

**Graduate College Thesis Office**  
**Proofreading Checklist for Departmental Reviewers**

☐ **Title page**

- All elements have been proofread closely.
- Title page elements are spaced correctly (measure if there is a noticeable discrepancy).
- Thesis title matches title on Thesis/Dissertation Approval (TDA) form.
- Student name matches name on the TDA form.  
Must match formal name listed in Banner/Student Self-service.
- Degree and major listed in text block match SGASTDN.
- Year in text block is year of anticipated graduation (not necessarily of deposit).
- Student has added adviser/committee.

☐ **Pagination and headings**

- Page immediately following title page (abstract) is numbered Roman numeral ii and all following pages in front matter are consecutively numbered with Roman numerals.
- Main text begins with Arabic numeral 1 and all remaining pages in thesis are consecutively numbered with Arabic numerals.
- All pages (other than the title page and optional copyright page) display page numbers.
- Headings and subheadings are numbered consecutively and do not contain typos.

☐ **Figures, tables, and other illustrative material**

- Figures are numbered by chapter.order and appear in that order.
- Multiple-page figures have figure numbers on all pages and (continued) label on all pages other than first.
- Figure captions appear on the same page as the figure to which they refer.
- Figures in appendices are numbered according to the format used in the main text.

☐ **Table of Contents (and List of Figures, Tables, Abbreviations, Symbols, etc.)**

- All listed headings have been proofread closely.
- Nothing placed before Table of Contents is listed; all chapters and chapter equivalents (List of Figures, Appendix, Bibliography, etc.) placed after Table of Contents are listed.
- Each page number is correct and each listed heading matches the heading found in the text (spelling and wording).

☐ **Main text and document format**

- No material (other than page numbers) extends into margins (1 inch on all sides).
- Pages contain no smudges, embedded comments, or other readily noticeable errors.
- All appendices appear at the end of the thesis.  
Unless there are citations in which case it must go before the References.
- There are no completely blank pages or pages with an excessive amount of blank text.

