TEXAS TECH UNIVERSITY
Graduate School™

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ETD Checklist

Note: This list is based on the Graduate School's formatting manual. It is designed to check whether or not an electronic thesis or dissertation meets the basic formatting guidelines of the Graduate School. This checklist covers the most common errors and inconsistencies seen in ETDs; however, it is not comprehensive. The full formatting manual should be consulted for a thorough explanation of our formatting guidelines.

Student Name [   ]   Graduation Semester [   ]

Reviewer [   ]

Title Page

☐ The title page matches the template

☐ The title is NOT in bold

☐ The student's previous degrees are listed after her or his name, starting with the undergraduate degree

☐ The chair of the committee is clearly designated

☐ The Graduate Dean's name is correct

☐ The Dean's Representative is NOT listed

☐ The graduation semester is correct

Front Matter

☐ The front matter is in the correct order

☐ The copyright information is centered on the page, between both the top and bottom and left and right margins

☐ Either the copyright symbol is used OR the word "copyright" is used, but NOT both

☐ The correct copyright symbol is used

☐ The copyright page is unnumbered

☐ Page numbering begins with "ii" on either the acknowledgements page, or, if there Is not an acknowledgements, on the first page of the Table of Contents.

☐ The front matter is numbered using lowercase Roman numerals (ii, iii, etc.)

☐ The front matter page numbers are lowercase in the table of contents

☐ The main text is numbered using Arabic numerals (1,2,3, etc.)

☐ All page numbers are centered at the bottom of the page, 1 inch above the bottom of the page

☐ Page "1" is the first page of the first chapter

☐ The running header starts on page ii

☐ The running header is 0.5 inches from the top of the page

☐ The font of the running header is the same font type as the main text

☐ The font of the running header is 1 point size smaller than the main text

Front Matter, continued.

- ☐ The running header is aligned with the right margin

- ☐ The running header contains: Texas Tech University, the student's full name, the correct graduation semester

- ☐ The headings are formatted the same way in the table of contents as they are in the main document (with the exception that the headings do not need to be in bold in the table of contents IF all headings of all levels are in bold, so that the table of contents is not all in bold)

- ☐ The margins of the entire document (including front matter) are: 1.5 inch left margin; 1 inch top, right and bottom margin

- ☐ The acknowledgements section is professional in tone and appropriate in content

- ☐ The acknowledgements section needs editing

- ☐ The acknowledgements section is no more than 2 pages

- ☐ The acknowledgements section is spaced the same way as the main text

Main Body

- ☐ The headings are formatted consistently throughout the document

- ☐ There is a clear heading hierarchy (in the way the headings are formatted)

- ☐ The line spacing is correct (either 1.5X or 2X)

- ☐ The line spacing is consistent throughout the document (including acknowledgements and abstract)

- ☐ The table titles are ABOVE the tables

- ☐ The figure titles are BELOW the figures

- ☐ The document, including the in-text citations and bibliography, follows the appropriate style guide (APA, MLA, etc.) EXCEPT where that style guide conflicts with the Graduate School's style guide

- ☐ The language throughout the dissertation clear and representative of professional, effective communication

- ☐ The document needs substantial editing and/or proofreading

References

- ☐ The references are formatted correctly and are consistent with the chosen style guide

- ☐ The title of the bibliography/references section is a level 1 heading, formatted the same way as other level 1 headings (chapter titles, front matter section titles, etc.)

- ☐ The page numbers are contiguous with the body of the document

Notes: