

# ELECTRONIC THESIS & DISSERTATION CORRECTIONS SHEET

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<p><b>STUDENT NAME:</b> _____ :</p>	<p><b>DATE:</b> _____</p>															
<p style="text-align: center;"><b>BOOKMARKS</b></p> <p><input type="checkbox"/> Document must be set to open with bookmarks visible  <b>The following items are not bookmarked:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Title Page</td> <td style="width: 25%;">List of Tables</td> <td style="width: 25%;">Appendix</td> </tr> <tr> <td>Abstract</td> <td>List of Figures</td> <td>Biblio/References</td> </tr> <tr> <td>Dedication</td> <td>List of Files</td> <td>Vita</td> </tr> <tr> <td>Acknowledgement</td> <td colspan="2">Chapters</td> </tr> <tr> <td>T.O.C.</td> <td colspan="2">Subsections</td> </tr> </table>	Title Page	List of Tables	Appendix	Abstract	List of Figures	Biblio/References	Dedication	List of Files	Vita	Acknowledgement	Chapters		T.O.C.	Subsections		<p style="text-align: center;"><b>PAGE NUMBER FORMAT</b></p> <p><input type="checkbox"/> Paginate all pages from Acknowledgments to Vita at bottom of page (½ inch from bottom).  <input type="checkbox"/> Use same size font for all page numbers  <input type="checkbox"/> Page numbers in text do not correspond with TOC or List pages.  <input type="checkbox"/> Page numbers missing.  <input type="checkbox"/> Page numbers should be centered ½ inch from bottom of page.</p>
Title Page	List of Tables	Appendix														
Abstract	List of Figures	Biblio/References														
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<p style="text-align: center;"><b>PRELIMINARY PAGES</b></p> <p><input type="checkbox"/> Single space title on preliminary pages.  <input type="checkbox"/> Abstract max. words: 200 for Thesis; 350 for Dissert.  <input type="checkbox"/> Include <b>only</b> five (5) key words/phrases at end of abstract.  <input type="checkbox"/> Use Co-Directors on preliminary pages.  <input type="checkbox"/> Double space Acknowledgements.  <input type="checkbox"/> Insert name of college on title pages(s).  <input type="checkbox"/> Blank page should be removed (prior to Dedication/Acknowledgements).  <input type="checkbox"/> Format "Rules for the Use of..." page for ETD.  <input type="checkbox"/> List of Files page is missing.  <input type="checkbox"/> Remove Master's "Thesis Release" page.</p>	<p style="text-align: center;"><b>TABLE OF CONTENTS (TOC) AND LIST PAGES</b></p> <p><input type="checkbox"/> Headings/subheadings from text not listed/indented.  <input type="checkbox"/> Missing items on TOC (Acknowledgements, List pages, List of files. Bibliography/References, Vita)  <input type="checkbox"/> Remove Appendix tables/figures from List pages.  <input type="checkbox"/> Headings on TOC/List pages don't match text  <input type="checkbox"/> <b>All</b> references must be at the end of the document</p> <p style="text-align: center;"><b>TABLES/FIGURES</b></p> <p><input type="checkbox"/> Headings of tables and figures must be consistent (same font and size).  <input type="checkbox"/> Landscaped tables/figures have title along left margin (see sample page in instructions).  <input type="checkbox"/> Do not landscape page numbers.  <input type="checkbox"/> Headings that do not fit on same page with table or figure must appear on following page.</p>															
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