ETDR review checklist (before submission to K-REx)

Need formatting help? k-state.edu/grad/etdr/request

Does your document have the correct title/author info for Internet searches?	
☐ Add final title and author name into your file's Document Properties. (These become metadata for Internet search engines to find and display in search hits.) *On Windows:* **File** > **Properties** > **Show Document Panel**. Add author/title info. Click the **X** at top right to close panel. Save changes. *On Macs:* **File** > **Properties** > *Summary* tab. Add author/title info. Click **OK**. Save changes.	

1. Title page(s) *Everything is important!*	**Examples**	
☐ UPPERCASE on five elements: • Title • Author • Type of document • Degree being earned • Kansas State University	SOCIAL MEDIA USE IN KANSAS JANE IMA WILDCAT A THESIS MASTER OF SCIENCE KANSAS STATE UNIVERSITY	
☐ *Master's students:* 1 title page with A THESIS or A REPORT, followed by Copyright page and Abstract page. ☐ *Doctoral students:* 2 title pages and 2 abstract pages. *First title/ abstract is for ProQuest. Second is for K-State K-REx system.* ☐ 1st title page says: AN ABSTRACT OF A DISSERTATION ☐ 2nd title page: A DISSERTATION and has major/co-major professors.	Page order: • 1st title page *(doctoral)* • Abstract *(doctoral)* • 2nd title page • Copyright • Abstract	
☐ Previous degrees must have this format: Degree abbreviation, institution, year ☐ Degrees: Exact abbreviation, no spaces. ☐ Must be listed in chronological order.	B.S., Iowa State University, 1976 M.S., Kansas State University, 2000 M.Arch., Kansas State University, 2010	
☐ Degree being earned must match K-State's list of degrees: • catalog.k-state.edu > Degrees & Certificates Offered • k-state.edu/grad/academics *Field/area may be added under the degree for select academic fields.*	MASTER OF ARTS MASTER OF SCIENCE MASTER OF PUBLIC HEALTH DOCTOR OF EDUCATION DOCTOR OF PHILOSOPHY	
☐ Departments, colleges, and other academic units must be listed by their official names. k-state.edu/directories/academic.html	Division of Biology College of Arts and Sciences Department of Architecture College of Architecture, Planning and Design	
☐ Approval section must be right-justified. ☐ "Approved by:" followed by blank line. ☐ Two major professors? List each title as "Co-Major Professor" and right-justify both (optional: one left- and one right-justified).	Approved by: Major Professor John Wheat	Approved by: Co-Major Professor John Wheat Approved by: Co-Major Professor Summer Field

2. Copyright page (optional)	**Example**
☐ Contains "Copyright", author, and year. ☐ Name and year match those on title page(s).	**Copyright** JANE IMA WILDCAT 2015

3. Abstract page(s)	Reason
☐ 350-word limit. ☐ *(doctoral students only)* Word count on both abstracts must match.	Graduate School requirements and guidelines say no more than 350 words maximum.

4. Table of Contents	Example
☐ Must not include Copyright, Abstract, or Table of Contents. ☐ Begins with List of Figures (if images in doc). ☐ Before final PDF conversion, update it! (also the List of Figures and List of Tables)	**Table of Contents** List of Figures.................................v List of Tables...................................vi Acknowledgements.......................vii Chapter 1..1

5. Document format	Required order

☐ Each section starts on a new page and is in required order (see adjacent list).
 	
☐ Consistent style on headings, captions, text, etc. (font, line spacing, justification)
 	
☐ References or Bibliography is after the final chapter, at the end of each chapter, or both.
 	
☐ Margins are 1 inch with two exceptions:
  • Left margin may be increased to 1.5 inches.
  • Tables and images can extend into left and right margins up to one-half inch each.
	• Title page and Abstract *(doctoral only)*
	• Title page for masters *(2nd doctoral title)*
	• Copyright *(optional; strongly recommended)*
	• Abstract for masters *(2nd doctoral abstract)*
	• Table of Contents
	• List of Figures *(when images in main content)*
	• List of Tables *(when tables in main content)*
	• List of … *(optional: abbreviations, symbols, etc.)*
	• Acknowledgements *(optional)*
	• Dedication *(optional)*
	• Preface *(optional)*
	• Chapter 1 *(chapters/sections; no number limit)*
	• Appendix A *(supplemental files; no number limit)*

6. Page numbering	Order of ETDR sections
☐ Page numbers: Bottom center or right. ☐ Title page starts with Roman numeral "i" but NOT displayed. ☐ Page numbers are not displayed on pages before the Table of Contents. ☐ Table of Contents page starts showing page number (at bottom) in Roman numerals. ☐ Chapter 1 starts with page number "1". Numbering continues through appendices. ☐ Page numbers: Bottom center or right.	*(see table below)*

Title page (dissertation only)	Abstract (dissertation only)	Title page
Copyright	Abstract	Table of Contents vi
List of Figures vii	List of Tables viii	Acknowledgements (optional) ix
Dedication (optional) x	Preface (optional) xi	Chapter 1 1

7. PDF conversion	Example
☐ PDF file required (**File** > **Save as** > type: **PDF**) ☐ Filename: *FirstnameLastnameYear.pdf* ☐ *(doctoral students using Windows)* Embed fonts for ProQuest: **File** > **Save as** > **Options** > checkmark **ISO….(PDF/A)** box. ☐ Update Table of Contents, List of Figures, etc. before final save and PDF conversion. ☐ PDF check: All images OK? Remove blank pages. Fix page breaks.	JaneWildcat2015.pdf