Checklist for Dissertations, Theses, and Papers

Disquisition Title: _____

Writer: _____ Department _____

Type of Disquisition: Ph.D. Dissertation D.N.P. Paper D.M.A. Thesis
Master's Thesis Master's Paper Ed.Sp. Paper

Dissertations, theses, and papers need to be prepared using the *Guidelines for the Preparation of Dissertations, Theses, and Papers* (http://www.ndsu.edu/gradschool/dissertation/dissertation.shtml).

Place an "x" in the space provided before each item you have completed. The Graduate School will not accept a disquisition unless every item has been checked and the list has been signed. It is important that the format and style be consistent throughout the document.

___ 1. Left-hand margins of at least 1 3/8 inches and right-hand, top, and bottom margins of at least 1 inch are used throughout the document.

___ 2. The line spacing, page numbers, headings, font size, and headers or footers are consistent with *Guidelines for the Preparation of Dissertations, Theses, and Papers* (Appendices G and I).

___ 3. The disquisition's arrangement, contents, Table of Contents, and title page are consistent with *Guidelines* (Section 5 of *Guidelines*, Appendices A-F).

___ 4. All tables, illustrations, figures, and captions have been prepared in a style consistent with the *Guidelines* (Appendices H-K).

___ 5. The Table of Contents and references have been checked against the text for accuracy.

___ 6. The reference and citation style has been checked for consistency and conformity with a recognized style manual for the discipline.

___ 7. Spelling, grammar, and punctuation have been checked and found appropriate.

___ 8. IRB, IBC, and/or IACUC committee approval was obtained, or it was not needed. If approval was needed, a copy of the letter(s) of approval has been placed on top of the disquisition. If approval was not needed, a brief note indicating **why** approval was not necessary (i.e., no human subjects, no biohazards, or no animals) has been attached; The Graduate School needs something in writing to indicate that the research did not use human or animal subjects, or biohazards. Information submitted for Item 8 must address all three committees.

I certify that I have checked the above items and that the disquisition submitted conforms to *Guidelines for the Preparation of Dissertations, Theses, and Papers*.

_____ _____
Writer Date

_____ _____
Thesis/Paper/Dissertation Adviser Date

_____ _____
Department/Program Chair/Head Date

Remember, a disquisition will not be processed until a Report of Final Examination indicating a candidate's approval has been submitted to the Graduate School, a copy of IRB/IACUC/IBC approval letter(s) has been provided with the disquisition (if necessary), and the completion package fee has been paid.

Degree date is based on when **final** copies of the disquisition are submitted to the Graduate School.

Last edited on March 23, 2007