ETD Formatting Checklist

D-Scholarship Submission Page

☐ Only 1 document is uploaded
☐ Document is uploaded as a PDF
☐ Correct degree is designated
☐ Student has name/initials in the PDF title
☐ Student name matches what is official on record (no nicknames)
☐ Committee matches candidacy letter
☐ Each committee member has a title
  □ (Committee chair, Committee Co-Chair or Committee Member ONLY)
☐ Student is listed as sole author
☐ Abstract is 350 words or less
☐ Page count matches number of total pages in document (including preliminary page count)

Document

Preliminary Pages:

☐ Formatting is consistent with sample ETD
☐ Graduation year is listed on title page, copyright page, abstract page
☐ All degrees held listed in chronological order on title page
☐ Correct degree designated on committee page
☐ (Master: “This thesis was presented”; PhD: “This dissertation was presented”)
☐ Degree applied for listed on abstract page
☐ Title page lists the Dietrich School of Arts and Sciences

Bookmarks:

☐ The following bookmarks must be included for each ETD:
  □ Title page
  □ Abstract
  □ Table of contents
  □ List of tables (if there are tables)
  □ List of figures (if there are figures)
  □ List of schemes (if there are schemes)
  □ List of equations (if there are equations)
  □ Each chapter
  □ Each appendix
  □ Bibliography

☐ If chapter subsections are bookmarked, these bookmarks are collapsed under the primary chapter bookmarks
☐ No unnecessary bookmarks (i.e. individual paragraphs/quotes bookmarked)

Page Numbers:

☐ Title page is unnumbered
☐ Preliminary pages are numbered with Roman numerals (committee page through preface/acknowledgements)
☐ Introduction starts @ 1
☐ Pages are numbered in order
Page Formatting:

- All pages are 8.5" x 11"
- Margins are the same throughout document (headings and text cannot go into margins, but OK if larger tables/figures do)
- Text is aligned/justified consistently

Hyperlinks:

- Everything on the following pages is hyperlinked:
  - Table of contents
  - List of tables (if applicable)
  - List of figures (if applicable)
  - List of schemes (if applicable)
  - List of equations (if applicable)

Headings:

- All chapter headings & subheadings are formatted consistently
- All table/figure headings are formatted consistently (table/figure headings can differ from each other but must be consistent within the given category)
- Bookmark formatting matches the headings throughout the document (capital or case-sensitive)

Paragraph Formatting:

- Text is consistently spaced (spacing between bibliography entries must match paragraph spacing and alignment)
- All first paragraphs are either indented or not indented consistently
- Paragraph indents are the same size
- There are no paragraph indentations where there are no new paragraphs

Consistency:

- No chapter abstracts
- All tables/figures/schemes/equations are labeled and listed
- No widows or orphans (single lines of paragraphs or headings separated from the rest of the text by a page break)
- Consistent spacing between paragraphs
- The same font is used consistently throughout the document
- Student uses either endnotes or footnotes, not both
- All endnotes/footnotes are ordered correctly and formatted the same way