

MEMO TO: Peter O'Brien

CC: Kevin Sedivec

FROM: Dan Nygard, Disquisition Processor

DATE: October 21, 2014

SUBJECT: Review of Paper

The Graduate School has completed a review of your paper. We appreciate the considerable effort that has gone into writing this document, and we congratulate you on reaching this stage.

There are several issues that you must correct before we can accept your paper. The list below refers to the Graduate School guidelines, which are available at http://www.ndsu.edu/gradschool/graduating_students/dtp/format/. In instances where a discrepancy from the guidelines appears more than once, only one instance of each discrepancy has been noted. You must correct each instance of the discrepancy.

If you need assistance in using Microsoft Word, contact the Technology Learning & Media Center (TLMC). You can use the walk-in consulting service located in IACC 150, or you can find resources on the website at <http://www.ndsu.edu/its/tlmc>. On this site, go to the "Learning Links" menu on the right of the page, go to the "Project Resources" menu, and then click the "Thesis Formatting" link for additional help.

Prefatory Pages, Chapters, and Appendices

- ❑ On the Disquisition Approval page, make sure that page number is not visible. Refer to the "Disquisition Approval Page" section of the online Format Guidelines.
- ❑ Make sure that your abstract uses 150 words or fewer. Your current abstract is 202 words. Refer to the "Abstract" section of the online Format Guidelines.
- ❑ Ensure that the page numbering is in the same font as the rest of the document.
- ❑ Ensure that the page number "1" is included on page one (the page which includes "INTRODUCTION").
- ❑ All major headings must begin at the top of a new page. For example, "LITERATURE REVIEW" on page 2 should start at the top of a new page. Ensure that the Table of Contents is updated to reflect the changes.
- ❑ All major headings must be the same distance from the top of the page. For example, the heading "INTRODUCTION" on page 1 has more space between it and the top of the page than the headings for "ABSTRACT", "ACKNOWLEDGMENTS", etc.
- ❑ As much as possible, ensure that the space between the heading and the text following it is consistent throughout the document. For example, compare page iv with page 1.
- ❑ Make sure that the Table of Contents follows the requirements as explained in the "Table of Contents" section of the online Format Guidelines. You can also download an example document of this section. These requirements include the following components:

- Currently, the major heading “RESULTS” is on the same level as the subheadings in the Table of Contents on page v. Make sure this heading is set to the same level in the TOC as all other major headings.
- Page numbers in entries that accurately identify where the section appears in the disquisition. For example, the page number listed for the “All Sites” on page v are incorrect.
- ❏ Ensure that the spacing between paragraphs is consistent. For example, the space after the paragraph beginning with “Dekeyser, S., M. Meehan...” on page 40 is inconsistent with the rest of the paragraphs on the page.

Tables, Figures, Schemes, Etc.

- ❏ In the List of Tables and List of Figures on pages vi-vii, ensure that the entries match exactly the titles of each table/figure, to include the parenthetical material. For example, see Table 1. (page 22) and Table 2. (page 26).
- ❏ In the List of Figures, change the column heading “Table” to “Figure”.
- ❏ Ensure that the spacing between table and figure titles and the table/figure is consistent throughout the document. For example, compare Table 1. (page 22) and Table 2.
- ❏ When you insert a table or figure into the text, try to minimize the amount of empty space that appears before and after the item in the disquisition (unless the text that follows is a major heading starting on a new page). For example, a large amount of blank space appears on page 29, following Table 5.
- ❏ When you insert a table or figure into the text, do so at a natural break on the page – at the top of the page, at the bottom of the page, between pages, or between paragraphs. Do not insert a non-text item in the middle of a long paragraph or sentence, as this makes the text more difficult to read. For example, on page 24, Figure 2 appears in the middle of a paragraph, and should be moved to the bottom of the page.

General

- ❏ Review the entire document to check for other items that need correction.
- ❏ When you have made the necessary corrections, please reply to the notification email that you received and upload your corrected document as an attachment for an additional review. At that point, further corrections may be indicated.
- ❏ If you have any questions, please email the Disquisition Processor at ndsu.disq.processor@ndsu.edu.