

## FINAL REVIEW CHECKLIST

- Have you checked the final copy you are submitting AFTER converting to pdf-a? ---for instance, prevention of widows, orphans, and hanging headings at the bottom of the page.
- Have you followed the Guidelines from the Graduate School first, then your discipline style guide for formatting?
- Have you inserted an unsigned signature page in your document, following the abstract? Is the title correctly capitalized?
- Have you used the 1.25 inch margin on both the left and right margins of your document?
- Have you checked all level one headings (where required) throughout for consistent placement at the 1.5" level?
- Have you checked triple spacing above all heading levels 3, 4, and 5 and above and below figures and tables?
- Do your footnotes begin with #1 for each chapter?

### FORMS:

- Approval of Final Copy form, signed by thesis or dissertation director
- Two signed signature pages
- One signed Copyright and Availability Form
- The Preliminary Checklist, appropriately initialed
- Doctoral Students: Doctoral Investment Form

I verify that these issues have been addressed to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

