

REJECTION FORM

THESIS REVIEW SERVICE

Student Name: _____ Date: _____

- Rejected:** [As stated in the Graduate Bulletin for "Thesis Submission," thesis manuscripts deemed unready for submission will be rejected and returned to the student. A manuscript is "unready for submission" if any one of the following is true: (1) it is not in compliance with departmental regulations, (2) it is incomplete, or (3) there are gross deficiencies of format or presentation. Gross deficiencies of format are considered to occur when a thesis reflects errors in five or more of the categories listed below under "University-wide Requirements."] Note: If your thesis has been rejected, you must be enrolled in Thesis at the time you resubmit your thesis for format review.

Departmental Requirements. Non-compliance in any of these major areas (box will be checked) may indicate non-compliance in general. It is your responsibility to bring your thesis into compliance with all departmental regulations before resubmitting it for review.

- Structural Format:** Improper use of Chapter, Section, or Technical format.
- Illustrative Materials:** Not applicable department format for tables, figures, or other illustrative materials (i.e., those not in conflict with SDSU requirements).
- Source Documentation:** Footnotes, notes, citations in text, reference list/bibliography (entries incomplete and not in compliance with departmental and SDSU requirements).

University-wide Requirements. Areas of non-compliance.

- Preliminary Pages:** Incorrect format for Title and Signature pages, Abstract, Table of Contents, List of Tables, List of Figures, Acknowledgements, etc.
- Page Layout:** Pagination, margins, placement and format of titles on starting pages for each part of the thesis (e.g., Acknowledgements page, Table of Contents, Chapter title pages, References), plus inclusion of and format for any applicable cover pages.
- Text Formatting:** Typeface, spacing, paragraph indentation/spacing between paragraphs, block quotations, equations, enumeration, line and page breaks.
- Headings:** Improper application of heading levels and formatting of headings.
- Illustrative Materials:** SDSU format for tables and figures, identification and placement in text; and spacing requirements when integrated with text, excessive bottom margins.
- Appendices:** Improper formatting of oversized materials, pagination, unclean and illegible copy.
- Incomplete:** Abstract is missing.
- Note: If the abstract is missing, a photocopy of the new material with your thesis chair's signature must be submitted to Montezuma Publishing Thesis Department to verify that the missing abstract was reviewed and approved.

When a thesis is rejected, copies of this form (attached in an email) will be sent to:

- Thesis Chair: _____
- Graduate Adviser: _____
- Student