

## THESIS/SPECIALIST PROJECT SUBMISSION CHECKLIST

*(To be completed and submitted to the CEBS Associate Dean for Accountability and Research along with an electronic copy of the thesis/specialist project no later than two weeks before the Graduate College due date)*

STUDENT NAME \_\_\_\_\_ WKU ID \_\_\_\_\_

For each statement below, check the box to the right if you have completed it.	<input checked="" type="checkbox"/> if "Yes"
1. I have used <i>Word's</i> "Spelling & Grammar" feature to review and correct all mechanical /grammatical errors in the text.*	
2. I have verified that all citations appearing in the <i>References</i> section appear in the text and all citations appearing in the text appear in the <i>References</i> section.	
3. I have conducted a final review of my paper to verify that the spelling of authors' names and citation years are consistent within the text and in the <i>References</i> section.	
4. I have reviewed the text to ensure all references adhere to the <i>basic citation styles</i> indicated in the current APA manual (see Table 6.1)	
5. I have reviewed the current <i>APA Publication Manual</i> and to the best of my ability completed each citation in the <i>References</i> section according to its guidelines.	
6. I have verified that all mandatory sections of the document (e.g., title page, signed signature page, table of contents, abstract, etc.) are present, formatted correctly, and appear in the correct order.	
7. I have verified that the <i>Abstract</i> is no longer than 350 words.	
8. I have verified that the document font is correct (Times New Roman, Arial, or Courier), margins meet guidelines, (Left, 1.5 in; Top, Bottom, Right, 1.0 in), and layout of standardized pages (e.g. title, abstract) is correct.	
9. I have verified that Roman and Arabic numerals appear on the appropriate pages and numerals appear at the bottom center of each appropriate page, and that the page number font is the same as the narrative font.	
10. I have verified that all page numbers listed on the <i>Table of Contents</i> and other " <i>List of ...</i> " <sup>†</sup> pages are correct.	
11. I have verified that the Degree, Department, and Date of Graduation on the title page are correct.	
12. I have verified that all boilerplate language (e.g. title page, abstract headings) and section headings are spelled correctly.	
13. I have verified that the title appears on the title page, signature page, and abstract page in all CAPITALS and identically on each page.	
14. I verify that I followed the Office of Graduate Studies and Research guidelines for thesis/specialist projects. <a href="http://www.wku.edu/graduate/students/">http://www.wku.edu/graduate/students/</a>	

15. I affirm that this paper is based on my own work /ideas and any ideas I have borrowed from others have been properly cited in the text and <i>References</i> section.	
By my signature, I attest that I have completed and reviewed each of the above items with my chair.	
Student Signature _____ Date _____	
To the best of my knowledge, the student has completed each of the above items.	
Chair Signature _____ Date _____	

*\*Note: When using this feature, be sure that the “check grammar” box is activated.*

*†List of Figures, List of Tables, List of Illustrations*