

GPD'S OFFICE CHECKLIST

Student's Name:	
Thesis or Dissertation Title:	
Thesis or Dissertation Advisor's Name:	Date:
GPD or Designee:	Date:

	Checklist Item	Action	Notes (Include explanation for return. Leave blank if approved.)
1.	Title/Approval Page Must match the format of sample in the ODU Guide for Preparation of Theses and Dissertations.	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
2.	Abstract Page Must match the format of the sample in the ODU Guide for Preparation of Theses and Dissertations.	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
3.	Copyright Page Must match the format of the sample in the ODU Guide for Preparation of Theses and Dissertations.	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
4.	Dedication Page Must match the format of the sample in the ODU Guide for Preparation of Theses and Dissertations.	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
5.	Acknowledgements Must match the format of the sample in the ODU Guide for Preparation of Theses and Dissertations.	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
6.	Nomenclature <ul style="list-style-type: none"> • Must match the format of the sample in the ODU Guide for Preparation of Theses and Dissertations. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
7.	Table of Contents <ul style="list-style-type: none"> • Must match one of the examples in the ODU Guide for Preparation of Theses and Dissertations. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
8.	List of Tables <ul style="list-style-type: none"> • Consecutive numbering of tables throughout the body of the thesis. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	

	<ul style="list-style-type: none"> • <i>Tables and Table Titles/footnotes:</i> Formatting and legibility of tables should follow requirements in ODU Guide for Preparation of Theses and Dissertations. Specifically, the tables, titles and footnotes should match the format in the selected journal model. 		
9.	List of Figures <ul style="list-style-type: none"> • Consecutive numbering of figures throughout the body of the thesis. • <i>Figures and Figure Legends:</i> Formatting and legibility of figures should follow requirements in ODU Guide for Preparation of Theses and Dissertations. Specifically, the figures and legends should match the format in the selected journal model. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
10.	List of Graphs <ul style="list-style-type: none"> • Consecutive numbering of graphs throughout the body of the thesis. • <i>Graphs and Legends:</i> Formatting and legibility of graphs should follow requirements in ODU Guide for Preparation of Theses and Dissertations. Specifically, the graphs and legends should match the format in the selected journal model. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
11.	List of Plates <ul style="list-style-type: none"> • Consecutive numbering of figures throughout the body of the thesis. • <i>Plates and Legends:</i> Formatting and legibility of plates should follow requirements in ODU Guide for Preparation of Theses and Dissertations. Specifically, the plates and legends should match the format in the selected journal model. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
12.	Font Face <ul style="list-style-type: none"> • The entire dissertation must be of uniform or typeface. <p style="text-align: right;"><i>University Guidebook - Page 8</i></p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
13.	Pagination <ul style="list-style-type: none"> • Every page except the Title/Approval Page and the Abstract must be numbered. • Preliminary pages are numbered with lower-case Roman numerals beginning with the Title/Approval Page, understood to be i (no page numbers on this page) and the Abstract, understood to be ii (no page numbers • Use only page numbers outside the margins. <p style="text-align: right;"><i>University Guidebook - Page 8</i></p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
14.	Major Headings and Subheadings <ul style="list-style-type: none"> • Consistent subheading formatting throughout. • Major headings and first level subheadings appear in the Table of Contents. <p style="text-align: right;"><i>University Guidebook - Page 10</i></p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
15.	Major Headings <ul style="list-style-type: none"> • Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations. <p style="text-align: right;"><i>University Guidebook - Pages 9-10</i></p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
16.	Content Order	Approved <input type="checkbox"/>	

	<ul style="list-style-type: none"> Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations. <p style="text-align: right;">University Guidebook - Page 9</p>		
17.	Text <ul style="list-style-type: none"> Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations. <p style="text-align: right;">University Guidebook - Page 10</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
18.	References <ul style="list-style-type: none"> Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations. <i>Formatting based on Journal Model:</i> The references in the reference section should match the format in the selected journal model. This includes the way the references are annotated in the body of the text as well as in the reference section. If an entire published paper by the student is reproduced in a chapter, use the following statement: <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">PREFACE</p> <p>The content of this chapter is reprinted with permission from Pleuthner, R.L., Shaw, C.T., Schatz, M.J., Lessard, E.J., Harvey, H.R., 2016. Lipid markers of diet history and their retention during experimental starvation in the Bering Sea euphausiid <i>Thysanoessa raschii</i>. <i>Deep-Sea Res. Pt II.</i> 134, 190- 203. Copyright 2015. Elsevier. The manuscript can be found online at https://doi.org/10.1016/j.dsr2.2015.08.003 (Creative Commons CC-BY-NC-ND per Elsevier)</p> </div> <p style="text-align: right;">University Guidebook - Page 10</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
19.	General Neatness and Legibility <p style="text-align: right;">University Guidebook - Page 12</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
20.	Free from Spelling and Punctuation Errors	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
21.	Quality of Digitization or Reproduction <p style="text-align: right;">University Guidebook - Page 12</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
22.	Consistency in Style and Format <p style="text-align: right;">University Guidebook - Page 12</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	

23.	Inclusion of a Major Introductory Chapter or Section and a Major Concluding Chapter or Section <p style="text-align: right; color: red;">University Guidebook - Page 12</p>	Approved <input type="checkbox"/> Return <input type="checkbox"/>	
24.	Permissions must be obtained when adapting or reproducing figures, graphs and tables from published papers and books. <ul style="list-style-type: none"> • At the end of the figure legend or in a footnote to the table, state that the figure or table is reproduced or adapted with appropriate reference. 	Approved <input type="checkbox"/> Return <input type="checkbox"/>	

Note: Theses and dissertations must be reviewed for formatting by the Advisor prior to submission to the GPD. Following review by the Office of the GPD the thesis or dissertation will be submitted to the Deans office with this checklist completed.