



## BINDERY AND MICROFILMING CHECKLIST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

To meet Graduate College requirements, you must correct any items checked on this form before turning in the final copies of your thesis or dissertation. (If nothing is checked, no changes are required by the Graduate College.)

*The Graduate College strongly encourages you to review your document thoroughly for formatting, editorial, and stylistic consistency, which is beyond the scope of these requirements. For information about such issues, contact your department.*

### REQUIREMENTS

**Parts of Document**—Rearrange so checked page(s) are in the following order:  
title page

\_\_\_\_\_

abstract (optional in creative works)

\_\_\_\_\_

copyright page (if applicable)

\_\_\_\_\_

acknowledgments (optional)

\_\_\_\_\_

table of contents

\_\_\_\_\_

list of tables (if there are tables in document)

\_\_\_\_\_

list of figures (if there are figures in document)

\_\_\_\_\_

list of plates (if there are plates in document)

\_\_\_\_\_

dedication (optional)

\_\_\_\_\_

preface (optional)

\_\_\_\_\_

text, divided into chapters

\_\_\_\_\_

bibliography (may be called literature cited, references, etc.)

\_\_\_\_\_

appendices (if applicable)

\_\_\_\_\_

### Margins

Correct so left margin is at least 1 $\frac{1}{2}$ " on all pages.

\_\_\_\_\_

Correct so right, top, and bottom margins are at least 1" on all pages.

\_\_\_\_\_

**Title Page** (see samples on reverse side)

Reduce title to no more than 15 words.

\_\_\_\_\_

Spell out any abbreviations, symbols, or formulas.

\_\_\_\_\_

Change this wording to:

\_\_\_\_\_

A Thesis [or Dissertation]  
Submitted in Partial Fulfillment  
of the Requirements for the Degree of

\_\_\_\_\_ Change the name of your degree to \_\_\_\_\_.

\_\_\_\_\_ List committee members' names and terminal degrees below the signature lines.  
\_\_\_\_\_ Insure the committee chair is listed as chair and listed first. (Note: When your  
\_\_\_\_\_ committee members sign the title page, they should sign in *blue* ink.)

\_\_\_\_\_ Assuming that you submit your final copies by \_\_\_\_\_,  
\_\_\_\_\_ the date on this page must be \_\_\_\_\_.

\_\_\_\_\_ **Abstract** (See sample on reverse side)  
\_\_\_\_\_ Make sure the abstract title includes the word abstract, the document title, and  
\_\_\_\_\_ your name as it appears on the title page.

\_\_\_\_\_ Make sure the title is worded exactly as it is on title page.

\_\_\_\_\_ Make sure the text of the abstract is no more than 350 words.

\_\_\_\_\_ **Pagination**  
\_\_\_\_\_ Make sure all pages are numbered consecutively (the title page is counted, but  
\_\_\_\_\_ not numbered).

\_\_\_\_\_ **Text**  
\_\_\_\_\_ For optimal readability, double-spaced text is preferred (except for long  
\_\_\_\_\_ quotations, footnotes, table titles, figure captions, and entries in the  
\_\_\_\_\_ bibliography, which may be single-spaced). *With the permission of your  
\_\_\_\_\_ adviser, however, you may submit the final copies of your thesis or dissertation  
\_\_\_\_\_ single-spaced.*

\_\_\_\_\_ Change the type to 12 points or larger.

\_\_\_\_\_ Make sure the type is consistently dark and clear.

\_\_\_\_\_ **Oversized Pages**  
\_\_\_\_\_ On pages for tables or figures that are larger than 8 1/2" x 11" make sure the fold  
\_\_\_\_\_ is inset 1/4" from the right margin (so the fold isn't cutoff in the binding  
\_\_\_\_\_ process). See attached instructions.

\_\_\_\_\_ **Appendices**  
\_\_\_\_\_ Make sure any previously copyrighted material is preceded by a letter from the  
\_\_\_\_\_ copyright holder indicating you have permission to use the material in your  
\_\_\_\_\_ document.

\_\_\_\_\_ **Registration for Credit Hours**  
\_\_\_\_\_ You must be registered for  thesis (699) or  dissertation (799) hours this  
\_\_\_\_\_ semester. You can register via the web at [www.nau.edu/Louie](http://www.nau.edu/Louie). Contact your  
\_\_\_\_\_ academic department to obtain the correct sequence number. (Be aware that you  
\_\_\_\_\_ must be registered *every* semester until you turn in your final copies.

After correcting all items checked on this form, you may prepare your final copies. If nothing is checked on this form, no changes are required.

- ⇒ ***You should read the attached instructions carefully:*** *It has all the information you need to prepare your final copies and complete this process.*
- ⇒ To graduate this semester, you must submit your final copies to the Graduate College by \_\_\_\_\_ at the latest.
- ⇒ Remember that the Graduate College will not accept your final copies if the changes identified on this checklist are not made.