NORTHERN ARIZONA UNIVERSITY

Checklist for Proper Document Format

NAME_____ DATE_____

To meet Graduate College requirements, please follow each suggestion noted on this form before electronically submitting a copy of your thesis or dissertation to the NAU Graduate College Electronic Thesis and Dissertation (ETD) Coordinator at etd@nau.edu. The ETD Coordinator will review your initial document using this document. Any changes noted must be corrected on the final submission or your document may be rejected. Please note **Important Dates for Graduate Students** (semester deadlines) at http://home.nau.edu/gradcol/currentstudents.asp by choosing the Graduate College Academic Calendar.

The ETD Coordinator does not edit content or style. *The Graduate College strongly encourages you to work with your thesis or dissertation committee to review your document thoroughly for editorial, and stylistic consistency beyond the scope of the requirements listed below. This may require an editor.* For further information contact your committee chair.

REQUIREMENTS

Parts of Document—Make sure your pages are in the **following order**:

_____ title page – This is always page i or 1, counted but not numbered.

_____ abstract (optional in creative works) always page ii or 2.

_____ copyright page (if applicable)

_____ acknowledgments (optional)

_____ table of contents

_____ list of tables (if there are tables in document)

_____ list of figures (if there are figures in document) Separate page from tables

_____ list of plates (if there are plates in document) Separate page from figures

_____ dedication (optional)

_____ preface (optional) If you are using journal format this is needed.

_____ text, divided into chapters

_____ bibliography (may be called literature cited, references, etc.)

_____ appendices (if applicable)

Margins

_____ Make sure **left margin** is at least $1^1/_2$” on all pages.

_____ Make sure right, top, and bottom margins are at least 1” on all pages.

Title Page (See Thesis/Dissertation title page Models.) Follow format exactly.

_____ Reduce title to no more than 15 words.

_____ Spell out any abbreviations, symbols, or formulas.

_____ Make sure wording is as below:

A Thesis [or Dissertation]

Submitted in Partial Fulfillment

of the Requirements for the Degree of

_____ Make sure the the name of your degree is correct. **Consult your advisor first** as to the correct wording.

_____ List committee members' names and terminal degrees. Make sure the committee chair is listed as chair and listed first. (See Thesis/Dissertation title page Models.)

_____ The date on the title page must be the month and year of your degree award date. (Example: May 2011)

Abstract (See Abstract Model.) Follow format exactly.
_____ Make sure the abstract title includes the word abstract, the document title, and your name as it appears on the title page.

_____ Make sure the title is worded exactly as it is on title page.

_____ It is recommended that the abstract be no more than 350 words.

Pagination
_____ Make sure all pages are numbered consecutively (the title page is counted, but not numbered).

Text
_____ For optimal readability, double-spaced text is preferred (except for long quotations, footnotes, table titles, figure captions, and entries in the bibliography, which may be single-spaced). *With the permission of your adviser, however, you may submit the final copies of your thesis or dissertation single-spaced.*

_____ The type size needs to be 12 points or larger. Style of font is up to your committee.

Appendices
_____ Make sure any previously copyrighted material is preceded by a letter from the copyright holder indicating you have permission to use the material in your document.

Registration for Credit Hours
_____ You must be registered for at least one thesis (699) or at least one dissertation (799) hour this semester. More hours may be required depending on your use of faculty time or use of university resources. You can register via the web at www.nau.edu/Louie. Contact your academic department to obtain the correct sequence number. (Be aware that you must be registered *every* semester until you submit your final document electronically.)

Graduation Application

_____ You must complete your Application for Graduation form by the deadline indicated on the Graduate Academic Calendar.

After correcting all items noted by the ETD Coordinator, you may resubmit your document for final approval on the ProQuest/UMI site. **There will be only one format check performed.** The Graduate College does not review the document multiple times.

⇨ **Please carefully incorporate changes indicated by the ETD Coordinator since the Graduate College will not accept final documents that do not follow the formatting process in this checklist.**