

Preliminary Review Checklist for Dissertations and Theses

Name: _____ Telephone Number: _____

Style Manual Used: _____ Department: _____

Student should initial each line below to show compliance and bring to the preliminary review.

Graduate School Notes

1. _____ Is the <u>abstract page</u> 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 <i>Guidelines</i> .)	
2. _____ Does the <u>signature page</u> follow the required format, and have you inserted this unsigned page in your document? <i>Have you indicated the correct degree you are receiving? Have you checked all previous degrees to be sure they are correct on the signature page? This page will be checked at this review.</i>	
3. _____ Is the <u>copyright page</u> appropriately formatted? (See Appendix B of the <i>Guidelines</i> .)	
4. _____ Are the <u>preliminary pages</u> appropriately sequenced? All previous pages are counted, including the signature page that will be inserted.	
5. _____ Is <u>pagination</u> centered and formatted within the bottom one-inch margin of the page? Font should match text font. (See <i>Guidelines, Style and Formatting, Page Numbers</i> .)	
6. _____ Are your <u>margins</u> set at 1.25" left and right, and 1" top and bottom? (<i>Maintain top 1" margin by removing any empty returns top of page.</i>)	
7. _____ Have you removed any <u>widows or orphans</u> , top and bottom of pages?	
8. _____ Are <u>tables and/or figures</u> 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.	
9. _____ Have you checked <u>triple spacing</u> above and below figures and tables, and above all subheading levels 3, 4, and 5?	
10. _____ Are all <u>block quotes</u> single spaced, with correct indentation according to your departmental style guide?	
11. _____ If you are using <u>footnotes or endnotes</u> , have you used paragraph-style indentation, and single spaced each note with a double space between?	
12. _____ Do your <u>footnotes or endnotes</u> begin with #1 in each chapter?	

13. ____ If any of your <u>research has been published</u> , have you acquired and cited the appropriate copyright permissions (See <i>Guidelines</i> , pp. 11 & 27)?	
14. ____ Do the literature <u>citation entries</u> follow the specifications of the selected manual of style, and do the bibliography entries follow the hanging indentation style as specified in the <i>Guidelines</i> ?	

Important Reminders:

1. Be sure to [file for graduation](#) for intended semester of completion and are 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).

All forms are found on the Graduate School website at
<https://www.baylor.edu/graduate/index.php?id=959726>