

Items the Graduate School Looks for in Thesis/Dissertation Review

Degree, department and type of document on submission page matches your degree, department and type of document

Check the format of the Title page

- student's full name
- Virginia Polytechnic Institute and State University as institution name
- degree and major
- type of document (thesis or dissertation)
- committee member names with middle initial (do not include Dr.)
- defense date
- 1-5 key words

Exact title and student's full name from Title page are on the Academic Abstract page and General Audience Abstract page

No page number on Title page, Academic Abstract or General Audience Abstract page. Numbers start on page iv.

Roman numerals for front matter, Arabic numerals for text

Is the Table of Contents hyperlinked? Either all must be linked or none of it.

Verify page numbers from table of contents, list of figures/tables to text

Is the format of headings consistent?

Is the format of captions consistent for figures and tables?

Do the headings in the table of contents match the headings in the text?

Are pictures or diagrams used from another source?

If so, are permissions included?

Is the "used with permission of [author]" included in the caption?

Are the appendices numbered by page and by Appendix letter?

Are appendices listed in the table of contents?

Is the document searchable?

Is the document locked?

No vita may be included