



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

<b>Title:</b>		
<b>Student Name:</b>		
<b>Format of the Document According to the TDDP Manual</b>	<b>Met</b>	<b>Not Met</b>
Title Page conforms to TDDP Manual (p. 33).		
The Signature Page conforms to the Manual (p. 34).		
Abstract is properly formatted (p. 35).		
Abstract is 250-350 words (p. 17).		
Keywords or Index Terms are at the end of the Abstract (p. 35).		
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. 32).		
Margins: <b>1.5</b> left, <b>1.25</b> top, and 1 inch right and bottom margins (p. 32).		
Text is left justified (p. 32).		
One space after punctuation (p. 32).		
Front matter page numbers in lower-case roman numerals at bottom beginning with iii on Abstract; rest of document is Arabic numbered in top right-hand corner (p. 32). Numbers must match the font used in the document and must be 12 pitch.		
Table of Contents is properly formatted including Page above numbers column and sub-headings only are single-spaced (pp. 38-39). The column of numbers must be evenly aligned with the leader dots.		
Document type is Times New Roman, 12 pt. (p. 32).		
Main headings on front matter pages and Chapter headings only are centered and bold (p. 32).		
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. 32). The column of numbers must be evenly aligned with the leader dots.		
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.		
Curriculum Vitae is included with Appendices		
Colleges of Arts and Sciences (non-Chemistry), Business, Education, Juvenile Justice, Nursing, and Public Health include an IRB Approval Letter with Appendices.		
<b>APA 7<sup>th</sup> Edition-American Psychological Association</b>		
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 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).		
Table/Figure in bold; one space below is title in italics, not bold (APA, p. 199). Note that citations are <b>not</b> included with Figure and Table captions.		
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 new paragraph Level 3 flush left, bold, italics; text begins as new paragraph Level 4 indented, with period, bold; text begins on same line Level 5 indented, with period, bold, in italics; text begins on same line All levels except Level 1 are title case (major words are capitalized, minor words, that is, articles, are lower case.		
In-text/parenthetical citations are author 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).		
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).		
Citations with more than two authors use et al. (APA, p. 266).		
All citations appear in References		
All references on the Reference Page are formatted properly (APA, pp. 285-300)		
<b>IEEE-Institute of Electrical and Electronics Engineers</b>		
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 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 <b>not</b> 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 pitch.		
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 <b>not</b> included with Table captions. Font for Table captions is 8 pitch, and the text inside the Table is 10 pitch.		
Citations are formatted as numbers and do not include the author’s name (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). Also, reference titles in italics (IEEE, p. 13). Titles of work published in books and journals use title case. All others use sentence case.		
<b>ACS-American Chemical Society</b>		
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 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.		
Statistical data formatted properly (ACS, p. 7).		
Figure captions are placed below Figures, in 10 pitch, no italics, period after Figure number, and period at the end of the caption (ACS, p. 8).		
Table captions placed above Tables, in 10 pitch, no italics, period after the number, and no period at the end (ACS, pp. 8-9). Font <b>inside</b> Tables must be Times New Roman, 10 pitch.		
Level 2 subheadings are left-justified, bold, and in title case. Level 3 subheadings are left-justified, italicized, and title case.		
Percent is never spelled out with numbers.		