



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 <http://www.tnstate.edu/graduate/thesesdissertations.aspx>).
- ☐ Followed style manual of my discipline: American Psychological Association (APA) or the Institute for Electrical and Electronics Engineers (IEEE) the approved format only for Chemistry and 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 using Turnitin®. Request access to the eLearn *Graduate School - Writing Course*. Send email to jtiller01@tnstate.edu.

ORGANIZATION

- ☐ Title Page (Required)
- ☐ Copyright Page (Optional and included only if the fee is paid)
- ☐ Committee Page (see sample page below--Typed names of committee members and Graduate)
- ☐ Dedication Page (Optional)
- ☐ Acknowledgments (Optional)
- ☐ Abstract (not to exceed 350 words) (Required)
- ☐ Preface (optional)
- ☐ Table of Contents (Required)
- ☐ List of Tables (Required if there are five or more)
- ☐ List of Figures, Charts, etc. (Required if there are five or more figures or charts)
- ☐ List of symbols (Optional)

___ List of Abbreviations (Optional)

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

___ References conform to style manual of my discipline: American Psychological Association (APA) or the Institute for Electrical and Electronics Engineers (IEEE) the approved format only for Chemistry and Engineering.

___ Appendices conform to style manual of my discipline: American Psychological Association (APA) or the Institute for Electrical and Electronics Engineers (IEEE) the approved format only for Chemistry and Engineering.

___ Curriculum Vitae (C.V.) (Optional)

FONT and FONT-SIZE

___ Standard Times New Roman and the font-size is 12-point

MARGINS

___ Left margin one and one-half inches on all pages (1.5-inches on all pages)

___ Right margin one inch for all pages (1.0-inch)

___ 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. (2.0-inch top margins for the first page of all preliminary pages and 2.0-inch top margin for the first page of each chapter, all other pages the top margin is 1.5-inches)

SPACING

___ All text is double spaced with no extra before or after paragraphs. The first line of each paragraph is indented one-half inch (0.5-inch). Justified margins are not acceptable for the chapter content.

PAGINATION

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

___ Lower case Roman numerals are used for preliminary pages, ii, iii, iv, v, ... ix, x, and so on.

___ Arabic numbers are used for the chapter pages, 2, 3, 4, 5, ... 23, ... 123, ... 175, and so on. The first page of each chapter is counted in the sequence but is not seen. Use Section Breaks works better to control the page numbering.

___ Page numbers 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 and FIGURES

___ Tables and Figures may be listed in the Table of Contents as the page on which they first appear. Or, Tables and Figures may be included separate appendices.

___ Tables and Figures identified in the text by a number, e.g. Table 1 Table 2 ... Table 7, Figure 1 Figure 2 ... Figure 7 and so on.

MISCELLANEOUS

___ There are no widows or orphans. Move any widow or orphan line to the next page.

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

___ All citations in the text are included in the Reference section

ELECTRONIC SUBMISSION

___ After a successful defense and after the requested changes are made to the thesis/dissertation, then convert the Word file to a PDF file and upload to Tennessee State University ETD ProQuest website: <https://www.etdadmin.com/cgi-bin/student/etd?siteId=52>.

___ Included and typed names of committee members with each member's degree noted on the Committee Page as page ii (second page) of your manuscript.

ITEMS TO SEND TO THE GRADUATE SCHOOL *(After Electronic Submission)*

___ Signed [Report on Thesis/Dissertation Final Oral Examination \(Defense\)](#)

___ Notification that the Thesis/Dissertation is ready for review (send to jtiller01@tnstate.edu)

___ Notification that the Turnitin® Similarity/Originality Report is ready for review (send to jtiller01@tnstate.edu)

___ Signed Program of Study (ask your academic advisor or department chair for a copy). The Graduate School uses Degree Works to verify and validate programs of study.

___ Survey of Earned Doctorates (SED) "Certificate of Completion" (Ph.D. candidates only). Open <https://sed-ncses.org/login.aspx> to access the SED send to jtiller01@tnstate.edu

___ Signed Thesis/Dissertation Checklist (see signature lines below)

I, the thesis/dissertation student have checked the manuscript for all of the above items.

Student's name (please print): _____

Signature: _____ Date: _____ E-mail Address: _____

I, the thesis/dissertation chair have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the manuscript meets the university's academic integrity standards and the Graduate School's format and style guidelines.

Thesis/Dissertation Chair's Name (please print): _____

Signature: _____ Date: _____ E-mail Address: _____

To the Graduate School:

We are submitting a [type of paper; e.g., thesis, dissertation, etc.] by [Student's name] entitled [Title]. We recommend that it be accepted in partial fulfillment of the requirements for the degree, [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