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ELECTRONIC THESIS & DISSERTATION CHECKLIST

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This Checklist is used to simplify the review of your document by the Graduate School. It is to ensure that student has met all thesis/dissertation completion requirements. This form must be completed, signed by student and Chair of the Thesis/Dissertation Committee, and deposited to the Graduate School along with other documents specified in the Checklist. Do NOT submit your electronic thesis/dissertation if you have not met any requirements on this “Checklist.”

**PRELIMINARY STEPS**

<input type="checkbox"/>	Enrolled in thesis/dissertation credits this semester.
<input type="checkbox"/>	Successfully defended my thesis/dissertation.
<input type="checkbox"/>	Read and followed the <a href="#"><u>“Guidelines for the Preparation of Dissertations, Theses, Projects, and Course Papers”</u></a>
<input type="checkbox"/>	Followed style manual of my discipline: American Psychological Association (APA) 7 <sup>th</sup> edition, MLA 9 <sup>th</sup> , ACS, IEEE
<input type="checkbox"/>	My thesis/dissertation consistently followed one of the above style manuals.
<input type="checkbox"/>	My thesis/dissertation meets the university’s academic integrity standards (see <i>Graduate Catalog</i> ).
<input type="checkbox"/>	Committee Chair has checked my thesis/dissertation with plagiarism using Turnitin, ®, Grammrally.

**ORGANIZATION**

<input type="checkbox"/>	<p>Title Page</p> <ul style="list-style-type: none"> <li>a. <b>Title Page is the first page in your document and is Page Number 1(Required) 2 inches from top of paper</b></li> <li>b. <b>Title (Centered/No more than 12 words/Title Case which means first letter is capitalized and the other letters lower case,</b></li> <li>c. <b>Keywords: (italicized, no more than five words)</b></li> <li>d. <b>Running Head no more 50 spaces</b></li> </ul>
<input type="checkbox"/>	Copyright Page (Optional and included only if the \$75/00 fee is paid)

<input type="checkbox"/>	Committee Page (required) <ul style="list-style-type: none"> <li>a. Committee Members line up (right side) and signatures</li> <li>b. Graduate Dean Line</li> </ul>
<input type="checkbox"/>	Dedication Page (Optional)
<input type="checkbox"/>	Acknowledgments (Optional)
<input type="checkbox"/>	Abstract (not to exceed 250 words)(Required)
<input type="checkbox"/>	Contents (Required)
<input type="checkbox"/>	List of Tables (Required if there are five or more)
<input type="checkbox"/>	List of Figures, Charts, etc. (Required if there are five or more figures or charts)
<input type="checkbox"/>	List of Abbreviations (Optional)
<input type="checkbox"/>	List of Symbols (Optional)
<input type="checkbox"/>	Text is divided into chapters designated (Chapter1: Introduction, Chapter 2: Review of Literature, Chapter 3: Methodology, Chapter 4: Findings, Chapter 5: Conclusion)
<input type="checkbox"/>	References conform to style manual of my discipline: APA 7 <sup>th</sup> ACS, MLA 9 <sup>th</sup> edition, IEEE
<input type="checkbox"/>	Appendices conform to style manual of my discipline
<input type="checkbox"/>	Curriculum Vitae (optional)
<input type="checkbox"/>	IRB Approval (if applicable)
<input type="checkbox"/>	CITI Certificate (if applicable)
<input type="checkbox"/>	Instruments (if applicable)
<input type="checkbox"/>	Letters (if applicable)

**Font and Size**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Times New Roman 12pt</li> <li>b. Aria; 11pt</li> <li>c. Georgia 11pt</li> </ul>
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## MARGINS

<input type="checkbox"/>	<p>a. Digital Copy: 1 inch top/bottom/<u>left</u>/right</p> <p>b. Bound Copy: <u>1.5 inches left</u>, 1 inch top/bottom/right</p> <p>c. 1 space after punctuation marks. (checking 5 times throughout page)</p>
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## SPACING

<input type="checkbox"/>	All text is double spaced with no extra before or after paragraphs.
<input type="checkbox"/>	One space after period.

## PAGINATION

<input type="checkbox"/>	Every page should be assigned a number
<input type="checkbox"/>	The APA Style rules direct authors to start page numbering at "1" on the title page in the top right corner of the page, flush right (APA, 2020, p. 44). The page numbers should continue in that position to the last page of the document. Dec 13, 2021. This includes the Dedication, Acknowledgements, Preface.

## MISCELLANEOUS

<input type="checkbox"/>	There are no widows or orphans. Move any widow or orphan line to the nextpage.
<input type="checkbox"/>	All page numbers in the Contents correspond with page numbers in the text.
<input type="checkbox"/>	All citations in the text are included in the Reference section.

## ELECTRONIC SUBMISSION

<input type="checkbox"/>	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: <a href="https://www.etsdadmin.com/cgi-bin/student/etd?siteId=52">https://www.etsdadmin.com/cgi-bin/student/etd?siteId=52</a> .
<input type="checkbox"/>	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.

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**ITEMS TO SEND TO THE GRADUATE SCHOOL (*After Electronic Submission*)**

<input type="checkbox"/>	Signed <a href="#">Report on Thesis/Dissertation Final Oral Examination (Defense)</a>
<input type="checkbox"/>	Degree Works approved by advisor to verify and validate programs of study.
<input type="checkbox"/>	Survey of Earned Doctorates (SED) “Certificate of Completion” (Ph.D. candidates only). Open <a href="https://sed-ncses.org/login.aspx">https://sed-ncses.org/login.aspx</a> to access the SED send to <a href="#">Graduate School</a> .

**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 \_\_\_\_\_