

REQUIREMENTS FOR FINAL THESIS DRAFTS

The following are minimal requirements. However, please note that if you intend to type your own final publication copy, it is especially important that you submit your best effort for this first draft, in order that we may indicate all necessary format changes. This will greatly expedite your publication copy approval and your thesis clearance.

Note: If the formatting review reveals more than a minimal number of computer formatting problems, we will refer you to a professional formatter for assistance in preparing the publication copy.

1. All thesis committee members must have signed the thesis approval page (“Approved for Final Draft Submission”).
2. A digital copy of the thesis must be submitted along with the hard copy. This may be submitted on a CD, flash drive, or via email attachment.
3. All critical elements of the thesis must be present. Students should not still be engaged in writing parts of the thesis. The thesis must have an abstract and all required preliminary pages (see *Guidelines*: title page, approval page, authorization sheet, table of contents, and, as needed, list of tables and list of figures), as well as a completed Reference list or Bibliography. **The abstract must fit on one page.**
4. The thesis must be paginated.
5. The References or Bibliography must be complete and follow the format of a selected style sheet (indicate your choice to the thesis office; include a recent sample if you are using a special journal format).
6. All content additions or corrections made by your committee members must be incorporated into the draft that is reviewed by the Thesis Office.
7. The thesis must be typed and the text must be double spaced (i.e., exactly 24 pt. line spacing) per *Guidelines* specifications.
8. Paper quality is not important; the thesis may be submitted on standard printer paper.
9. Where multiple figures and/or tables are involved, these may be included in draft form. A sample of each table or figure must be included, however, for layout and clarity of presentation review.
10. The use of color is acceptable, providing all critical elements also are equally clear in black and white (the required microfilm medium).
11. Always keep a back-up copy of your thesis on a disk or your hard drive!