

**UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL
THESIS/DISSERTATION SUBMISSION COMMITTEE CHAIR CHECKLIST**

- ✓ Does the student's **name, graduation date** (month/year) and **thesis/dissertation title** exactly match on the signature page, title page, abstract, and biographical sketch? Fall = December, Spring = May. Summer varies between July and August, depending on final grade due date. **The month and year must reflect their actual graduation term/year.**
- ✓ Is the **left page margin** at 1 ½ inches throughout, including every page regardless of table or figure orientation on the page? Is the **right page margin** set at one inch on every page? A common error is figures or tables exceeding margins.
- ✓ Are all **pages numbered** with the exception of the signature page, title page, and cover pages? Note the title page counts as page i but should not be visibly numbered.
- ✓ Are the **preliminary pages** numbered with lower case roman numerals centered on the bottom of the page? The preliminary section ends with the Abstract. Does the paper start on **page 1**? This should be the Introduction or Chapter One.
- ✓ Are the **preliminary pages in the correct order** (Signature Page, Title Page, Dedication (optional but should be limited to one or two sentences centered on the page), Acknowledgements (optional/requires heading), Table of Contents, List of Tables, List of Figures, List of Abbreviations/Symbols, Abstract)?
- ✓ Are the **leaders** (. . .) formatted, i.e., consistent in appearance and the **page numbers** lined up vertically at the right page margin in the Table of Contents, List of Figures, and List of Tables? These must be formatted and not manually entered as dot space dot space dot.
- ✓ Does the paper contain the **necessary elements** (Creative Writing papers are the only exception to the below list, however the bolded items remain required regardless)?
 - **Signature page**
 - **Title page**
 - **Table of Contents**
 - List of Tables (if tables are included)
 - List of Figures (if figures are included)
 - List of Abbreviations or Symbols (if either/both are included)
 - **Abstract** (top paragraph must be present that includes student specific information. Thesis abstracts may only be one page in length. Dissertation abstracts may be two pages in length.)
 - Introduction (research question must be clearly stated)
 - Review of Current Literature
 - Description of Student's Study
 - Results, Analysis/Conclusion (has the original and restated research question been proved, disproved or found inconclusive?)
 - Impact/Implications
 - References
 - **Biographical Sketch**
- ✓ Does the paper contain the **required cover pages** (References, Appendices, Biographical Sketch)?
- ✓ Do the **table and figure captions/notes** adequately explain the table or figure? The reader should not have to thumb through the paper to know what the table or figure means. Are table and figures separated from the text of the paper and/or each other by **3 single blank space lines** above and below?
- ✓ **Random Spot checks:**
 - Select a few listings from the Table of Contents, List of Tables, List of Figures to check for correct page numbering.
 - Select a few citations randomly throughout the paper and check to see if they are listed in the reference section and vice versa.