



Graduate Student 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*).
- Committee Chair has checked my thesis/dissertation with plagiarism using Turnitin®.

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.

One space after period.

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
Approved by Graduate Council: SEP-2002, OCT-2002, MAR-2018; NOV-2019; MAR-2020

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.etsdadmin.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 and sent to Writing Hub.

Degree Works approved by advisor 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 [Graduate School](#).

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 _____