



Guide for Evaluation of the Final Pre-Publication/Online Theses/Dissertations/Dissertation Projects

Title:		
Student Name:		
Format of the Document According to the TDDP Manual	Met	Not Met
Title Page conforms to TDDP Manual (p. 37).	☐	☐
Title length does not exceed 15 words (p. 17).	☐	☐
The Signature Page conforms to the Manual (p. 38).	☐	☐
The copyright page is properly formatted according to the department template. The title is in title case, not all caps. It is not numbered, and it is not counted.	☐	☐
The Abstract is properly formatted. The title is in title case, not sentence case, and it is double-spaced, not single-spaced (p. 39).	☐	☐
The Abstract is 250-350 words (p. 21).	☐	☐
Keywords or Index Terms for IEEE students are at the end of the Abstract (p. 39).	☐	☐
All text is double-spaced (except text inside Tables and Figures, some lines on the Title page, some lines on the Signature page, and CV) (p. 36).	☐	☐
Margins: 1.5 left, 1.25 top, and 1 inch right and bottom margins (p. 36).	☐	☐
Text is left-justified (p. 36), except for IEEE students.	☐	☐
One space after punctuation (p. 36).	☐	☐
All paragraphs are indented using the Tab key (p. 36)	☐	☐
Front matter page numbers are in lowercase Roman numerals, centered at the bottom, beginning with iii on the Abstract page. The rest of the document is in Arabic numbers in the top right-hand corner (p. 36). Numbers must match the font used in the document and must be 12 pitch.	☐	☐
The Table of Contents is properly formatted, including 'Page' above the page number column, and subheadings only are single-spaced (pp. 42-43). The column of numbers must be evenly aligned with the leader dots. No text in the TOC is in bold.	☐	☐
Document type is Times New Roman, 12 pt., except for IEEE students who can use Times New Roman, Arabic, or Georgia (p. 36).	☐	☐
Main headings on front matter pages and Chapter headings only are centered, bold, and in all caps (p. 36). IEEE Students follow the chapter heading example on p. 43; all other students follow the chapter heading example on p. 42.	☐	☐
No text is in bold on the Title page and Signature page.	☐	☐
On the List of Figures and List of Tables, FIGURE and TABLE in all caps are placed above the left column, and Page is placed above the right column (p. 36). The column of numbers must be evenly aligned with the leader dots. Columns are clearly defined, and captions longer than one line are single-spaced.	☐	☐
Style statement appears at the bottom of the first page of Chapter I (p. 6).	☐	☐
For quantitative research designs, hypotheses are written with subscripts, not superscripts.	☐	☐

All text is in the past tense to reflect completion of the study.	☐	☐
The document is evenly double-spaced (p. 36).	☐	☐
Appendices are properly formatted.	☐	☐
Curriculum Vitae is one page in length (p. 48).	☐	☐
Colleges of Arts and Sciences (non-Chemistry), Business, Education, Juvenile Justice, Nursing, and Public Health include an IRB Approval Letter with Appendices.	☐	☐
APA 7th Edition-American Psychological Association	Met	Not Met
Keywords are one line below the last line of the Abstract, indented, in italics, with all words in lowercase except proper nouns, and no punctuation at the end (APA, pp. 38-39).	☐	☐
No contractions (APA, p. 116).	☐	☐
All racial terms are capitalized (APA, p. 142).	☐	☐
Verb tense is past tense (APA, pp. 117-118).	☐	☐
Use of “who” when referring to people; “that” or “which” for objects (APA, p. 121).	☐	☐
No overuse or underuse of punctuation such as dashes and parentheses (APA, p. 112).	☐	☐
No use of “editorial we” or other plural pronouns (APA, p. 120).	☐	☐
Zero to nine spelled out; numerals for 10 and higher (APA, p. 178).	☐	☐
One space after punctuation (APA, p. 154).	☐	☐
Headings for Tables and Figures at top, flush left, in bold, Arabic numbers (APA, pp. 199-200). Tables do not have vertical lines and include top and bottom horizontal lines.	☐	☐
Tables/Figures are in bold; one double space below is the title in italics, not bold (APA, p. 199). Note that citations are not included with Figure and Table captions.	☐	☐
Text inside of Figures and Tables is consistent with text inside the document.	☐	☐
Tables do not have any vertical lines (APA, p. 199)	☐	☐
Level headings conform to APA (p. 48): Level 1 Centered, all caps, bold, italics (only chapter headings in document) Level 2 flush left, bold; text begins as a new paragraph Level 3 flush left, bold, italics; text begins as a new paragraph Level 4 indented, with period, bold; text begins on the same line Level 5 indented, with period, bold, in italics; text begins on the same line All levels except Level 1 are title case (major words are capitalized, minor words, that is, articles, are lowercase.	☐	☐
All paragraphs are left-justified (APA, p. 45).	☐	☐
In-text/parenthetical citations are the author's last name or publisher and year of publication (APA, p. 261).	☐	☐
Narrative citations are the author's last name or the publisher and year of publication in parentheses (APA, p. 263).	☐	☐
For narrative citations with two authors, spell out ‘and.’ Only use & with parenthetical/in-text citations (APA, p. 266).	☐	☐
Direct citations less than 40 words are written with quotation marks, and the citation is placed inside of punctuation (APA, p. 271).	☐	☐
Direct citations of 40 words or more are blocked/indented, without quotation marks, and the citation is placed outside of punctuation (APA, p. 272)	☐	☐
Citations with more than two sources are placed in alpha order according to the last name of the first author listed (APA, p. 263).	☐	☐
Direct quotations include the page or paragraph number (APA, p. 270).	☐	☐
For series, use lowercase letters enclosed in parentheses (APA, p. 189).	☐	☐
Citations with more than two authors use et al. every single time (APA, p. 266).	☐	☐

All citations appear in References.	☐	☐
All references on the Reference Page are formatted properly (APA, pp. 285-300)	☐	☐
Chapter II, the Literature Review, is written in the past tense when discussing published works.	☐	☐
IEEE-Institute of Electrical and Electronics Engineers	Met	Not Met
Index Terms are the final paragraph of the Abstract with the first word capitalized. Index Terms are in alphabetical order. Spell out words, then list the acronym in parentheses (IEEE, p. 9).	☐	☐
Nomenclature (Abbreviations) formatted flush left; em can be used, and each item ends with a period (IEEE, p. 10).	☐	☐
Section headings formatted properly (IEEE, p. 10). Level 2 subheading is flush left, bold, italic; Level 3 subheading is indented once, italic, and text begins on the same line; Level 4 is indented twice, italic, and text begins on the same line.	☐	☐
Figures are always written as Fig. or Figs. They are centered below the Figure with a period at the end, and citations should not be included. Figs. are displayed in chronological order using Arabic numbers (IEEE, p. 13) with a period at the end. The font for Fig. captions is 8-point.	☐	☐
Table captions are centered above the Table, written in all caps, with TABLE and the number at the top, and the Table title one single space below, using upper-case roman numerals (IEEE, p. 13). There is no punctuation at the end of the caption. Tables are not in all caps in the List of Tables. Note that citations are not included with Table captions. The font for Table captions is 8-point, and the text inside the Table is 10-point.	☐	☐
Citations are formatted as numbers and include the author's name with the first mention; thereafter, numerals are used (IEEE, p. 12).	☐	☐
Footnotes cited properly (IEEE, p. 12).	☐	☐
Consistent font type and size.	☐	☐
References formatted properly (listed by numbers in order of citations, publication titles in title case, no hyperlinks, more than one line single-spaced, with each reference separated by double-space). Titles of works published in books and journals use title case. All others use sentence case.	☐	☐
For series inside of sentences, use Arabic numbers enclosed in parentheses.	☐	☐
Paragraphs are fully justified (left and right margins are even).	☐	☐
Chapter 2, the Literature Review, is written in the past tense when discussing published works.	☐	☐
ACS-American Chemical Society	Met	Not Met
For in-text citations, use numerical style with superscript, author/year of publication, or italics in parentheses (ACS, pp. 1-2). With superscript, the citation is placed outside of the punctuation.	☐	☐
Use 'Works Cited' or 'References' in all caps, for reference pages (ACS, p. 2).	☐	☐
For all references, use a hanging indent. All references are left-justified and single-spaced (ACS, p. 3).	☐	☐
For author/year of publication, list references in alphabetical order (ACS, p. 3).	☐	☐
Year of publication on References is in bold (ACS, p. 3)	☐	☐
Titles of publications listed in references are in title case and are in italics (ASC, p. 2).	☐	☐
Statistical data are formatted properly (ACS, p. 7).	☐	☐
All paragraphs are left-justified.	☐	☐

Zero to nine are spelled out in the text. Numerals are used for 10 and higher.	☐	☐
Figure captions are placed below Figures, in 10-pitch, no italics, period after the figure number, and period at the end of the caption (ACS, p. 8).	☐	☐
Table captions placed above Tables, in 10-point, no italics, period after the number, and no period at the end (ACS, pp. 8-9). Font inside Tables must be Times New Roman, 10-point.	☐	☐
Level 2 subheadings are left-justified, bold, and in title case. Level 3 subheadings are left-justified, italicized, and in title case.	☐	☐
Percent is never spelled out with numbers.	☐	☐
Chapter II, the Literature Review, is written in the past tense when discussing published works.	☐	☐