STAFF CHECKLIST FOR ETDs
8/25/15

Each ETD should include this minimal formatting. Each school may require other formatting that is specific to their field.

1. All preliminary pages must be roman numerals. This would be the committee page (ii) – through preface/acknowledgments (if applicable). There is not a page number on the title page.
2. The following bookmarks must be included for each etd:
   a. Title page
   b. Abstract
   c. Table of contents
   d. List of tables (if there are tables)
   e. List of figures (if there are figures)
   f. List of schemes (if there are schemes)
   g. List of equations (if there are equations)
   h. Each chapter
   i. Each appendix
   j. Bibliography
3. There can be only one abstract in the document. Chapter abstracts are not permitted. The etd must be one cohesive document.
4. There must be hyperlinks for everything listed on the following pages:
   a. Table of contents
   b. List of tables (if there are tables)
   c. List of figures (if there are figures)
   d. List of schemes (if there are schemes)
   e. List of equations (if there are equations)
5. Check the document for consistency. There can be endnotes or there could be footnotes but there should not be a mixture of the two.
6. All headings for figures/tables must be consistent for the tables or figures. They can either be above or below but not a mixture of the two. For example most table headings are above the table so if there is one that is below it must be fixed to be above like the rest of the tables.
7. Check to make sure that page numbers are correct and in the correct order. The Introduction starts on page 1.
8. Check to make sure that the margins are consistent throughout the document. It is recommended that the margins are 1 inch all around.
9. The text must be 1.5 or double-spaced
10. Check to make sure that headings and text do not go outside the margins. It is ok for larger tables or figures.
11. If there are additional materials or files such as audio, music or video clips. You must open and make sure they work and are functional.
12. Make sure the etd is not over 30MB and that there are no security settings that have been put in place by the student.