



## FINAL DISSERTATION/THESIS ACCEPTANCE CHECKLIST

### FORMATTING COMPLIANCE CHECKLIST:

- Title on the title page must match the title on the abstract page EXACTLY, word for word, and line for line.
  - Ensure the title is double spaced on both pages.
  - The title must be in an inverted pyramid shape, with each line longer than the one below.
- Degree title and name of degree granting unit must conform to those approved by Faculty Senate.
  - Degree titles must also be in ALL CAPS (i.e., MASTER OF ARTS IN HISTORY, DOCTOR OF PHILOSOPHY, etc.).
  - Doctoral degree titles are DOCTOR OF PHILOSOPHY for the Ph.D. or DOCTOR OF EDUCATION for the Ed.D.
  - The name of your degree granting unit must be in Regular Case (i.e., Department of History).
- First, middle, and last name on title page (two locations), copyright page, signature page, and abstract must match the complete name listed on the official WSU transcript.
  - Use ALL CAPS on the title page, copyright page, and signature page.
  - Use Regular Case on the abstract page.
- The official degree abbreviation must appear after the student's name on the abstract (i.e., Ph.D., M.A., M.S., etc.).
- The body of the abstract cannot exceed 350 words.
- Degree month and year on title page and abstract page must match the degree month and year listed on the examination announcement. These items should be in ALL CAPS on the title page and in Regular Case on the abstract page.
- Students must number their signature page as page ii.
  - Please double check before gathering signatures from your committee; the Graduate School will require students to gather new signatures on a corrected page if errors are present.
- Signatures on the signature page must be in blue or black ink and must be original, handwritten signatures.
  - Do not scan your signatures into your final thesis/dissertation document.
- Main body of the thesis/dissertation must be double spaced beginning at page 1 of the introduction or body.
- Page numbers must be in the same location throughout the entire document: either centered at the bottom of the page or in the upper right-hand corner.

### ITEMS DUE 5 BUSINESS DAYS FOLLOWING A SUCCESSFUL DEFENSE:

- One set of the title page, signed signature page, and abstract page(s), all printed on 100% cotton paper.
- Hold Harmless/Copyright Acknowledgment Form
  - Those requesting an embargo must complete the bottom of this form as well - your embargo selection must match between this form and your library submission (masters) or ProQuest (doctoral).
- For those using copyrighted or previously published material in the thesis/dissertation, you must provide documentation granting permission to reproduce the material in your document.
- DOCTORAL ONLY: Completed and signed Survey of Earned Doctorates (SED) or a printed completion certificate from the online SED.

*Please note that this list is designed to help mitigate common problems in thesis/dissertation formatting. It is not comprehensive. It is your responsibility to comply with all formatting requirements as described in the Graduate School's thesis/dissertation Formatting Requirements, available at [www.gradschool.wsu.edu/forms](http://www.gradschool.wsu.edu/forms).*