., Biology, Curriculum and Instruction, Electrical Engineering,etc.]" .

Chairperson

Committee Member

Committee Member

Committee Member

Accepted for the Graduate School:

Dean of the Graduate School