SDSU EdD and DrPh Dissertation Review Checklist

MARGINS
- [ ] Top (must be 1")
- [ ] Left (must be 1.25")
- [ ] Bottom (must be 1")
- [ ] Right (must be 1")
- [ ] Oversized material exceeds margin limits

FONT
- [ ] Style not appropriate
- [ ] Too small/large
- [ ] Not consistent
- [ ] Color incorrectly applied

SPACING
- [ ] Line spacing incorrect/not consistent

FORMATTING STYLE
- [ ] Style not allowed by department (Tech/Section)
- [ ] Style used incorrectly (Chapter Style)

PAGINATION
- [ ] Missing/Incorrect (prelims: Roman)
- [ ] Missing/Incorrect (text: Arabic)
- [ ] Format (text should restart at 1)
- [ ] Sequence not consecutive (1 – end)

PRELIMINARY PAGES
- [ ] Order of pages incorrect
- [ ] Margins incorrect
- [ ] Required pages missing

TITLE PAGE
- [ ] Title not consistent (must match sig page)
- [ ] Title capitalization incorrect
- [ ] Degree name incorrect
- [ ] Name doesn't match university records

SIGNATURE PAGE
- [ ] Name doesn't match university records
- [ ] Title not consistent (must match title page)
- [ ] Order/format of committee members incorrect
- [ ] Department name missing/incorrect

COPYRIGHT PAGE
- [ ] Missing symbol
- [ ] Name doesn't match university records
- [ ] Incorrect year

ABSTRACT
- [ ] Indent incorrect – No indent
- [ ] Line spacing incorrect
- [ ] Includes citations – shouldn't
- [ ] 350 words or less

TABLE OF CONTENTS (TOC)
- [ ] Entries do not match text
- [ ] Page number errors
- [ ] Chapter numbers missing/incorrect
- [ ] Style does not match text (Chapter)
- [ ] Heading capitalization incorrect
- [ ] Appendix entry missing/incorrect

LIST OF TABLES & LIST OF FIGURES
- [ ] Entries do not match text
- [ ] Page number errors
- [ ] Incorrect numbering
- [ ] Must have a unique label
- [ ] Line spacing/hanging indent incorrect

QUOTATIONS
- [ ] Missing citation
- [ ] Missing page number
- [ ] 40+ words - format like a block quote

SOURCE CITATION IN TEXT
- [ ] Incorrect APA style
- [ ] Incorrect use of "et al." – should/shouldn't use
- [ ] Incorrect punctuation
- [ ] Incorrect order/format of multiple sources
- [ ] Citations missing/don't match reference list
- [ ] Incorrect placement in text
- [ ] Narrative citation repeated parenthetically
- [ ] Incorrect format

CHAPTER TITLES
- [ ] Capitalization incorrect

HEADINGS
- [ ] Format incorrect
- [ ] Capitalization incorrect
- [ ] Missing from TOC
- [ ] Does not match TOC

TABLES & FIGURES IN TEXT
- [ ] Incorrect numbering
- [ ] Must have unique label
- [ ] Incorrect placement in text
- [ ] Missing attribution
- [ ] Placement of title incorrect
- [ ] Incorrect capitalization

REFERENCE LIST
- [ ] Spacing incorrect
- [ ] Order of entries incorrect
- [ ] Incorrect format of multiple works by a single author
- [ ] Incorrect format of multiple works with same author/year
- [ ] Incomplete documentation
- [ ] Reference not cited in text
- [ ] Incorrect format