

## CHECKLIST FOR REVIEWING DISSERTATIONS /THESES

### GC DOCUMENT REVIEW CHECKLIST

- ☐ All pages are numbered (p. # need not appear on title page) and match those in Table of Contents
- ☐ Page 1 of dissertation/thesis is the Title page
  - a. Title is set in ALL CAPS
  - b. Student name matches official name in UAccess
  - c. Rule line appears
  - d. Official Department Name is Used
  - e. Degree is indicated correctly
  - f. Copyright year matches year of graduation on page
- ☐ Page 2 of dissertation/thesis is the Committee approval page
  - a. Title on approval page matches title on p. 1
  - b. Dissertation chair (or co-chairs) is indicated
  - c. All members and chair (or co-chairs) have signed the approval page
  - d. Date of defense is listed
- ☐ Acknowledgements, if present, follows Approval Page. If not used, blank or placeholder page should be removed.
- ☐ Dedication, if presented, follows Acknowledgements.  
If not used, blank or placeholder page should be removed.
- ☐ Table of Contents (TOC)
  - a. includes all major sections within the document in a consistent manner
  - b. section headings in document match their listings (exact words) in the Table of Contents
- ☐ List of Figures and List of Tables appears here if used
  - a. Must include accurate page numbers
- ☐ Abstract is present (follows Table of Contents or List of Figures/ List of Tables)
  - a. An Abstract is required for all documents submitted.
  - b. English language version is included if the document is submitted in a language other than English
  - c. Length is reasonable (at least 150 words, generally no more than 500 words)

- ☐ Links for multimedia (movies, audio) are correctly provided for readers
- ☐ Appendices (if used)
  - a. follow content and precede References, unless used for manuscript/previous published article dissertations
  - b. are distinguished by capital letters, Appendix A - title, Appendix B -title, etc.
  - c. Appendices are correctly listed in the Table of Contents
  - d. Pages are numbered in manner consistent with rest of document
  - e. Permissions for including previously published articles are include
- ☐ References are included
  - a. Consistently (there should not be wide variation among the entries; check placement of year of publication as a guide, should be in the same place for each entry)
- ☐ Additional Permissions (for reprints, etc.) have been included
- ☐ No Unintentional Blank Pages