

Preliminary Review Checklist for Dissertations and Theses

Name: _____ Style Manual Used: _____

Telephone Number: _____ Department: _____

Student should initial to show compliance and turn into the Graduate School at the preliminary review.

All forms are found on the Graduate School website at <http://www.baylor.edu/graduate/index.php?id=43426>

1. ____ **Have you filed for graduation for intended semester of completion? Are you registered for at least one credit hour for the intended semester of completion?**
2. ____ **The department submits the Announcement of Doctoral or Master's Final Oral Examination form at least ten class days prior to the scheduled oral examination. This form announces the date, time, and place of the oral exam and designates membership of the examining committee (subject to approval by the Graduate School).**
3. ____ The student schedules the preliminary review (required) at least two weeks before the oral examination, by appointment with Mrs. Harman. Out-of-town students should arrange to mail pages to arrive at least two weeks before the oral defense. Doctoral students must turn in the completed Doctoral Investment Form at this time.
4. ____ Is the abstract page correctly formatted and does it satisfy requirements for no more than 350 words for the dissertation or 150 words for the thesis? (See Appendix A of the *Guidelines*.)
5. ____ Does the title/signature page follow the required format, and have you inserted this unsigned page in your document? *This page will be checked at this review.* (See Appendix B of the *Guidelines*.)
6. ____ Is the copyright page appropriately formatted? (See Appendix C of the *Guidelines*.)
7. ____ Are the preliminary pages appropriately sequenced?
8. ____ Is pagination centered and formatted within the bottom one-inch margin of the page? (See *Guidelines, Unpaginated and Paginated Preliminary Pages*.)
9. ____ Are your margins set at 1.25" left and right, and 1" top and bottom?
10. ____ If any of your research has been published, have you acquired and cited the appropriate copyright permissions (see pp. 7-8)?
11. ____ Are tables and/or figures formatted and labeled according to the manual of style selected by student's department? Table captions appear above the table entries; figure legends appear below the image.
12. ____ Have you checked triple spacing above and below figures and tables, and above all subheading levels 3, 4, and 5?
13. ____ Are all block quotes single spaced, with correct indentation according to your departmental style guide?
14. ____ If you are using footnotes, have you used paragraph-style indentation, single spaced each note with a double space between?
15. ____ Do your footnotes begin with #1 in each chapter?
16. ____ Do the literature citations entries follow the specifications of the selected manual of style, and do the bibliography entries follow the hanging indentation style as specified in the *Guidelines*?