

# Thesis submission checklist

Check if yes

Thesis word template used (Use most up to date on website)

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The prepages have been completed including the electronic table of contents

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Abstract is <3 pgs. and includes introduction, justification, results & conclusion

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The List of Table /Figures in the prepages is electronic

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The text is in Calibri, Arial, Times or Times New Roman, font point size 12

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Pages have 1.5-inch margins top and right, 1 inch margins left and bottom

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Page numbers are included on all pages starting with the approval pages

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Roman Numerals are used for prepages

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Figures and tables have complete, single-spaced legends (below figure, above table) that include a title, description, definition of labels and abbreviations, and source

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Each figure and table is cited at least once in the main text

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Not more than two items (table and/or figure) taken from the same source

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Thesis is 45 (literature) or 35 (research) pgs. (excluding Prepages & Reference & Vita)

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The Discussion is not just a summary of the Literature Review (or Results) section

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At least 20-25 peer-reviewed references used

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Vita include year of birth and is < 3pages

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Submit checklist and Turnitin similarity report to your first reader during final review

Add Thesis Similarity Index total percentage here:

%