FORMAT CHECKLIST

Please remember to include your 7-digit NAU ID# and defense date (if known) in your email when you submit your thesis or dissertation for the format check.

This form is to be used by the candidate before submitting a thesis or dissertation to the ETD Coordinator for an initial format check. You will submit your thesis or dissertation to the NAU Graduate College Electronic Thesis and Dissertation (ETD) Coordinator (etd@nau.edu) no less than **10 business days** before defense. The ETD Coordinator will review your submitted paper using this checklist.

Please note all deadlines listed on the Graduate College ETD website.

The ETD Coordinator does not edit content nor assess conformity with style manuals. The Graduate College strongly encourages candidates to work with their thesis or dissertation committee to ensure editorial accuracy, stylistic consistency, and quality of content beyond the scope of the requirements listed below. This may require an editor. For further information, contact your committee chair.

Once *Oral Defense Part 1 & Part 2 Forms* are submitted by the committee chair or department to the Graduate College, the candidate may submit the final copy of the paper for publication on ProQuest.

REQUIREMENTS

Please review the following. Checked boxes indicate the requirement is met; notes reflect required revisions.

Please ensure your pages are in the following order:

☐ **Title Page**

See Thesis/Dissertation title page models here. Please follow the required format.

☐ The title is in ALL BLOCK CAPITALS, 12pt. font and the title page is counted, but not numbered

☐ Your name is listed on the next double-spaced line after *By*

☐ The title is normally 15 words or less.

☐ Acronyms, abbreviations, symbols, or formulas should be spelled out

☐ Ensure the wording, line spacing, and upper and lower-case letters follows the format as listed below:

A Thesis [or Dissertation]

Submitted in Partial Fulfillment

of the Requirements for the Degree of

[Insert Degree Name Here]

in [Insert Field Name Here]

☐ Ensure the name of your degree is correct. The degree and field are listed, but emphases are not. Consult your advisor regarding the correct wording.

☐ Northern Arizona University and the month and year of your degree conferral listed. (Example: May 2022)

☐ List all committee members' names and terminal degrees. Include the word *Approved:* at the top, and list the committee chair(s) first and as "Chair" or "Co-chair," if appropriate.

☐ **Abstract – This is a separate page.**

    ☐ The title reads "ABSTRACT", in block capitals centered at the top of the page

    ☐ Document title exactly matches title page, in block capitals centered underneath the word ABSTRACT

    ☐ Author name exactly matches title page, in block capitals centered underneath the TITLE, (no By)

    ☐ Enumerated page "ii"; centered at the bottom of the page

    ☐ It is recommended that the abstract be 350 words or less, and double spaced.

    Creative Thesis will include an abstract that discusses the creative process and philosophy behind the document.

☐ **Copyright Page (if applicable)**

☐ **Acknowledgments (if applicable)**

☐ **Table of Contents -** Ensure your title headers are black color font, no larger than 14pt font size, and <u>consistent</u> throughout the document. It is advisable to use your word processor's automatic table, if available.

☐ **List of Tables (if applicable). This is a separate page, with page numbers listed.**

☐ **List of Figures (if applicable). This is a separate page from tables, with page numbers listed.**

☐ **List of Plates (if applicable). This is a separate page from tables and figures, with page numbers.**

☐ **Dedication (optional)**

☐ **Preface** (generally, optional, but required if you are using *Journal Format.)*

☐ **Text**

    ☐ Divided into Chapters or Sections.

    ☐ Double-spaced text

        With the exception of long quotations, footnotes, table titles, figure captions, and entries in the bibliography, which may be single-spaced. Consult relevant style manual for guidance. With permission form your advisor, you may submit final copies of your thesis or dissertation in a single-spaced format.

    ☐ Type size should be 12 pt. but no larger than 14 pt. (unless indicated by your committee). Consult with your committee regarding the style of the font.

☐ **Bibliography**

    This may also be labeled as "Literature Cited", "References", or whatever is an acceptable and approved alternative for your discipline. See relevant style manual for format.

☐ **Appendices (if applicable)**

☐ **Copyright Permission (if applicable)**

    A letter from the copyright holder indicating you have permission to use the material in your document must precede any previously copyrighted material.

☐ **Margins**

    ☐ Margins must be set to at least 1" on each side of the page.

        It is critical that all content, including graphics and tables, conform to the margin requirements. This protects your content from being caught in the binding of any bound copies.

☐ **Pagination**

    ☐ The title page is counted, but not numbered.

    ☐ Abstract page through Preface (if applicable) enumerated in lowercase Roman Numerals (ii, iii, iv …).

☐ The first page of Chapter 1 through the remainder of the document enumerated in Arabic numerals (1, 2, 3…) to the end of the document, beginning with "1"

☐ Landscape pages MUST include pagination on the left-hand margin, vertically centered, and rotated 90° clockwise. Please refer to your software's HELP page for instructions.

☐ All pages enumerated consecutively, centered in the middle of the bottom of each page.

☐ **Additional Requirements**

☐ **Registration for Credit Hours**

Per policy, a student must be registered for at least one thesis (699) or dissertation (799) unit during the semester they defend and submit the final copy of the thesis or dissertation. Some departments require enrollment in more than 1 unit; contact your academic department to obtain the correct course number and units.

☐ **Continuous Enrollment**

Per policy, a student must register in 699/799 during each fall and spring semester between initial registration and final submission.

☐ **Graduation Application**

You must complete your application for graduation by the deadline indicated on the Graduate College website.

After correcting **all** of the items noted by the ETD Coordinator and your committee, you may submit your document for final approval on NAU's ETD site (ProQuest).

Please make sure that you correct **ALL** items noted before uploading your document to ProQuest. Approval of your thesis/dissertation may be delayed if **ALL** of the changes have not been made.

There will be only one format check performed. The Graduate College does not review the document multiple times.