

Proofreading Checklist

Electronic Thesis or Dissertation

Default Formatting Style



<p>Entire Document – Guidelines can be found in the Formatting Manual. This manual is applicable to all students completing an ETD, regardless of disciplinary style. Certain exceptions to the guidelines are available in section 2.8. This style is intended to be used by students in natural, physical, medical and life sciences, mathematics, engineering, and some health sciences. Sometimes the humanities use this style, but more often they will use the APA formatting style we have available.</p>	<p>Page # / other</p>
<p>COPYRIGHT: Check that you have: 1) secured permission to reuse third-party copyrighted material (articles, illustrative material, photographs, test materials, survey instruments, trademarks, logos, etc.); 2) reproduced the copyrighted material exactly as it was originally published, including any copyright notices/symbols 3) provided attribution or statements of permission as required by copyright holder (permission to use granted by XXXX, etc., Originally published XXXXX © 2010 Pearson Publishing)</p>	
<p>MARGINS:</p>	
<p>Left: 1.5 inches; Top, Right and Bottom: 1 inch (portrait orientation)</p>	
<p>Top: 1.5 inches; Left, Right and Bottom: 1 inch (landscape orientation)</p>	
<p>No text or images crossing margin boundaries [top, bottom, left, right]</p>	
<p>BODY OF DOCUMENT: Document order, appearance of content</p>	
<p>All written/illustrative material must appear in a Preface, Chapter, or Appendix; no ‘stand-alone’ sections permitted [see section 3.1 in MANUAL]</p>	
<p>Text/illustrative material: begins at 1 inch top margin</p>	
<p>AVOID: excessive space between paragraphs, other page content, or at top of pages</p>	
<p>AVOID: Widow/Orphan text [pg. 4, Section 2 in formatting manual]</p>	
<p>No blank pages [exception: copyright page]</p>	
<p>TEXT: all printed words, numbers, symbols, including page numbers</p>	
<p>One font style used uniformly throughout: serif, non-script [Times Roman, Cambria, etc.]</p>	
<p>12 pt [except text within illustrative material, footnotes, and headers]</p>	
<p>Black [except text within illustrative material]: includes URLs/hyperlinks, in-text parenthetical references, reference numbers, bookmarks, section headings, etc.</p>	
<p>Double-spaced [exceptions detailed in formatting manual]</p>	





AVOID: all capital letters, italicization, bolding, and underlining for emphasis as it reduces readability and can be misinterpreted. Follow scholarly writing style of your discipline.	
PAGINATION:	
Preliminary pages—lower-case Roman numerals	
Title & copyright— counted in pagination but no page numbers printed on page;	
First page of Chapter 1 begins with Arabic numeral one < 1 >	
Page numbers—12 pt, centered, 3/4" above bottom edge using text font	
ILLUSTRATIVE MATERIAL: Conditional [photos, graphs, charts, maps, etc.]	
Tables: labeled ABOVE using 12pt , black, serif font , single or double-spaced; do not separate the table from the label Table 2.1 This is the caption to table 2.1 and if it goes to more than one line the second and following lines should be indented.	
Tables: do not break up over two pages unless too large; when breaking tables across pages, repeat the header row; never crosses margin borders	
Figures: labeled BELOW using 12pt , black, serif font , single or double-spaced; do not separate the figure from its label Figure 3-4 This is the caption to figure 3-4 and if it goes to more than one line the second and following lines should be indented.	
Figures: do not break up over two pages unless too large; never crosses margin borders	
Illustrative Material: must be concise, accurate, professional quality [no sloppy scans, low-res]; must have an enumerated label and concise caption	
Individual Pages – listed in the exact order they are to appear in your document	
TITLE: Required	
Elements: centered except for signatures	
Double-space within and between each page element	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name	
Must: include committee chair - If you include any others, then ALL must be included	






Use: Committee Chair or Committee Member—not Advisor, Professor, or any other administrative job title; include the honorific or degree Dr. Jane Doe, Committee Chair / Jane Doe, Ph.D., Committee Chair Dr. John Doe, Committee Member / John Doe, Ph.D., Committee Member	
Must: include the name of the current Dean of the College of Graduate Studies Dr. Amanda C. Bryant-Friedrich / Amanda C. Bryant-Friedrich, Ph.D.	
Committee members’ names begin at the left with the signature line _____	
Dr. Jane Doe, Committee Chair	
Dean of COGS is centered under the signature line _____	
Dr. Amanda C. Bryant-Friedrich, Dean College of Graduate Studies	
Use: Month of Graduation—May, August, December	
COPYRIGHT: Required	
Blank – OR – Contains copyright year, your name, and the copyright statement; may also choose to use a Creative Commons copyright license	
ABSTRACT: Required	
Part One section: Single-spaced within and between each element; Centered	
Part Two section: Double-spaced	
Page number: will always be lower-case Roman numeral three < iii >	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name	
Use: Month of Graduation—May, August, December	
DEDICATION: Optional	
Heading: NONE	
Text: begins 3 inches below top edge (2 inches below top 1 inch margin)	
Must: be flush left (no centering), use same font as rest of document (no script style)	
Double-spaced and limited to one page	

ACKNOWLEDGEMENTS: Optional	
Heading: 2 inches from top edge , flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Text: begins 1 inch below heading	
Double-spaced and Limited to one page	
TABLE OF CONTENTS: Required	
Heading: 2 inches from top edge , flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Line entries: begin 1 inch below heading , flush left	
Page numbers: flush against right margin in straight vertical line – not crooked	
Required entries: Abstract, Table of Contents, Chapters, chapter sections, References	
Conditional entries: Acknowledgments, List of Tables, List of Figures, List of Abbreviations, List of Symbols, Other Lists, Preface, Appendices	
Entries / headings: use <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
<p>Chapter entries: begin with Arabic numeral <space or period + space> then chapter heading</p> <p>1 Introduction# 2 Literature Review#</p> <p>Appendix entries: begin with letter <space or period + space> then appendix title</p> <p>A Project Code# B Survey Letter#</p>	
<p>Enumeration: Uses Arabic numeral sequences to denote chapter sections/sub-sections</p> <p>[2.3.1 = Chapter Two, section three, subsection one] ; sections/sub-sections indented correctly as shown below</p> <p>1. Introduction # 1.1 Heading # 1.2 Heading # 1.2.1 Subheading # 1.2.2 Subheading # 1.2.2.1 Subheading # 1.2.2.2 Subheading #</p>	
Entries: Double-spaced within and between; Dot leaders used between section / subsection headings and page numbers (see example above)	

LIST OF TABLES: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Line entries: begin 1 inch below heading , flush left	
Page numbers: flush against right margin in straight vertical line – not crooked; Entries: Dot leaders used between caption and page number; indent subsequent lines 3.1 Frequency vs. Expected angle # 3.2 The Caption to a Table Should be Abbreviated but if it is More than One Line, the Subsequent Lines Should be Indented #	
Enumeration: Arabic numeral sequence using a period between numbers 1.8 = Chapter One, eighth table in chapter one A.8 = Appendix A, eighth table in chapter one	
Entries: double-spaced within and between	
LIST OF FIGURES: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Line entries: begin 1 inch below heading , flush left	
Page numbers: flush against right margin in straight vertical line – not crooked; Entries: Dot leaders used between caption and page number; indent subsequent lines 2 – 5 Pitch-Catch Method # 2 – 6 The Caption to the Figure Should be Abbreviated but it if it More than One Line, the Subsequent Lines Should be Indented #	
Enumeration: Arabic numeral sequence using a dash between numbers 2 – 3 = Chapter Two, third figure in Chapter Two A – 3 = Appendix A, third figure in Appendix A	
Entries: double-spaced within and between	
LIST OF ABBREVIATIONS: Conditional	
Heading: 2 inches from top edge for first page ; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Line entries: begin 1 inch below heading , flush left	

Entry: Begin with abbreviation in all capital letters, followed by the definition	
Order: alphabetic —each alpha group separated by a double-space AAA ABA BBB CCC CDC	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
Entries: Dot leaders used between abbreviation and definition FSAT Frequency Steerable Acoustic Transducer	
LIST OF SYMBOLS: Conditional	
Heading: 2 inches from top edge for first page; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Line entries: begin 1 inch below heading, flush left	
Entry: Begin with symbol, followed by the definition; dot leaders used between abbreviation and definition \cap Intersection	
Order: subgroups according to discipline conventions; when relevant follow alphabetic order of symbols (not definition) within each subgroup; subgroups separated by single space	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
PREFACE: Conditional	
Heading: 2 inches from top edge for first page; flush left; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized] Font size must be consistent with other section headings	
Text: begins 1 inch below heading	
Pagination: Part of preliminary section; uses lower-case Roman numerals	

<p>CHAPTER FIRST PAGES: Required</p> <p>Top edge of page  <i>one inch top margin</i></p> <hr/> <p> <i>one inch</i> Chapter number and heading can be larger than 12pt. Standard is 18pt.</p> <p>Chapter 1  <i>one inch</i></p> <p>Introduction  <i>one inch</i></p> <p>1.1 Wetlands in Ohio The number of known wetlands in Ohio that are currently protected ... etc.</p> <p>1.2 Mapping the Area Using historical cartography ... etc.</p>	
<p>MANUSCRIPT CHAPTERS: See section 2.8.2 in formatting manual. If the manuscript has been accepted for publication or has been published, the chapter title page must specify the name of the publishing journal and include either the notation “in press” or the complete citation if already published. This can be placed directly below the title of the chapter or in a footnote on the chapter title page. If the manuscript is copyrighted to the publishing journal (common), you must verify you have permission to reprint as part of your thesis/dissertation and note that after the citation.</p>	
<p>Chapter number: 2 inches from top edge for first page; flush left [Chapter 1]; Use: Titling Capitalization [Major Words are Capitalized]; Font size must be consistent with other section headings</p>	
<p>Heading: 1 inch below chapter number; flush left ; Use: Titling Capitalization [Major Words are Capitalized]; Font size must be consistent with other section headings</p>	
<p>Text: begins 1 inch below heading</p>	
<p>REFERENCES: Required</p>	
<p>Heading: 2 inches from top edge for first page; flush left; Use: Titling Capitalization [Major Words are Capitalized] Font size must be consistent with other section headings</p>	
<p>Line entries: begin 1 inch below heading, flush left</p>	
<p>Double-spaced: within <i>and</i> between references OR</p>	
<p>Single-spaced: within reference, <i>but</i> double-spaced between references</p>	
<p>Text: 12pt, black, serif-font – URLs/links may not be a different color</p>	

<p>APPENDIX: Conditional</p> <p>Top edge of page  <i>one inch top margin</i></p> <hr/> <p> <i>one inch</i> Appendix letter and heading can be larger than 12pt. Standard is 18pt</p> <p>Appendix A  <i>one inch</i></p> <p>Map of Northwest Ohio Wetlands  <i>one inch</i></p> 	
<p>Appendix letter: 2 inches from top edge for first page; flush left [Appendix A]; Use: Titling Capitalization [Major Words are Capitalized]; Font size must be consistent with other section headings</p>	
<p>Heading: 1 inch below appendix letter; flush left; Use: Titling Capitalization [Major Words are Capitalized]; Font size must be consistent with other section headings</p>	
<p>Text/image: begins 1 inch below heading</p>	
<p>Text: double-spaced, 12pt, black, serif-font [for text that is not part of a scanned document, figure, illustration, table, etc.]</p>	