ETD Final Draft Checklist (2022-2023)

Check your manuscript for each of the following criteria before submitting it for review.

Your manuscript will be reviewed using the **most recent version** of your chosen style guide.

Pay special attention to the criteria <mark>highlighted in yellow</mark>. Yellow highlighting indicates the most common errors that hold up theses and dissertations in review.

If any formatting requirements are unclear, see the format of a sample document at
https://www.marshall.edu/graduate/thesis-and-dissertation-style-guide/.

FORMATTING AND ORGANIZATION

CONTENTS CHECK

IRB (INSTITUTIONAL REVIEW BOARD) LETTER

☐ Your IRB approval letter should be included and <mark>positioned as **Appendix A**</mark> (or as the only appendix if there are no other appendices). ***Your ETD cannot be reviewed without this.***

MANUSCRIPT CONTENTS IN ORDER

Verify that the following are included and in the correct order.

☐ **Title Page (required)**
☐ **Approval Page with Signatures (required)**
☐ Copyright Page (optional)
☐ Dedication Page (optional)
☐ Acknowledgment Page (optional)
☐ **Table of Contents (required)**
☐ **List of Tables (required if work includes tables)**
☐ **List of Figures (required if work includes figures)**
☐ **Abstract (required)**
☐ **Body of Manuscript (required)**
☐ **References (required)**
☐ **Appendix A: Letter from IRB (required)**
☐ Additional appendices as needed (optional)
☐ Vita (optional)

☐ Manuscript contents are in the correct order, and all required parts are present.

FRONT MATTER AND APPENDICES

TITLE PAGE

See the Thesis Template at https://www.marshall.edu/graduate/thesis-and-dissertation-style-guide/ for a correctly formatted Title Page example.

- ☐ Use single-line spacing.
- ☐ Page's text and layout should match the template format exactly.
- ☐ The title should be in all uppercase letters and in bold font.
- ☐ Use your degree program's official name. This may be different from your area of specialization.
- ☐ Include your name.
- ☐ Include the names of all your committee members.
- ☐ Identify your committee chairperson and list their name first (i.e., Dr. Sarah Smith, Committee Chairperson).
- ☐ Enter the correct month/year of your official graduation date. The month **must** be May (or April in some years), August, or December. Check with the Graduate Studies Office if you do not know the correct date to use.
- ☐ No page number should be visible on the Title Page.

COMMITTEE APPROVAL PAGE WITH SIGNATURES AND DATES

See the Thesis Template at https://www.marshall.edu/graduate/thesis-and-dissertation-style-guide/ for a correctly formatted example of an Approval Page.

- ☐ Your name should match how it appears on the Title Page.
- ☐ The title should be in title case (upper- and lowercase letters) and italicized but not bold on this page. Otherwise, the title should match how it appears on your Title Page.
- ☐ The academic program's name should match the academic program name on the Title Page.
- ☐ The college's full, official name should be used.
- ☐ All committee members on the Title Page should be listed here.
- ☐ Committee member names should match how they appear on the Title Page.
- ☐ The Approval Page should be numbered ii.

COPYRIGHT PAGE (OPTIONAL)

- ☐ Use uppercase lettering for ALL RIGHTS RESERVED.
- ☐ Your name should be in mixed upper- and lowercase letters.
- ☐ The Copyright Page should be numbered iii.

DEDICATION, ACKNOWLEDGMENT, AND/OR PREFACE PAGES (OPTIONAL)

- ☐ These pages should be numbered in lowercase Roman numerals.

TABLE OF CONTENTS

- ☐ The headings and subheadings in the Table of Contents must match those in the text.
- ☐ If indented, that indentation should correspond with the level of each heading.
- ☐ The page numbers within the Table of Contents must accurately refer to their corresponding text in the body of the manuscript.
- ☐ Pages containing the Table of Contents should be numbered in lowercase Roman numerals.

LISTS OF TABLES AND FIGURES (IF NEEDED)

- ☐ The titles must match those in the body of the manuscript.
- ☐ Tables and figures should be numbered sequentially.
- ☐ Page numbers for each table and/or figure must be correct.
- ☐ Pages containing the List of Tables and the List of Figures should be numbered with lowercase Roman numerals.

ABSTRACT

- ☐ This should be the last page numbered using a lowercase Roman numeral.
- ☐ The abstract should be formatted as dictated by your chosen style guide and as is normal in your discipline.
- ☐ Marshall University does not impose a word limit, but editors of abstract services might shorten any abstract that exceeds 150 words for a thesis or 350 words for a dissertation. Additionally, databases and online journals only allow a certain number of words or characters to display and/or be searchable outside the article itself.

APPENDIX/APPENDICES

- ☐ Appendix A (or the only appendix if there are no other appendices) must be a copy of your IRB letter. All other appendices (if any) should follow this.
- ☐ The appendix containing your IRB letter should have a heading and a page number like any other appendix.
- ☐ Each appendix should be labeled with an uppercase letter unless otherwise directed by your chosen style guide.
- ☐ If you used any copyrighted work within the document (i.e., figures, images, etc.), documentation of permission to use that work must be included here as an appendix.
- ☐ Any tables or figures in the appendices must respect the one-inch margin requirements.

WHOLE DOCUMENT

FONTS

- ☐ The font should be no smaller than 11 points. The preferred font style is either Times New Roman (traditional) or Arial (modern).
- ☐ Use the same font style and size throughout the manuscript, including headings and page numbers.

MARGINS, INDENTATION, AND JUSTIFICATION

- ☐ All page margins must be at least one inch, including pages featuring tables, appendices, and footnotes. (This Microsoft Word tutorial may help if you need to change part of a document to landscape orientation to avoid running into the margins.)
- ☐ Use left justification for all text except centered headings and the Title Page.
- ☐ Paragraphs should be indented consistently throughout.
- ☐ Block quotations should be formed in accordance with the style guide you have chosen for your document.

SPACING

- ☐ Use the line spacing acceptable for publication by your style guide or publications in your profession. If no spacing rules are specified, you may use double spacing throughout the manuscript except for the Title Page.
- ☐ Please do not double-space any Title Page components.

TABLES AND FIGURES

- ☐ Format tables and figures as required by your chosen style guide.
- ☐ Number tables and figures sequentially.
- ☐ If you use copyrighted material in a table or figure (i.e., photos, illustrations, diagrams, etc.), you must place documentation of your permission to use that material in the appendices of your thesis or dissertation. If you do not have permission, you cannot use the copyrighted material and must remove or replace it.
- ☐ If you use open or Creative Commons-licensed material in a table or figure, you must use it in accordance with its license and attribute it correctly.

HEADINGS AND CHAPTER TITLES

- ☐ Format headings and chapter titles as directed by your chosen style guide.

FOOTNOTES

- ☐ Footnotes should be formatted as directed by your chosen style guide.

Revised January 4, 2023

HEADERS AND FOOTERS

☐ Except for page numbering, do not use page headers, page footers, running headers, or running footers.

PAGE NUMBERING

☐ Place page numbers in the location specified by your chosen style guide. If it does not specify a location, place them at the bottom center of the page.
☐ Front matter pages (all pages up to and including the Abstract) should be numbered in lowercase Roman numerals except for the Title Page.
☐ The Title Page should not display a page number, though it counts as page i.
☐ Visible page numbering should begin on the Approval Page, which should be page ii.
☐ Page numbering using Arabic numerals (1, 2, 3, etc.) should begin with the body of your manuscript. This is the first page after your Abstract. Start with 1.

DOCUMENT BODY

The body of your document will be checked for the following:

☐ All in-text citations must have corresponding bibliography/reference list entries.
☐ You must have written permission to use copyrighted material (i.e., photos, illustrations, diagrams, etc.). If you have this permission, you must provide a copy in the appendices.
☐ Your document should be free of language and grammatical errors.

BIBLIOGRAPHY/REFERENCE LIST

☐ Reference List entries must be formatted according to your chosen style guide.
☐ Make sure references are in the order suggested or required by your chosen style guide.
☐ Every entry in the Reference List must have a corresponding in-text citation.