ETD Formatting Checklist

D-Scholarship Submission Page

- ☐ Only 1 document is uploaded
- ☐ Document is uploaded as a PDF
- ☐ Correct degree is designated
- ☐ Student has name/initials in the PDF title
- ☐ Student name matches what is official on record (no nicknames)
- ☐ Committee matches candidacy letter
- ☐ Each committee member has a title
  - o (Committee chair, Committee Co-Chair or Committee Member ONLY)
- ☐ Student is listed as sole author
- ☐ Abstract is 350 words or less
- ☐ Page count matches number of total pages in document (including preliminary page count)

Document

Preliminary Pages:

- ☐ Formatting is consistent with sample ETD
- ☐ Graduation year is listed on title page, copyright page, abstract page
- ☐ All degrees held listed in chronological order on title page
- ☐ Correct degree designated on committee page
- ☐ (Master: "This thesis was presented"; PhD: "This dissertation was presented")
- ☐ Degree applied for listed on abstract page
- ☐ Title page lists the Dietrich School of Arts and Sciences

Bookmarks:

- ☐ The following bookmarks must be included for each ETD:
  - o Title page
  - o Abstract
  - o Table of contents
  - o List of tables (if there are tables)
  - o List of figures (if there are figures)
  - o List of schemes (if there are schemes)
  - o List of equations (if there are equations)
  - o Each chapter
  - o Each appendix
  - o Bibliography

- ☐ If chapter subsections are bookmarked, these bookmarks are collapsed under the primary chapter bookmarks
- ☐ No unnecessary bookmarks (i.e. individual paragraphs/quotes bookmarked)

Page Numbers:

- ☐ Title page is unnumbered
- ☐ Preliminary pages are numbered with Roman numerals (committee page through preface/acknowledgements)
- ☐ Introduction starts @ 1
- ☐ Pages are numbered in order

- [ ] Page numbers are formatted consistently throughout document
- [ ] There are no blank pages
- [ ] Page numbers in table of contents, list of figures, etc. are properly aligned

Page Formatting:

- [ ] All pages are 8.5" x 11"
- [ ] Margins are the same throughout document (headings and text cannot go into margins, but OK if larger tables/figures do)
- [ ] Text is aligned/justified consistently

Hyperlinks:

- [ ] Everything on the following pages is hyperlinked:
  - Table of contents
  - List of tables (if applicable)
  - List of figures (if applicable)
  - List of schemes (if applicable)
  - List of equations (if applicable)

Headings:

- [ ] All chapter headings & subheadings are formatted consistently
- [ ] All table/figure headings are formatted consistently (table/figure headings can differ from each other but must be consistent within the given category)
- [ ] Bookmark formatting matches the headings throughout the document (capital or case-sensitive)

Paragraph Formatting:

- [ ] Text is consistently spaced (spacing between bibliography entries must match paragraph spacing and alignment)
- [ ] All first paragraphs are either indented or not indented consistently
- [ ] Paragraph indents are the same size
- [ ] There are no paragraph indentations where there are no new paragraphs

Consistency:

- [ ] No chapter abstracts
- [ ] All tables/figures/schemes/equations are labeled and listed
- [ ] No widows or orphans (single lines of paragraphs or headings separated from the rest of the text by a page break)
- [ ] Consistent spacing between paragraphs
- [ ] The same font is used consistently throughout the document
- [ ] Student uses either endnotes or footnotes, not both
- [ ] All endnotes/footnotes are ordered correctly and formatted the same way