

College of Graduate Studies **Thesis/Dissertation Checklist**



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This checklist will advise you and your advisor in meeting all the requirements for successful completion of the thesis/dissertation submission process. Formatting requirements set forth in this “Checklist” take precedence over requirements in the style manual or referred journal you follow for preparing your thesis/dissertation.

Electronic Submission of Thesis/Dissertation Checklist

- All theses/dissertations will be submitted electronically to the MTSU ProQuest website: www.etsdadmin.com/mtsu Theses/dissertations are NOT to be submitted until after the thesis/dissertation defense and after all members of the entire thesis/dissertation committee have approved the final version of the text.
- All thesis/dissertation students are encouraged to attend the workshop offered each semester by the College of Graduate Studies. Guidelines on the thesis/dissertation submission process are also available in the Thesis and Dissertation Manual: <http://www.mtsu.edu/graduate/student/thesis.php>
- The major advisor of each thesis/dissertation is responsible for ensuring that it meets the university’s standards of academic integrity by processing a pdf or Word version of the text (limited in file size to 20 MB) through Turn-it-in, which is available to all faculty through D2L. A D2L page is automatically generated each semester for all courses taught by faculty. We recommend that faculty use the page established for thesis/dissertation research for submission of the thesis through the “Drop Box” feature, which then can be easily processed through Turn-it-in: see the 6-minute video tutorial at <http://mtmedia.mtsu.edu:8888/fitc/D2LvideoTutorials/Tii/Tiitutorial1/Tiitutorial1.html>
- The two parts of the thesis that will NOT be submitted through the ProQuest website are
 - The approval page for the thesis/dissertation, which is to be submitted with original signatures (with names typed under signatures lines) to the College of Graduate Studies (Ingram Building)—see the Thesis and Dissertation Manual (link above).
 - The Thesis/Dissertation Publishing Agreement, which is to be turned in to the College of Graduate Studies with the approval page. <http://www.mtsu.edu/graduate/pdf/ThesisDissPublishingAgreement.pdf>
- Those submitting a dissertation must also complete the Survey of Earned Doctorates form at <https://sed-ncses.org>

Formatting Checklist:

Margins: 1.5" left, 1.25" top, 1" right and bottom margins for all pages

Organization:

- Title Page (must include typed list of thesis/dissertation committee members with the chair indicated in some way)
- Copyright page (optional)
- Dedication page (optional)
- Acknowledgments (optional)
- Abstract (350 words for dissertation; 150 words for thesis)
- Preface (optional)
- Table of contents
- List of tables (only if needed)
- List of figures (only if needed)
- List of plates (only if needed)
- List of symbols and/or abbreviations (only if needed)
- Body of thesis/dissertation (divided into chapters or sections)
- Bibliography/references/works cited (alphabetical order)—based on style manual
- Separation page for titled appendices (only if needed)
- Appendices (only if needed)
- IRB approval (required if human or animal subjects were used)
- Permission letter(s) for use of any copyrighted materials used in text

Type Size/Pitch: 12 is required

Pagination:

- Every page should be assigned a number with the exception of the title page
- Front matter is numbered using lower-case Roman numerals centered at 1" from bottom page
- Page numbers for the body text, references, and any appendices should begin with 1 and be 1" from top of page and 1" from right edge

Spacing:

- Text must be double-spaced
- Double space after the chapter/section number and after the chapter/section title Double space before and after centered headings within the text
- Triple space before and after tables/figures inserted between text

- Table data, long quotes (40 words or 4 lines or more), and reference listings may be single-spaced

Tables/Figures:

- Tables/figures may follow the page on which they are first referenced or they may be included in a separate appendix
- Table/figure must be identified in the text by a number
- Table number and title must be typed above table; use Arabic numerals
- Figure number and caption must be typed below figure; use Arabic numerals
- Repeat table number and column headings if table is continued on another page
- If table/figure is taken from another source, you must cite that source below the table/figure

Miscellaneous:

- Do not use running heads on each page
- No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines; if only one line appears, move that line to the top of the next page—or if a paragraph ends at the top of a page, you must have two lines; if only one line appears, move an additional line from the bottom of the previous page)
- All page numbers in the Table of Contents, List of Figures, List of Tables, etc. must correspond with page numbers in the text
- All footnotes begin on the page where they are cited
- Footnotes are renumbered beginning with Arabic numeral “1” for each chapter
- Chapter headings should appear in all capital letters in Roman numerals
- Italicize all statistical expressions, (*F, N, SD, M, SS, n, p, r, t*, etc.)
- Space before and after equal sign (=), less-than sign (<), and more-than sign (>)
- Space before and after periods in an ellipsis (. . .)
- Always use the percentage symbol (%) when preceded by a number
- Indent number and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., seriations or enumerations)