THESIS/DISSERTATION CHECKLIST

1. Have you used the AFS Publication Style Guide and a Guide to Authors for an AFS journal for the first and last chapters (i.e. General Introduction and General Conclusions)?

2. Have you used the selected journal(s) format and/or Scientific Style and Format: the CSE Manual for Authors, Editors, and Publishers, Eighth Edition as a guide in writing the other chapters? Did you identify the journals to which each chapter will be submitted at the beginning of the chapter?

   The following are exceptions to the Guide to Authors for an AFS journal and the AFS Publication Style Guide…
   
   a. Never use line numbers anywhere in the document.
   b. Do not use <A> or <B> in your dissertation or thesis
   c. Major headings should be centered in ALL CAPS, not bold left justified with just the first letter capitalized.

   Do this…

   METHODS

   Not this…

   Methods

3. Have you checked for typing, spelling, and grammatical errors?

4. Is the typing clean, neat, and dark?

5. Do all margins conform to the following standards?

   At least:
   
   • 1½ inches from left
   • 1 inch from right
   • 1 inch from top
   • 1 inch from bottom

6. Is page numbering consistent throughout?

7. Have you made paper or margin adjustments for any special problems?
   
   • Landscape tables or figures
   • Illustrations
   • Use of copyrighted material
   • Extra large charts, maps
   • Computer printouts
8. Have you used 8½ x 11-inch, high-quality white bond paper in 20-pound weight, 25% cotton fiber?

9. Have you secured original signatures on all six copies of the signature page?

10. Does the date of the dissertation or thesis cover page agree with the month and year that the degree will actually be awarded (either August, December, or May)?

11. Have arrangements for copying the dissertation or thesis and depositing the thesis/dissertation in the library been made well in advance, so that the deadline for notification to the registrar can be met?

12. Have you thoroughly proofread the dissertation or thesis even after duplication/reproduction?