

Electronic Theses & Dissertations (ETDs) Corrections Sheet

Check marks indicate items that need your attention.

For proper formatting, refer to: <https://gradschool.uky.edu/thesis-dissertation-preparation>

Student Name:	Date:
<p>Document Formatting</p> <ul style="list-style-type: none"><input type="checkbox"/> File format: PDF<input type="checkbox"/> File name must use only English letters, underscore lines, and Arabic numbers with no spaces in the file name<input type="checkbox"/> Bookmarking must include: Title page; Abstract; Acknowledgments; Table of Contents; List of Tables; List of Figures; Chapters; Subsections; Appendix; Bibliography/References; Vita<input type="checkbox"/> Minimize subsection bookmarks under chapter bookmarks<input type="checkbox"/> Fonts: All fonts used in the document must be embedded<input type="checkbox"/> File links: File names included in the List of Files must be linked to the actual files<input type="checkbox"/> External links must only be included in the Bibliography/References<ul style="list-style-type: none"><input type="checkbox"/> External links must function properly<input type="checkbox"/> Other (see comments)	<p>Comments</p>
<p>Page Formatting & Font</p> <ul style="list-style-type: none"><input type="checkbox"/> Check margins: 1.5” on the left, 1” on the top, bottom, and right<input type="checkbox"/> Line spacing<ul style="list-style-type: none"><input type="checkbox"/> The body text must be either single, 1.5, or double spaced<input type="checkbox"/> Footnotes, bibliographic entries, long quoted passages, etc. should be single spaced<input type="checkbox"/> Font: Use a standard 11- or 12-point font consistently throughout the document, including headings and subheadings<input type="checkbox"/> There should be no bold font on preliminary pages<input type="checkbox"/> Justification: Either left justification or full justification should be used for the body of the text<input type="checkbox"/> Remove “orphans” (headings or sub-headings located at the bottom of a page that are not followed by text) and “widows” (short lines ending a paragraph at the top of the page) if possible<input type="checkbox"/> Pagination – All<ul style="list-style-type: none"><input type="checkbox"/> Numbers must be positioned 0.5 inches from the bottom of the page and centered<input type="checkbox"/> Numbers must correspond with Table of Contents and any List Pages<input type="checkbox"/> Pagination – Roman numerals<ul style="list-style-type: none"><input type="checkbox"/> Do not use page numbers prior to the Acknowledgments page<input type="checkbox"/> Begin with p. iii on the Acknowledgments page and continue with all pages following until the first page of the text<input type="checkbox"/> Pagination – Arabic numerals<ul style="list-style-type: none"><input type="checkbox"/> Begin Arabic numerals with p. 1 on the first page of the body text and continue for Illustrative Material, Appendices, Bibliography/References, and Vita<input type="checkbox"/> Other (see comments)	

Student name:	Date:
<p>Page Order & Section Formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title page for thesis/dissertation <input type="checkbox"/> Abstract <ul style="list-style-type: none"> <input type="checkbox"/> Must be single-spaced and must not exceed 200-word limit <input type="checkbox"/> Do not include graphs, charts, tables, or other illustrations in the abstract <input type="checkbox"/> Include no more than 6 keywords or key phrases at the end of the abstract <input type="checkbox"/> If multimedia elements are used in the document, add this listing to the abstract immediately after the keywords <input type="checkbox"/> If the abstract is not in English, provide an English translation <input type="checkbox"/> Approval page <input type="checkbox"/> Dedication page (optional): Center information on this page <input type="checkbox"/> Acknowledgments (optional) <input type="checkbox"/> Table of Contents <ul style="list-style-type: none"> <input type="checkbox"/> Must include Acknowledgments, List of Tables (if included), List of Figures (if included), each Chapter/Section and Subsections, Appendices, Bibliography/References, and Vita <input type="checkbox"/> Headings/subheadings should be indented hierarchically <input type="checkbox"/> Do not use chapter numbers for Appendix, Bibliography/References, or Vita <input type="checkbox"/> All references must be at the end of the document <input type="checkbox"/> All page numbers should be right justified on the margin <input type="checkbox"/> List of Tables (required only if tables are presented in the text): Must include the figure number, exact title, and figure page number <input type="checkbox"/> List of Figures (required only if figures are presented in the text): Must include the figure number, exact title, and figure page number <input type="checkbox"/> List of Additional Files (required only if additional files are included): Must include the filename with file type, description, and the size of each file <input type="checkbox"/> Text: Must be divided into chapters/sections <input type="checkbox"/> Appendices <ul style="list-style-type: none"> <input type="checkbox"/> Include materials that are independent of but relevant to the text (ex. surveys, additional data, computer printouts) <input type="checkbox"/> Must conform to rules for margins, but print may be reduced in size <input type="checkbox"/> Bibliography: Must be alphabetized even within subheadings, OR <input type="checkbox"/> References: May be listed either alphabetically or numerically (in order of citation) <input type="checkbox"/> Vita: Should be restricted to the following information <ul style="list-style-type: none"> <input type="checkbox"/> Place of birth (optional); do not include date of birth <input type="checkbox"/> Educational institutions attended and degrees already awarded <input type="checkbox"/> Professional positions held (do not include job descriptions) <input type="checkbox"/> Scholastic and professional honors <input type="checkbox"/> Professional publications <input type="checkbox"/> Typed name of student on final copy <input type="checkbox"/> Other (see comments) 	<p>Comments</p>

Student Name:	Date:
<p>Tables & Figures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Table/figure placement <ul style="list-style-type: none"> <input type="checkbox"/> Tables/figures may not be grouped at the end of the dissertation <input type="checkbox"/> Table/figure headings <ul style="list-style-type: none"> <input type="checkbox"/> Table headings must be positioned above the table using the same font style and size as used in the main body text <input type="checkbox"/> Do not abbreviate the word “figure” <input type="checkbox"/> For landscaped tables/figures, headings placed on the same page must be in landscape orientation to match the table/figure <input type="checkbox"/> Place page numbers in portrait position for landscaped pages (as shown in Technical FAQ*) <input type="checkbox"/> Other (see comments) 	<p>Comments</p>
<p>Signatures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not reproduce signatures in electronic theses/dissertations. Names should be typed on the following pages: <ul style="list-style-type: none"> <input type="checkbox"/> Author’s name (and date): Abstract page <input type="checkbox"/> Director/co-directors: Signature page <input type="checkbox"/> Director of Graduate Studies: Signature page <input type="checkbox"/> Other (see comments) 	
<p>Copyright</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copyright notice should be placed at the bottom of the dissertation title page <input type="checkbox"/> Recommended: Place the copyright statement at several unobtrusive places in the body of the dissertation, such as the bottom line on the last page of each chapter <input type="checkbox"/> Other (see comments) 	
<p>Miscellaneous</p> <ul style="list-style-type: none"> <input type="checkbox"/> Security restrictions: do not incorporate restrictions such as prohibiting copy/paste, compression, or password protection <input type="checkbox"/> Other (see comments) 	
<p>Dissertations Only</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit confirmation page: Survey of Earned Doctorates https://sed-ncses.org <input type="checkbox"/> Submit above document via “Manage additional files” within your ETD and follow the file naming conventions in the ETD Submission Guide 	

*Technical FAQ (section page numbering, landscape pages, etc.):

<https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Documents/ThesisDissertationPrep/FAQ2016.pdf>