



WSU Electronic Theses and Dissertations (ETD) Formatting Checklist

This checklist is intended to help mitigate common problems in ETD formatting. It is not comprehensive and should be used in conjunction with WSU's ETD Formatting Guidelines document, available at <http://gradschool.wsu.edu/forms>.

PREFATORY PAGES:

Title Page

- All text is centered on the page.
- No visible page number.
- The title is in ALL CAPS and double spaced.
- Double check your name – how it appears here is how it will appear everywhere.
- “A thesis submitted...” for master’s students; “A dissertation submitted...” for doctoral.
- Degree name is in ALL CAPS.
- University name and department/degree-granting unit single spaced.
- Month and year of graduation, not of your exam.

Committee Page

- All lines double spaced.
- Proper capitalization: T in “To”; F in “Faculty”; C in “Committee”.
- “...the thesis of...” for master’s and “...the dissertation of...” for doctoral.
- Your name must match the name on your title page exactly.
- “Chair” for committee chair OR “Co-Chair” for both co-chairs.
- Numbered as page “ii”.

Abstract Page(s)

- Copy and paste the title from the title page – it must match EXACTLY, even down to the first word of each line.
- “Abstract” is spaced apart from the title and in Regular Case.
- Same name as on your title page; also add abbreviation of your newly earned degree.
- Three lines with name, university, and date are single spaced.

Acknowledgements (Optional)

- Formatting (spacing, font size, etc.) matches the body of your ETD.

Table of Contents

- Organized in a clear, consistent, and professional manner.
- Can a reader recognize a chapter apart from a subheading?
- Are your page numbers crowded by text, making them hard to read?

Dedication (Optional)

- Formatting (spacing, font size, etc.) matches the body of your ETD.

ETD BODY:

- Follows the style guidelines for your discipline.
- One professional font family throughout the ETD.
- Professional font, size, spacing, etc.
- Chapters start at the top of a new page.
- Figures, tables, graphs, etc. are organized consistently throughout all chapters.
- Headings and subheadings are clear and consistent.
- No body text, graphs, tables, figures, etc. extend into the margins.
- Page numbers are consistent – same font, same location on the page, etc.

DOES YOUR ETD INCLUDE WORK THAT IS ANY OF THE FOLLOWING: 1) PREVIOUSLY PUBLISHED, 2) WRITTEN FOR PUBLICATION BUT NOT YET PUBLISHED, and/or 3) OWNED BY SOMEONE ELSE?

NO, everything in your ETD and belongs to you – ready to submit!

YES, one of the above applies to your ETD – continue with this checklist.

Eligibility – Must meet all of the following:

- Work is based on research completed at WSU.
- Master's thesis – at least one article plus intro and/or conclusion written for the ETD.
- Doctoral dissertation – at least two articles plus intro and/or conclusion written for the ETD. If using only one article, you must include additional original chapters.
- May be formatted to the publisher's requirements except for margins, page numbers, etc.
- MUST avoid plagiarism (accidental or intentional). See pages 7-8 in WSU's ETD formatting document for details. Work with your committee chair if you have any questions.
- If work has multiple authors, you must be a major contributor and writer to use in the ETD.

Checklist for Proper Use:

- Full citation for where the article/chapter was originally published on the first page of the chapter.
- If not published, use the statement "Prepared for submission to an academic journal" instead of a citation.
- If the article/chapter has multiple authors, must also include an attribution section on the first page of the ETD chapter describing the contributions from each co-author. "Equal contribution" is not sufficient – you must provide details.

REMINDER: You must upload a copy of your written permission to re-use published or copyrighted material into ProQuest. This documentation is due 10 business days after your final exam. Please work with your committee chair if you have any questions about copyright in academia or for guidance on how to obtain this permission.