

## Thesis Review Process

1. **Compare Title Page, Abstract and Acceptance page to the thesis template.** Also check for proper margins during this - 1.5" left margin, 1" right/top/bottom margin on all preliminary pages and on the thesis pages. Note that on the two pages with centered text, the L/R margins will be different on each line. In all cases, the left margin should be 1/2" more than the right margin. While checking bottom margins, make sure that the page number is in the proper location (1/2" from bottom of page) and is in the correct font (TNR). Page numbers that are about 1/8" too high may be due to a blank line under it in the footer (default is 2 lines of footer, and page numbers are in the top one).
2. **Compare the Table of Contents to sample in the Thesis Guide.** Check all page numbers to make sure they are correct. Check formatting of Table of Contents. While doing this, look at primary, secondary, tertiary... headings and make sure that they are formatted correctly; see student checklist on the last 2 pages of the Thesis Guide. Only preliminary headings start on a new page. If secondary heading are used, there should be at least two under the primary heading. Likewise, check to ensure there are at least two tertiary headings (if used) under the second heading, etc.
3. **Check to make sure the List of Tables and List of Figures have correct page numbers and include all the tables and figures in the thesis.** While doing this, make sure that the caption on Figures are below the figure and captions on Tables are above the table. Captions should not contain bold. Make sure the Tables look like the example in the Thesis Guide, paying particular attention to the horizontal & vertical lines used.
4. **Body-scan the body page-by-page and ensure that all in-text references are consistent** (in terms of font, use of 'et al', use of punctuation, etc.) and make sure that all cited references are included on the works cited. Check off (pencil) references in the works cited and in the text as they match. Also make sure any abbreviations are identified the first time they are used. In addition, the first time that a figure or table is mentioned, indicate this in the right margin (T1, F1). The actual figure or table should be lower on that page, on the next available page, or all at the end of the chapter or thesis.
5. **If research compliance is needed, there must be a statement in the methods that this was obtained (not just applied for).** The appropriate letter showing approval should be included in the appendix, or the statement in the Methods section must provide an approval number and approval date.
6. Go through the **formatting requirements** at the bottom of the student checklist.